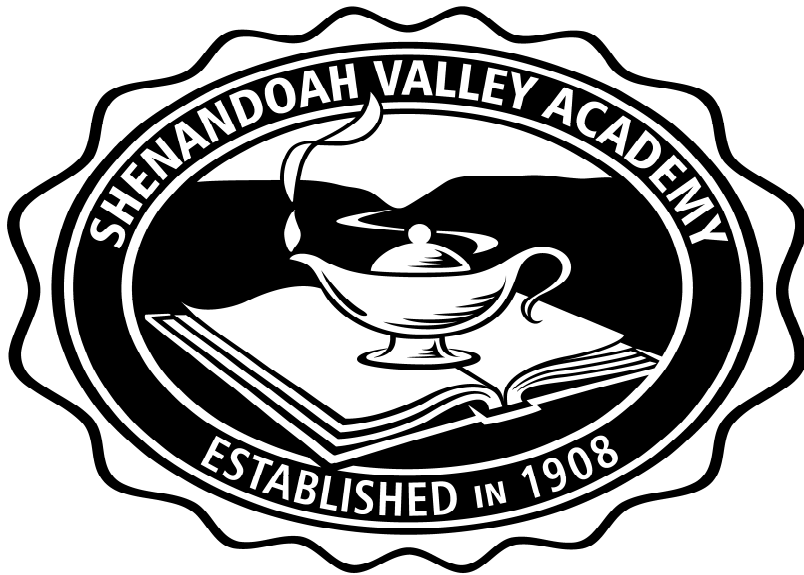


# **STUDENT HANDBOOK**

## **Policies and Procedures**



**Shenandoah Valley Academy**  
**234 W. Lee Hwy.**  
**New Market, VA 22844**  
**540-740-3161 / Fax: 540-740-3336**  
**[www.shenandoahvalleyacademy.org](http://www.shenandoahvalleyacademy.org)**

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## **Welcome to Shenandoah Valley Academy!**

You have chosen an outstanding school that is rich in tradition and history. Since 1908, nearly five thousand students like you have enjoyed the privileges associated with attending this school. This year you will add your chapter to this long history, building upon the successes of the past. We hope that your contribution will be positive in ways that others will remember with fondness and desire to emulate. "Be worthy of your heritage."

This Bulletin and Handbook is designed to assist you in better understanding the privileges, responsibilities, and expectations of an SVA student. Whether you are a community or dormitory student, campus life is an interesting and enjoyable part of the boarding school experience.

We hope that this Bulletin and Handbook will be helpful to you as you join in the SVA experience. Please remember revisions may be made to this handbook during the school year and communicated to you verbally or in writing. If you have questions about anything involving the school program, please feel free to ask your deans, principal, and teachers. This handbook is designed to be your guide to a successful high school experience.

The standards that are outlined in this handbook create a safe environment with an atmosphere of sensitivity and consideration for each other. As you read this handbook and decide how you are going to participate in this year's program, remember the words of Jesus, and "Do unto others as you would have them do unto you."

Finally, please remember your faculty and staff is here to help you succeed in every way. It is our desire to see you discover and grow your God-given talents, and as a result, develop a saving relationship with Him.

Have a great year. We look forward to working with you to make SVA a wonderful community of Christians who are committed to the Lordship of Jesus for the purpose of spiritual, academic, and personal growth.

Spencer Hannah  
Principal

## **HISTORY & OBJECTIVES**

### **LOCATION**

Set in the heart of the Shenandoah Valley, SVA offers a rural environment for Christian education. Situated on 450 acres of fertile valley land, the academy is located on Route 211, one mile west of New Market, Virginia (population 1,732). The Civil War Battle of New Market was fought in May, 1864, just two miles away. Our campus is one mile west of Intersection 264 on Interstate 81, between Winchester and Harrisonburg, Virginia. The Shenandoah River forms the academy's western border. In the distance, the Massanutten and Allegheny Mountain ranges rise to the east and to the west.

### **HISTORY OF SHENANDOAH VALLEY ACADEMY**

On March 24, 1905, Charles D. Zirkle lay dying on a couch in his home near New Market, Virginia. He had just requested that his share of his father's property be donated to the Virginia Conference of Seventh-day Adventists for the purpose of building a school for the instruction of Adventist youth. Thus a forty-two acre tract of land, then valued at \$3,000, became the permanent home of Shenandoah Valley Academy. Two years later, the construction of the academy began with the erection of the original main building. By September of 1908, the school was ready to open its doors. Originally a ten-grade school, SVA had an enrollment of 15 students that first year. In 1911, the first four students were graduated. Since then, Shenandoah Valley Academy has graduated nearly 5,000 students.

Like every fledgling institution, Shenandoah had its dark years. In the school year of 1913-14, there was no school. It seemed as though the school could not continue to operate in those gloomy years because of finances. In 1918 a flu epidemic paralyzed the school, costing one life. The school struggled to survive under the dedicated leadership of two men: H.M. Forshee, principal from 1916-1921, and Elder R.D. Hottel, New Market church pastor. While Principal Forshee held the school together with his encouraging leadership, Elder Hottel solicited funds, foodstuffs, and other gifts for the needy school.

In the fall of 1927, W.C. Hannah became principal of SVA, a position he would occupy for twenty-six years. The reign of Hannah, 1927-1953, brought marked progress to the campus, despite the fire that destroyed the

boys' dormitory in 1934. In those years, SVA became a secure institution, developing from a small unaccredited school to a first-rate boarding academy. Today, none of the old buildings remain. The old administration building, the last of the wooden structures built in 1935, was torn down in 1977 to make room for the new administration building. In an effort to maintain the memory of the early campus, the front windows, door, and light of Shenandoah Hall were saved and are now beautifully reconstructed as the facade of the Development Office, found in the administration building.

In the fall of 1954, a bookbindery was constructed which provided student labor for decades, before it was converted into classrooms and weight training complex. A beautiful gymnasium was completed in April of 1955. By the fall of 1958, a new girls' dormitory, Hadley Hall, had been readied for occupation and in 1964 the last vestiges of the original campus were erased with the destruction of Zirkle, Elliott, and Jensen Halls and the new boys' dormitory, Price Hall, was completed.

Other more recently constructed buildings on campus include a junior Olympic size swimming pool, complete with shower and locker facilities (1975), the campus church (1976) with a seating capacity of 774, and a spacious student center (1971), newly remodeled in early 2007. The administration building (1977) houses twelve classrooms, a library, an auditorium/performing arts center, complete music facilities, a technology center, and the administrative offices. Major renovations to the girls' dormitory, Hadley Hall, were completed in 2007, and the boys' dorm was completely remodeled in 2008.

While the physical appearance of the campus has changed through the years, its purpose for existing has not. Today, as Charles Zirkle envisioned it in 1905, Shenandoah Valley Academy is dedicated to providing a quality Christian education for the high-school age youth of the Seventh-day Adventist Church. Our primary purpose is to create the best possible environment for our students and staff to strengthen their love for Jesus Christ.

#### **ACCREDITATION**

Shenandoah Valley Academy is accredited by

- SACS (Southern Association of Colleges and Schools)
- Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (A member of the National Council for Private School Accreditation)

## **MISSION STATEMENT**

Shenandoah Valley Academy is a community of Seventh-day Adventist Christians who are committed to the Lordship of Jesus for the purpose of spiritual, academic, and personal growth.

## **PHILOSOPHY**

We are all created in the image of God (Genesis 1:27). For this reason, the primary purpose of Shenandoah Valley Academy is to develop Creator-like powers in our students that are God-given to all humans: creativity, individuality, and the power to think, to choose, and to do. We exist to provide a quality education in an environment where students and staff are in the process of continuously improving their love, trust, and relationships with Jesus Christ and each other. The object of education at Shenandoah Valley Academy is to develop these powers in our students so that they will think and act as individuals, not mere reflectors of someone else's thoughts and actions.

We value this environment and recognize that it must be protected and nurtured in order to achieve our objectives. Accordingly, we select and welcome students and staff who thrive in a family where trust is fairly and safely embedded in love and relationships.

We believe students benefit and develop by being trusted. They have a high sense of honor and want to be treated with confidence and respect, which is their right. We believe that as bonds of love develop within the school family and with Jesus Christ, students will live the Christian life – not because of rules, but based on relationships that are too important to risk damaging.

We highly value academic discipline and rigor. We also place value on becoming a balanced person through athletics, music, art, culture, and involvement with the welfare of others.

We pledge to have sufficient work and justified financial aid to assist any Seventh-day Adventist applicant who truly wants to combine quality education and a Christian life-style at Shenandoah Valley Academy. We also pledge to operate a quality school where students will be spiritually, physically, and socially safe and experience mental stimulation and growth with a friendly and responsive staff.

## OBJECTIVES

### **Objective One - Spirituality:**

SVA students will develop a saving relationship with Jesus Christ.

First and foremost, in everything we do, we endeavor to create the best possible environment for our students and staff to strengthen their love for Jesus Christ. We expect to provide this environment in the classrooms, at work, at play, and in our worship time.

### **Objective Two - Relationships:**

SVA students will develop strong Christian relationships that will guide their behavior.

We believe relationships are the most important determinants of behavior. As we develop loving relationships with Jesus and each other, what we do and say will guide our behavior. Special relationships are developed between our students and their Campus Parents that are the basis for trust and privileges. "Rules without relationships lead to rebellion."

### **Objective Three – Academics:**

SVA students will be recognized for academic excellence.

We expect our students to be serious students that accept the struggles and rewards of academic rigor and discipline. We provide assistance both in and out of the classrooms for challenged and gifted students to achieve their personal objectives.

### **Objective Four - Work Ethics:**

SVA students will learn the value, rewards and dignity of work.

Students are required to participate in our work/study program. We provide each student a job description, work expectations, job performance evaluations, and compensation based on performance.

### **Objective Five - Character Development:**

SVA students will progress in developing their Christian character.

Character development includes developing Christian life-skills that enable students to think, to choose, and to act as responsible citizens in their community. This requires intentional analysis and a willingness to hold others and us accountable.

### **Objective Six - Health and Wellness:**

SVA students will develop an awareness and lifestyle to provide on-going health and wellness.

Students will be given health risk assessments, training, and resources to follow action plans to positively impact their health and their personal wellness. Instruction in nutrition will provide training in identifying healthy foods and those to avoid/eliminate.

### **Objective Seven – Fun:**

SVA students will have fun and be noticeably happy.

Christian teenage students expect to have fun and we will be a generous and guiding source of support to them in having long-lasting fun.

## CHARACTER DEVELOPMENT

Shenandoah Valley Academy is committed to providing expectations and opportunities for all students to understand, demonstrate, and practice the Christian life-skills and character that will help them to become responsible citizens for successful living in this world and in the world to come. Our students are taught to understand the fundamental differences between right and wrong, to think before acting, to respect oneself and others, to demonstrate responsible decision-making, and to be accountable for their behavior. This striving for excellence in Christian characters sets before each student the goal of being all that he or she can be – “attaining the whole measure of the fullness of Christ.” (The Epistle of Paul the Apostle to the Ephesians, chapter 4, verse 13)

<b>Brothers' Keeper:</b>	<i>Demonstrating understanding and concern for others</i>
<b>Courage:</b>	<i>Standing for what is right even if you stand-alone</i>
<b>Honesty:</b>	<i>Revealing truth through thoughts, words, and behavior</i>
<b>Initiative:</b>	<i>Moving from thought to action</i>
<b>Perseverance:</b>	<i>Completing what you start, no excuses</i>
<b>Purity:</b>	<i>Lovely; free from blemish or guilt</i>
<b>Respect:</b>	<i>Honoring oneself, others, and the environment</i>
<b>Responsibility:</b>	<i>Doing what's right and being accountable for your choices</i>
<b>Service:</b>	<i>Putting others needs before your own</i>

## HONOR CODE

Shenandoah Valley Academy's Honor Code forms a key part of the foundation of our school. It challenges our school community to strive to uphold the honor, integrity, sense of trust, and heritage of our 100+ years as a Christian academy. This Code requires all members to do their own work, be trustworthy, and claim only that which is theirs. The Honor Code is:

- I will not lie.
- I will not cheat.
- I will not steal.
- I will reach out to the student who loses honor.

## ADMINISTRATION, FACULTY & STAFF

### ADMINISTRATION

Principal  
Vice Principal/Registrar  
Director of Recruitment  
Business Manager  
Assistant Business Manager  
Director of Admissions & Assistant Registrar  
Dean of Girls  
Assistant Dean of Girls  
Dean of Boys  
Assistant Dean of Boys  
Director of Development & Alumni Association  
Guidance Counselor & Director of Student Labor

### ADMINISTRATIVE SERVICES

Administrative Assistant  
Student Accounts Manager  
Business Office  
Information Services  
Campus Industries Manager  
Director of Food Service  
Assistant Director of Food Service  
Director of Plant Services  
Assistant Director of Plant Services  
Librarian  
School Nurse

### INSTRUCTIONAL

Art  
Business Education  
Computers/Technology  
English  
English  
ESL  
Foreign Languages  
Mathematics and Physics  
Mathematics  
Music – Orchestra/Band  
Music – Piano/Organ  
Music – Voice /Choral/Handbells  
Physical Education, Athletics  
Psychology  
Religion/Chaplain  
Religion  
Science  
Social Studies  
Social Studies  
Learning Resources/Student Services

Spencer Hannah, MA  
Dorenda Dodge, Ms Ed  
Gail Romeo  
Jeff Twomley, MBA  
Debbie White, AS  
Wendy Dean  
Kelly Menhardt, BS  
Rita Miller  
Gerald Davis, BS  
Nick Buchholz, BA  
Jan Strickland Osborne  
Donald Slocum, MA

Jan Strickland Osborne  
Cindy Champion  
Juanita Martin  
Ron White, BS  
Tom Hall, MA  
Bob Ockenga, BS  
Sarah Smith, BS  
Jim Little  
Bill Osborne  
Eva Hannah  
Betsy Dickerhoff

Julie Copiz  
Dorenda Dodge, MS Ed  
Ron White, BS  
Erik Brown, BA  
Deborah White, MA  
Drew Rester, MA  
Edgardo Ullrich, MATL  
Tom McNeilus, MM, MA  
Dawn Taylor, BA  
Marc Elysee, MM  
Nancy Lou Cross Hall  
Melissa Anderson, BM  
Josh Jetter, BS  
Jen Song, MA, MAT  
Tim Harley, MA  
Robert Van Ornam, MA  
Mitzi Bame, M.A.T.S.  
Gabrielle Griffin, MAT  
Donald Slocum, MA  
Jen Song, MA, MAT

## APPLICATION AND ADMISSIONS

### **WHO MAY ATTEND:**

Students in grades nine through twelve who demonstrate a definite interest and commitment to receiving a Christian education and supporting the mission, philosophy, and objectives of SVA will be considered for admission. Shenandoah Valley Academy admits students of any race, color, national origin, creed, religion, gender, age, or disability to all rights, privileges, programs, and activities generally accorded or made available to the student body. No discrimination is made in administration of educational policies, applications for admission, scholarship or loan programs, athletic or extracurricular programs.

Only those students who are willing to show respect in attitude and behavior for the word of God, maintain a reverent attitude toward that which is spiritual, agree to abide by the policies and standards of the Academy, and conduct themselves in harmony with the standards of Christian education as upheld by the Seventh-day Adventist Church should apply for admission to Shenandoah Valley Academy.

