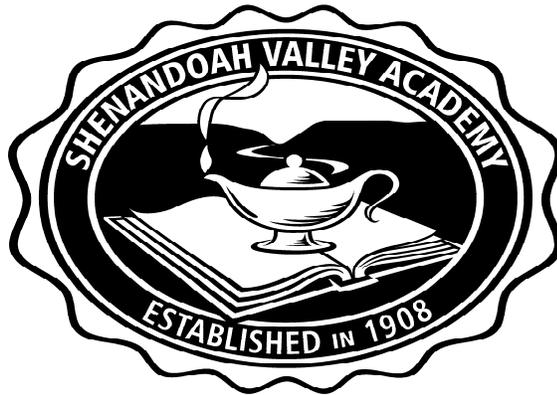


**HANDBOOK & BULLETIN**  
**Policies and Procedures**  
**2016-2017**



**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)**

**Accredited by:**  
**Middle States 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)**

**Serve Christ ~ Value Knowledge ~ Accept a Life of Service**

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## FACULTY & STAFF

### ADMINISTRATION

Principal and Business Manager -----Donald Short, MAT  
Registrar----- Wendy Dean  
Vice Principal & Guidance Counselor -----Dorenda Dodge, MSED

### ADMINISTRATIVE SERVICES

Director of Recruitment ----- Ryan Heilman, BS  
Director of Development & Alumni Relations----- Janel Ware, BA/BS  
Dean of Student Services -----Kelly Menhardt, BS  
Assistant Business Manager -----Debbie White, AS  
Director of Admissions----- Wendy Dean  
Student Account Manager ----- Cindy Champion  
Business Office ----- Ana Niño, BS  
Information Services ----- Alex Brady  
Director of Food Service ----- Bob Ockenga, BS  
Assistant Director of Food Service -----Noreley Antone  
Director of Plant Services -----Richard Schoonard  
Assistant Director of Plant Services -----Bill Osborne

### STUDENT SERVICES

Dean of Girls ----- Stephanie Powell, MSW  
Assistant Dean of Girls-----Rita Miller, BS  
Taskforce Dean of Girls----- Jessica Mattox  
Dean of Boys ----- Ryan Knight, BS  
Assistant Dean of Boys -----Dennis “Azariah” Anderson, BA  
Taskforce Dean of Boys----- Tyler Hamilton  
School Nurse -----Darlene Anderson, BSN

### INSTRUCTIONAL

Art-----Kelly Menhardt, BS  
Business Education -----Dorenda Dodge, MSED  
English -----Deborah White, MA (Chair)  
----- Ginger Turner, MA  
English Language Learner Program ----- Edward A. Rivera, MA  
Mathematics and Physics -----Tom McNeilus, MM, MA  
Mathematics ----- Becky Patrick, BA  
Music  
Orchestra ----- Kelly Wiedemann, MM  
Band/Choral/Handbells----- David Niño (Chair) MM  
Piano/Organ----- Nancy Lou Cross Hall, MM  
Physical Education, Athletics -----Robert Kilgore, MA  
Religion/Chaplain-----Tim Harley, MA  
Religion/Social Studies -----Robert Van Ornam, MA  
Science  
Anatomy & Physiology----- Ronald Perkin, MD (Chair)  
-----John Anderson, MD

Chemistry ----- Kelli Hanon, MD  
 Biology ----- Erica Franklin, MS  
 Teaching Assistant ----- Jin Hyung Moon  
 Social Studies ----- Gabrielle Griffin, MAT  
 Spanish ----- Edward A. Rivera, MA

## Welcome to Shenandoah Valley Academy!

You have chosen an outstanding school that is rich in tradition and history. Since 1908, more than 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.”

Shenandoah is unique because of the multitude of opportunities that we provide to our students. This environment creates a culture of leadership, but we strive to provide these opportunities within the framework of accountability. Shenandoah does this by developing policies and procedures based on Biblical principles that, when enforced with grace and love, create an environment where leaders can flourish. These principles of accountability are outlined in this handbook.

This Bulletin and Handbook is designed to assist you in better understanding the privileges, responsibilities, and expectations of an Shenandoah student. Whether you are a community or dormitory student, campus life is an interesting and enjoyable part of the boarding school experience. Shenandoah reserves the right to change policies without prior notice. Any revisions will be 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.

The standards that are outlined in this handbook contribute towards creating 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 Shenandoah a place where you receive an Education for Life.

Don Short  
Principal

## LOCATION

Set in the heart of the Shenandoah Valley, Shenandoah offers a rural environment for Christian education. Situated on 450 acres of fertile valley land, the academy is located on Route 211, in New Market, Virginia (population 1,732). Our campus is one mile west of Exit 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. The Civil War Battle of New Market was fought in May, 1864, just two miles away.

### 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, Shenandoah 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 Shenandoah, 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, Shenandoah 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.

Other buildings on campus include a gymnasium (1955), the campus church (1976) with a seating capacity of 774, 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

- Middle States 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)

## **VISION**

**S**erve Christ

**V**alue Knowledge

**A**cept a Life of Service

## **MISSION STATEMENT**

Shenandoah Valley Academy, established in 1908, exists to provide a distinctly Seventh-day Adventist college preparatory program through experiences to produce disciples of Jesus who are compassionate citizens prepared for college and careers.

## **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. 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 deeply value the environment necessary to achieve this and recognize that it must be protected and nurtured in order to meet our objectives. Accordingly, we select and welcome students, faculty, and staff who thrive in a family where trust is fairly and safely embedded in Christian love and relationships. We are convicted that students benefit and develop best when trusted; they want to be treated with confidence and respect, which is their right. As bonds of love develop with Jesus Christ and within the school family (John 15:12), students will live the Christian life – not merely because of rules, but based on relationships that are too important to risk damaging.

To help students develop into genuine thinkers, we highly value academic rigor and discipline, and also place value on becoming a balanced person through work, athletics, music, art, culture, and involvement in service for 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 benefit from a quality education and an Adventist Christian life-style by attending Shenandoah Valley Academy. This commitment is based on the understanding that the parents, the church, and the student each do their fair-share in meeting the financial requirements.

We pledge to operate a quality school where students will be spiritually, physically, and socially safe, and will experience mental stimulation and growth from a responsive and compassionate faculty and staff.

## OBJECTIVES

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

Shenandoah 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:**

Shenandoah 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:**

Shenandoah 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:**

Shenandoah 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:**

Shenandoah 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:**

Shenandoah 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:**

Shenandoah 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.” (Ephesians 4:13)

<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.

## 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 Shenandoah 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:

Families are invited to visit the campus. . Please telephone to arrange your visit. While visiting, you may wish to meet the deans, registrar, work supervisors, classroom teachers, and principal.

**APPLY FOR ADMISSION:**

Shenandoah's admission process will be completed online through RenWeb. It may be necessary for a student to be asked to come in for an interview prior to acceptance.

Once a student has been accepted, the enrollment process will also be completed online through RenWeb.

After the enrollment process has been completed, the student will receive a packet of forms to be completed prior to registration.

**INTERNATIONAL ADMISSIONS:**

This school is authorized under Federal law to enroll nonimmigrant students.

**REGISTRATION:**

All students must receive a Letter of Acceptance before they will be permitted to register at Shenandoah. Students are expected to register on Registration Days (see current calendar for dates). *Those who register more than two weeks late will be permitted to carry full academic load only at the discretion of Shenandoah 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 and physical
- 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)
- LATE ADMISSION

A student can be accepted to Shenandoah up to two weeks after school starts. Requests for exceptions to this policy will be reviewed by Shenandoah Administration.

# ACADEMICS

## DIPLOMA REQUIREMENTS

The academic program at Shenandoah Valley Academy is designed to provide students with a foundation of knowledge and study skills. Shenandoah 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

	Standard Diploma	College Preparatory Diploma	Advanced Studies Diploma
Religion†	4	4	4
Applied or Fine Arts:	1	1	1
English	4	4	4
Foreign Language*	0	2	3
Health (.5) and P.E. (1.5)	2	2	2
Mathematics: (Algebra I and above)	3	3 or 4	4
Science	3	3 or 4	4
Social Studies**	3	4	4
Personal Finance/Economics	1	1	1
Elective	3	1	0
Total Units	24	26	27

**\*Students choosing the College Preparatory Diploma must complete 4 credits in either Mathematics or Science**

**\*\*World History, US History and American Government**

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

### 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

### ACADEMIC PROBATION:

A student will be placed on Academic Probation when he or she earns a failing grade on the 9 weeks or semester report. A student will be placed on Critical Academic Probation when he or she earns a failing grade on the 9 weeks or semester report. Students on Academic Probation may be required to modify their course load. Participation in touring groups, teams, or extracurricular activities may be limited.

