

## LOCATION

Set in the heart of the Shenandoah Valley, Shenandoah Valley Academy offers a rural environment for Christian education. Situated on over 450 acres of fertile valley land, the academy is located on Route 211, in New Market, Virginia (population 1,732). The campus is less than one mile west of Exit 264 on Interstate 81, between Winchester and Harrisonburg, Virginia. The Shenandoah River forms the academy's western border. The Massanutten Range rises to the east and the Allegheny Mountains rise to the west.

## HISTORY OF SHENANDOAH VALLEY ACADEMY

Shenandoah Valley Academy was founded by a young Adventist church worker named Charles D. Zirkle who requested that his inheritance be used for a school to train young people. In March of 1905, he watched from his deathbed, through a parlor window, as 42 acres of the family farm were set aside. This tract of land, just west of New Market, Virginia was donated to the Virginia Conference of Seventh-day Adventists. Then valued at \$3,000, it became the permanent home of Shenandoah Valley Academy (SVA). In 1907, 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, SVA has graduated over 5,000 students.

Like every fledgling institution, Shenandoah had its dark years. In 1913, the school did not operate and there was doubt that it would reopen. In 1918 the flu pandemic 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, held the school together with his encouraging leadership. Elder R.D. Hottel, New Market church pastor, solicited donations.

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, and a spacious student center (1971), newly remodeled in early 2007. The administration building, recently renamed Twomley Hall (1977), houses 12 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' dormitory, Phanstiel Hall, was completely remodeled in 2008. In 2019, the SVA Board approved Phase 1 of the Facilities Master Plan. This phase includes the demolition of the Pool/Natatorium and the construction of restrooms and locker rooms with additional reception space on the front of the Zirkle Auditorium / Gymnasium. 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 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.

## **ACCREDITATION**

SVA is proud to be fully accredited by the following entities:

- Denominational: The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.
- State: Virginia Council for Private Education as authorized by the Virginia Board of Education.
- Regional: Middle States Association of Colleges and Schools.
- National: National Council for Private School Accreditation.

## VISION

Serve Christ

Value Knowledge

Accept 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 who 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, and job performance evaluations.

### **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 with 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. 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, 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, or 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.

### **COME VISIT US:**

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

### **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 or an average percentile ranking of at least 35% on either the Iowa Test of Basic Skills (ITBS) or the Measure of Academic Progress (MAP) or an equivalent nationally normed test.
2. Transfer from an approved secondary school, with a minimum grade point average (GPA) of at least 1.67 and have a composite score or

average percentile ranking of at least 35% on either the ITBS or the MAP.

3. Be at least 14 years of age, as a 9<sup>th</sup> grader, before December 31 of the current school year.

### **APPLY FOR ADMISSION:**

Shenandoah's admission process will be completed online through FACTS SIS. 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 FACTS SIS.

After the enrollment process has been completed, the student/family will be asked to complete registration forms online.

### **INTERNATIONAL ADMISSIONS:**

SVA welcomes students from many countries. SVA is authorized to enroll international students, to issue I-20 forms, and to assist students in applying for F-1 Visas.

### **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).

### **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. Beyond two weeks, students must have transfer grades from another accredited institution.

# ACADEMICS

## DIPLOMA REQUIREMENTS

The academic program at Shenandoah Valley Academy is designed to provide students with a foundation of knowledge, study skills, and critical thinking, and to prepare them to serve.

### Diploma Options

	Standard	College Preparatory	Advanced Studies
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: <a href="#">(Algebra I and above)*</a>	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 Math or Science. Students choosing the Advanced Studies Diploma must complete 4 credits in both Math and Science.**

[Qualifying Science Classes](#)

Conceptual Physics/Agricultural Sci./Earth Sci.

Biology

Chemistry

College Anatomy & Physiology/Physics

[Qualifying Math Classes](#)

Algebra I

Geometry

Algebra II

Pre-calculus

**\*\*World History, US History and American Government. The addition of Geography completes the requirement for a 4<sup>th</sup> social science for the College Prep and Advanced Studies Diplomas.**

†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 reception 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 invites sophomores, juniors, and seniors to apply who excel in academics (minimum cumulative 3.50 GPA), character, leadership, and service. All NHS members are required to participate in community service projects. NHS membership is recognized for transferring students. **Members must maintain a cumulative GPA of at least 3.5, stay current with community service requirements, and maintain good citizenship. NHS members who do not these requirements will be put on probation. If at the end of the probationary semester the student is still not meeting the requirements, the student will be removed from NHS and will not be allowed to reapply.**

## **ACADEMIC PROBATION:**

A student will be placed on Academic Probation when he or she earns a failing grade on the nine weeks or semester report. If a student earns a failing grade on the 2<sup>nd</sup> semester report, he/she will be placed on academic probation the following school year even if that course is remediated in the summer.