### **ELIGIBILITY TO ATTEND:**

Applicants must submit the Application form completely filled out and three satisfactory recommendations to the Registrar's Office, and satisfy one of the following conditions at the time of enrollment:

1. Graduate from elementary school with passing grades in English and Math and have a composite score of at least 35% on either the Iowa Test of Basic Skills (ITBS) or the Test of Achievement and Proficiency (TAP).
2. Transfer from an approved secondary school, with a minimum grade point average (GPA) of at least 1.67 and have a composite score of at least 35% on either the ITBS or the TAP.
3. Be at least 14 years of age before August 15 of the current school year.

### **COME VISIT US:**

You and your parents are invited to visit the campus whenever it is mutually arranged. Please call us and arrange for your visit. While visiting, you may wish to meet the deans, registrar, labor supervisors, classroom teachers, and principal. Please call us at (540) 740-3161 to arrange your visit. We want to be sure the appropriate individuals and accommodations can be ready for your visit. SVA also hosts "Academy Days" in April of each year.

### **APPLY FOR ADMISSION:**

Upon your request, a complete application packet will be sent to you or you may download it from our website. Applicants and their parents must read the Handbook and other policy materials, sign an agreement to uphold the Academy policies, and complete a financial plan that covers expenses and payments for the year.

### **APPLICATION PROCESS:**

Before the application is taken to the Admissions Committee, the Director of Admissions must receive:

- the student application form completely filled out and properly signed,
- three recommendation forms completely filled out and signed,
- applicant's standardized test scores,
- applicant's transcript from previous school(s),
- applicant's discipline and attendance records from previous school(s),
- photocopy of applicant's social security card,
- photocopy of applicant's birth certificate,

The Admissions Committee will review the applicant's file and make their decision. The applicant will be notified of the decision by mail.

### **YOUR LETTER OF ACCEPTANCE:**

After we have processed all of the information required for admissions to SVA, you will be notified of your acceptance decision. You will receive a package of information, including dates, with your Letter of Acceptance to help you prepare for your Registration at SVA in August. Before enrolling in SVA, you may be required to have a successful interview that includes you, a parent, and an SVA administrator.

### **REGISTRATION:**

All students must receive their Letter of Acceptance before they will be permitted to register at SVA. Students are expected to register on Registration Day (see current calendar for dates). *Those who register more than two weeks late will be permitted to carry full academic load at the discretion of the faculty and administration.*

**DOCUMENTS REQUIRED ON OR BEFORE REGISTRATION:**

All students must bring to registration and/or have on file at the Academy:

- an up-to-date immunization certificate,
- a certified copy of their birth certificate or affidavit stating the student’s age in accordance with the Code of Virginia 22.1-3.1
- proof of residency
- A notarized statement of legal guardian if other than your parent (required of ALL international students despite age. Guardians MUST BE 21 or older and have a permanent address)

**ACADEMICS**

**DIPLOMA REQUIREMENTS**

The academic program at Shenandoah Valley Academy is designed to provide students with a foundation of knowledge and study skills. SVA offers a college preparatory curriculum with broad and diverse course selections. Teachers engage every student in the classroom. Seventy-five percent of our teachers have a masters’ degree. Our academics operate at high standards and students are pushed into critical analysis and thinking. Our goal is to teach students how to think and to enhance intellectual self-confidence.

**Diploma Options**

	<b>General</b>	<b>College Prep</b>	<b>*Advanced Studies Diploma</b>
Religion†	4	4	4
Applied or Fine Arts:	2	1	1
English	4	4	4
Foreign Language	0	2	3
Health and P.E.	2	2	2
Mathematics: (Algebra I and above)	2	3#	4#
Science »	2	3	4
Social Studies	3	3	4
Computer Applications	.5	.5	.5
Electives	2.5	1.5	.5
Total Units	22	24	27

†One unit of Religion for each year in an Adventist Academy. For any years not in an academy a student may substitute elective credits for Bible credits.

#Algebra 1 or above

» Earth Science or Conceptual Physics may count as a science.

**\*ADVANCED STUDIES DIPLOMA PROGRAM**

The Advanced Studies Diploma curriculum is designed to provide more than the minimum courses required for admission to most colleges and universities. As a Liberal Arts program, the curriculum is balanced with Literature and Language Arts, Science, Mathematics, History, Foreign Language, Fine Arts, Religion, and Health/Physical Education.

**TRANSFER OF ACADEMIC CREDIT:**

Credit will be granted for classes that have been completed at an accredited institution. Any exceptions must be approved in advance by the Curriculum Committee on a yearly basis.

**ELIGIBILITY TO JOIN A CLASS:**

Class membership is determined by the number of credits the student has earned in high school.

**Seniors:**

To be eligible to join and continue in the senior class the student must meet the following:

- The requirements for graduation, as set forth under Graduation Requirements, must be met by the end of the senior year.
- Official transcripts from schools previously attended must be recorded in the Registrar's office. Official transcripts must be on record at registration to ensure that the student takes the necessary classes to complete graduation requirements. Failure to have a transcript on file by December 1 of the senior year may result in the loss of senior status.
- Correspondence work must be completed and the transcript on file in the Registrar's office no later than May 1. It is the student's responsibility to complete all work by the deadline.

**Juniors, Sophomores, and Freshmen:**

- Must have completed or be enrolled in at least 16, 10, or 5 units by the end of the junior, sophomore, or freshman year, respectively.
- Have completed all major course work appropriate for the grade.
- Have official transcript of previous course work on file in the Registrar's office (including all correspondence courses).

**FOUR-YEAR SENIOR:**

To be classified as a four-year senior and receive a medallion at graduation, all high school coursework will have been taken at Shenandoah Valley Academy.

**ADVANCED PLACEMENT CLASSES:**

The Advanced Placement (AP) Program is a cooperative educational endeavor between secondary schools and colleges and universities in which colleges and universities may grant credit, placement, or both to a student who takes and passes the AP exam. A student may submit a written request to the guidance office to sit for any AP exam in any discipline. SVA offers college-level classes that will give a strong foundation for AP exam preparation. Requests must be submitted by January 31. This exam is given in May.

**DUAL CREDIT CLASSES:**

SVA provides the opportunity for diligent students, with good grades, to earn college credits while attending SVA. The dual credit courses offered are the General Education courses required by most colleges and universities. The college credits are granted by Washington Adventist University (WAU) and are transferable to most colleges and universities. It is the responsibility of the student to verify with the colleges they are applying to if in doubt of credit transfer. Students pay 10% of WAU's regular tuition charges and full-price for all textbooks. Full payment is due to SVA prior to the beginning of class. Payment may not be charged to the student's account. Students must meet the minimum GPA and assessment test requirements.

**SCHOLASTIC LOAD:**

A student must enroll in at least three core classes per semester, excluding music and/or physical education, and must be enrolled in at least five classes total. Students who fall below that number will jeopardize their enrollment at SVA. Students may carry as many as seven classes without special faculty action. Any exception to this policy requires Curriculum Committee approval.

**CHANGE OF PROGRAM:**

Add/drop slips may be obtained from the Registrar. A student may add a class to their schedule during the first two (2) weeks of the course. A student entering a class without a properly signed "add" slip will receive no credit. A student may drop a class any time during the first 4.5 weeks of the course. Classes cannot be dropped after the four and a half week period has ended. Remember that a student must maintain a class load of at least five (5) classes to continue in our program.

**ACADEMIC HONORS:**

**Honor Roll:** Students with a 3.00-3.49 GPA will be eligible for the Honor Roll. Students on the honor roll will be invited to a special activity following the first semester grading period.

**Principal's List:** Students with a 3.50 GPA or higher will be eligible for the Principal's list. Students on the Principal's list will be invited, with their parents, to a brunch following the first semester grading period.

**National Honor Society:** The Shenandoah Valley Academy Chapter of the National Honor Society under the sponsorship of the National Association of Secondary School Principals bestows commendations upon those students who excel academically (minimum cumulative 3.50 GPA) and in character, leadership, and service. Membership is by invitation only. All NHS members are required to participate in community service projects.

NHS membership is recognized for transferring students. A complete review of eligibility requirements can be obtained from the NHS advisor

**GRADUATION WITH HONORS:**

Students who have a cumulative 3.50 GPA will be graduated with Honors and those with a cumulative 3.75 GPA will graduate with High Honors (Honors and High Honors is determined at the end of 8 semesters).

**VALEDICTORIAN/SALUTATORIAN:**

Student must be in residence at SVA for two consecutive school years and graduate with a College Prep or Advanced Studies Diploma.

Valedictorian and Salutatorian will be determined by class rank, which is based on a weighted gpa: Honors, AP and Dual Credit classes are rated on a 5 point scale.

**CORRESPONDENCE AND SUMMER SCHOOL:**

- Permission is not usually granted to take summer school or correspondence in courses that are offered in the school course offerings.
- Courses for enrichment must be pre-approved by the SVA Curriculum Committee before credit will be accepted and, if taken as a prerequisite for an advanced class, must be completed and a transcript on record in the Registrar’s office before classes begin in the fall.
- Approved correspondence schools are Griggs University and Keystone. Information on these two programs is available from the Registrar’s office.
- Summer school courses, correspondence work, and extra courses in the regular school program will be regarded as an enrichment of the student’s education.
- Seniors taking a correspondence course or credit recovery course for graduation requirements must complete the course and present a transcript to the Registrar’s office by May 1. Failure to meet this deadline jeopardizes the student’s graduation status.
- Students who fail either semester of a class may remediate that class by taking correspondence courses and/or summer school classes after making arrangements through the Registrar’s office. Seniors that fall into this category will be mailed their diploma as soon as their graduation requirements are fulfilled.

**GRADE REPORTS:**

The school year is divided into four grading periods of approximately nine weeks each. Reports cards are issued at the end of each nine-week period. Only semester grades are recorded on the student’s permanent record, and transcripts of these grades are issued when requested, if the student’s account has been paid in full. Mid-semester progress reports will be sent to students and parents. Parents are encouraged to monitor student progress on-line through the school’s software program, RenWeb. (See Registrar’s office for details).

**GRADING SYSTEM and GRADE POINTS:**

The Grade Point Average (GPA) is figured on each subject for which any credit is given. The following grade points are given to each whole unit of credit received:

A = 4.0 grade points	D+ = 1.3 grade points
A - = 3.7 grade points	D = 1.0 grade points
B+ = 3.3 grade points	D - = .7 grade points
B = 3.0 grade points	F = 0 grade points
B - = 2.7 grade points	LC =0 (lost credit)
C+ = 2.3 grade points	AU =0 (audit)
C = 2.0 grade points	P =0 (pass)
C - = 1.7 grade points	I =0 (incomplete)

\*Cumulative GPA is based on an unweighted 4-point rating system.

Class Rank is based on a weighted system with all AP, dual credit and advanced courses earning a 5-point rating.

**INCOMPLETE:**

Incomplete grades will be given only when circumstances such as illness have made it impossible for a student to finish class work in the regular time allotted. An incomplete becomes an automatic “F” on the student’s record unless the course work for a subject is satisfactorily finished within two weeks after grades are issued. Students are to take the initiative in making the arrangements to finish all incomplete work.

**ACADEMIC PROBATION:**

A student will be placed on academic probation when their semester GPA falls below 2.00. A student who remains on academic probation may jeopardize their enrollment. Any student receiving an incomplete or failing grade for any grading period may be reviewed by the Curriculum Committee for possible withdrawal from his or her class standing and suspension from extracurricular activities.

**LOSS OF CREDIT:**

Credits are issued based on a minimum number of minutes in class. A student who accumulates more than 14 absences, excused or unexcused, in any class during a semester may not receive credit for that course. In the case of a student with protracted illness or a student that entered school late, the Curriculum Committee will review each case to determine whether or not the 15% excessive absence policy will apply.

**RETENTION OF RECORDS:**

- Cumulative files are purged after five (5) years.
- Teacher grade books are purged after ten years.
- Transcripts remain on file.

**TRANSCRIPT RELEASE:**

Transcripts and report cards will not be released if there is an outstanding balance. Transcript requests must be in writing with student or parent signature.

**CHEATING POLICY**

*(This Cheating Policy is adapted from the Worthington Christian High School Honor Code, Worthington Christian Schools, 6670 Worthington-Galena Rd., Worthington, OH 43085)*

Shenandoah Valley Academy is committed to the highest quality of learning experiences. Useful and lasting learning cannot occur unless the learning process which students go through is an honest process that demonstrates their abilities as measured by their own efforts. Cheating only prepares the student for eventual failure rather than success in life. Dishonesty undermines the very foundations of learning and compromises the moral and academic integrity of any institution.

Paul wrote to the Ephesians and said, “Let him who steals, steal no more, but rather let him work, performing with his own hands what is good in order that he may have something to share with him who has need” (Eph. 4:28). He also wrote to the Thessalonians and instructed them that, “If anyone will not work, neither let him eat. For we hear that some among you are leading an undisciplined life, doing no work at all, but acting like busybodies. Such persons we command and exhort in the Lord Jesus Christ to work in quiet fashion and eat their own bread” (2 Thess. 3:10 - 12).

It is clear from these scripture references that each person should do his own work in order to reap the benefits of such work. By establishing and agreeing to abide by an Honor Code, the students, faculty, and administration are indicating their commitment to personal integrity and the elimination of cheating by dealing with such offenses both firmly and decisively.

Cheating is a breach of academic integrity and involves one or more of the following actions:

- To use, copy, or turn in another person’s work, in whole or in part, as if it were your own.
- To copy information from another person’s test, examination, theme, report, or term paper whether the person is enrolled at SVA or not.
- To plagiarize - defined as, “to steal and use the ideas and/or writings of another as one’s own,” without giving credit to the original author.

To prepare to cheat in advance by:

- Having in your possession a copy of a test given by a teacher.
- Using any form of notes during a test or exam not permitted by the teacher.
- Communicating in any way with another student during a test.
- Failing to follow testing instructions given by the teacher.
- Assisting another student to cheat according to the above definitions.

Cheating may be proved against a student only under one of the following conditions:

- A teacher or staff member personally observes or discovers an act of cheating.
- A student admits to a teacher or staff member that he/she cheated.
- The act of cheating is observed and reported to the teacher by at least two independent witnesses.

If it has been satisfactorily determined that an act of cheating has occurred, the violation will be reported to the Principal who will take appropriate disciplinary action. The teacher will personally present the case to the Principal in a meeting with the student present.

**Penalties for Cheating:**

First Offense: Zero for the assignment, test, or exam in question and parents are notified.

Second Offense: Loss of credit in the course, in which the second infraction occurred, for the grading period as well as possible suspension or expulsion.

**SEMESTER EXAMS:**

An exam schedule will be posted approximately two weeks before exams. There will be a \$50 fee/maximum \$200 (payable by cash/check to the business office for that class) for each exam that has to be given outside of the exam schedule. Any exceptions must be approved by the Curriculum Committee. Requests for early exams must be submitted to the Curriculum Committee at least three weeks prior to the exam. No early exams will be given without prior Curriculum Committee approval. *Exam permits cannot be issued to students whose financial accounts are not current.*

**SUMMER GRADUATES:**

Seniors failing to meet graduation requirements may not participate in the class trip or any graduation activities. These seniors may remain on campus to attend the final Saturday evening program prior to graduation weekend, but must check out of the dorm and leave campus that evening.