### ACCELERATED GRADUATION:

The Shenandoah curriculum has been developed and planned as a four-year program. Generally, we discourage students from completing their academic program in three years. However, recognizing that a student's circumstances may be unique, provision has been made for an accelerated program. Students wishing to enter this program must meet the following criteria:

1. Have a 3.50 cumulative GPA;

2. Be in residence at Shenandoah as a full-time student one complete school year prior to graduation;
3. Have a satisfactory citizenship record and demonstrate initiative, a sense of responsibility, emotional stability, self-control, and adequate social adjustment;
4. Present a written request from their parents no earlier than the second semester of the sophomore year and no later than the first week of their Junior year;
5. Score in the 85<sup>th</sup> percentile or higher on the Sophomore PLAN test. (If not given, then a similar comprehensive exam);
6. Receive approval of the Curriculum Committee;
7. Complete one year of Bible for each year of attendance at an SDA school plus one additional year of Bible;
8. Meet the requirements for an Advanced Studies diploma;
9. Maintain a 3.5 cumulative GPA.

The student will be on probationary status for the first nine weeks at which time the Curriculum Committee will review the student's grades and vote to (a) grant regular status, or (b) drop him/her from the program.

#### **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 the AP exam. A student may submit a written request to the guidance director to sit for any AP exam in any discipline. Shenandoah 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.

#### **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 at Shenandoah.

#### **CORRESPONDENCE AND SUMMER SCHOOL:**

- Requests to take summer school or online correspondence classes for courses that are offered in the current curriculum must be pre-approved by the Curriculum Committee before enrolling in the class. Permission is not usually granted for these requests unless a student needs that class to join an advanced class in the fall. If granted, these courses must be completed and a transcript received before classes begin in the fall. If not completed, students can expect to be enrolled in the Shenandoah class.
- Students who fail to meet the deadline of summer school courses and do not return to Shenandoah will not be granted an extension on the time needed to complete the course(s).
- Approved correspondence schools are Griggs University, Keystone High School Online, and Educere. Information on these programs is available from the Registrar's office.
- 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 a semester of a class may remediate that class (if the final grade was 50%-59%) by taking correspondence courses and/or summer school classes after making arrangements through the Registrar's office. Seniors who fall into this category will be mailed their diploma as soon as their graduation requirements are fulfilled.

#### **CREDIT BY EXAMINATION**

Students who wish to challenge a class must submit a written request to the Curriculum Committee by registration day. Upon approval, the test must be completed within the first two weeks of the semester with a score of 80% or higher. The fee for taking the challenge test is \$100—paid prior to taking the test. This may not be added to your account. Students may not test out of Spanish III.

#### **DUAL CREDIT CLASSES:**

Shenandoah provides the opportunity for diligent students, with good grades, to earn college credits while attending Shenandoah. 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). Most colleges and universities will accept these transfer credits but students are advised to seek prior verification. . Students pay 10% of WAU's regular tuition charges and full-price for all textbooks. Full payment is due to Shenandoah prior to the beginning of class. Payment may not be charged to the student's account. Students must have a minimum 3.25 cumulative GPA with a 3.5 GPA in the subject area.

Students will be restricted to the following *dual credit* course load:

- 3.25-3.5 cumulative GPA—2 classes
- 3.55-3.69 cumulative GPA—3 classes
- 3.70 and above—Unlimited classes

**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.
- Students who do not complete graduation requirements will be unable to participate in class trip or any graduation exercises

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:**

Students who complete all their high school coursework at Shenandoah Valley Academy will be classified as four-year seniors and will receive a medallion at graduation.

**GRADE REPORTS:**

Students and parents are encouraged to monitor student progress on-line through the school’s software program, RenWeb. Only semester grades are recorded on the student’s permanent record.

**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.

Gradebook grades are based on the following scale:

A 92.5-100	B+ 86.5-89.4	C+ 76.5-79.4	D+ 66.5-69.4	F 59.4-0
A- 89.5-92.5	B 82.5-86.4	C 72.5-76.4	D 62.5-66.4	
	B- 79.5-82.4	C- 69.5-72.4	D- 59.5-62.4	

**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).

**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.

**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.

**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 may carry as many as seven classes without special faculty action. Any exception to this policy requires Curriculum Committee approval.

**SEMESTER EXAMS:**

An exam schedule will be posted approximately two weeks before exams. Requests for early exams must be submitted to the Curriculum Committee at least three weeks prior to the exam. 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. . *Exam permits cannot be issued to students whose financial accounts are not current.*

**SUMMER GRADUATES:**

Seniors failing to meet graduation requirements will 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:

- A detailed plan for completion of coursework is approved by the Registrar and the Curriculum Committee before the end of the school year..
- Course work is completed and transcripts received in the Registrar’s office by August 1.
- Account is paid in full.

**TEXTBOOKS:**

Shenandoah Valley Academy partners with Follett Virtual Bookstores, the leading supplier of virtual bookstore services. Follett Virtual Bookstores will fulfill your student’s book needs for the upcoming school year. This provides our students the convenience of shopping for textbooks online.

Textbooks may have factual errors or differing opinions on important philosophical or religious issues. Adoption of textbooks does not constitute an endorsement of every idea or statement. Shenandoah will continue to advocate an Adventist Christian worldview.

**TRANSCRIPTS:**

Transcripts are official, legal documents. Once grades are entered, they may not be removed. Transcripts and report cards will not be released if there is an outstanding balance. Transcript requests must be in writing and must include a student or parent signature. *All senior transcripts will be sent to Washington Adventist University for review for academic scholarship opportunities.*

**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.

**VALEDICTORIAN/SALUTATORIAN:**

Student must be in residence at Shenandoah for two consecutive school years and graduate with a College Prep or Advanced Studies Diploma. Valedictorian and Salutatorian will be determined by class rank, based on a weighted GPA, and be based on classes taken in the social sciences, mathematics, language arts, sciences and religion.

**ACADEMIC INTEGRITY**

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.

By 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 Shenandoah 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 possess a teacher's edition in any format.
- 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 parent(s) and the Vice Principal and/or the Principal who will take appropriate disciplinary action. The teacher will personally present the case to the Vice Principal and/or the Principal in a meeting with the student present.

#### **Penalties for Cheating:**

- *First Offense:* Zero for the assignment, test, or exam in question, parents are notified, and student and teacher meets with administration.
- *Second Offense:* Zero for the assignment, test, or exam in question, parents are notified and student meets with curriculum committee. If the second offense occurs in the same class as the first offense, loss of credit in that class.
- *Third Offense:* At a cumulative third offense the student will meet with the administrative review committee for disciplinary action.

### **ACCEPTABLE USE POLICY/INFORMATION TECHNOLOGY RESOURCES**

Shenandoah Valley Academy's information technology resources, including email and Internet access, are provided exclusively for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

#### **Students must:**

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.
- Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies!).
- Not plagiarize.
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to a teacher.

- Not intentionally access, transmit, copy, or create material that violates Shenandoah’s code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate Shenandoah’s code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Students may, if in accord with the policy above
- Use the resources for any educational purpose.
- Use the resources for extracurricular activities and events that are a part of school life.

**Consequences for Violation:**

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring:**

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. There is no expectation of privacy: administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## ATTENDANCE POLICY

Attendance is expected of every student enrolled as a member of a class or organization, as well as work, chapel and prayer group experience. Students are expected to participate in activities and field trips. Every student may not be capable of an A in every subject, but every student *is* capable of an A in attendance.

At the beginning of each quarter, each student will have a credit of 100 points. Points are deducted as follows:

- Minus 1 for each unexcused tardy (up to 15 min.)
- Minus 2 for each extended unexcused tardy (15-25 min.)
- Minus 5 for each unexcused class or work absence.
- Minus 3 for each unexcused prayer group/chapel absences

**Discipline Levels—**

Level 1: 80-89—Letter of Advice

Level 2: 70-79—Letter of Warning—Room Bound for one day except for classes and work. Meals will be taken in the dormitory. Community students must return home as soon as classes and/or work are completed.

Level 3: 60-69—Letter of Suspension

Level 4 59 or below--Be referred to Administration with a recommendation for withdrawal.

**ABSENCES:**

The Principal, Vice Principal, Registrar, Head Deans, and Nurse have the authority to excuse absences. Absences can be excused for the following circumstances: sickness, a death in the immediate family, or a court appearance.