A student will be placed on Critical Academic Probation when he or she earns two or more failing grades on the nine weeks or semester report.

Students on Academic Probation or Critical Academic Probation will not be allowed to have a Gabb phone or other digital device and 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, in unique circumstances a student may qualify for an accelerated program. Families are invited to direct inquiries to the Registrar or Vice Principal.

## **ACCOMMODATIONS:**

SVA can provide limited academic accommodations. That is, the school is prepared to help students with mild learning challenges to meet academic expectations and to fulfill course requirements. SVA is not prepared to provide

modifications. That is, the school does not modify what a student is taught or expected to learn.

Everyone is different. We understand this. Students with learning challenges often thrive at SVA because the high standards are accompanied by high levels of support. This support includes one-on-one teacher help, formal and informal peer tutoring, reasonable variations in test times, and additional study halls. It's all part of the goal at Shenandoah—Student Success.

SVA partners with the local public high school where students may be referred to a Child Study Committee (CSC) in order to review and evaluate potential academic challenges or needs. The CSC may determine, with additional testing, if the student qualifies for special education under the Individuals with Disabilities Education Act (IDEA). The results of the committee's evaluation and testing may result in an IEP or additional services for the student provided by the local high school and/or SVA.

### **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 AP Coordinator 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. AP exams are given in May. Enrollment in AP classes requires a minimum 3.25 GPA ~~determined by the Curriculum Committee.~~

### **ADD/DROP A CLASS:**

Add/drop slips may be obtained from the Registrar. Here students may add a class to their schedule during the first 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 4.5-week period unless recommended by the teacher of that class and approved by the Curriculum Committee.

### **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 ~~\$50~~ \$100 - paid prior to taking the test. This may not be added to the ~~student's~~ ~~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 General Education courses required by most colleges and universities. The college credits are granted by Washington Adventist University (WAU) and

Southern Adventist University (SAU). Most colleges and universities will accept these transfer credits but students are advised to seek prior verification. Students pay a ~~discounted tuition rate 10% of WAU's regular tuition charges~~ and full-price for all textbooks. Full payment is due to Shenandoah ~~on or before registration day 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 ~~or honors/advanced~~ 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 FOR CLASS MEMBERSHIP:**

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:

- Incoming senior students must spend 1 full year (two semesters) in order to graduate at Shenandoah.
- The requirements for graduation 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 eight **complete**, consecutive semesters at SVA 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, FACTS SIS. Only semester grades are recorded on the student's [transcript 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)
		W	= 0 (withdrawn)

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 or higher will [be-graduated](#) with Honors and those with a cumulative 3.75 GPA or higher will graduate with High Honors (Honors and High Honors are determined at the end of eight semesters).

## **HOME SCHOOL TRANSFERS:**

SVA welcomes home school[ed](#) students with the following documentation:

- List of classes and course descriptions
- Final grades for each course completed
- Grades from non-accredited programs will receive a PASS and credit on the transcript once approved by Curriculum Committee
- Nationally-normed test scores (Stanford 10, MAP, ITBS, etc.)

Once accepted, graduation requirements can only be completed by courses from an accredited school.

## **INCOMPLETE GRADES:**

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. Students are to take the initiative in making the arrangements to finish all

incomplete work by the deadline determined [at the time the incomplete grade is issued in a timely manner](#).

### **LOSS OF CREDIT:**

Credits are issued based on a minimum number of minutes in class. A student who accumulates more than 15% of class time (about seven absences for a block class and fourteen for a daily class), 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 who entered school late, the [Curriculum Academic Committee](#) will review each case to determine whether or not the 15% excessive absence policy will apply.

### **ONLINE COURSES CORRESPONDENCE AND SUMMER SCHOOL:**

- Credits from other institutions will not qualify for graduation requirements at the sole discretion of the SVA Curriculum Committee. The total number of credits recognized from other institutions, particularly online schools, may be limited.
- 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 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. (These courses must be completed before the next school year).