A diploma may be issued at the end of the summer under the following conditions:

- Develop a detailed plan with the Registrar for completion of course work before the end of the school year.
- Transcript of completed work is received by the Registrar’s office by the last business day of August.
- Account is paid in full.

**TEXTBOOKS:**

Students are responsible for purchasing their own textbooks at the beginning of the school year. The students may also be required to purchase workbooks and paperback books for their classes throughout the school year. At the end of the school year, SVA will purchase the textbooks from the students, if they are in usable condition. The repurchase price will be based on the condition of the book upon return. Workbooks will not be repurchased by SVA. If during the school year students lose a book(s), the student will be required to purchase the replacement book(s) within one week.

**ATTENDANCE POLICY**

**ABSENCES & TARDIES:**

**Excusing Absences**

The Principal, Vice Principal, Registrar, Assistant Registrar, Head Deans, and Nurse have all been delegated the authority to officially excuse absences. Parents cannot excuse an absence or tardy while the student is living in the dorm. Absences can be excused for the following circumstances: sickness, a death in the immediate family, or a court appearance.

**Administrative Absences:**

Absences that occur because of promotion tours, field trips, sports events, suspensions, and work substitution are called Administrative Absences. When a student is required to miss appointments for these reasons, they will be excused provided proper arrangements have been made in advance.

**Tardiness:**

A student is considered tardy if they are not seated in the classroom or at their workstation when the class or appointment begins. A tardy will be considered Excused if the student comes to class with an Excused Tardy slip signed by an administrator or teacher.

**Unexcused Absence Due to Behavior:**

Should a student be required to leave a classroom due to unsatisfactory conduct in class, the student will be given an unexcused absence.

**Pre-arranged Family Absences:**

Parents requesting permission to take their children on a family event are asked to submit a written request (a “green slip”) to the Registrar at least one week in advance. Students may miss no more than five pre-arranged school days for this purpose during the school year. Any request exceeding the five days will require preapproval by the Curriculum Committee.

**Pre-arranged Absences:**

Students may need to miss school for court dates, issues regarding foreign students, etc. Students must submit a written request (a “green slip”) to the Registrar at least one week in advance for approval by the curriculum committee.

**Medical Absences:**

Medical Absences will be excused for the following reasons:

- Illness that is documented by a nurse, doctor, or dean (if the student is living in the dorm). The Dean or Nurse will notify the Registrar’s Office when a student is placed on Sick List.
- Parental documentation is accepted if the student is at home. The parent should call the Registrar’s Office every day of the absence. Illness at home of three days or more requires that a doctor’s note be presented to the Registrar.
- *Non-emergency medical appointments must be made during regularly scheduled home leaves.* Any exceptions require filling out a “green slip” and submitting it to the Curriculum Committee for approval at least one week prior to the appointment.

**Work:**

Tardies and absences from work will be recorded on the student’s attendance record.

**College Visitations for Seniors:**

Seniors may make one request to the Curriculum Committee to visit a college outside of home leave. Approval will depend on attendance record and grades. All other visits must be made during home leaves.

## ATTENDANCE GRADE

Attendance is expected of every student enrolled as a member of a class or organization, as well as work experience. Students are expected to participate in activities and field trips unless they are on Campus Leave Restriction (CLR). Every student may not be capable of an A in every subject, but every student *is* capable of an A in attendance. **Every student will start each nine-week period with 100 points (A).**

**ABSENCES & TARDIES** are given when students are absent or tardy to a class or work without a valid excuse. They will have the following points deducted from their attendance grade:

For Classes & Work

- 1 point deduction = one unexcused tardy. If for any reason the teacher is delayed, students must remain in the classroom unless instructed otherwise by administration. In other words, *THERE IS NO TEN-MINUTE RULE FOR TEACHERS.*

- 2 point deduction = more than ten (10) minutes late, but attend at least half of the class

- 3 point deduction = one unexcused absence

For Chapels

- 1 point deduction = one unexcused tardy to Chapel

- 2 point deduction = one unexcused absence to Chapel

An attendance list will be posted daily on the Attendance Bulletin Board with the names of students who have been counted absent or tardy the day before. Also, you can check RenWeb daily to see your attendance. To make corrections to the attendance record the student must do the following:

1. Obtain an excuse form (not an attendance printout) from the Registrar’s office.
2. Fill out the excuse form and have it signed by the staff member excusing the absence/tardy and turn it in to the Registrar’s office when completed.
3. Students will be given *five (5) days* to get an absence or tardy excused, after which time the grade will not be changed. Please remember to check the skip lists and RenWeb daily so you do not miss this deadline. Exceptions will be made only when approved by Administration.

**ATTENDANCE GRADES** affect many aspects of a student’s life on campus and are part of the student’s report card. *Two points will be added to the attendance grade for each three days of perfect attendance (no unexcused absences or tardies).*

**A (90-100 points)** - A student will receive a certificate at the end of each semester.

**B (80-89 points)** - A student will be on **\*Campus Leave Restriction (CLR)**.

**C (70-79 points)** – The student will be required to meet with Dean’s Council, parents will be notified, and the student will continue on **CLR**.

**D (60-69 points)** - The student will continue on **CLR**.

**F (0-59 points)** - A student who receives an F- will be required to call their parents and meet with Dean's Council. After Dean's Council, the student's attendance grade will be returned to the C (79%) level. If the student loses further points resulting in a second F, he/she will be asked to withdraw. If at any other time of the year the student receives a second F, he/she will be asked to withdraw.

**\*Campus Leave Restriction (CLR)** – Students will be placed on Campus Leave Restriction for six weeks from the date the B grade was incurred. Students on Campus Leave Restriction will **NOT** be allowed to leave campus for field trips, tours, club parties, spiritual retreats, athletic events, town trips, service projects, or to go recruiting. Students will be allowed to leave campus to go home for the weekend (must be picked up by a family member), for homeleaves, medical appointments, Senior Survival, mission trips, community service projects occurring during the Sabbath hours (sunset Friday to sunset Saturday) and required all-school events.

**Q & A:** Can you get off CLR sooner than 6 weeks? Yes. Perfect attendance for three (3) days adds 2 points to your Attendance Grade. So if you go to 88 and are on CLR, you can get off CLR with three days of perfect attendance.

**Q & A:** Can you earn more than 100 points with perfect attendance? No. The maximum points are 100.

## DRESSING & GROOMING STANDARDS

Clothing worn by SVA students should always be neat, clean, and modest. The clean-cut look will be expected rather than the faddish.

- Shoes or sandals must be worn when a student is out of the dormitory.
- Jewelry is not acceptable at SVA. Please do not wear items such as necklaces, bracelets, leather bands, chokers, rings, earrings, and similar items.
- Clothing should not advertise or reference rock groups, alcohol, cigarettes, etc. or have slogans or pictures that are offensive, or suggestive of a lifestyle out of harmony with Christian principles.
- Shorts should not be ragged or cut off. Hats and other head coverings are not permitted in any buildings and doo-rags are not permitted outside of the dormitory.
- Hair color must be of a natural shade and boys' hair length or style cannot be excessively long or extreme.

### Girls:

**Shorts** - Boxer-style shorts are acceptable. At a minimum, short lengths should be long enough to reach the tips of the fingers when standing and arms are held straight at the sides. Tops must be long enough to cover the top button of the pants or skirt. Midriff shirts are not allowed.

**Tops** - Tops may be sleeveless, but straps must be at least 3" wide.

**Necklines** - should be modest in cut and should be no lower than the parallel line from the top of armpit to armpit front and back.

**Sheer material** should be avoided. Appropriate undergarments should be worn as to maintain modesty.

**Dresses and Skirts** - Hemlines should be no more than two-inches above the top of the knee. Slits or openings in skirts/dresses should be modest. Garments should not be tight or form fitting.

### AD BUILDING ATTIRE:

- **An SVA school-logoed polo, oxford, or blouse must be worn at all times while in classes, classroom buildings, library, the administration building, and lunch in the cafeteria.** Approved polo colors are: navy, white, evergreen, red, yellow and pink. If a garment is worn under the school-logoed blouse/shirt, then it must follow the above guidelines regarding necklines and the blouse/shirt must be buttoned. Each student must purchase at least one navy polo. *If the sweater vest is worn, a school polo, oxford or blouse must be worn underneath.*
- **Pants/Skirts** – All pants are to be docker style in a solid color--navy, khaki, stone or black. No jeans or "skinny" pants of any color. Clothes must fit properly—no tight, saggy or oversized pants/skirts will be allowed. Plaid skirts must be purchased from SVA's supplier and must be no more than 2" above the knee. Skirts of a solid color, no more than 2" above the knee, must be purchased from our uniform supplier. The skirts must not be form fitting. No leggings of any length are allowed.

*Information about SVA's School Attire and how to purchase on-line is available on the school website: [www.shenandoahvalleyacademy.org](http://www.shenandoahvalleyacademy.org).*

- **Consequences:** If a student is not in ad building attire, they will be asked to return to the dormitory (or home if village) to change into proper attire and will receive an unexcused tardy if missing classroom time to change. The student must bring a signed note from the dean upon return to class. If a student fails to return to class, an unexcused absence will be recorded.

#### **CAFETERIA ATTIRE:**

Ad building attire is required in the cafeteria during lunch on school days and is always acceptable at other meals throughout the week. At all other times, general dress guidelines apply. No tank tops, undershirts, sleepwear, or half T-shirts are acceptable at any time. We ask students to wear Sabbath clothes to lunch on Sabbath; however, ties are not required for the guys.

#### **SABBATH ATTIRE:**

- **Guys** -- Dress slacks, dress shoes (non-athletic, i.e. "chucks", sneakers, running shoes, etc.) and a dress shirt are required attire for Friday vespers. Shirts must be tucked in. Dress slacks, dress shoes, and a dress shirt with a necktie are required for Sabbath services
- **Girls** -- Dresses, or skirts and blouses, must be worn to all Sabbath services, unless specifically announced by the Dean. Dressy pants outfits may be worn to Friday Vespers (no jeans of any color, type or style). No leggings of any length are allowed.

#### **BANQUET ATTIRE:**

Banquet and class dresses/skirts must adhere to the above guidelines except straps may be 2" wide, with the exception of a halter dress with a neckline and back no lower than the parallel line from armpit to armpit front and back. Dresses/skirts must be no more than 2" above the knee (walking and standing) and may not be tight or form fitting.

All young ladies must have their dresses approved by the Dean -- No exceptions.

#### **SENIOR CLASS NIGHT ATTIRE:**

Class night dresses may be strapless as long as the neckline is no lower than the parallel line from armpit to armpit front and back. Consecration and Baccalaureate dresses must follow the general dress/skirt guidelines. All young ladies must have their dresses approved by the Dean -- No exceptions.

#### **SWIMMING ATTIRE:**

Only modest, one-piece swimsuits are to be worn in the pool area (and other SVA swimming events) and must be approved by the Dean. Two-piece swimsuits are not allowed, even if covered by a T-shirt. No cut-off pants are permitted in the pool.

#### **To Our Community Students—**

We expect each of you to follow the school dress code whenever you are participating in any school sponsored activity whether it is on or off campus, i.e. Vespers, outdoor church, field trips, Saturday night activities, etc. Please see the weekend update for required dress for planned activities.

## **BEHAVIOR AND ACCOUNTABILITY**

As the boarding high school of the Potomac Conference of Seventh-day Adventists, Shenandoah Valley Academy is dedicated to building committed Christians and responsible citizens. With this in mind, the SVA Administration and Staff have established policies and standards of conduct that will promote spiritual growth, healthy minds and bodies, strong personal relationships, safety for all of our students, and a smoothly operating program. Many of our policies and standards are based on Scripture while others are our "house rules" that have no connection to spiritual matters. It is important to recognize the difference between these two bases for policies. Where possible, we have correlated Scripture with policies and standards. The other policies and standards are how we choose to operate this Christian school.

While many of our students live in the New Market community, the Standards of Conduct and Accountability apply equally to dormitory students and community students. The exception to this, of course, is that SVA's Standards of Conduct and Accountability that specifically apply to only SVA dormitory students will be replaced by policies and rules established by the parents of our community students while at home (i.e., use of cars, study periods, selection/use of music/games, etc.). Community students and parents, we greatly appreciate your accepting and supporting the policies and standards in your homes that we have adopted for SVA. While we attempt to provide a loving home environment for our students, we recognize that some of the policies and

standards of conduct are not the same as some parents and students follow in their own home. However, while enrolled at SVA, students and parents are responsible to acquaint themselves with the policies and standards contained in this Student Handbook and consistently follow them. **A student's enrollment at the Academy is a commitment to the policies, standards, and procedures that SVA promotes.**

**Statements of policy announced and/or posted are as valid as, and may supersede, those printed in this book.** Such policy addendums and changes will be communicated to SVA students and parents. Whenever, in the judgment of the administration, a student's influence is detrimental to others, or when attempts to help the student have not brought the necessary results, parents may be requested to withdraw the student from school. A student who has been dismissed or encouraged to withdraw for any reason is required to make advanced arrangements with SVA's administration before revisiting the campus at any time within the school year.

A student who is enrolled at Shenandoah Valley Academy will model ethical and moral behavior both on and off the campus.

## STANDARDS OF CONDUCT

The church, state, our insurance, and/or the common ethical code of right-living dictate that some practices should not be permitted in our school. Offense of the following points can automatically forfeit membership as a student at SVA, incur a fine, and/or involve other disciplinary action as deemed necessary by the Administration:

### **First-time offenders of the following Standards will be asked to leave SVA (zero tolerance):**

- Using, possessing, or supplying to others alcoholic beverages, narcotics, illegal drugs, or any other hallucinatory or intoxicating agent or *improper use of any substance* either on or off the SVA campus including home leaves. This includes providing prescription drugs to anyone other than the intended user.
- Hazing at any time or place in any form.
- Possessing, using, or supplying others with firearms, lethal knives, or ammunition/explosive device(s)
- Sexual intercourse and/or other sexual activities with the same or opposite gender, or being in the *non-public* areas of the dormitory of the opposite sex without prior permission.
- Participation in fighting or any willful act that injures another person.
- Sexting: "The uses of any digital technology, or other device, to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery, of another person, whether or not that person is enrolled at the school, or the distribution by such means of any indecent language or material, is strictly forbidden, and shall be punishable by suspension or expulsion."
- Students who withdraw from SVA for disciplinary reasons may return to campus only after prior arrangements are made with Administration.

### **Students that violate the following Standards will be held accountable and disciplined in one or more ways identified in the SVA Discipline Policy.**

- Using, possessing, or supplying tobacco in any form.
- Provoking a fight.
- Use of fireworks.
- Continual or willful disrespect, disobedience, or non-cooperation with staff or delegated authority.
- Promoting atheistic or spiritualistic ideas, experimenting with or possessing spiritualistic games or devices.
- Dishonesty, including theft, falsifying legal records, willful deception, and/or cheating.
- Making, possessing or using unauthorized keys or lock picks or forcing entry through a locked entrance, entering or leaving a room or building by means other than the regular entrances.
- Willful destruction of school property or the property of others.
- Tampering with lights, wiring, telephones, fire alarm systems, and/or electrical equipment.
- AWOL- leaving the dorm and/or school premises without obtaining the dean's approval prior to leaving.