Absences due to school tours, field trips, sports events, and suspensions, will be excused if proper arrangements have been made in advance.

**Pre-Arranged Absences:** Parents requesting absences for a family event, court date, college visitation, medical appointments, or foreign travel are asked to submit a written request to the Registrar for administrative approval at least one week in advance. Once the request has been made to the Registrar’s office, students will pick up the pre-arranged absence form for all teachers and work supervisors to sign. The form should then be returned to the Attendance Office.

**TARDINESS:**

A student is considered tardy if not seated in the classroom or at their workstation when the class or appointment begins.

A student with an “Excused Tardy” slip, should present it to the teacher and **then turn it in to the Registrar.**

Students will be given ***five days*** to get an absence or tardy excused.

**UNEXCUSED ABSENCES AND TARDIES:**

*Any work missed during an unexcused absence or tardy may not be made up.*

**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.
  - Parents may not put a dormitory student on sick list nor excuse an absence if the dean and/or nurse has determined that the student should not be on sick list.
- Parents must call the Attendance Hotline or send an e-mail to [attendance@sva-va.org](mailto:attendance@sva-va.org) to notify administration of an absence. The earlier in the day the better. Please do not call the front desk or the registrar’s office. Pre-arranged absences must be go through the approval process.
- Non-emergency medical appointments must be made during regularly scheduled home leaves.

**WORK ABSENCES & TARDIES:**

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

## **FINANCIAL INFORMATION**

Shenandoah is committed to partnering with students and their families in making a Seventh-day Adventist Christian education a reality. This can be achieved through a combination of financial support from parents, local churches, family and friend sponsors, scholarships, student earnings and Shenandoah student aid.

### **ANNUAL COSTS 2016-2017**

**Tuition and Fees for the 2016-2017 school year at Shenandoah are:**

Tuition – Freshmen/Sophomores	10,300
Tuition – Juniors/Seniors	11,300
Cafeteria and Dormitory	7,300
Room Deposit	100
Registration Fees:	
Freshmen/Sophomores	925
Juniors	975
Seniors	1175
ELL Fee	7,575 Includes insurance
Community Fee	100
Application Fee	50
Book Purchase (estimate)	650

### **ADDITIONAL COSTS:**

Application Fee, books, school uniforms, refrigerator charges, transportation fees, tithe, sports uniform and activity fees, music uniforms, doctor fees & prescriptions, early exam fee, NHS Membership fee and class related and miscellaneous fees. You will be invoiced monthly for these additional fees which will be due upon receipt.

**ACCIDENT INSURANCE:**

Accident insurance, which covers the student while on campus or on a school function, is paid for in the registration fee. The school insurance is secondary accident insurance only and does NOT include insurance for illness. Parents are expected to provide primary personal insurance for 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 Work Coordinator for any accident resulting in lost time from work.

**CLASS FUNDS:**

Class funds belong to the school; they are primarily made up of payments and donations made to the school. After graduation, remaining class funds will be dispersed at the sole discretion of school administration.

**CREDIT CARD TRANSACTIONS:**

Any credit card transactions will incur a 3% processing fee. Cash advances, or funds to be deposited in the student bank, will incur a 3% processing fee or a minimum of \$10.00. An ATM is available for student use.

**DELINQUENT ACCOUNTS:**

Outstanding accounts in other schools must be settled before students are admitted to Shenandoah.

Returning students to Shenandoah must have their prior-year ending balance paid before they will be permitted to register. Accounts remaining from family members who attended Shenandoah must be settled before another member from the same family is enrolled.

Accounts are considered delinquent after the 20th 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. Student accounts must be current before taking semester exams. This includes miscellaneous charges and student earnings shortages.

**MULTI-STUDENT DISCOUNT:**

If more than one student from a family attends Shenandoah, each will receive a discount. For two students, there is a 10% discount on the registration fee and tuition for each student. For three students, the discount increases to 15%.

**PARTIAL CHARGES:**

Students withdrawing early will be charged room and board through the day of their leaving. Tuition charges will be made through the academic period for which the student receives credit.

**PAYMENT PLANS:** Parents may choose one of the payment 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.
- Twelve-monthly Payments: Under this plan, parents will pay twelve equal monthly payments (July through June).
- Shenandoah contracts with FACTS Tuition Management Company for the automatic debit of your monthly tuition payments from your checking or savings bank account or credit card. Please be assured that neither FACTS nor Shenandoah 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. You may choose either the 5<sup>th</sup> or 20<sup>th</sup> day of the month as your automatic debit date.
- New families are required to enroll through the RenWeb application process. Returning families will be automatically be re-enrolled.

**ROOM SECURITY DEPOSIT:**

A room/security deposit of \$100 is charged to each dormitory student. Cost of repairs or cleaning will be deducted from the deposit and any remaining balance refunded. Damage repairs costing more than \$100 will be added to the student’s statement.

**SCHOLARSHIPS:** Several types of scholarships are available to Shenandoah students based on academic abilities and performance, including:

Academic Scholarships (may be renewed each year):

Students may be awarded Academic Scholarships based on the previous year’s GPA

	<b>Dorm</b>	<b>Village</b>
3.75 & up	\$ 1,250/yr	\$625/yr.
3.5 to 3.74	\$ 1,000/yr.	\$500/yr.
3.25 to 3.49	\$ 750/yr.	\$375/yr.

Leadership Scholarships:

Leadership scholarships will be given to new students for class offices held during their previous school year and are non-renewable

President	\$500	All other offices	\$250
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Other Scholarships (for new Shenandoah students):

A variety of other scholarships are awarded during Academy Days to new students. These scholarships range from \$250 per year to \$1,000 per year for each awarded. Categories of such scholarships include Bible Knowledge, Math skills, Writing abilities, Leadership, Music, and Athletics.

**Summer Camp Scholarship:**

Shenandoah will match 50% of the gross earnings of students who have worked at summer camp. When wages from your camp are sent to the school, the matching amount will be applied to your account.

**Church Two-Way Match:**

Students may apply to their church for a two-way matching scholarship. Shenandoah will match funds received from a church up to \$1,500 for dorm students making a possible scholarship of \$3,000.00 or \$750.00 for community students making a possible scholarship of \$1,500.00.

**STUDENT BANK:**

Shenandoah provides a Student Bank in the Business Office. Money will be dispersed from the student's bank account only upon the signature of the student involved. Cash withdrawals may not be charged to the student's account. The academy cannot be responsible for money left in the student's room or anywhere on campus. Families are encouraged to use the ATM machine in Twomley Hall Lobby.

**STUDENT LABOR:**

Campus work opportunities are available for many students. These include jobs in plant maintenance, custodial services, landscaping, food service, residence hall assistance and teacher assistance. Students who work on campus can expect to earn:

Freshman/Sophomore:	\$1,500 (\$1,350/year after tithe)
Junior/Senior:	\$2,200 (\$2,000/year after tithe)

Shenandoah will seek to provide work opportunities which will allow students to meet those portions of their financial plans. However, participation in extracurricular and co-curricular activities may effect a student's ability to work enough hours.

Any short-fall in planned Student Labor Earnings must be paid by the parent. Students and families will be informed regularly of actual earnings.

**STUDENT LABOR GUIDELINES:**

Freshmen & Sophomores are expected to work an average of 6.5 hours per week during the school year, and Juniors & Seniors 10.5 hours per week. 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. Students in the ELL program will not be offered work opportunities.

Students can transfer from one department to the other during the year and at the beginning of each year. All transfers are to be approved by the Work Coordinator

Shenandoah 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 who do not want to have their tithe deducted from student earnings are requested to notify the Business Office in writing.

Students are required by law to "punch-in" and "punch-out" at the beginning and end of each work 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.

As required by federal law, students who expect to work at Shenandoah 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.

**Shenandoah FINANCIAL AID:**

It is expensive to attend Shenandoah; nevertheless, we are committed to working with families and churches to make it possible for any Adventist high school student to attend.

\*Seniors who receive Shenandoah financial aid and end the year with a credit on their account may be required to return a portion of their credit to financial aid.

**How to apply for Shenandoah financial aid:** Several types of financial aid are available to Shenandoah students based on academic qualifications and financial need. If applying for financial aid, parents must complete a one-page Application for Student Aid found at [www.shenandoahvalleyacademy.org](http://www.shenandoahvalleyacademy.org). This form is to be submitted with the parents' federal tax form 1040.

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 Shenandoah.