### **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 one month before exams. Requests for early exams must be submitted to the Curriculum Committee at least two weeks prior to the exam. There will be a ~~\$50~~ ~~\$100~~ early exam fee (payable by cash/check to the business office for that class) for each exam that has to be given outside of the exam schedule, ~~with a maximum of \$200~~. Requests for an early exam made less than two weeks prior to the exam will cost \$200 for each exam. 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. They must check out of the dorm and leave campus.

- 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 expects every student to come to class with the required textbooks. The book list is available within the FACTS SIS and available once the student is accepted and the parent has completed the enrollment portion. ISBN numbers are provided to allow parents to search the vendor of their choice for more affordable prices.

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 **their complete Junior and Senior 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 stealing** and **using** the ideas and/or writings of another as one's own,” without giving credit to the original author
- To possess or access a teacher's edition in any format
- To misuse artificial intelligence (AI) in the completion of classwork
- 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 **(this includes protecting one's own work)**

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 the student receives a Letter of Advice.
- Second Offense: Zero for the assignment, test, or exam in question; parents are notified and the student meets with the Curriculum Committee. If the second offense occurs in the same class as the first offense, loss of credit in that class; if the class is taken as summer school, the student must complete the full semester—not a recovery class. The student receives a Letter of Warning.
- Third Offense: At a cumulative third offense the student will be referred to the administrative council with a recommendation for suspension.

## **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 two days except for classes and work. Meals will be taken in the dormitory. Phones will be held for the two days. Community students must return home as soon as classes and/or work are completed and phones turned into the Registrar's office.



Level 3: 60-69—Letter of Suspension—Student will be sent home for two days.

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

### **ABSENCES:**

~~The Principal, Vice Principal, Registrar, Deans, and Nurse have the authority to excuse absences.~~ Excused absences should be requested through the Registrar's Office.

- 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.

### **Planned Absences (Green Slip):**

Parents requesting absences for a family event, court date, college visitation, medical appointment, 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 (green slip) form for all teachers and work supervisors to sign. The form should then be returned to the Registrar's Office.

### **TARDINESS:**

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

### **EXCUSING ABSENCES/TARDIES**

A student with an "Excused Tardy/absence" slip should present it to the teacher and then turn it in to the Registrar's Office. 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, parent of village student 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 (540-740-2280) or send an e-mail to [attendance@svasda.org](mailto:attendance@svasda.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 go through the approval process.

- Non-emergency medical appointments should 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.

### **TUITION AND FEES FOR 2024-2025**

<b>Tuition – Freshmen/Sophomores</b>	<b>\$13,800</b>
<b>Tuition – Juniors/Seniors</b>	<b>\$14,200</b>
<b>Cafeteria and Dormitory</b>	<b>\$9,300</b>
<b>Room Deposit</b>	<b>\$100</b>
<b>Registration Fees:</b>	
<b>Freshmen/Sophomores</b>	<b>\$1,200</b>
<b>Juniors</b>	<b>\$1,200</b>
<b>Seniors</b>	<b>\$1,300</b>
<b>Community Fee</b>	<b>\$150</b>
<b>Application Fee</b>	<b>\$50</b>

### **ADDITIONAL FEES:**

Additional fees include: application fees, books, school uniforms, refrigerator charges, transportation fees, tithe, sports uniform and activity fees, music uniforms, doctor fees and 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:**

All credit card transactions will incur a 3% or \$5 processing fee, whichever is greater.

## **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's 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 may 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.

## **GENERATIONAL DISCOUNT:**

Students may receive a generational discount if parents/grandparents/great-grandparents graduated from SVA. To receive the discount, generations may not be skipped.

1<sup>st</sup> Generation - \$500

2<sup>nd</sup> Generation - \$1,000

3<sup>rd</sup> Generation - \$1,500

## **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 or more 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 following payment plans for their portion of the student charges.

- 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 pre-authorized bank-to-bank transfer of funds. You may choose either the 5th or 20th day of the month as your automatic debit date. New families can enroll by going to our website at

[www.shenandoahvalleyacademy.org](http://www.shenandoahvalleyacademy.org).

### **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 will be added to the student's statement.

### **SCHOLARSHIPS:**

Several types of scholarships are available to Shenandoah students and are awarded at the sole discretion of administration.