- Use of pornography in any form. Possession of any item(s) that supports or promotes sexual activity.
- Sexual harassment, including touching/grabbing of a sexual nature.
- Disseminating ideas or displaying attitudes that undermine the philosophy of Christian education, doctrines of the Seventh-day Adventist Church, or the ideals and objectives of the school.
- Not following any instructions from an SVA staff member, unless illegal or immoral.
- Use of profanity, vulgar language, and/or disparaging, and/or discriminatory comments/acts relating to race, national origin, gender, or religion – even in jest.
- Having and/or consuming caffeine drinks and flesh foods (if it had a mother, it is “flesh”), anywhere on campus at any time. Violations will result in these items being confiscated and disposed of. Students may choose to use these drinks/foods when they are off of campus.
- Use of electronic devices of any kind, including cell phones, I-pods, and/or headsets, while working, in group meetings or while in classes.
- Repeated Violations of Dress Code.
- Repeated Violations of Social Guidelines. Basically, this means: “Keep your hands off my son/daughter.”
- Inappropriate use of computers, computer system, other electronic devices.
- Violation of Vehicles Use Policies.
- Not being in the right place at the right time.
- Falsification of dorm passes.

#### **ACCOUNTABILITY:**

Students that violate the Standards of Conduct will be held accountable in fairness, love, and with mutual respect in one or more of the following ways:

- Notification of the student’s parent(s) and their campus parent.
- Loss of privileges, including campus binding, free labor, suspension of social privileges (SP), etc.
- Meeting of the student, and/or parent, with the Principal and/or Vice Principal.
- On-campus suspension (room bound for dorm students; all-day study period for community students)
- Citizenship Probation.
- Suspension, including off-campus suspension and return on probation.
- Expulsion and withdrawal as an SVA student for the remainder of the current school year.
- Students who withdraw from SVA for disciplinary reasons may return to campus only after prior arrangements are made with Administration.

#### **OFF-CAMPUS SUSPENSION:**

If a student commits a major infraction of school regulations or continues to be a disciplinary problem after numerous warnings, the result may be an off-campus suspension or expulsion from SVA. The Administrative Committee will determine the length of off-campus suspensions. Each student placed on suspension will return to school on Citizenship Probation.

#### **CAMPUS BOUND:**

If the student has shown that he/she cannot be trusted unsupervised, he/she may be Campus Bound which includes all the following restrictions, unless designated by the Administrative Committee:

- No off-campus activity of any kind
- No car privileges (including weekends and home leaves)
- No off-campus *school* activity of any kind
- No leaving campus with anyone except the student’s parents or guardian

The duration of campus restriction will be determined by Administrative Committee and will take into consideration the offence; however, the base time is four weeks.

#### **APPEAL OF DISCIPLINE PROCESS:**

If an SVA student and/or parent feels that the student has been unfairly disciplined, the student and/or parent is requested to write a letter of appeal to the SVA principal reciting the facts and circumstances of the matter.

The appeal will be considered and discussed by the administration with the student and/or parent, whereby a satisfactory resolution will be attempted.

If a resolution cannot be achieved through this process, the student and/or may request a meeting with the SVA staff at a regularly scheduled meeting.

If resolution cannot be achieved at this step, the matter may be referred to the Vice President for Education of the Potomac Conference of Seventh-day Adventists for action, as he/she deem appropriate.

In each case of disciplinary action, the student has the privilege of presenting their case in person before an individual staff member, the principal, or the Administrative Committee. The student must request this

presentation, and may choose any willing adult to either represent them or advocate for them. The parents/guardian will be granted the same privilege.

When a student's choice(s) results in discipline, the administration and faculty desire to direct the student toward a more meaningful acceptance of Christian conduct.

If a student honestly approaches the resolution in a positive way, the issue can be resolved in a manner that fosters growth.

## **DRUG, ALCOHOL & TOBACCO (DAT) POLICY**

### **PROHIBITED CONDUCT:**

Shenandoah Valley Academy is committed to providing a safe and healthy environment. Students enrolled at SVA pledge to have nothing to do with any illegal substances including alcohol, drugs, or drug paraphernalia. It shall also be a violation of this policy for any student to inhale, ingest, apply, use, or possess an abusable glue, aerosol paint, or substance containing a volatile chemical with intent to inhale, ingest, apply, or use. This includes the improper use of any substance that might impair or intoxicate a student. Students who have in their possession, or who use or distribute illegal drugs, narcotics, drug paraphernalia, or alcohol, on or off campus, will be expelled from the Academy.

Possession and/or use of illegal substances on campus will be reported to the Shenandoah County Sheriff. Faculty and staff members must report any Drug, Alcohol, and Tobacco (DAT) violations to the administration or Health and Counseling Services Office. Withholding such information is against SVA school policy, and in some cases, Virginia law.

### **CONSENT TO DRUG TESTING:**

Students and a parent or guardian must sign a consent form before the beginning of the school year authorizing Shenandoah Valley Academy to conduct drug test(s) on the basis of both reasonable cause and random selection. Failure to sign such a consent form, or to submit to testing upon request of SVA, will result in the permanent dismissal of the student.

### **REASONABLE CAUSE DRUG TEST:**

When the Administration determines that there is reasonable cause to suspect a student has violated the DAT policy, it may require the student to submit to a drug or alcohol test. Failure or refusal to submit to the required drug test will result in dismissal from SVA. If a required drug test based upon reasonable cause returns a negative result, the cost of the test will be the responsibility of SVA. Should the results be positive, the cost will be the responsibility of the student and the parent(s).

Refusal to consent and submit to testing when requested will result in permanent dismissal from SVA. A positive test result will be relayed between SVA's Administration, the student(s), and parent(s). Testing for alcohol will be via breathalyzer and will occur at the time use is suspected. Students can also be tested when use of drugs is suspected or alleged. In these cases, the school will cover the cost, unless the test results indicate drug/alcohol use.

## **SEXUAL HARASSMENT**

### **AWARENESS PROCEDURE POLICY:**

It is important for us at Shenandoah Valley Academy to maintain a Christ-centered school environment characterized by human dignity, Christian courtesy, and individual respect. We believe that sexual harassment should never be a part of that environment. These principles are espoused in the scriptural statement:

*"Finally, brethren, whatever is true, honorable, pure, lovely, gracious if there is any excellence, if there is anything worthy of praise, think about these things." Philippians 4:8 (RSV)*

Since God has created us with sexuality, we have the responsibility and choice to exercise purity of thought and behavior promoted by the Holy Bible and to avoid what the civil law forbids. Spiritually responsible Christians will deliberately dress and behave in a modest, non-provocative manner to avoid unduly accentuating one's physical body in a sensual or sexual way. Sexual harassment can take place between members of the same sex, as well as members of the opposite sex, and any individual may be a victim or perpetrator of sexual harassment.

### **POLICY:**

Our policy is to maintain an awareness of the kinds of conduct which may be construed as sexual harassment so that such problems can be avoided and/or eliminated from our work/school environment. With this document we want to send a clear message that Shenandoah Valley Academy will not tolerate acts of sexual harassment nor will we tolerate retaliatory behavior in response to an employee or student's complaint of harassment. In like manner, specious or false claims of sexual harassment will not be tolerated. Such actions will result in a timely review, and if warranted, disciplinary action.

**PURPOSE:**

This document details Shenandoah Valley Academy's policies regarding sexual harassment, compliance with federal and state laws, definition of terms, and procedures for handling sexual harassment complaints.

**COMPLIANCE:**

Shenandoah Valley Academy values the right of all staff/students to work, study, and teach in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and principles on which this school operates. In addition to being in violation of SVA's policy, sexual harassment constitutes illegal educational discrimination under Federal and State statutes, the 14th Amendment of the U.S. Constitution, and Title IX of the Education Reform Act Amendment of 1972.

**DEFINITION:**

Sexual harassment constitutes welcome or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature, regardless of where it occurs, when: such conduct has the purpose of interfering with an individual's employment, academic performance, social life or creating an intimidating, hostile, offensive work/study environment, or submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, social, spiritual, academic program, or submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual.

Examples of such behavior include but are not limited to:

- making threats of a sexual nature.
- touching or grabbing of a sexual nature.
- basing employment or educational decisions or practices on submission to sexual favors.
- welcome or unwelcome sexual advances, gestures, contact or jokes of a sexual nature, comments, subjecting employees or students to ridicule, slurs, or other derogatory actions of a sexual nature.
- displaying sexual pictures, photographs, cartoons, graffiti.
- making improper or suggestive comments about a person's anatomy.
- promoting or engaging in homosexual activities.

**REPORTING SEXUAL HARRASSMENT:**

Shenandoah Valley Academy has designated the principal as investigative officer for sexual harassment complaints for Shenandoah Valley Academy. If for any reason the principal cannot conduct the investigation, the local administration in consultation with the local governing board shall appoint a qualified investigator.

Staff and students are encouraged to contact the administration if they have questions about SVA's harassment policies or if they have specific concerns about what constitutes sexual harassment.

Persons who believe they are being sexually harassed should:

- Tell the harasser to stop in clear language.
- Report the incident(s) to faculty or staff, school administration, or the conference office of education.
- Keep detailed records in a safe place of the harassment, including dates, times and places, as well as names of witnesses and other relevant information.
- Report additional incidents as they occur.

**GUIDELINES:**

Upon receiving a complaint, the investigating officers shall:

- inform parents and guardians with legal custody when students are involved.
- follow federal and state laws as well as the guidelines and procedures of local governing boards.
- work cooperatively with all parties involved.
- maintain appropriate documentation.
- conduct a confidential investigation in as far as possible. (Certain actions of sexual wrongdoing require immediate notification to appropriate state and local officials.)
- conduct separate meetings with all parties to obtain pertinent facts. (Many states forbid educational institutions from arranging face-to-face meetings between the parties.)

- seek objectives for resolution.
- seek input from parents and legal guardians when possible.
- inform parties of appeal procedures.
- assume the accused is innocent until charges are substantiated beyond a reasonable doubt. (A teacher or student may be temporarily removed from the situation until the investigation is completed.)

**DISCIPLINARY ACTION:**

Sexual harassment constitutes an infraction of Shenandoah Valley Academy’s personnel and student policies and becomes grounds for disciplinary action including (1) verbal warning, (2) written warning, (3) suspension and/or (4) dismissal. Successive violations are grounds for progressively severe disciplinary actions. Gross violations will result in immediate dismissal.

In order for students to be considered for re-enrollment they will have to (1) enroll in a diversion program that has been approved by SVA administration and (2) receive counseling from a licensed counselor who has been approved by SVA administration. (3) The counselor must submit a letter to the academy that the student is not a threat to themselves or the students and staff of the Academy. If the student complies with the details stated above and the academy is confident that they will not pose a risk to any students, the student may be readmitted on probation.

**CONCLUSION:**

The responsibility for the effectiveness of this policy rests with all personnel and students. The leadership of Shenandoah Valley Academy strives to create a work/study environment free from sexual harassment. Employees/students are encouraged to voice concerns and/or complaints for discussion and timely resolution. Any staff or student who fails to support such an environment is a liability to SVA and could be subjected to appropriate disciplinary action or dismissal.

**FINANCES**

It is expensive to attend SVA; nevertheless, we are committed to making it possible for any Adventist high school student to attend -- no student will be turned away at SVA because of lack of finances. We do, however, require the student to do their fair-share by working during the summer and the school year. Parents are also required to pay their fair-share of their child’s expenses. This amount is determined by household income, number of dependents, and other factors. The family’s church is also required to pay their fair-share. If all of these conditions have been met, SVA will make available the remaining financial resources to make it possible for you to attend our school.

## ANNUAL COSTS

Most of the fees and charges are included in the flat-rate plan, which offers definite advantages to the student, parents, and the school. The flat-rate charge includes the following services: Tuition, Room and Board, Textbooks, Private Music Lessons, Workers' Comp. Insurance, and Minor medical service.

The flat-rate charge does not include the following: Application Fee, room/security deposit, room appliance charges (the person who brings the appliance is responsible for the charge), senior graduation fee, class dues, transportation fees, tithe, driver education fees, personal music supplies, required wear for music/sports organizations, doctor fees & prescriptions, and instrument rental.

### FINANCIAL INFORMATION 2010-2011

**Tuition and Fees** for the 2010–2011 school year at SVA are:

Tuition – Freshmen/Sophomores	\$9,145*
Tuition – Juniors/Seniors	10,145*
Cafeteria and Dormitory	6,770
Room Deposit	100
Registration Fee	600
Community Fee	100
Application Fee (\$200 for international students)	20
Book Purchase (estimated)	500
Private Lessons	200/semester

\* Since the Adventist Church subsidizes SVA with \$1 million per year, students from homes where no parent is a member of the Adventist Church will pay an additional \$3,000 per year.

**INTERNATIONAL STUDENTS** with TOEFL scores below 500 PBT must enroll in our ESL program and will pay the following fees:

Class	Fee	Exemption
Fundamentals of English	\$1,500 per semester	TOEFL score of 60 or complete 2 semesters
Reading/Writing Lab	\$750 per semester	Combined TOEFL score of 40 in Reading/Writing Sections or overall score of 80
Listening/Speaking Lab	\$750 per semester	Combined TOEFL score of 40 in Listening/Speaking Sections or overall score of 80

**PAYMENT PLANS:** Parents may choose one of the payments plans for their portion of the student charges.

- **Full Payment at Registration:** Parent will receive a three-percent discount on the amount they are required to pay for the year. The final amount due for the year cannot be assured at Registration due to unknowns, such as the amount from Student Labor and other charges that may occur during the school year.
- **Ten-monthly Payments:** Under this plan, parents will pay the Registration Fee, one month each of tuition, cafeteria, dorm/laundry charges, and a \$100 room deposit. This is due at the time of registration. The remaining 9 payments (September through May) will be equal payments of the remaining balance due for the year.
- SVA contracts with FACTS Tuition Management Company for the automatic debit of your monthly tuition payments from your checking or savings bank account. Please be assured that neither FACTS nor SVA will have direct access to or any knowledge about the status of your bank account. It is simply a preauthorized bank-to-bank transfer of funds.
- New families are asked to enroll in the FACTS program online through e-Cashier. Go to [www.shenandoahvalleyacademy.org](http://www.shenandoahvalleyacademy.org) and click on the admissions tab, payments plans, FACTS online-e-Cashier. You may choose either the 5<sup>th</sup> or 20<sup>th</sup> day of the month as your automatic debit date. An annual set-up fee of \$38 will be deducted from your account within 14 days from the date you enroll.

Paper enrollment forms are available in the business office in English and Spanish for those who are unable to enroll online.

Families may also choose to have their monthly tuition payments automatically charged to their credit card each month through FACTS. If you elect this option you must call FACTS directly at (800) 233-1096 to set up the agreement by phone with a FACTS representative.

**WORK-STUDY PROGRAM:** Shenandoah Valley Academy endeavors to teach our students that life's true aim is to honor the Maker in doing our part of the world's work. We strive to instill the value of work and develop strong work ethics in each of our students. We believe that students need to be taught that life means earnest work and responsibility. We try to simulate the real world of work in our work environment by developing job descriptions for each student worker, establishing work objectives, and evaluating job performance several times during each school year.

The work of our students varies from cafeteria responsibilities to campus maintenance, from dormitory cleaning duties to teachers' "readers" that assist in grading papers. From office work to raking leaves and shoveling snow, our students learn the dignity of labor. Students work approximately 10–12 hours per week and earn approximately \$2,000 (\$1,500 for Fr/So) during the school year.