**TRANSCRIPTS:**

By Board policy, transcripts, diplomas, final report cards or other legal documents cannot be released until the student's final statement of account is paid in full. Any exceptions require Board approval.

**TRANSPORTATION:**

Shenandoah provides homeleave transportation to Washington, D.C. and other areas based on student demographics. A schedule of transportation dates, times, and costs will be provided at the beginning of each school year. The costs are intended to cover operating expenses. Students are strongly encouraged to sign up with their dean prior to the deadline. Students who sign up after the deadline will incur an extra charge. Seats cannot be guaranteed past the deadline. Any changes in transportation MUST be made with the transportation contact prior to leaving or returning. If a student is on the transportation list but does not show up (either way), he/she will still be charged.

For transportation needs other than home leaves, students will be charged a fee. This includes off-campus music lessons, medical appointments, and airport travel.

## **DRESSING & GROOMING STANDARDS**

**GENERAL DRESS GUIDELINES:**

- Clothing worn by Shenandoah students should always be neat, clean, and modest.
- Garments should not be tight or form fitting.
- The clean-cut look will be expected rather than the faddish.
- No sleepwear or pajamas are allowed outside of the dormitories.
  - Shoes or sandals must be worn when a student is out of the dormitory.
  - 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.
  - Hats and other head coverings are not permitted in the cafeteria, classroom buildings, chapel or church.
  - Hair color must be of a natural shade.
  - Tattoos and/or body art should not be seen.
  - Jewelry is not acceptable at Shenandoah. Please keep your wrists, ankles, ears, necks, etc. "clean" of all adornment.

**SCHOOL DRESS CODE:** *Information about Shenandoah's School Dress Code and how to purchase on-line is available on the school website: [www.shenandoahvalleyacademy.org](http://www.shenandoahvalleyacademy.org). Lands' End is our provider and all items must be purchased from our approved list.*

- **Polos:** *An Shenandoah school-logoed polo must be worn at all times while in classes, classroom buildings, library, and Twomley Hall.* Approved polo colors are: navy, white, evergreen, red, pink, and yellow. Each student must purchase at least one navy polo. On Fridays, students can wear an Shenandoah-issued, organization T-shirt instead of a polo.
- **Pants:** No logo is required. *Must be worn at all times while in classes, classroom buildings, library, and Twomley Hall*
- **Skirts:** *Must come to the TOP of the kneecap. Must be worn at all times while in classes, classroom buildings, library, and Twomley Hall*
- **Outerwear:** Each student will be issued a jacket with the school logo. This jacket, or another type of outerwear chosen from our Lands' End approved list, is the only acceptable outerwear that may be worn while in classes, classroom buildings, library, and Twomley Hall. Any other type of outerwear must be removed upon entering Twomley Hall or any other classroom building.
- Clothing must be sized appropriately; not to baggy or **too tight**.

**BANQUET & SPECIAL OCCASION ATTIRE:**

- **Guys:** Dress should match the occasion.
- **Girls:**
- Banquet and class dresses/skirts must adhere to the Sabbath Attire guidelines except spaghetti straps are allowed and a halter dress with a neckline and back no lower than the parallel line from armpit to armpit

front and back may be worn. 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 dress committee -- No exceptions.

#### **CAFETERIA ATTIRE:**

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.

#### **GYM AND RECREATION ATTIRE:**

General and casual dress guidelines apply in the gym, weight room and during recreation events. Only non-marking gym shoes are allowed in the gym.

- **Guys** -- Shirts must always be worn in mixed company.
- **Girls** --
  - Spandex gym wear must be covered by regular boxer style shorts of an appropriate length. Tops must meet casual dress guidelines.
  - 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 - Tops may be sleeveless with shoulder fabric at least 2" wide. Tops must be long enough to cover the top button of the pants or skirt.
  - Garments should not be tight or form fitting.

#### **SABBATH ATTIRE:**

- **Guys** -- Dress slacks and a dress shirt are required attire for Friday vespers. Shirts must be tucked in. Dress slacks and 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 may be worn to Friday Vespers.
  - Sleeveless garments are allowed as long as the straps are at least 2" 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.
  - 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. No leggings of any length are allowed.

#### **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 dresses must follow the general Sabbath Attire dress/skirt guidelines. All young ladies must have their dresses approved by the dress committee -- No exceptions.

#### **SWIMMING ATTIRE:**

- **Guys** -- Only modest swim trunks or shorts are allowed.
- **Girls** -- Only modest, one-piece swimsuits are allowed and must be approved by the Dean. ***Bikinis, tankinis, or any other type of two-piece swimsuit are not allowed, even if covered by a t-shirt.***

#### **WORK ATTIRE**

Students who work in the administration building or classroom buildings should remain in School Dress Attire. Certain campus work areas, such as the cafeteria and plant services, have job-specific work attire guidelines. Those guidelines will be presented to the student workers at the beginning of the year during orientation.

#### **DRESS CODE / SCHOOL UNIFORM VIOLATION CONSEQUENCES:**

- Step 1: Faculty/Staff member will write up behavior in RenWeb and e-mail home.
- Step 2: Step 1 plus student will have a one-on-one meeting with an administrator.
- Step 3: One-day in-house suspension.
- Step 4: A referral to administration with the recommendation for withdrawal from Shenandoah

#### **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 Shenandoah 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.

A student's enrollment at the Academy is a commitment to the policies, standards, and procedures that Shenandoah promotes.

Statements of policy announced and/or posted are as valid as, and may supersede, those printed in this book.

### STANDARDS OF CONDUCT AND ACCOUNTABILITY

#### Shenandoah DISCIPLINE POLICY:

A student who is enrolled at Shenandoah Valley Academy is to model ethical and moral behavior both on and off the campus, and online. Clean living, sexual purity, reverence for God, and respect for faculty and fellow students are expected.

Students who violate the Standards of Conduct can expect Shenandoah to respond at one of the following levels:

1. Advice – The infraction is recorded and the student is invited to understand school policy clearly.
2. Warning – The infraction is recorded and the student is made aware of the consequences or repeated misconduct.
3. Suspension – Resulting from a serious infraction or repeated misconduct, a suspended student takes time away to consider his/her decisions and chooses whether or not to remain at Shenandoah. The length of the suspension will be determined by Shenandoah Administration. Students who choose to return from suspension are placed on Citizenship Probation.
4. Withdrawal – A student's choice, or continued choices, indicate that he/she will not honor the Shenandoah Standards of Conduct and must withdraw from school.

The seriousness of the misconduct will determine the level of discipline. Accountability may include one or more of the following:

- Notification to the student's parent(s) and deans.
- Requirements such as supervised work, suspension of social privileges (SP), fines, etc.
- Meeting of the student, and/or parent, with Administration.
- Serving an on-campus suspension--room bound for dorm students; all-day study period for community students.
- Being campus bound, which includes all the following restrictions.
  - 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.
  - Students who withdraw from Shenandoah for disciplinary reasons may return to campus only after prior arrangements are made with Administration.

#### Zero Tolerance: Offenders of the following Standards will be asked to withdraw from Shenandoah:

- 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 Shenandoah campus including home leaves. This includes providing prescription drugs to anyone other than the intended user (see also Drug, Alcohol, and Tobacco Policy).
- Possessing, using, or supplying others with firearms, lethal knives, or ammunition/explosive devices.
- Sexual intercourse and/or other sexual activities with the same or opposite gender, or being in the dormitory of the opposite sex without prior permission.
- Participation in fighting or any willful act that injures another person.

**Students who violate the following standards will be held accountable and disciplined in one or more ways identified in the Shenandoah Discipline Policy.**

- Hazing, bullying, or cyberbullying in any form.
- Using, possessing, or supplying tobacco in any form.
- Using, possessing, or supplying vaporizers, vape pens, or e-cigarettes.
- Provoking a fight.
- Willful disrespect, disobedience, or non-cooperation with staff or delegated authority.
- Promoting atheistic or spiritualistic ideas, experimenting with or possessing any occult music, literature, paraphernalia, cards, or role-playing games.
- Dishonesty, including theft, falsifying legal records, willful deception, and/or cheating (see also Academic Integrity Policy).
- 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.
- Leaving the dorm and/or school premises without obtaining the dean's approval or falsifying dorm passes.
- Use of pornography in any form. Possession of any item(s) that supports or promotes sexual activity.
- Sexual harassment, including inappropriate language or actions (see also Sexual Harassment Policy).
- 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."
- 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.
- Displaying or advocating choices that violate Shenandoah standards, in electronic communication, online forums, or social media sites.
- Using God's name in an irreverent, flippant manner.
- 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 on campus.
- Use of electronic devices of any kind, including cell phones, iPods, or earbuds, while working, or while in classes.
- Inappropriate use of computers, the computer system, or other electronic devices (see also Technology Acceptable Use Policy).
- Repeated Violations of the Dressing and Grooming Standards.
- Repeated Violations of Social Behavior Guidelines. Shenandoah has a "hands-off" policy.
- Violation of Vehicle Use Policies.
- Being in an unsupervised or prohibited area without permission.