The maximum total for all merit scholarships (Academic, Leadership, Music, Athletic, etc.) per student per year is \$5,000 for boarding students and \$2,500 for day students.

#### **Academic Scholarships (may be renewed each year):**

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

<b>GPA</b>	<b>Dorm</b>	<b>Community</b>
3.75 & up	\$ 1500/yr.	\$750/yr.
3.5 to 3.74	\$ 1250/yr.	\$625/yr.
3.25 to 3.49	\$ 1000/yr.	\$500/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):**

Athletic and Music scholarships are awarded to prospective students during Academy Days and at other times by appointment.

#### **Ministry Scholarships (for work at Summer Camp or in Literature Evangelism)**

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. The amount is capped at \$2,000.

### **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.

### **Zirkle Merit Scholarships**

Students who are academic high achievers are eligible for Zirkle Merit funds based on standardized test performance and other criteria. These funds are offered to new 9<sup>th</sup> grade students who enroll at SVA and may continue through the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades depending on academic performance.

### **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.

### **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:     \$2,110 (\$2,000/year after tithe)

Junior/Senior:             \$3,110 (\$3,000/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 affect a student's ability to work enough hours.

Any short fall in planned Student Labor Earnings must be paid by the parent. Parents will be kept informed of actual student earnings in their monthly statement

### **STUDENT LABOR GUIDELINES:**

Freshmen and Sophomores are expected to work an average of 6.5 hours per week during the school year, and Juniors and Seniors 10.5 hours per week. Hourly wages are based on requirements of the Federal government and the state of Virginia. 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 request to 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 to the Seventh-day Adventist Church. Parents or students who do not want to have their tithe deducted from student earnings may opt out by notifying the Business Office in writing.

Students are required by law to “clock in” and “clock 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 complete regular 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 MAP, ITBS, PSAT, PreACT, or scores from other approved nationally normed 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 home leave 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.

If parents contract with a licensed transportation company, they must provide details to the resident hall dean. Drivers must present valid government issued ID when picking up a student. SVA does not release minors into the care of companies such as Uber or Lyft.

## 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.

## CHRISTIAN LIFESTYLE POLICY

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.**

## **DRESS CODE POLICY**

### **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 music groups, alcohol, cigarettes, slogans, pictures that are offensive, or suggestive of a lifestyle out of harmony with Christian principles.
- No type of head covering is permitted in the classroom buildings, chapel, or church. Exception: Females may wear head scarves or wraps.
- Hair color must be of a natural shade.
- Carvings in hair or slits in eyebrows are prohibited.
- 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.

### **CLASSROOMS and ADMINISTRATION BUILDING:**

- The SVA school uniform must be worn in classes, classroom buildings, cafeteria, library, and the administration building between the hours of 7:30 a.m. and 3:30 p.m.
- Uniforms must:
  - Be purchased from Lands’ End from our Lands’ End approved list (Preferred School Code: 900121252);
  - Be properly sized to fit the student (not tight or form fitting);
  - Be kept clean and in good repair with no tears, holes, or frayed cuffs.
- Polos: Approved polo colors are: navy, white, evergreen, red, pink, and yellow.
- Pants: Must be straight leg-style, ~~plain-front~~ khaki pants and must be full length. “Skinny” pants, ~~cargo-style~~, or jogger-style pants are not permitted..
- Skirts: Must come to the top of the knee.
- Outerwear: Must be chosen from our Lands’ End approved list and is the only acceptable outerwear that may be worn while in classes, classroom buildings, library, and Twomley Hall from 7:30 am-3:30 pm. Any other type of outerwear must be removed upon entering Twomley Hall or any other classroom building.
- Acceptable items that may be worn under the uniform are: leggings and tights under the skirt, and long-sleeved clothing under the polo; these must be a solid color. Only items from the SVA-approved list may be worn over the polo.



- Hoodies are not allowed in Twomley Hall from 7:30 am-3:30 pm.

### **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. Tank tops, undershirts, sleepwear, or half T-shirts are not 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 - At a minimum, shorts 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, skirts and blouses, or dress slacks are appropriate for all Sabbath services.
  - Sleeveless garments are allowed as long as the straps are at least 2" wide.
  - Halter tops are not allowed.
  - 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 to maintain modesty.
- Hemlines should be no more than 2” 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.