**FINANCIAL AID:** Several types of financial aid are available to SVA students based on academic qualifications and financial need. FACTS Grant & Aid Assessment will be conducting the financial need analysis for new families at SVA for the upcoming 10-11 school year. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment. To apply go to [www.shenandoahvalleyacademy.org](http://www.shenandoahvalleyacademy.org). Click on Admissions, Financial Aid, and the link to factstuitionaid. Paper applications are available in the business office. There is a \$25.00 application fee.

Applicants for financial aid are also required to submit standardized test scores, such as SSAT, ITBS, PSAT, PLAN, or scores from other standardized exams. Copies of scores from these exams should be sent to the Director of Admissions at SVA.

The following types of financial aid may be available to SVA students:

**Church Matching Aid (up to \$3,000 per year)**

Students may apply to their church for a two-way matching scholarship of up to \$3,000; one-half paid by the church and one-half paid by SVA. Applications available at SVA. Renewable.

**Pathways to Success Scholarships (up to \$6,500 per year)**

The Commonweal Foundation funds and administers the Pathways Scholarship. Students from families with an annual income of \$44,100 or less for a family of 4 may qualify. For complete scholarship guidelines and application procedures, go the Commonweal Foundation's website: [www.cweal.org](http://www.cweal.org) and click on Pathways to Success Scholarship Program for Boarding Schools. Renewal is based on work requirements, grades and other factors.

**SVA Financial Aid**

Shenandoah Valley Academy will do everything possible so that no student is turned away because of money. However, students must do their fair share by working during the summers and during the school year. Parents must do their fair share based on household income and number in the household. Churches of the student must also do their fair share. If all of these individuals and organizations do their fair share to meet expenses, SVA will find the remaining financial aid, work opportunities, and/or scholarships to make it possible for any Adventist student that qualifies for admission to attend. By policy, SVA does not grant financial aid to international students.

**SCHOLARSHIPS:** Several types of scholarships are available to first-time SVA students based on academic abilities and performance, including:

- **Academic Scholarships (up to \$1,000 per year)**

Academic scholarships are awarded based on transcript GPA from the previous school year. Renewal based on GPA. No additional application required.

- **Activity Scholarships**

Activity scholarships are awarded based on skills/abilities in Bible knowledge, instrumental or vocal music, art, or athletics. Auditions and/or examples of abilities will be judged by SVA faculty in determining the amount of each scholarship. Non-renewable.

- **Essay Scholarship (up to \$1,000)**

Students may submit an original essay of up to 1,000 words to apply for this award. The topic should center on a special individual in your life and how they have made a positive impact on you and your future. **Non-renewable.**

**DELINQUENT ACCOUNTS:**

Accounts are considered delinquent after the 25th of each month. Monthly payments that are more than 30 days late are considered delinquent and the student will likely be suspended from school at that time until the past due amount is paid in full. All accounts must be cleared before a transcript or diploma will be issued. Outstanding accounts in other schools must be settled before students are admitted to SVA. Returning students to SVA must have their prior-year ending balance paid before they will be permitted to register. Accounts remaining from family members who attended SVA must be settled before another member from the same family are enrolled.

**SERVICE CHARGES:**

When an account becomes delinquent, a finance charge of 1.25 percent (15 percent per annum) will be placed on the student's statement.

**ANNUAL COST ADJUSTMENTS:**

The SVA Board of Trustees determines tuition, room and board, and related fees. The Board reserves the right to adjust these charges as it may deem necessary at any time during the second semester.

**PARTIAL CHARGES:**

Students enrolling late or withdrawing early will be charged through the day of their entering or leaving, and billed a proportional amount of the yearly charges.

Refunds on the student's room and board charges will be considered only if the student is absent from the campus for one month or more due to extended illness.

**ROOM SECURITY DEPOSIT:**

A room/security deposit of \$100 is charged to each dormitory student. This deposit is paid no later than registration day and is refundable at the end of the school year on final statement. The room must be left in the same condition at which it was received. Cost of repairs or cleaning will be deducted from the deposit. Damage repairs costing more than \$100 will be added to the student's statement.

**GRADUATION FEE:**

Seniors will be charged \$150 during the month of February to cover costs of the diploma, cap and gown, and other graduation expenses.

**TRANSCRIPTS:**

By Board policy, transcripts, diplomas, final report card, or other legal documents cannot be released until the student's final statement of account is paid in full. Five transcripts will be sent to prospective colleges; a \$5 fee will incur for each transcript after the 5th transaction.

**STUDENT BANK:**

Students are not allowed to keep more than \$50 in their dormitory room. SVA provides a Student Bank in the Business Office where larger amounts must be kept. The academy cannot be responsible for money left in the student's room or anywhere on campus. Parents may send money directly to the Business Office for the student's bank account. Money will be dispersed from the student's bank account only upon the signature of the student involved. Cash withdrawals may not be made by charges to the student's account.

**STUDENT ACCIDENT INSURANCE:**

Accident insurance, which covers the dorm student 24 hours a day from the opening day in the fall until the student arrives home after the close of school, is paid for in the registration fee. Coverage for community students only applies while the student is on campus or on school functions. The policy covers medical expenses for the first \$500 for each accident. The student's private insurance will be responsible after that point, but the school's accident insurance will cover any personal co-payments up to \$25,000. The school insurance is accident insurance only and does NOT include insurance for illness. Parents are expected to provide personal insurance for major accidents and illness. In addition, the academy carries Workers' Compensation Insurance on every student for any accident that might occur while the student is working for the school. It is the student's responsibility to file a claim with the Student Labor Director for any accident resulting in lost time from work.

**STUDENT LABOR:**

All of our students work during the school year and can expect to earn approximately:

Freshman/Sophomore:	\$1,500 (\$1,350/year after tithe)
Junior/Senior:	\$2,000 (\$1,800/year after tithe)

(Note: SVA students must work the hours above to receive the full amount of Student Aid committed to them for the year. Any short-fall in planned Student Labor Earnings that are a result of work missed by the student must be paid by the parent, as well as Student Aid that is reduced because of missed hours worked. SVA does not guarantee work for junior/senior community students. However, we will provide work for them when available. Tithe on Student Labor will be deducted unless otherwise requested in writing by the parent. Higher hourly rates may be paid to Industry workers and those in "Premium Pay" departments.)

#### **TRANSPORTATION:**

SVA provides transportation to the Washington, D.C., Richmond-Norfolk, New York City, West Virginia, and Tennessee areas on each home leave. The costs are reasonable and are intended to cover operating expenses. There will be an extra charge if tickets are purchased past the deadline. NO REFUNDS will be issued for bus tickets if not canceled prior to home leave. It is very important because of limited space and transportation that we are able to plan accurately for our transportation needs. For transportation needs other than home leaves, students will be charged a nominal fee. This includes off-campus music lessons, medical appointments, airport travel, etc. Students needing transportation must make arrangements at least 48 hours prior to leaving on their trip to aid in the coordination of fleet vehicles. A schedule of transportation dates, times, and charges will be provided at the beginning of each school year.

#### **WORK-STUDY PROGRAM:**

**... if anyone will not work, neither let him eat. II Thessalonians 3:10**

**... and we toil, working with our own hands. I Corinthians 4:10**

Shenandoah Valley Academy endeavors to teach our students that life's true aim is to honor the Maker in doing our part of the world's work. All SVA students are required to work either on or off the campus in fulfilling the requirements for our work-study program. We strive to instill the value of work and develop strong work ethics in each of our students; habits of productivity, dependability, quality of work, and cooperation with others. (International students are typically exempt from the requirements of the Work-study program in order to provide them time for ESL classes and other required programs and classes.)

Work opportunities vary from cafeteria responsibilities to campus maintenance, from dormitory cleaning duties to teachers' "readers" that assist in grading papers. Some students are paid to assist the deans as "Resident Assistants" and others are compensated for their work on Student Association activities. Office work to the manual work of raking leaves and shoveling snow are other examples of how our students learn the dignity of labor.

We try to simulate the real world in our work environment by developing job descriptions for each student worker, establishing work objectives, and evaluating job performance several times during each school year. Dependability and punctuality are recorded and become part of the process of determining merited hourly wage increases (or decreases). In most cases our teachers, administrators, and support staff are also the work supervisors of our student workers. This dual role of our staff provides the opportunity for our students to develop their work skills under the supervision of a Christian adult.

#### **SVA STUDENT LABOR GUIDELINES:**

Freshmen and sophomores are expected to work an average of 8 hours per week during the school year. Juniors and seniors are expected to work an average of 10 hours per week for the school year. All students will start with an hourly wage of \$7.25 per hour. According to federal law, employment will only be provided for students who are at least 14 years of age. Certain work positions require a student to be 16 years of age or older.

Pathways to Success freshmen and sophomores are required to work a minimum of 23 hours per month; 180 hours per school year. Pathways to Success juniors and seniors are required to work a minimum of 46 hours per month 360 hours during the school year. If the minimum monthly hours are not achieved, the student will lose a significant amount of student aid from Pathways and/or be discontinued from the Pathways Scholarship program. In such cases, the parents will be required to pay the deficient amount not earned through student labor. Pathways students are also required to work during summer months so that freshmen/sophomores work a total of 380 hours before the next school year begins and juniors/seniors work a total of 680 hours before the next school year begins.

Students can transfer from one department to the other during the year and at the beginning of each year. All transfers are to be initiated by contacting the Director of Student Labor and must be approved by the Director.

SVA follows the tithing practice taught in Scripture of giving back to God 10 percent of earnings. Accordingly, 10 percent of all student earnings are expected to be given the Seventh-day Adventist Church. Parents or students that do not want to have their tithe deducted from student earnings are requested to notify the Business Office in writing.

Parents are responsible to pay the amount owed because of missed student labor, whether excused or unexcused. Excused absences (field trips, sick, etc.) can be made up by arranging the makeup hours with the work supervisor.

Students are required by law to “punch-in” and “punch-out” at the beginning and end of each work period. Starting and/or ending times that are hand-written will result in zero time worked for that period.

Student job descriptions are to be written by the supervisor and reviewed with each student at the beginning of their employment. The supervisor will perform quarterly performance evaluations with each student and review these with the student, with copies sent to the parent.

During school hours, student workers are required to wear School Attire unless they work in the cafeteria, dorms, gym, or plant services.

As required by federal law, students who expect to work at SVA must present their original social security card and original birth certificate before being given a work assignment. Applications for a social security card are available at a Social Security office.

## STUDENT LIFE

### **ADMINISTRATION BUILDING CONDUCT:**

During classes, the halls of all instructional buildings should be quiet and free from student traffic. Students are to be in one of the following places once their school days starts and until their school day ends: classes, library, study period, or work.

### **COMMUNITY STUDENTS:**

SVA community students must live with their parents, grandparents, aunts, or uncles within reasonable driving distance. Community students enrolled at SVA may not live off-campus except with these immediate family members (parents, grandparents, aunts, or uncles). Any exceptions must be approved the SVA Board. As such, community students are invited and encouraged to participate in all SVA activities. All school policies apply to community students. In addition, the following policies specifically apply:

- Community students are asked to follow the SVA Dress Code as required of dorm students, including while attending all religious services (Vespers, Sabbath School, etc).
- Community students may drive their cars on campus with the following restrictions:
  - Parental permission is on record.
  - Registration form for each car to be used is on record.
  - A copy of the insurance declaration page indicating that the student is insured to drive family vehicles is on record
  - A copy of the student’s driver’s license is on record.
  - The vehicle is to be used only for traveling to and from school and at lunchtime.
  - Community students must park in the parking lot next to the administration building during their school day. After school, boys may park in the boys’ dorm parking lot and girls may park in the girls’ dorm parking lot. Exceptions are when attending worship services in the church .
- All community students are required under insurance regulations to use school transportation to off-campus school functions.
- When on campus, community students must participate in services and scheduled activities. Failure to follow these policies may result in losing campus driving privileges and/or other discipline.

### **SOCIAL BEHAVIOR:**

It is the purpose of Shenandoah Valley Academy to provide the best possible conditions for the development of each student. Social activities can help you achieve this goal. A Christian school is a wonderful place to develop friendships. You will find many opportunities for wholesome association here. All students on campus

are expected to conduct themselves with dignity befitting a Christian. Many of the friendships formed here will last a lifetime.

It will be to your advantage to choose your friends carefully. Shenandoah Valley Academy encourages appropriate mixed association, but they should follow a **“hands-off” policy**. Sexual advances (welcomed or unwelcomed), requests for sexual favors, promoting or engaging in homosexual activities, and other verbal or physical conduct of a sexual nature will generally result in dismissal from SVA.

When a couple spends excessive time together and/or becomes involved in public displays of affection, they may be placed on social restriction. This process can be initiated by any staff member and lasts until removed by Administration. The purpose of social restriction is to separate the students so that they can view their relationship from a distance. Students must be careful not to be in situations that could be misinterpreted. Secretive or unsupervised associations are not acceptable.

**STUDENT LEADERSHIP POSITIONS:**

Students have the privilege of holding many positions of leadership on campus. Some students will be elected to an office by their peers, others will be appointed by faculty. Holding a student office is an honor which comes with great responsibility. The SA (Student Association) officers and Senior Class presidents and vice presidents are elected at the end of each school year to serve during the next school term.

Each class will also elect officers. Class offices are: President, Vice President, Secretary, Treasurer, Parliamentarian, Pastor and Student Senators. Student Senators provide representation for student groups.

Boys Club and Girls Club officers function through the dorms. In addition, National Honor Society, some music groups, and certain campus publications offer titled leadership positions.

**STUDENT ASSOCIATION:**

All currently enrolled students and all staff members are automatically members of the Student Association. This association is the general organization of the student body and is responsible for certain social and cultural activities.

**STUDENT PUBLICATIONS:**

The *Shenandoan* is the school yearbook.

*Exit 264* is the video yearbook

**ELIGIBILITY FOR HOLDING AN OFFICE:**

In order to maintain a more balanced activity-study program and to provide extracurricular activities for more students, the following policy has been adopted for Shenandoah Valley Academy.

Each student office will be classified under one of the following headings: major, intermediate, or minor. The maximum load a student can maintain simultaneously is summarized in the following table:

Major	Intermediate	Minor
1	1	1
0	2	2
0	1	3
0	0	4

Activity Classifications

**Major:** SA President, SA Vice President, Shen-Val-Lore Editor, Senior Class President, Shenandoan Editor, Video Yearbook Editor, Junior Class President, Sigma Beta Chi President (Boys’ Club), Thea Fia President (Girls’ Club)

**Intermediate:** Senior class vice-president, Junior class vice-president, Sophomore class president, Freshman class president, SA secretary and treasurer

**Minor:** All other class, SA, and girls and boys club offices not mentioned above

The following general guidelines apply:

A student holding a major office will not be allowed to run for another major office.

If a student cannot hold a major office because they have intermediate offices, they may be allowed to choose a major office by relinquishing a lower office.

To run for any major office, or Sigma Beta Chi and Thea Fia presidential positions, a student must have a minimum cumulative 3.0 GPA. These officers must maintain a current minimum 2.5 GPA and have no more than one “D” to remain in office.

To run for intermediate and minor offices a student must have a minimum 2.5 GPA. These officers must maintain a current minimum 2.0 GPA, and have no grade lower than a “D” to remain in office.

Eligibility to hold office will be based on above conditions for the first semester immediately preceding spring elections and the second semester grades of the previous school year for fall elections.

All candidates and elected officers of student organizations must have acceptable citizenship and maintain it.