**DISCIPLINE APPEAL:**

- If an Shenandoah 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 Shenandoah principal reciting the facts and circumstances of the matter.
- The appeal will be considered and discussed by Shenandoah Administration with the student and/or parent, whereby a satisfactory resolution will be attempted.

**DRUG, ALCOHOL & TOBACCO POLICY**

**Prohibited Conduct:**

Shenandoah Valley Academy is committed to providing a safe and healthy environment. Students enrolled at Shenandoah 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 asked to withdraw.

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. Withholding such information is against Shenandoah 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 Shenandoah, will result in the dismissal of the student.

**SEXUAL BEHAVIOR AND ORIENTATION:**

Shenandoah Valley Academy, as a Christ-centered learning community, welcomes all those whose behavior and lifestyle are consistent with the teachings of scripture as embraced by the Seventh-day Adventist Church. Regarding human sexuality, students can remain in good standing provided they conduct their lives in a manner that is consistent with the teachings of the Seventh-day Adventist Church on sexual orientation and behavior. Shenandoah Valley Academy does not admit or retain students who engage in sexual misconduct, which includes but is not necessarily limited to, non-marital sexual conduct or homosexual conduct; or those students who practice or appear to advocate for any form of sexual behavior or orientation that in the judgment of the school's administration is inconsistent with the Christian identity, teachings, beliefs, or faith mission of Shenandoah Valley Academy and the Seventh-day Adventist Church.

**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." Philipians 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 Shenandoah'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, and 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 Shenandoah'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 an investigation that is confidential 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 Shenandoah administration and (2) receive counseling from a licensed counselor who has been approved by Shenandoah 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 Shenandoah and could be subjected to appropriate disciplinary action or dismissal.

## STUDENT LIFE

### ADMINISTRATION BUILDING CONDUCT:

- During classes, the halls of all instructional buildings should be quiet. Student are not allowed to sit in the hallways or stairwells.
  - If you need to leave class, work, or study hall you must obtain a hall pass from your teacher/work supervisor.
- 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, dorm, or work.
- Any student paraphernalia (books, backpacks, etc.) found in the hallways at ANY time will be picked up and taken to lost and found. Loose papers will be discarded.
- There should be no food brought into the administration building.

### AUTOMOBILE POLICY FOR COMMUNITY STUDENTS:

- Information from the following documents is to be provided on a signed parental permission form.
  - Vehicle Registration
  - Proof of Insurance
  - The Student's Driver's License
- The vehicle is to be used only for traveling to and from school and at lunchtime.
- Community students may not transport students of the opposite sex unless sharing a ride to and from school with written permission from both sets of parents.
- Community students must park in the parking lot next to the administration building. Driving elsewhere on campus is prohibited.
- Community students may not allow dormitory students in their cars or drive dormitory students anywhere unless exercising Senior Car Privileges\*.
- The vehicle is not to be lent out to other drivers (student or non-student)
- All community students are required under insurance regulations to use school transportation to off-campus school functions.
- 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.

#### \*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).

### 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 current students prior to coming to campus. Guests coming to campus during regular class hours must sign in at the main office before visiting other parts of the campus.

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

### CELL PHONES, IPODS, etc:

- Cell phones or other electronic devices are to be used in appropriate ways, times, and places. Unacceptable usage includes:
  - During religious services or chapels.
  - In academic areas.
  - Using earbuds or other listening devices outside of the dormitories.
  - Viewing videos, television programming, or movies.
  - Inappropriate video gaming or extensive video gaming of any kind.

- Parents are strongly encouraged to implement parental controls through their cell service provider and through the use of parental control apps and/or software.
- Cellphones may be searched at any time.
- If used in an unacceptable manner, devices will be confiscated and will only be returned to parents in person.
- Dorm students are required to leave their cell phones in the dorm office overnight and during religious services.

**COMMUNITY STUDENTS:**

- Community students are to follow the Shenandoah Dress Code as required of dorm students while attending all religious services (Vespers, Sabbath School, etc.) and other school-sponsored 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.

**COMMUNITY STUDENT RESIDENCY:**

Shenandoah community students must live with their parents, grandparents, aunts, or uncles within reasonable driving distance. Any exceptions must be approved by the Shenandoah administration. Community students are invited and encouraged to participate in all Shenandoah activities. All school policies apply to community students. In addition, the following policies specifically apply:

**CONFISCATED ITEMS:**

Every care will be taken to hold confiscated items in a safe place. However, staff and administration are not responsible for theft or damage of an item while it is in their possession.

**DRONES:**

Shenandoah reserves the right to limit the use of drones on campus. Students who bring drones to campus are to provide proof that the drone has been registered with the FAA.

**FUND-RAISING PROJECTS:**

All fund-raising projects must be approved by the administration

**HOVERBOARDS:**

These are not allowed on campus.

**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.

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

The following general guidelines apply:

- A student holding a major office will not be allowed to run for another major office.
- To run for any major office a student must have a minimum cumulative 3.0 GPA. These officers must maintain a current minimum 2.5 GPA.
- To run for other offices a student must have a minimum 2.5 GPA. These officers must maintain a current minimum 2.0 GPA.
- All candidates and elected officers of student organizations must have acceptable citizenship and maintain it.
- Students running for all offices must be approved for eligibility by administration prior to elections.
- Officers may be recalled by a majority vote of their constituency.

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

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.

**LOST & FOUND:**

The depository for lost items is in the library in the Administration Building. Write your name in permanent ink on all personal items, including clothes. Clothing items not claimed before each homeleave will be donated to charity.

**MUSIC:**

Music that contains the following material is inappropriate at Shenandoah Valley Academy.

- 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 played on the Sabbath must be Christ-centered and religious in nature.

**PERSONAL COMPUTER USAGE:**

Students will not be allowed to bring their own personal computers (including Chromebooks) on campus. Personal computers, if found, will be taken for the rest of the school year and returned at room check-out.

Students will have personal storage space on the Shenandoah network.

**PUBLICATIONS:**

The *Shenandoan* is the school yearbook.

*Exit 264* is the video yearbook

The *Shen-Val-Lore* is the school newspaper

**SEARCH & SEIZURE:**

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.

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

**SENIOR PRIVILEGES:**

Requests for senior privileges are granted by Administrative Council on a year-by-year basis. Requests to Adcom must come from the senior class advisor(s).

**SOCIAL BEHAVIOR:**

Shenandoah Valley Academy has 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 are prohibited. Secretive or unsupervised associations are not acceptable.

When two people spend excessive time together and/or violate the hands off policy, they may be placed on social restriction (SP). This means that physical contact is to cease—students may not sit together, visit, or be in the same vicinity unless in class or at work. The purpose of social restriction is to separate the students so that they can view their relationship from a distance. Students can be placed on social restriction by any staff member and will remain on until removed by Administration. Students must be careful not to be in situations that could be misinterpreted.

**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 responsible for some school-wide activities and student leadership in campus life.

*Student Association Senate* is the voice of the student body. Shenandoah Administration will, from time to time, request discussion, deliberation, and a written response regarding various issues.

**VARSIY ELIGIBILITY:**

To participate in an inter-high school athletic sport, the student must:

- Have a discipline record which demonstrates good citizenship.
  - Students who are on citizenship probation are ineligible.
  - If the student-athlete is suspended from campus because of attendance or other discipline issues, the student is disqualified from team membership for the balance of their season.
- Have a recent academic record free of failing grades.
  - Students who are on academic probation are ineligible.
  - A student-athlete who demonstrates failing academic work, may be removed from a team by Shenandoah Administration, in consultation with the Athletic Director and the team coach.

**VARSIY ATHLETICS:**

- 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. Shenandoah’s eligibility requirements ensure that academics remain the top priority for student athletes. 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 Shenandoah 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 Shenandoah.

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. Requirements are as follows:

- Be a current Shenandoah student.
- Successfully pass a try-out.
- Pay a non-refundable athletic fee for each sport.
- 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 the Coaches' Code regarding practices, participation, conduct, and eligibility to play.