### **SWIMMING ATTIRE:**

- Guys – Only modest swim trunks or shorts are allowed. No bikini- or “speedo”-style trunks are allowed.
- Girls – Only modest, one-piece swimsuits are allowed. Swim shorts are required over all swimwear. 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 VIOLATION CONSEQUENCES:**

- 1st Offense:* Faculty/Staff member will enter a behavior report in FACTS and an e-mail will be sent to parents/guardians.
- 2nd Offense:* Step 1, plus the student will have a one-on-one meeting with the dean and a call home.
- 3rd Offense:* Letter of Advice
- 4th Offense:* Letter of Warning
- 5th Offense:* Letter of Suspension

### **TO COMMUNITY STUDENTS**

Community students are expected to wear appropriate clothing while 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.

## **SEXUAL HARASSMENT POLICY**

### **Awareness Procedure Policy:**

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

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

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

### **Policy:**

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

### **Purpose:**

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

### **Compliance:**

Shenandoah Valley Academy values the right of all staff/students to work, study, and teach in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and principles on which this school operates. In addition to being in violation of 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 Harassment:**

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) Letter of Advice, (2) Letter of Warning, (3) Letter of Suspension and/or (4) Letter of Withdrawal. 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.

## **SOCIAL BEHAVIOR POLICY**

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.

## **SUBSTANCE ABUSE 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.

## **TECHNOLOGY POLICY**

Shenandoah Valley Academy (SVA) partners with parents and guardians to ensure that students are using technology appropriately. Students are responsible for appropriate behavior with all forms of technology and electronic communications, including those which access the SVA Network and those which are accessed independently.

### **ACCEPTABLE USE POLICY**

SVA offers students access to the school's computer network, school email, and internet servers (collectively, the "SVA Network"). It is expected that students will comply with SVA standards and the specific rules set forth below. The use of the SVA Network is a privilege, not a right, and may be revoked if not used in compliance with this policy.

The school monitors and logs the use of the SVA Network and reserves the right to examine, use, and disclose any data accessed, uploaded, downloaded, stored, or otherwise transferred using or relying on the SVA Network. SVA will exercise this right in ways it determines, in its sole discretion, as necessary to implement this policy or otherwise protect and ensure the health, safety,

discipline, and security of any student or other person, or to protect property. Any individual who uses the SVA Network has no expectation of privacy and expressly waives any such expectation of privacy by signing and agreeing to this policy.

## **RULES & GUIDELINES**

- Students are not permitted to have their own computers, televisions, DVD players, iPads or gaming systems (Playstation, Xbox, Nintendo, etc.). Please leave these devices at home. Any device with movies on it may be confiscated at the dean's or administration's discretion.
- Do not use the SVA Network to engage in activities that are not in agreement with SVA policies and code of conduct (See Student Life and Behavior and Accountability sections). This includes, but is not limited to: viewing inappropriate videos, any television programming or movies, or gaming.
- Use only assigned accounts and do not share passwords with others. Any use of your account(s) is your responsibility.
- Respect the privacy of others and do not share personal information, photos, audio recording, or video recording of another person without their consent.
- Do not download, install, or run any unauthorized software or material on the SVA Network.
- Do not violate any laws, including but not limited to, laws regarding copyright infringement and illegal computer access.
- Do not attempt to modify any SVA Network settings or attempt to bypass any restrictions on the SVA Network.
- Do not use the SVA Network to harass, threaten, or bully others.
- Report violations of this policy, security risks, or inappropriate content to a staff member immediately.

## **CONSEQUENCES**

Students in violation of SVA's Technology Acceptable Use Policy may be subject to any of the following:

- Loss of, or additional restrictions on, access to the SVA Network.
- School disciplinary action, which may include suspension or expulsion.
- Cooperation with local authorities regarding any violation of local, state, or federal laws. SVA will, to the best of its ability, comply with all applicable reporting requirements regarding illegal activity.