Any candidate that receives major discipline during the previous school year for fall elections, or present school year for spring elections will not be eligible to run. **Elected** officers will lose their office if they receive a major discipline (which results in suspension) while in office.

Students running for all offices must be approved for eligibility by administration prior to elections.

Holding office is an honor granted to a few students. Hard work, fair representation, and working together should be the aim of each officer. Officers may be recalled by a majority vote of their constituency.

Students must maintain satisfactory attendance, citizenship, and GPA in order to remain in office.

Students on critical academic or citizenship probation may not hold, or run for, offices. Upon returning after a suspension the student will be on probation, which results in loss of any and all student offices.

## **VARSITY SPORTS**

Christian education means educating the whole person – body, mind, and spirit. Through athletic programs, Shenandoah Valley Academy helps students develop abilities under the guidance of Christian coaches.

Coaches emphasize the importance of witnessing, teamwork, leadership, perseverance, and sportsmanship.

SVA’s eligibility requirements ensure that academics, not athletics, remain the top priority for student athletes.

All students are invited to be considered on a team of spirited and talented athletes.

The varsity sports offered in the fall are: boys’ soccer and girls’ volleyball. In the winter are: boys’ and girls’ basketball. In the spring: girls’ soccer and boys’ baseball. The SVA teams help develop our abilities to witness for Jesus, increase school spirit, and expand our exposure in the local community. Requirements are as follows:

- Be a current SVA student.
- Successfully pass a try-out.
- Pay \$85 athletic fee for each sport involved in (non-refundable).
- Have a current Physical Exam on file that indicates your physical abilities to participate.
- Have medical release forms signed by parents or guardian.
- Have parent or guardian sign an Assumption of Risk form.
- The student must sign a Memorandum of Understanding contract regarding practices, participation, conduct, and eligibility to play.

## **VARSITY ATHLETICS POLICY:**

Ethics & Conduct policies are as follows:

- Coaches, athletes, and spectators participating in the Shenandoah Valley Academy Varsity Program will be expected to display the highest Christian and sportsmanlike conduct in all areas.
- All varsity athletes and spectators are expected to honor SVA rules and policies. No preferential treatment will be given to a varsity athlete.
- As participants in a Seventh-day Adventist Christian athletic program, both coaches and athletes will be expected to demonstrate Christian standards of behavior before, during, and after the season. Conduct by coaches disregarding these principles will be asked to resign their affiliation with SVA.
- The athletic program will be conducted in harmony with Seventh-day Adventist principles and practices.

**VARSITY ACADEMIC ELIGIBILITY:**

To be academically eligible to participate in an inter-high school athletic sport, the student must meet these requirements:

- Maximum of 2 D's, No F's from the previous grading period
- Once the game season has started eligibility grades will be measured each 3-week period. Based on these grades, the athletes are eligible to play or not play for the coming 3-week period.
- "Ineligible to Play" means the student-athlete cannot play any games (home or away), but they may participate in practices.
- If the student-athlete is suspended from campus because of attendance or other discipline issues, the student is disqualified from being a member of that team for the balance of their season.
- "Ineligible" student-athletes cannot travel to away games with their team, including tournaments. The student and their parents are to fully understand and agree that they will forfeit any deposits or airfare purchased for them if they are later determined "ineligible" for play and cannot travel with the team.

**CELL PHONES:**

Cell phones are acceptable; however, they are not to be used during classes, work, religious services, or other school-wide activities. Teachers and staff members are instructed to take a cell phone if it rings or is used in any of these areas. Cell phones used in an unacceptable manner will be taken and may be entirely banned on campus for repeated misuse. Dorm policies include students being required to leave their cell phones in the office over night and during religious services.

**PERSONAL COMPUTER USAGE:**

With technology being such an integral part of life, SVA's intends to help students learn to manage their use of technology. The following are the guidelines for how SVA will help its students learn to use computers productively:

Computer labs are available to all students in the library, the computer lab, and in each dorm. These are available for homework, email and Internet research. Library computers are available during library hours. Dorm computers are available all day and through study hall, as determined by the deans. Lab computers are available during non-class periods. Consequently, students will not be allowed to bring their own personal computers on campus.

Students will have personal storage space on the SVA network. In order to prevent corrupting the files and servers at SVA, "thumb drives" and "memory sticks" will not be recognized by SVA computers.

**REQUESTS:**

The following committees will assist you in requests and needs that may arise:

Deans Committee: meets weekly to review general student life matters, dorm policies, student concerns, and student conduct. The members also develop new student life policies, coordinate activities with both dorms, and plan dorm club outings. Students may notify a committee member of their desire to personally present a request, concern, or idea to the members.

Administrative Committee: meets weekly to review school governing policies and approve departmental activities.

Curriculum Committee: meets weekly to design academic programming and approve pre-arranged absence requests.

Student Senate: meets as needed to assist students in resolving significant matters of concern.

Work Committee: meets as needed to assist students in resolving labor issues or recommendations.

**FUND-RAISING PROJECTS:**

All fund-raising projects must be approved by the administration. The senior class and the Student Association are usually given priority in approval of projects.

**SEARCH & SEIZURE:**

To maintain order and discipline in the school and to protect the health, safety, and welfare of students and school personnel, school authorities may search a student, student lockers, student automobiles, cell phones or any other electronic device, and dorm rooms, and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

**LOST & FOUND:**

The depository for lost items is in the Registrar's Office in the Administration Building. Please make identification easier by using a permanent marker to place your name on all personal items, including clothes. All books, book bags, etc. left in the hallways or lobbies will be confiscated and may be redeemed for a fee (to be determined). Items not claimed before each homeleave will be donated to charity.

#### **CAMPUS GUESTS AND VISITORS:**

In an effort to protect our students, Shenandoah Valley Academy operates a closed campus. Guests, visitors, and former students must make arrangements to visit the campus or our students prior to coming to campus. Guests coming to campus during regular class hours should stop at the administration building office before visiting other parts of the campus.

Guests, visitors or former student wishing to visit campus during evenings or weekends must make arrangements in advance with academy administration. The academy will restrict the frequency of visits of non-students to campus. Parents of current students are welcome to visit their children without prior arrangements.

## **DORMITORY LIFE**

All students are required to live in the dormitory unless their parent lives within a commutable distance of the campus. Requests to live with immediate relatives must be submitted to the Administrative Committee action prior to taking residency. Academy personnel are not permitted to host international students.

All resident students are expected to host guests when asked during special events and open houses as a courtesy to visitors. Each resident student is expected to have a roommate unless other arrangements are available and are approved by the Dean. Dorm rooms are furnished with single beds. Each student should bring sufficient bedding and linen. Window sizes for both dormitories are 48" x 64".

#### **WORSHIP:**

Worship makes Shenandoah a unique and wonderful place to live and study. Your most important worship experience is your personal one. We encourage dorm and community students alike to make time to seek God in Bible study and prayer and to develop a life-long relationship with Jesus. Dorm worships are required Sunday through Thursday during the evening dorm program.

The beginning of the Sabbath is celebrated Friday evening with Vespers in the campus church. After Vespers, students are invited to participate in Afterglow. This gathering is for students and staff to enjoy fellowship and share in their spiritual journey. The Sabbath day begins with breakfast in the dorms followed by Sabbath School in the auditorium and. worship service in the campus church. Sabbath Vespers is most often held in the dorms.

#### **DEANS:**

Your deans support your needs and provide structure to your residency life. They, along with the student resident assistants, housekeepers, and desk receptionists are committed to your happiness and success. Working with this team while respecting and complying with their requests will benefit you. There will be times during the year when you may not agree with a decision or direction. It is best in these situations to respond to the request and discuss it later with the proper individual. Life in the dorm has additional demands on everyone as each person seeks privacy and respects the needs of others.

#### **ROOM POLICIES:**

A clean room makes for better health, morale, appearance, and a happy roommate. Students must provide their own cleaning supplies. Each room is inspected daily and given a room grade upon which privileges are based. Such privileges would include special activities, gym nights, television privileges, town passes, and the selection of your room of choice for the coming year. Friday is particularly important because of the coming Sabbath, making it necessary to have your room at its best before sundown.

As you decorate your room, please remember to put up decorations that are in keeping with Christian standards. All posters and pictures must be consistent with this standard. Live greenery should not be brought into the dormitory for decoration during the Christmas holiday season.

**FOOD IN YOUR ROOM:**

Please keep food in an airtight container so as not to attract insects or rodents. You are welcome to order food to be delivered to the dorms before 7:30 p.m. on study nights, one hour before sundown on Friday, and after sunset up to 9:00 p.m. on Saturday nights.

**TELEPHONE:**

Each dormitory room has a phone jack for your convenience. The school does not provide phones. Your personal phone can be used for on campus calls, local and long distance calls. Long Distance calls will require a personal calling card. Credit card, operator-assisted, or local calls may also be made on the public lobby phones. On campus calls only may be made on all other SVA extension phones.

To facilitate campus life, phones between the two dorms will remain on until 9:00 p.m. For those that continue to use the phone after 10:00 p.m., and/or use the phone excessively to the point of distraction, the phone privilege will be taken away.

**DAMAGES TO PROPERTY:**

You are responsible for your room and the contents in your room. If there is any damage done to your room by you or others, please report it immediately. These damages will be your responsibility to repair or replace. Excessive and unusual damage will be repaired at public repair rates. Each student must pay a room deposit fee at the beginning of the year.

The following will be placed under your care and responsibility:

- Furniture in your room (furniture added personally should all be free standing).
- Hadley Hall bathrooms (shared responsibility between suite-mates).
- Screens on the windows (screens are stationary and should not be cut or removed; they are there for your personal protection).
- Walls (use only poster putty when putting up posters and pictures. Avoid pounding nails or using screws, glue, or double-sided sticky tape in or on anything in the room. This includes walls, furniture units, etc. Your cooperation in this area will help prevent the general decline in appearance).
- Vandalism and/or accidents to any dorm property such as windows, mirrors, lobby furniture, etc.

**REPAIRS:**

Your comfort and safety is important to us. If there is something damaged in your room, please inform the dean.

**CHANGES TO YOUR ROOM:**

Changes to the room structure and electrical wiring are not permitted. Please do not make any modifications to the paint colors. Wallpaper and wallpaper border is not permitted. Please do not put any stickers on the walls or ceilings. Mini blinds are provided in both dorms. In the girl's dorm, standard curtain rods are provided.

**APPLIANCES:**

A fee will be charged for refrigerators and/or microwaves used in your room.

**SECURITY:**

Keys to your room may be obtained at the reception desk at the time you check into the residence hall. We ask that you carry your key with you and keep your room locked whenever you are out. If you should lose your key, please report it immediately to the dean. For your security, and with a service charge, the door lock will be re-keyed.

Privacy is important to all community members. The deans will use discretion in using their right and responsibility to enter and inspect a resident's room when they deem it necessary. There is a safe in each dean's office for your use. We would prefer that you keep your money in the student bank in the Business Office. Money in your room is kept there at your own risk. As an additional security for expensive items in your room, we would encourage you to have a locked trunk.

Where possible, please inscribe your name or an I.D. number on personal items using a permanent laundry pen. Maintain a list of items and serial numbers to assist in locating a missing item.

If something is stolen from your room, please inform the dean or principal immediately. The school will make reasonable effort to recover those missing items after you have taken measures to protect and secure your belongings.

**TOWN TRIPS:**

Students are not permitted to walk to New Market or other off-campus stores. Transportation to Harrisonburg is scheduled regularly.

**GIRLS' CLUB (THEA FIA) and BOYS' CLUB (SIGMA BETA CHI):**

Both dorm and community students will become club members on registration day, allowing all to participate in major programs. Your president and officers were chosen at the close of last year so they could begin working on ideas. Special activities will be announced.

**TELEVISION /DVD PLAYERS:**

Each dorm provides a television for those times set aside for viewing. Students are not permitted to have their own television or DVD players. Please leave your DVD's at home as they will be taken. If there is a special program that you would like to watch, please present your request to the dean. iPods with movies on them will be confiscated by the dean.

**MUSIC:**

Students are allowed the privilege of enjoying music in the privacy of your dorm room. iPods or other electronic devices are allowed on buses at the discretion of the tour leader. Upper classmen (juniors/seniors) will have the privilege to play music audibly in their rooms. Under classmen (freshmen and sophomores) may have the privilege to play music in the dorm through headphones only. After each nine-week period, all students will be evaluated for success in academics, attendance, sleep habits, and general dormitory life. This evaluation will be used as a basis for granting of all privileges, including listening to music.

Music that contains the following materials is not in line with the spiritual and moral guidelines set forth by Shenandoah Valley Academy. Therefore, music containing such material is inappropriate and will be confiscated and not returned.

- Sexually explicit and/or graphic lyrics.
- Satanic, occult and/or sacrilegious material.
- Profane and/or vulgar language.
- Violent and/or hateful lyrics.
- Material degrading to any race, religion and/or sex.

Music volume level should be monitored in a manner that respects the rights of your roommate and others around you. *Portable music devices are acceptable in the dorm only.* Music played on the Sabbath must be Christ-centered and religious in nature.

Any willful infraction of the music policy may result in the loss of music privileges for the remainder of the year.

**PETS:**

The County Health Department regulations ban pets in the dormitories.

**DORM VISITING:**

When you wish to see someone in the opposite dorm, please ask your dean to make the arrangements with the other dean. Visiting must be kept within the lobby area only to respect the rights of all residents. Any student entering the opposite gender's dorm beyond the lobby limitations (i.e. hallway, dorm room, etc.) will face discipline as outlined in the discipline policy. Community students are permitted an occasional overnight stay with dean approval.

**STUDY HALL:**

Study hall is an important activity on this campus, and its proper use determines academic success for most students. We are committed to providing the very best study atmosphere possible to ensure that success. Sunday through Thursday evening there will be a study hall period in the dormitory.

**GRADUATION WEEKEND:**

Junior and senior parents are invited to stay in our dorms for graduation weekend. Therefore, we ask that all freshmen and sophomores check out by Thursday morning. Juniors and seniors are required to stay in the dorms for the *entire weekend*. Permission will not be granted to stay with families off campus. Family members of the opposite gender requesting lodging must check with the dean on duty.

**GUESTS:**

Guests are welcome at SVA. Please make the appropriate arrangements before guests arrive by notifying the dean and food service director (if applicable). It is your responsibility to inform guests of the basic school rules so they may comply while visiting.

Visitors, friends, or relatives wishing to stay on campus should:

- Make prior arrangements with the dean.
- Register at the desk when arriving and fill out a guest slip.
- Notify your R.A. at room check time.
- Remember, no overnight guests of the opposite gender (including family members) are permitted. We ask parents who plan to visit overnight to make arrangements with the dean before arrival.

**OFF-CAMPUS DAY PASSES:**

- Student must obtain, complete, and sign an off campus pass and present it to the dean for approval. Parental permission will be required for approval.
- Permission to leave campus with someone other than a parent or sibling, a staff member, or legal guardian, will be granted only if the driver is of the same gender, is at least 21, and parental permission is secured by the dean.
- Hosts are responsible to chaperone student guests at all times and must agree to transport guests to and from their home. During the week, dorm students need to return in time to attend evening worship. Those students who have no academic or attendance restrictions are permitted one visit per week to a community student home until 10:00 p.m. or until 11:00 p.m. on Saturday evenings.
- If a student returns to campus while on the day pass, the pass becomes void and student must sign out again with the dean.