## **DORMITORY LIFE**

### **APPLIANCES:**

A fee will be charged for refrigerators and/or microwaves used in your room. No appliances with exposed elements are allowed.

### **AUTO POLICY:**

- 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.
- The vehicle is to be parked behind the respective dorms with the keys deposited with their dean.
- 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.
- 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.
- Senior car privileges:
  - Seniors may drive into town at times, and to places, approved by the dean. All Virginia teen driving laws apply. (<http://www.dmv.state.va.us/drivers/#restrictions.asp>).
  - Girls may drive Tuesday and Thursday; Boys may drive Monday and Wednesday. Sundays will be divided by the deans.
  - See [Senior Car Privileges](#) in the Student Life Section.

### **CELL PHONES:**

Dorm policies include students being required to leave their cell phones in the office overnight, during study hall and during religious services. For any reason, deans can collect, confiscate or search cell phones or restrict cell phone usage as needed. See the Cell Phone policy in the Student Life section.

### **CHECK IN/OUT PROCEDURES:**

Your room has been inspected as to the condition of the room and noted in the Check In/Out form. There is a \$100 room deposit.

When moving out of the room, each resident is to check out with the Dean. You will need to sign the Check In/Out form. Failure to check out properly will result in the following charges: \$50 for checking out without the

Dean's approval, and \$100 for cleaning, packing, and moving belongings left in the room. Additional charges may be added for any damage done to the room.

#### **CLEAN DORMS:**

Because the residence hall is a home away from home, each student is responsible for helping to maintain a clean living space. Girls Dorm residents will need supplies to clean their en suite bathrooms.

#### **COMPUTERS, TV'S AND OTHER ELECTRONIC DEVICES:**

Students are not permitted to have their own computers, televisions, DVD players, iPads or gaming systems (Playstation, Xbox, Nintendos, etc.). **Please leave these devices at home.** Any device with movies on it may be confiscated at the dean's discretion.

#### **DAY LEAVES:**

- Students must follow the appropriate dorm sign-out procedure.
- Permission to leave campus with someone other than a parent or legal guardian will be granted by parents at registration on an "Approved Driver List." Drivers should be at least 21 years of age. If request comes from someone other than on the "Approved Driver List", a written invitation from the host and permission from the parent must be obtained.
- The driver of the vehicle must come in and personally check the student(s) out and in.
- Parents and other drivers should expect to return students before lights out. The dorms will be locked and the alarms will be set at regular times.
- Off campus hosts are responsible to chaperone student guests at all times and must agree to transport students to and from their home. During the week, dorm students need to return in time to attend evening worship.
- If a student returns to campus while on the day pass, the pass becomes void and student must sign out again with the dean.

#### **ELECTRICAL APPLIANCES:**

Electrical appliances such as hot plates, electric frying pans, popcorn poppers, candle warmers, coffee makers, Keurig brewing systems, halogen lamps, or any items with exposed elements, are not allowed. Ironing is to be done using the provided ironing boards in the laundry rooms. Irons are never to be used in a student's room. Refrigerators and microwaves are allowed. There will be a charge for refrigerators.

#### **EXERCISE AND FITNESS ROOM:**

Shoes are required in the Exercise and Fitness Rooms. Earbuds are to be used when listening to music. No free weights are to be used without a partner. Please return the weights to the racks when finished. No weights or exercise equipment should be removed.

#### **FIRE AND SAFETY:**

Smoke detectors are placed in each room for your safety. Fire drills will take place on a regular basis. There is a fire plan posted on the back of the door in your room. Please become familiar with it and know what to do in case of a fire. Tampering with fire safety equipment will result in stiff fines and/or discipline.

If the fire alarm goes off, the students should leave the residence hall immediately and not return until told to do so. Fire regulations require that the stairways and halls be free from obstructions at all times.

Candles, incense, lighters, and matches are a fire hazard and are prohibited.

#### **FOOD IN YOUR ROOM:**

Any food in a student's room should be kept in **sealed** containers at all times so as not to attract insects or rodents. Meat and caffeinated drinks are not to be brought onto campus or into the dorms. Students are not to bring food or drinks into the dorm for the purpose of selling them.

#### **FURNITURE:**

Beds must remain assembled and mattresses stay on their frames. Furniture may not be moved around (girls' dorm). You are responsible for all of the furniture in your room. Writing or carving on furniture is treated as vandalism.

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

Both dorm and community students will become club members on registration day, and are welcome to participate in club activities. Club officers are elected at the end of the school year for the following year.

#### **GRADUATION WEEKEND:**

Senior parents are allowed to stay in our dorms for graduation weekend. Reservations must be made in advance and will be granted on a first-come, first-served basis. Freshmen and sophomores should check out by Wednesday evening. Juniors and seniors are required to stay in the dorms for the *entire weekend*. Permission will not be granted to stay with anyone off campus. No passes will be issued for Saturday evening following Class Night; there is a reception for seniors, juniors and their families immediately following the program.

**GUESTS:**

Village students are welcome in the dorm during the day. When they arrive they must check in with the dean on duty. Village students are welcome to stay for the dorm worships in the evenings. They are encouraged to leave the dorm after worship. They are held responsible for all rules while they are visiting in the residence hall.

Village students, parents, and other guests are welcome to visit on weekends. Guests are not allowed to stay in the dorm during the regular school week. Exceptions must be approved by the Dean. All non-residents are required to get permission from the Dean before entering the dorm. Overnight visitors must make arrangements ahead of time with the dean. The dorms are gender specific. Except for Graduation Weekend, males are not to stay in the Girls Dorm and females are not to stay in the Boys Dorm.

No pets are allowed in the dorm.

**GUEST ROOMS:**

In general, there are no guest rooms available.

**HEALTH SERVICES:**

The nurse's main office is located in the administration building. Students who become ill when the nurse is unavailable should see the dean. All injuries must be reported to the nurse and/or the dean.

**HOMELEAVES, WEEKENDS, and VACATIONS:**

- Appropriate dorm sign-out procedures must be followed.
- All non-parental (excluding school transportation) homeleave transportation must be pre-approved.
- Students are expected to leave campus during all scheduled home leaves and vacations as both the dormitories and the cafeteria are closed. Scheduled home leaves begin officially at 1 p.m. on the day of leave and end at 9 p.m. on Sunday. **The dormitories will officially close at 2 p.m. the day of homeleave and will not re-open until 5 p.m. on the return day.**
- Weekend leave requests should be submitted to the deans by Thursday noon. Parental permission for the student and an invitation from the host is required.
- At the end of weekend leaves students are expected to check back into the dorms by Sunday, 7:45 pm.
- If a student returns to campus while on the overnight pass, the pass becomes void and student must sign out again with the dean.

**KEYS:**

Door keys will be obtained from the Dean. Keep your key with you at all times. There will be a \$25 charge for failure to return a key when you check out or change rooms. If the key is lost or broken there will be a \$25 replacement charge. Do not tape or magnetize your door.

**KITCHEN:**

Dorm kitchens are to be used responsibly. Please wash your dirty dishes, put them away, wipe off counters and tables, and sweep and mop the floors when done. There are to be no leftovers in the kitchen. Thank you for keeping the kitchen nice for the next resident who wishes to use it.

**LAUNDRY ROOMS:**

There are laundry rooms in the residence halls. There is no cost to use the machines. The laundry rooms are locked during Sabbath hours. **Make sure you label your laundry with your name.** Please do not overload the washers. If you need help, please see a Dean.

**LIGHTS OUT:**

Lights out is scheduled for 10:00 pm for freshmen and sophomores on weeknights. Junior and Senior students must be in their rooms at 10:00 pm with their lights out at 10:30 pm. No one is to be out of their room or in anyone else's room after lights out.

**LOBBY:**

The lobby of the residence hall is provided for all residents and guests to enjoy. Remember that the lobby is a public place, so dress and behavior needs to be appropriate. No eating in the lobby. Personal items should not be left in the lobby.

**MAIL:**

Mail is delivered to the dorm by the mail room staff. Your mail will be held in the deans' office for you.

Your address at school is:

Student Name  
Boys' or Girls' Dorm  
234 West Lee Highway  
New Market, VA 22844

**MEDICAL SUPPLIES:**

The deans keep first aid items for students' use. No prescriptions or over-the-counter medicines are permitted in the dorm rooms. These items will be kept with the Deans in a secured location and administered according to doctor's orders.

**MUSIC:**

Students are expected to use earbuds or headphones when listening to music in the dorm. Please refer to the Music section in the Student Life section of this handbook.

**PERSONAL DEVOTIONAL TIME:**

The strength to live a Christian life is possible only through an ongoing relationship with God. A student should not think that corporate worship and church will give him/her adequate spiritual nourishment. The Deans urge each student to take time to meditate and study in his/her room.

**PETS:**

The County Health Department regulations ban pets of any kind in the dormitories.

**PRIVACY:**

Privacy is important to all dorm residents. The deans will use discretion when entering and inspecting a resident's room. A student is only to enter another student's room if that student is there and has invited him/her in.

**RECREATION PERIOD:**

Students will be allowed in one or more of the following places during recreation period: the ball field, the weight room, the student center, the gymnasium. Front campus may also be open during specific times for visiting. The campus area behind the dormitories is off limits for students during recreation period.

**RESIDENT ASSISTANTS:**

The RAs play a major role in the success of the Dorm program. Some of the RA duties include: Keeping the halls and lobby quiet during study hall, taking room checks, taking record at meetings, and mentoring students. The RA is part of the management team for the dorm.

**ROOM POLICIES:**

A clean room makes for good health, morale, and happiness. Each room is inspected daily.

All decorations should reflect the Christian standards of Shenandoah and will be subject to the Dean's approval. Posters should be hung with wall putty rather than tape, nails, or screws. Doors should be free from all decorations.

The following items are provided:

- Desk
- Bed with a regular twin mattress—48" x 64"
- Dresser
- Closet
- Miniblinds
- Standard curtain rods (Girls Dorm only)
- HVAC unit

Students are required to cover the cost of repair or replacement if rooms or furnishings are damaged. Changes to the furnishings, structure, wiring, or paint colors are prohibited.

**ROOMMATES:**

Each resident student is expected to have a roommate. In extraordinary circumstances, the deans reserve the right to make exceptions. Residents need to stay with their assigned roommate for the first 9-week period. The head dean is in charge of all final decisions made on room changes. Parents' suggestions and requests are always considered, but cannot be guaranteed.

**SABBATH:**

During the Sabbath hours, music, activities, conversation, and dress should honor the commandment to "Remember the Sabbath day to keep it holy". Sabbath is a time to set other things aside and to build relationships with others and with our Creator.

**SCREENS:**

Screens are on the windows to stay! A fine of up to \$150 will be issued if the screens are removed or damaged.

**SECURITY:**

Students are strongly advised to:

- Carry room keys at all times. Lost keys will be replaced for a fee.
- Mark personal items with a name and/or ID number.
- Keep doors locked when no one is in the room. The school cannot be responsible for personal items.
- Report stolen items immediately to the dean.
- Deposit cash in the student bank at the business office.

**SICK LIST PROCEDURES:**

- As a dorm student, if you are sick in the morning and wish to have your appointments excused, see the dean on duty no later than 7:15 a.m. The nurse & deans can only excuse illnesses if you have been seen by them.
- Students who are on sick list are to remain in their rooms, except for bathroom visits, for the entire day, including recreation and sporting events. Failure to follow this guideline will result in unexcused absences from the classes or work missed.
- Students who are on sick list are not to have visitors to their rooms.
- Any prescribed and/or over-the-counter medication must be registered with the school nurse and then be placed in the dean's possession where it will be kept in secured storage. (see Drug and Alcohol Policy). Students in possession of unregistered medication will be subject to discipline.

**STORAGE:**

Long-term storage (summer months) is available on a limited basis for international students only.

**STUDY HALL:**

Study Hall is provided to ensure that each student is given proper time to prepare for classes. Dorm policies to protect this time will be announced.

**TOWN TRIPS:**

There will be town trips scheduled on some Sundays. You must have the Dean's approval to go and must be signed out by a Dean.

Students are not permitted to walk or bike to New Market or other off-campus locations.

**WORSHIP:**

- Shenandoah encourages students to take time to seek God in Bible study and prayer and to develop a life-long relationship with Jesus. Dorm worships happen Sunday through Thursday during the evening dorm program.
- The beginning of the Sabbath is celebrated Friday evening with Vespers in the campus church. Sabbath School is generally in the auditorium and the worship service is in the campus church. Sabbath Vespers will be in different locations which will be announced.

## COURSE DESCRIPTIONS

### ART EDUCATION

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

This course is an introduction to color theory, acrylics, projects oriented in the style of specific artists, silk painting, and Christmas art.

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

This course will use the following mediums: clay and pottery, glass blowing, weaving, and other mediums.

### BUSINESS & COMPUTER EDUCATION

**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.

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

A course designed to introduce the student to the basics in Word, Excel, and PowerPoint. This is a projects-based course with practical application.

**PERSONAL FINANCE/ECONOMICS (1 Unit, 2 semesters)** 3 semester hours of Personal Finance college credit available.

Required for all seniors

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. Students will learn the basic economics principals of the United States and global

economies—economic fundamentals, how markets work, economic institutions and organizations, the public sector, measuring and managing, and the global economy.

## **ENGLISH**

*English classes at Shenandoah 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 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 previous English classes 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 or permission of instructor; grade average of B+ or above in previous English classes and a 3.0 cumulative GPA

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. Students enrolling in Advanced Placement English will have required summer reading and should be ready to take tests over the books the first week of school. Required Books: *Ivanhoe* by Sir Walter Scott and *The Mayor of Casterbridge* by Thomas Hardy

**ENGLISH LANGUAGE LEARNER PROGRAM**

*Our ELL 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 on their TOEFL scores and ELL Director recommendations. Any student whose English abilities are in question will be placed in the Basic Track until TOEFL scores are provided that show the student can succeed at a higher level, or upon recommendation of the ELL Director.

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 ELL 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.

**ENGLISH FUNDAMENTALS 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.

**ENGLISH FUNDAMENTALS 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.

**READING/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.

**READING/WRITING LAB 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

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 English Language Learner 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.

**LISTENING/SPEAKING LAB 1 and 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

This course is for students who need additional practice in their listening and speaking skills with primary emphasis placed on passing the TOEFL test listening and speaking sections.

**FOREIGN LANGUAGE**

**Foreign Language/Modern Language/World Language**

Shenandoah students have a number of options for language study both in and outside of the classroom. Spanish is the most studied language in the United States today and the most critical for future employment opportunities in our country. Shenandoah offers several other important world languages as well in non-classroom formats. Foreign language students may obtain dual credit for summer language study through Shenandoah's partnership with Adventist Colleges Abroad (ACA) after their sophomore year. Several languages are offered through approved online course providers. Native Spanish Speakers may receive Shenandoah academic credit for their Spanish language proficiency.

**Language Classroom:** *Spanish 1, Spanish 2 and Spanish 3* are taught during the school year in the traditional classroom setting by Shenandoah language teachers.

**Study Abroad:** 1) **ACA - German, Portuguese, Chinese (Mandarin), French, Hebrew, Italian, and Spanish** are offered through Adventist Colleges Abroad (ACA) Summer Language Programs. ACA accepts beginner students and offers dual credit for high school juniors and seniors. Normally offered for 6 weeks from mid-June to late-July. 2) **Shenandoah-Argentina Language Exchange Program** offers Spanish for juniors with 2 years of Spanish credit (or equivalent) through our sister school, *Instituto Superior Adventista de Misiones (ISAM)*. Normally offered for 6 weeks from late May to early July.

**\*Online Language Study:** *Chinese 1, Chinese 2, Chinese 3, French 1, French 2, French 3, French 4, French 2 Honors, AP French, German 1, German 2, German 3, Italian Language and Culture, Japanese 1, Japanese 2, Latin 1, Latin 2, Latin 3, Portuguese 1, Russian Language and Culture, Sign Language, Spanish 1, Spanish 2, Spanish 3, Spanish 4, AP Spanish, Survey of World Languages.* Offered during the school year by approved online course providers listed below. Shenandoah recognizes the Virginia Department of Education Approved List of Online Foreign Language Course Programs. This list is to provide students, qualified by the language teacher and approved by administration, for access to study a foreign language other than Spanish independently online. For each online provider below, there is an additional course fee beyond Shenandoah tuition. Not all providers offer all languages listed, and offerings constantly change. Some courses have a very limited number of space, so early registration is encouraged. These courses provide curriculum, instruction, and grades which are then furnished to Shenandoah and reported on Shenandoah transcripts. Shenandoah does not teach these courses. Qualified students are typically native-Spanish speakers (not usually freshmen) who are already proficient in Spanish as well as others with heritage language interests or who have shown sufficient evidence of their academic self-motivation to be successful in online foreign language study. [http://www.doe.virginia.gov/instruction/virtual\\_learning/virtual\\_schools/index.shtml](http://www.doe.virginia.gov/instruction/virtual_learning/virtual_schools/index.shtml)

**Native-Spanish Speakers:** For those native Spanish-speaking students who demonstrate fluency in spoken Spanish and wish to improve their heritage language, Shenandoah offers an Independent Study program for Native Spanish Speakers (NSS) where students do independent work in reading and writing in Spanish. NSS students must be tested and may obtain credit for Spanish 1 or Spanish 2. There is a \$100 fee to receive academic credit for Spanish language proficiency. Students wishing to test out of Spanish by exam must submit parent's approval

**Heritage Language Speakers:** Students who speak a heritage language other than English and Spanish may receive credit for that language based on testing through Language Testing International (LTI). There is a fee for testing as well as a fee for receiving Shenandoah language credit.