**OVERNIGHT LEAVES:**

- Students must obtain, complete, and sign an overnight leave form and present it to the dean for signature.
- Students may not ride with a student of the opposite gender.
- Students may not go to the home of a student of the opposite gender unless a parent is providing the transportation and permission is received from the parents of the students involved. Hosts are responsible to chaperone student guests at all times.
- Students are expected to check back into the dorms by 7:45 p.m. on all weekends and special leaves. If circumstances cause you to be late, please call ahead and make arrangements with the dean. For your safety and well being, your dean will endeavor to call your parent/guardian if you have not arrived by the required time.
- If a student returns to campus while on the overnight pass, the pass becomes void and student must sign out again with the dean.

**HOMELEAVES AND VACATIONS:**

The dormitories will be closed during homeleaves. Students must make arrangements in advance of school closing. Student should plan to return to the dorms no earlier than 5:00 pm.

**HEALTH SERVICES:**

The nurse's main office is located in the administration building. If you become ill and the nurse is unavailable, please see the dean. All injuries must be reported to the nurse and/or the dean.

**SICK LIST PROCEDURES:**

- As a dorm student, if you are sick in the morning and wish to have your appointments excused, please call the dorm front desk no later than 7:15 a.m., or before your first class or work period of the day and leave a message to request a nurse or dean's visit. The nurse & deans can only excuse illnesses if you have been seen by them. Be sure they have said, "You have been placed on the sick list". Ask for clarification if you are not sure.
- Community students' parents should call the Registrar's Office or leave a voice mail no later than 7:30 a.m. or before their earliest appointment.
- If you are missing a class or going to be tardy because of a visit to the nurse, please obtain an excuse slip from the nurse to submit to the teacher.
- To prevent the spread of infection, and to provide you with the best care, you will remain in your room when placed on "sick list" for the entire day, including recreation and sporting events. Failure to follow this guideline will result in an unexcused absence from the classes or work you are missing. If you need anything, please use the phone to make requests of the desk workers who will relay your requests to the appropriate person.
- When the nurse decides that you need to see a physician, she will contact your parent, and make the necessary appointments and transportation arrangements. You will be given the appointment time and place to meet your ride.
- Any prescribed and/or over-the-counter medication must be registered with the school nurse and then be placed in the dean's possession. (see Drug and Alcohol Policy). Students in possession of unregistered medication will be subject to discipline.

**RECREATION PERIOD:**

Recreational activities are planned for students on the ball field, weight room, pool, or gymnasium during recreation time. The Student Center will be opened for television, games, or relaxing together. Front campus is also open during specific times for visiting.

**SUNBATHING:**

Please wear appropriate sunbathing attire (modest one-piece suits for ladies) and use the designated areas.

**JOGGING:**

Students are welcome to use the track for jogging in the morning after the dorm alarm is turned off and up through recreation in the evening until dark. We request that students do not jog alone on the track. Deans can provide a copy of a designated jogging route.

**BIKES & SCOOTERS:**

For your safety, wearing a helmet is required. Bikes are your personal responsibility and must be ridden in the assigned areas. Please do not ride the bike in the dorm or in any other building. Scooters brought into the administration building will be confiscated.

**IN LINE SKATES & SKATEBOARDS:**

For safety reasons, wearing a helmet and knee pads is required.

**USE OF VEHICLES:**

- As a convenience to parents, licensed drivers may be granted the privilege to bring an automobile to campus.
- The vehicle is to be used ONLY when coming to campus and returning home. Siblings may ride with the licensed driver. Same gender students may ride together with approval from the parents of all students involved.
- The vehicle is to be parked behind the respective dorms with the keys deposited with their dean. License plates must be removed and given to the deans.
- The vehicle is not to be lent out to other drivers (student or non-student).
- Vehicle users must complete a Vehicle Registration Packet when the car is first brought on campus. A copy of the insurance declaration page indicating that the student is the designated driver of that vehicle must be on file with the dean, along with a copy of the student's driver's license.
- Any/all uses require written permission from the dean or administration, and parents, along with a dean-issued pass.
- All students are required under insurance regulations to use school transportation to off-campus school functions.
- Driving on the campus service road behind the dorms and work buildings is prohibited.
- Any car privilege violation is subject to discipline.

**SENIOR CAR PRIVILEGES:**

- During the school day, seniors may ride with other seniors (dorm or community students) of the same gender to places approved by the dean, provided the dean has written permission on file from all parents involved. Passenger limit for drivers over 18 is restricted to the number of seatbelts in the vehicle.
- Whenever leaving campus, all students involved must check out with the dean on duty (dorm) or registrar's office (community).
- In the evening, seniors may receive permission to go to New Market up to 9 pm for 15-20 minutes.

**MOTORCYCLES:**

Motorcycle owners are subject to car policies, and also must maintain the following standards:

- Carrying passengers on motorcycles is not permitted.
- A helmet must be worn at all times as per Virginia law.

## COURSE DESCRIPTIONS

**ART EDUCATION****Art 1--Two Dimensional Art (1/2 Unit, 1 semester)**

This course is an introduction into different media used on a flat, two dimensional surface, the definition and usage of the principles and elements of design, as well as an overview of some artists in history. The different media may include pencil, markers, charcoal, pastels, pen and ink, acrylic paint, watercolor paint and printmaking.

**Art 2--Three Dimensional Art (1/2 Unit, 1 semester)**

This course takes the subject of art into the next dimension, literally. All creations will be three dimensional in nature. There will be an introduction into a variety of media which may include paper (origami), papier mâché, wire, glass, mosaic, cardboard and clay. Ceramics will be the primary area of study for the semester and will include gaining a knowledge of different clay vocabulary, different methods of handbuilding and glazing techniques.

**Art 3 (1/2 Unit, 1 semester)**

Art 3 will be a continuation of Art 1, but with a higher level of expectation in knowledge, skill and end products.

**Art 4 (1/2 Unit, 1 semester)**

Art 4 will be a continuation of Art 2, but with a higher level of expectation in knowledge, skill and end products.

**BUSINESS EDUCATION**

**COMPUTER APPLICATIONS (1/2 Unit, 1 semester)**

Required

Prerequisite: Keyboarding or Demonstration of Proficiency

This one-semester introductory course gives the student basic experience in Microsoft Office:

**ACCOUNTING (1 Unit, 2 semesters)**

A course designed to introduce the student to basic accounting principles. The student will use the computer to reinforce concepts. Career education in the accounting field will be emphasized.

**COLLEGE INTRODUCTION TO COMPUTERS (1/2 Unit, 1 semester)** 3 hours of college credit available

Prerequisite: Computer Applications

A course designed to explore and learn the field of computer technology and its impact on society and gain a practical experience in the use of typical office-suites applications. This course will consist of a combination lecture and laboratory experience. Students will complete projects using Microsoft Office—Word, Excel, PowerPoint, Access, and Publisher.

**ENGLISH**

English classes at SVA will provide students with the opportunity to develop skills in reading, writing, and critical thinking which will give a thorough preparation for future application in the work force and/or academics

**ENGLISH CONCEPTS: (1 Unit, 2 semesters)**

This class is designed to provide the student with basic English concepts and literary strategies. Students will learn about sentence structures and writing methods, and receive in-depth instruction in vocabulary building, reading comprehension, and text analysis. Attendance may be required in place of or in addition to another English class.

**ENGLISH I (1 Unit, 2 semesters)**

Required

This course will teach such skills as vocabulary, grammar, and critical thinking through reading and writing. Literature in English I will include short stories, poetry, drama, and longer works. Writing will teach the foundation skills that will contribute to students' future writing needs.

**ENGLISH II (1 Unit, 2 semesters)**

Required

Students will continue to develop reading, writing, and thinking skills that will prepare them for their future. In addition to vocabulary and grammar review, students will read literature that includes classic works of poetry, drama, and prose. In addition to persuasive, expository, and personal writing, a research project will be required.

**ENGLISH III (1 Unit, 2 semesters)**

Required unless Adv. English II is taken

Emphasis is placed on the study of American literature from its beginning through the twenty-first century. Much emphasis is also placed on writing and the development of language skills and vocabulary knowledge. Grammar for writing will also be stressed.

**ADVANCED ENGLISH III** (1 Unit, 2 semesters)

Prerequisite: Grade average of B+ or above in English III and a 3.0 cumulative gpa

This course will provide college-bound students with a more thorough background in the English language and American culture. Material covered is similar to that of English III but in greater depth and variety. This course is intended to prepare student to take Advanced Placement (AP) English Literature and Composition.

**ENGLISH IV** (1 Unit, 2 semesters)

Required unless AP English IV is taken.

This course builds on the foundation established in the previous three years. A similar emphasis is placed on reading, writing, thinking, and language development. The literary emphasis focuses on the great works of the British heritage from the culture’s beginning through the twenty-first century.

**ADVANCED PLACEMENT (AP) ENGLISH IV** (1 Unit, 2 semesters)

Prerequisite: Advanced English III with a B+ grade and a 3.0 cumulative gpa or Permission of Instructor

This course is an alternative to English IV. It prepares students for the Advanced Placement exam in English Literature and Composition at the end of the school year. Focus will be on the critical reading and composition skills needed to pass the standardized exam. Students who pass the exam will be eligible to receive college credit.

**EMERGENT ENGLISH LANGUAGE PROGRAM**

Our EEL Program is designed to develop our students’ communicative and academic language competence in the four main areas of language usage: listening, speaking, reading and writing.

International Students will be placed in courses based primarily on their TOEFL scores:

Level	TOEFL iBT*	English Course	Required Lab#	Course Load
Basic	17-34	English Fundamentals	Reading/Writing Listening/Speaking	2 courses outside of EE department
Intermediate	35-59	Eng. Fun. OR English I	R/W L/S	4 courses outside of EE department
Bridge	60-79	English I-IV	R/W L/S	No restriction
Mainstream	80-120	English I-IV	None	No restriction

\* - The iBT version of the TOEFL is preferable because it contains a speaking component. Students who have taken the PBT version of the TOEFL will be placed based on the conversion scale provided by ETS. [http://www.ets.org/Media/Tests/TOEFL/pdf/TOEFL\\_iBT\\_Score\\_Comparison\\_Tables.pdf](http://www.ets.org/Media/Tests/TOEFL/pdf/TOEFL_iBT_Score_Comparison_Tables.pdf)

# - Lab placement is based on combined scores of sections of the TOEFL:

Reading/Writing Lab	Combined reading and writing score of 0-39
Listening/Speaking Lab	Combined listening and speaking score of 0-39
No lab requirement	Combined reading and writing score of 40 Combined listening and speaking score of 40

Any students whose English abilities are in question will be placed in the Basic track until TOEFL scores are provided that show student can succeed at a higher level.

**EMERGENT ENGLISH 1** (1/2 Unit, 1 semester)

May be taken for up to two semesters for one credit, but may be required to be taken additionally without academic credits given

A study of basic patterns of English grammar and their usage in academic and conversational English. This course is designed to help students develop four basic language skills of speaking, listening, reading, and writing on the basic level. May be repeated for two semesters of credit.

**EMERGENT ENGLISH 2** (1/2 Unit, 1 semester)

May be taken for up to two semesters for one credit, but may be required to be taken additionally without academic credits given.

A study of intermediate and advanced patterns of the English language and their usage in different formats. This course is designed to help students increase comprehension and speed in reading and listening. vocabulary expansion, summary writing and oral communication skills for effective class participation and presentations. May be repeated for two semesters of credit.

**EMERGENT WRITING LAB 1** (1/2 Unit, 1 semester)

May be taken for up to two semesters for one credit, but may be required to be taken additionally without academic credits given

This course is designed to help students with academic writing, emphasizing improved fluency and accuracy, paragraph structure, summarizing and paraphrasing, writing short essays, and a final research project.

**ADVANCED ENGLISH LANGUAGE LAB**

This course is for students whose English is proficient enough to be in regular English classes (TOEFL PBT 500), but still need to fine tune their grammar, usage, vocabulary, writing, and public speech. This transition course will serve as a bridge between the Emergent English courses and the mainstream English courses. It may be taken with regular English course. This course will also help them acquire higher scores for standardized tests such as TOEFL/ACT/SAT/ITED. Various writing assignments will be given and/or writing assignments from other classes will be assisted. Students will also actively participate in group discussions on readings, writings, or other course material.

**FOREIGN LANGUAGE**

**SPANISH I** (1 Unit, 2 semesters)

Required for Advanced Diploma

This introductory Spanish course emphasizes speaking, reading, writing, and listening to a foreign language. A study of grammar and the culture of Spanish-speaking people enrich the student's understanding of this language.

**SPANISH II** (1 Unit, 2 semesters)

Required for Advanced Diploma Prerequisite: Spanish I

The second year of Spanish is the continuation of the basic course with further emphasis on listening, speaking, reading, and writing.

**SPANISH III** (1 Unit, 2 semesters)

Required for Advanced Diploma 6 semester hours of college credit available Prerequisite: Spanish II

Further study of Spanish with emphasis on reading comprehension, correct written expression, spontaneous speaking, and listening skill. This course is equivalent to Beginning Spanish at the college level.

**MATHEMATICS**

Admission to all math classes will be by placement testing

**ALGEBRA I-A** (1 Unit, 2 semesters)

This class is the first semester of Algebra I and is covered in two semesters. Topics covered include expressions, equations, functions, rational numbers, linear equations, proportional reasoning, graphing, and solving linear inequalities. Must have a grade of D or higher in first semester to continue in second semester of this class.

**ALGEBRA I-B** (1 Unit, 2 semesters)

This class is the second semester of Algebra I and is covered in two semesters. Student must have received a grade of D or better in the second semester of Algebra I-A to enroll in this class. Topics include solving systems of linear equations and inequalities, polynomials, factoring, quadratic and exponential functions, rational and radical expressions, and equations. Must have a grade of D or higher in first semester of this class to enroll in the second semester.

**ALGEBRA I** (1 Unit, 2 semesters)

Required unless second semester of Algebra I-B has been completed

This is a study of the fundamental operations of algebra and their application to the solution of problems. Included in the course are such topics as sets, equations, inequalities, axioms, graphing, special products and

factoring, and relations and functions. A Texas Instrument graphing calculator (Model TI-83 Plus or better) is required for this course.

**ALGEBRA II** (1 Unit, 2 semesters)

Required for Advanced Diploma. Prerequisites: Algebra I, Geometry, or presently enrolled in Geometry.

A more extensive study of relations and functions including linear, quadratic, exponential, and logarithmic functions. A Texas Instrument graphing calculator (Model TI-83 Plus or better) is required for this course.

**GEOMETRY** (1 Unit, 2 semesters)

Required Prerequisites: Algebra I

Students will study about lines, triangles, quadrilaterals, circles, constructions, areas, and volumes of solids. Both deductive and indirect proofs will be used in the class. A Texas Instrument graphing calculator (Model TI-83 Plus or better) is required for this course.

**COLLEGE PRE-CALCULUS** (1 Unit, 2 semesters) 3 semester hours college credit available.

Required for Advanced Diploma. Prerequisites: B average in Algebra I and II and Geometry, or permission from the instructor.

This course will provide preparation for the student who intends to continue their study of mathematics, whether in the direction of the natural or physical science or in the direction of the social sciences. A Texas Instrument graphing calculator (Model TI-83 Plus or better) is required for this course. Successful completion of this course may earn college credit through WAU.