**\*VDOE Approved Multidivision Online Providers:**

[http://www.doe.virginia.gov/instruction/virtual\\_learning/virtual\\_schools/index.shtml](http://www.doe.virginia.gov/instruction/virtual_learning/virtual_schools/index.shtml)

**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 Prerequisite: a B in 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**

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

This class is the first segment of Algebra IA-B strand which covers Algebra I over the course of two years.. It will cover fundamental applications traditionally covered in the first semester of Algebra I in a small class setting. Student must have a grade of D or higher to continue on to the second segment.

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

class is the second segment of an Algebra I A-B strand which covers Algebra I over the course of two years. It will cover the fundamental applications traditionally covered in the second semester of Algebra I in a small class setting. Student must have a grade of D or higher in Algebra I A in order to qualify for this class.

**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 FUNCTIONS AND DATA ANALYSIS**

Required Prerequisites: Algebra I with a grade lower than a C-

This course is designed for students who have successfully completed the standards for Algebra I. Within the context of mathematical modeling and data analysis, students will study functions and their behaviors, systems of inequalities, probability, experimental design and implementation, and analysis of data. Data will be generated by practical applications arising from science, business, and finance. Students will solve problems that require the formulation of linear, quadratic, exponential, or logarithmic equations or a system of equations.

Through the investigation of mathematical models and interpretation/analysis of data from real life situations, students will strengthen conceptual understandings in mathematics and further develop connections between algebra and statistics. Students should use the language and symbols of mathematics in representations and communication throughout the course.

These standards include a transformational approach to graphing functions and writing equations when given the graph of the equation. Transformational graphing builds a strong connection between algebraic and graphic representations of functions.

A IT-83 or TI-84 graphing calculator 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. A Texas Instrument graphing calculator (Model TI-89) is required for this course.

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

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. A Texas Instrument graphing calculator (Model TI-89) is required for this course. The AP Exam is required.

## 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.

**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.

**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.

**MUSIC APPRECIATION I & II** (1/2 Unit per semester)

A comprehensive course on music including a history of Western-Classical music, a study of various musical genres/styles, and introduction to music theory. This course caters to both experienced music students wanting a more in-depth look at music history as well as students simply needing to fulfill their fine arts requirement. Theory assignments are based on the student's musical experience. The class includes extensive listening, in-class writing/journaling assignments, and minimal take-home work.

**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.

**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 ½ year of PE. Sophomores a full year.

**DRIVER EDUCATION** (No Credit)—Provided by an outside contractor (there is a fee for this class paid to the provider)

A state-approved driver education program. The goal of driver education is to transfer traffic safety knowledge and skills into injury prevention behaviors. Throughout the course, emphasis is placed on extended supervised practice with a licensed parent or guardian to develop precision in the application of skills and processes to effectively manage risks. Emphasis is placed on linking visual search skills, space management, and balanced vehicle movement to risk-reducing driving strategies. Significant attention is given to risk awareness, driver alertness, and responsible actions relative to occupant protection devices, positive interactions with other roadway users, and the physical and psychological conditions that affect driver performance.

#### **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 Unit, 2 semesters) 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.

**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 1) provide factual and conceptual knowledge, 2) give an integrated overview of the central themes of modern biology, 3) afford experience in obtaining and interpreting biological hypotheses aka laboratory experiments, and 4) developing thinking as well as writing skills. Topics are divided into four main areas each placing emphasis with God as our creator: A) plants and ecology; B) cellular and molecular biology; C) genetics; and D) the human factor.

Mandatory for class:

- Prepared laboratory book bought on registration day. It will be used the 2<sup>nd</sup> day of school.
- Goggles (NOT glasses) that meet ANSI Z87.1 Standards. I recommend Carolina Biological item # 646708 Streamlined Anti-Fog Safety Goggles. You may contact Carolina Biological Supply at 800.334.5551.
- 5 Star spiral bound notebook
- Classroom textbook

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

Required for Advanced Studies Diploma

Prerequisites: B or above in Algebra 1, C or above in geometry, 3.0 GPA: May be taking Algebra 2 concurrently

Chemistry, in this setting, focuses on the fundamental laws and accepted theories of chemistry. Concepts studied include atomic and molecular structure and bonding, states of matter, thermodynamics, stoichiometry, acids and bases, oxidation-reduction, and nuclear chemistry. This is a laboratory class using basic scientific instruments and showing you how science daily touches your life through the cloths you wear, the food you eat, the medicine you take, and products you use. The course emphasizes the periodic table, experiments, logic and theory while emphasizing measurement, problem solving, and the processes involving chemical and physical changes.

Mandatory for class:

- *The Metric System Math Concepts Made Simple* by Crabtree Publishing Company
- TI83 or better calculator
- Prepared laboratory book bought on registration day. It will be used the 2<sup>nd</sup> day of school. Goggles (NOT glasses) that meet ANSI Z87.1 Standards. I recommend Carolina Biological item # 646708 Streamlined Anti-Fog Safety Goggles. You may contact Carolina Biological Supply at 800.334.5551.
- 5 Star spiral bound notebook
- 100% cotton t-shirt, dress or bag (for a project)
- Classroom textbook

**CONCEPTS OF ANATOMY AND PHYSIOLOGY** (1 Unit, 2 semesters)

The student will explore the major concepts of the 11 body systems in general anatomy and physiology to develop understanding how their bodies work. Reading, writing, laboratory experiments and lectures provide the basis for this class which meets the minimum graduation requirements. This course does not apply to the advanced studies diploma. International students with a TOEFL score below 80 will require a letter of recommendation from the ELL instructor to take higher level sciences.

- Prepared laboratory book bought on registration day. It will be used the 2<sup>nd</sup> day of school.
- Goggles (NOT glasses) that meet ANSI Z87.1 Standards. I recommend Carolina Biological item # 646708 Streamlined Anti-Fog Safety Goggles. You may contact Carolina Biological Supply at 800.334.5551.
- 5 Star spiral bound notebook

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

Prerequisites: B or above in Algebra 1 and 2; 2.5 GPA for non college credit and 3.0 GPA for college credit A&P, in this setting, introduces you to the anatomy and physiology of the human body. To better comprehend the human form, the students will dissect various organs and take two supporting field trips. The course covers cytology, histology, homeostasis, and metabolism as well as the structures involving the skeletal, muscular, sense, cardiovascular, endocrine, immune, nervous, respiratory and renal/urinary systems as required by WAU. The reproductive system will be covered as time allows.

Mandatory for class:

- Prepared laboratory book bought on registration day. It will be used the 2<sup>nd</sup> day of school.
- Goggles (NOT glasses) that meet ANSI Z87.1 Standards. I recommend Carolina Biological item # 646708 Streamlined Anti-Fog Safety Goggles. You may contact Carolina Biological Supply at 800.334.5551.
- 5 Star spiral bound notebook
- Classroom textbook (VanPutte, Regan, Russo (2011). *Seeley's Anatomy and Physiology*, (9th ed.) Boston: McGraw-Hill)

**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.

**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 HISTORY AND CULTURE (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).

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

Required

This course examines the principals of American Government so students will understand their rights and responsibilities that come with U.S. citizenship. Students will analyze the U.S. Constitution and examine the various branches of government. This course explains how laws are enacted as well as citizens' Civil Rights protected under law. Students will study of comparative/world government/economic systems and the advantages/disadvantages of each. This course includes a description of the criminal justice system and U.S. Court procedures.

**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**

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

Offered by a private master instructor on Shenandoah campus (Randy Poehler). All financial cost will be in addition to Shenandoah 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.

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