**AP CALCULUS AB** (1 Unit, 2 semesters) 3 semester hours of college credit possible

Prerequisites: B in Algebra I and II, Geometry, and Pre-calculus or permission from the instructor.

This course will emphasize conceptual understanding; a multirepresentational approach to calculus. It will emphasize the use of technology and unifying themes, which include derivatives, integrals, limits, applications, modeling, and approximation. Functions, graphs, and limits are covered, including the analysis of graphs, the limits of the functions (including one-sided limits), along with any asymptotic behavior. The concept of derivatives, derivatives at a point, as a function, second derivatives, and applications of derivatives are also covered. The concept of integrals from the development of Riemann sums to the interpretations, properties, and applications of integrals will be explored. The Fundamental Theorem of Calculus and the Second Fundamental Theorem of Calculus are included, as are techniques and applications of antidifferentiation. Some numerical approximations of definite integrals are studied. AP Exam is required.

**AP CALCULUS BC** (1/2 Unit, 1 semester) 3 semester hours of college credit possible

Prerequisites: Permission by instructor along with a 3 or better on the AP Calculus AB exam.

Includes all Calculus AB topics. Additional Topics covered include:

Parametric, polar, and vector functions; analysis of planar curves given in these forms: derivatives of parametric, polar, and vector functions; numerical solutions of differential equations using Euler's method; and L'Hospital's Rule. Antiderivatives of various functions, by substitution of variables, and simple partial fractions, Polynomial Approximations and series, and Taylor Series, and Maclaurin series. The course will meet three times per week on Monday, Wednesday, and Friday.

## MUSIC

All music organizations are offered to our students by audition and each group requires formal dresses or tuxedos as uniforms at an additional charge to the student.

**PRIVATE LESSONS** (1/4 Unit per semester) \$200 charge per semester

Private lessons are offered at all levels from beginning through advanced, in piano, organ, voice, wind, and string instruments, and percussion. It is highly recommended that all students involved in performance organizations and ensembles take private lessons. In certain instances, private lessons may be required to join performance groups.

**BRASS ENSEMBLE** (1/4 Unit per semester)

A select ensemble designed to challenge those who are capable of and interested in studying and performing more advanced ensemble literature. Emphasis is placed on balance, listening, and the pure sounds of a smaller group. Admission is by audition only. Private lessons are encouraged and in some cases mandatory. This group tours domestically and internationally.

**CONCERT BAND** (1/4 Unit per semester)

Open to any student with some proficiency on a wind or percussion instrument. Stress is placed upon ensemble techniques appropriate to each instrument and on the performance of the best in band repertoire. Numerous sacred and secular concerts domestically and internationally are given throughout the year.

**HANDBELL ENSEMBLE** (1/2 Unit per semester)

A select ensemble designed to challenge those who are capable of and interested in studying and performing more advanced ensemble literature. This group has performed handbell music of the highest difficulty level. Music ability, enthusiasm for playing and a demonstrated spirit of cooperation are vital for membership in this group. Admission to this group requires a commitment for the entire year. Strict attendance at rehearsals and performances is required.

**SHENANDOANS** (1/2 Unit per semester)

This touring vocal ensemble is designed to challenge those who are capable of, and interested in studying and performing more advanced choral literature. Music ability, enthusiasm for singing, and a demonstrated spirit of cooperation are prerequisites for membership. Music, mostly sacred, of all periods of choral music history is studied and performed. Membership is by audition and/or invitation of the director. Membership is expected for the entire year, but is reevaluated each quarter. Continued membership is dependent on growth and contribution to the group.

**CONCERT CHOIR** (1/4 Unit per semester)

A choral ensemble available to all interested and qualified students. Emphasis is on vocal and musical development. The music selected is chosen for its quality, interest factor, and appropriateness to the group. The course is designed in semester segments, so students can join or drop at the semester.

**SYMPHONY ORCHESTRA** (1/2 Unit per semester)

The Symphony Orchestra performs works taken from the standard symphonic literature. Part of the repertoire covered over the year may include a selection of major works for choir and orchestra combined. The core of the Symphony Orchestra is made up of the String Ensemble plus selected players of the Concert Band, however additional players are welcome. Considering the difficulty inherent to the repertoire performed, a good level of proficiency on the instrument is necessary. Individual lessons are recommended and may be required.

**PHYSICAL EDUCATION**

**PHYSICAL EDUCATION** (1.5 Units required for graduation)

PE classes are offered in semester increments. Freshmen are required to take a full year of PE. Sophomores ½ year combined with driver's education and health.

**DRIVER EDUCATION** (1/4 Unit, 1 semester)

Classroom instruction: includes study of the Virginia Highway Laws from the state manual. The course emphasizes the technique of driving all roadways defensively. This course fulfills the state Driver Education classroom requirement. The student must be 15 years old before completing the class, be a Virginia resident, have an acceptable attendance record, and a GPA of 2.00 or above.

**HEALTH** (1/2 Unit, 1 semester) required

Six basic areas are targeted: physical, intellectual, social, spiritual, sexual, and emotional. Students will learn the advantages of a healthy lifestyle and how to make healthy choices.

**RELIGION**

**BASIC CHRISTIANITY** (1 Unit, 2 semesters)

Required if student does not have a background in Christianity

Basic Christianity is offered to any student who has limited or no background knowledge of the Christian religion. The validity of the Bible as the source of Christian beliefs is the basis for studying the origin, history and doctrines of Christianity. This class may be substituted for one required religion class if the student does not have a background in Christianity.

**RELIGION I** (1 Unit, 2 semesters)

Required

A study of the books of Genesis and The Gospels designed to introduce the student to the character of God and the story of Christ. Emphasis is placed on building knowledge and in-class discussion.

**RELIGION II** (1 Unit, 2 semesters)

Required

This study begins with Moses and the Exodus, continues through the history of Israel and Judah, and examines one of the New Testament church through the Reformation. The concluding unit is the story of the Advent awakening and the beginning and growth of the SDA Church.

**RELIGION III** (1 Unit, 2 semesters)

Required

This course begins with a study of making choices and facing challenges from a biblical perspective. The study of the Bible books of the Gospel of John and Romans will provide a deeper insight into the character of

Christ and the process of salvation. The final quarter offers a detailed Bible study of the 28 Fundamental beliefs of the Seventh-day Adventist Church.

**KNOWING & SHARING CHRIST** (1/2 Unit, 1 semester) 3 semester hours of college credit available.

Prerequisite: Junior or Senior. May take the place of one semester of Religion III or Religion IV

The object of this class is to aid students in discovering God's purpose for their life and to help them develop and put into practice the talents that He has given them. In-depth Bible study will include a focus on God's guidance and how each individual is used for the spreading of Christianity. Practical life issues that include all aspects of life will also be discovered through Bible study. Active involvement and leadership in campus ministry and community outreach will be an important outcome of this class.

**JESUS AND THE GOSPELS** (1/2 Unit, 1 semester) 3 semester hours of college credit available

Prerequisite: Junior or Senior. May take the place of one semester of Religion III or Religion IV

An introductory study of Jesus' life and teaching through the close readings of the four canonical gospels. Open to juniors and seniors only.

**RELIGION IV** (1 Unit, 2 semesters)

Required

Religion IV covers life philosophies and moral issues, including worldviews and religions. Biblical principles are studied that are useful in personal development and relationships at home, the church, and the community. The study of the prophecies of Daniel and Revelation provide insights into distinct Adventist beliefs. God's plan for marriage and the family is studied to provide guidance in choosing a spouse and career that will result in a ministry for God.

**CHRISTIAN LEADERSHIP** (1 Unit, 2 semesters)

Prerequisite: Junior Senior. May be taken only once.

The object of this class will be to aid students in discovering God's purpose for their life and to help them develop and put into practice the talents that He has given them. In depth Bible study will include a focus on God's guidance and how He can use each of us for the spreading of Christianity. Practical life issues that include all aspects of life will also be discovered in Bible study. Active involvement and leadership in campus ministry and community outreach will be an important outcome of this class.

## SCIENCE

**CONCEPTUAL PHYSICS** (1 Unit, 2 semesters)

The student will be exposed to the major concepts in general physics and will develop an understanding of the conceptual structure of the physics processes of daily life through reading, watching demonstrations, and involvement in laboratory experiments. This course has very limited mathematical formulas and procedures. This class has a lab component.

**BIOLOGY** (1 Unit, 2 semesters)

Required

Biology is intended to provide factual and conceptual knowledge, give an integrated overview of the central themes of modern biology, afford experience in obtaining and interpreting biological hypotheses, and develop thinking and writing skills. Topics are divided into four main areas each placing emphasis with God as our creator: cellular and molecular biology, genetics, plant morphology, and ecology.

**CHEMISTRY** (1 Unit, 2 semesters)

Required for Advanced Diploma Prerequisites for sophomores: B in Algr. I, 3.0 GPA and taking Algr. II  
Prerequisite for juniors: C in Algr. I.

Chemistry is a descriptive and quantitative science based on controlled experiments, logic, and theory. Emphasis is placed on measurement, problem solving, and the processes of physical and chemical change. Models are used to explain observable phenomena and are verified by experimentation and observation. Scientific laws, theories, principles, and concepts are taught from a perspective that promotes an appreciation for the wisdom and creative power of God.

**ANATOMY AND PHYSIOLOGY** (1 Unit, 2 semesters) 4 semester hours of college credit available

This course is an introduction to the anatomy and physiology of the human being. Evidence from animal dissection is used to identify the general principles of functional mechanisms. The subject matter includes metabolism and temperature regulation, nervous and endocrine system controls, integration, respiration and circulation, water and ion balance, excretion, digestion, reproduction, and immune system function.

**EARTH SCIENCE** (1 Unit, 2 semesters)

Earth Science is the study of the earth, its characteristics, its meteorological phenomena, astronomy, and the correlation of these topics to Scripture. As students study geomorphic features and major geologic processes of the past, present, and future, they should gain a greater appreciation of God as the Creator and Sustainer of the universe. Included as major topics are geology, astronomy, meteorology, and oceanography. Topics will be taught from a content and concept basis with an emphasis on scientific processes and correlation to the Scriptural accounts of Creation and the Flood.

**PHYSICS** (1 Unit, 2 semesters)

Prerequisites: B average in Algebra I and II, and Geometry or permission from the instructor.

This course will provide preparation for the student to interpret and understand the physical world through lecture, problems, and experiments. The student will be introduced to the topics of mechanics, thermal physics, wave motion, sound, light, optics, electricity, magnetism, and as time permits, modern physics. A TI-83+ or higher calculator is required for this course. This class has a lab component.

**SOCIAL STUDIES**

The social science curriculum is designed to help students understand human nature and its role in past, present, and future events. It is based on the belief that an understanding of the past is fundamental to an understanding of the present. The analysis and interpretation of geography, history, government, and human psychology is essential in evaluating contemporary institutions, politics, cultures, and modern society.

**COLLEGE AMERICAN HISTORY** (1 Unit, 2 semesters) 6 semester hours of college credit available

This in-depth survey of American History from the Age of Exploration to the present provides students the opportunity to earn up to six hours of college credit. Students will use a college textbook and analyze primary source documents throughout the course. This class may be substituted for US History.

**COLLEGE PSYCHOLOGY** (1 Unit, 2 semesters) 3 semester hours of college credit available

This is a survey course designed to introduce the student to the basic principles and concepts in psychology. The course will cover the history, development, and application of psychology. The student will study a variety of concepts such as motivation, personality, stress, abnormal behavior, consciousness, learning, cognition, and memory. Students will also learn to understand these concepts in the context of a Christian worldview.

**GEOGRAPHY** (1/2 Unit, 1 semester)

Required

This course focuses on the study of the world's people, places, and environments, with an emphasis on world regions. The knowledge, skills, and perspectives of the course are centered on the world's population and cultural characteristics, landforms, climates, economic development, migration, and settlement patterns. Using geographic resources, students will employ inquiry, research, and technology skills to ask and answer geographic questions. Particular emphasis is placed on students' understanding and applying geographic concepts and skills to their daily lives.

**U. S. HISTORY** (1 Unit, 2 semesters)

Required

This course surveys the historical development of American ideas and institutions from the Age of Exploration to the present. While focusing on political and economic history, students will examine the American culture through a chronological survey of major issues, movements, people, and events in United States. Students will use historical and geographical skills to explore the events, people, and ideas that fostered our national identity and led to our country's prominence in world affairs. Intellectual skills required for responsible citizenship are also emphasized. Prerequisites: Geography, World History, English II

**AMERICAN CULTURE AND HISTORY** (1 unit, 2 semesters)

This course presents the history of the United States to students who have limited exposure to American culture and history. Students will examine American culture through a chronological survey of major issues, movements, people, and events in the United States and learn about geographical and sociological features of the United States through regional studies. Students will also explore the social and cultural issues related to immigration and residence in the United States (This course is offered through the Emergent English Program and fulfills the US History requirement).

**PERSONAL FINANCE** (1/2 Unit, 1 semester) 3 semester hours of college credit available

Required

An overview of personal and family financial planning with an emphasis on financial recordkeeping, planned and budgeted spending, tax planning, consumer credit, making buying decisions, purchasing, and selecting from a variety of investments. Prerequisite: Senior class standing.

**US GOVERNMENT** (1 Unit, 2 semesters) required

All seniors are required to take 1 Unit of United States Government. This course is an introduction to the background, origins, development, and operations of the government of the United States.

**WORLD HISTORY** (1 Unit, 2 semesters)

Required

Prerequisites: Geography, English I

This course surveys the history of humanity with special emphasis on the development of Western Europe. Significant attention will be given to the correlation of man's history, Bible prophecy, ways in which scientific and technological revolutions created new economic conditions that produced social and political changes. Historical understanding requires students to engage in historical thinking, raise questions, and provide evidence to support their answers. These skills are developed through the study of significant historical substance from the era or society that is being studied.

**PRACTICAL ARTS**

**PLANT SERVICES INTERNSHIP** (1/2 Unit per semester)

This course is available to senior students that have an interest and aptitude in learning the practical arts used in the operations of our campus. The student will work with the Director and/or Assistant Director of the SVA Plant Services in a work/study relationship to acquire a working knowledge of a variety of skills and abilities used in operating our physical plant. Admission by permission of the SVA Director of Plant Services.

**WELDING** (students receive a pass grade upon completion of the course)

Offered by a private master instructor on SVA campus (Randy Poehler). All financial cost will be in addition to SVA monthly tuition. Some financial aid may be available. Each class has a \$1,200 fee for each semester.

**WELDING CERTIFICATION I**

Shop Certification (1 Unit)

This course will provide the necessary theory and practice for the student to become certified in shielded metal arc welding in the flat and horizontal positions. (Additional fees will apply and also requires additional labs as needed)

**WELDING CERTIFICATION II**

Job Site Certification (1 Unit)

Prerequisites: Welding Certification I

This advanced course will provide the necessary theory and practice for the student to become certified in shielded metal arc welding in all positions. (Additional fees will apply and also requires additional labs as needed)

**WELDING CERTIFICATION III**

Pipe Certification (1 Unit)

Prerequisites: Welding Certification I & II

Completion of this course will qualify the student to become certified in shielded metal arc welding for pipe.

**ADVANCED MULTI-PROCESS WELDING** (1 Unit)

Prerequisites: Welding Certification I & II

This course will provide the necessary training and practice for proficiency in MIG, TIG, and oxyacetylene - welding and cutting.