## **CELL PHONE / DIGITAL SMART DEVICE POLICY**

Students, staff, parents, and stakeholders value an environment that is optimal for spiritual, mental, and physical development. An increasing body of research points to the negative effects of social media and smartphone use, especially on young people. The effects include a growing mental health crisis. We must work together to protect students from screen addiction, cyberbullying, pornography,

violence, and the promotion of radical ideologies and gender dysphoria. We cannot in good conscience claim to provide an Adventist Christian environment while allowing open access to those who want to destroy young people. With these challenges in mind, SVA followed a process involving parents, administration, faculty, the SVA Student Senate, and the SVA Board of Trustees. The process has led to the following policy:

- The only cell phone/digital smart device allowed on campus is the Gabb phone. Gabb phones have no internet browser, no social media apps, no app store, and no games.
- Students are not permitted to have their own computers, televisions, DVD players, iPads or gaming systems (Playstation, Xbox, Nintendos, etc.) or more than one Gabb phone. Please leave these devices at home. Any device with movies on it may be confiscated at the discretion of a dean and/or administrator.
- All Gabb phones are to be registered with the respective dean. Students using an unregistered or additional phone are subject to discipline.
- Gabb phones are not to be seen, heard, or used in the administration building, other class settings, during spiritual programs, or in the cafeteria at any time. Note: Day students who need to use their phone to contact parents may request permission from a staff member and do so in his/her office and in his/her presence.
- Gabb phones are to be in the possession of the dormitory deans each night. On Friday nights, Gabb phones are to be turned in before lights out and will not be returned until after church on Saturday.
- Smartwatches that can connect to wireless broadband communication / LTE directly are not allowed on campus, even if LTE is currently turned off.
- Cell phone/digital smart device usage may be restricted at times and places not specified here.
- SVA is not responsible for lost or stolen phones/digital smart devices.

**Unacceptable Cell Phone/Digital Smart Device Usage includes, but is not limited to:**

- Using earbuds or other listening devices outside of the dormitories.
- Gabb phones should not be used to play video content except appropriate content taken using the phone's camera.
- Files uploaded to the Gabb phone for the purpose of watching movies/shows will be considered a violation of the phone policy regardless of content.
- 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.



- If a student is willfully dishonest with his/her Gabb phone or if a student uses his/her Gabb phone inappropriately (including but not limited to inappropriate pictures/video/text messaging/ringtones or any music played outside their dorm room), the student's cell phone will be confiscated and the matter will be referred to Ad Council.

## **ACCOUNTABILITY**

- The administration reserves the right to search cell phones for harmful or questionable content at any time.
- A student must give any faculty or staff member his or her phone upon request. If a phone is taken, it will be turned over to an administrator or head dean. The student must provide his/her phone passcode to his/her respective head dean or an administrator upon request.

## **EDUCATION**

Shenandoah Valley Academy will seek to educate students regarding the importance of good choices in online content, social media, and entertainment.

## **CONSEQUENCES**

Students in violation of SVA's Cell Phone/Digital Device Policy may be subject to any of the following:

- Confiscation of cell phones/devices.
- School disciplinary action, which may include suspension or expulsion.
- Cooperation with local authorities regarding any violation of local, state, or federal laws. SVA will, to the best of its ability, comply with all applicable reporting requirements regarding illegal activity.
- Routine offenses of this policy may result in the following discipline:
  - 1<sup>st</sup> Offense— Loss of Gabb phone for 24 hours
  - 2<sup>nd</sup> Offense—Loss of Gabb phone for one week and a Letter of Advice
  - 3<sup>rd</sup> Offense—Loss of Gabb phone for one month and a Letter of Warning
  - 4<sup>th</sup> Offense—Loss of Gabb phone for the remainder of the school year.

### **Non-Gabb phones:**

Any student who is found having a phone, other than a Gabb phone, on campus will serve a two day at-home suspension for the first offense. Any additional offense may result in expulsion or request for withdrawal.

### **Parents agree to the following:**

- Understand that if you send your child to SVA with a smart phone you are limiting the ability of the school to ensure a safe, Adventist Christian environment.
- You have read and understand the Acceptable Use Policy and Cellphone/Digital Smart Device Policy

## 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 for continued 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 the SVA Administration. Students who choose to return from suspension are placed on Citizenship Probation (see Student Life).
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, or are expelled, from Shenandoah for disciplinary reasons may visit 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, purchasing or attempting to purchase, or supplying to others alcoholic beverages, narcotics, illegal drugs, **vaporizers, vape pens, or e-cigarettes**, 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, or using prescription drugs in amounts or ways not indicated by the prescribing physician (see also Substance Abuse 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 gender without prior permission.
- Willful injury or intentional harm of another person.

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

- Hazing, bullying, or cyberbullying in any form.
- Use of pornography in any form. Possession of any item(s) that supports or promotes sexual activity.
- ~~● 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).~~
- ~~● Disseminating unauthorized or indecent photos by any means.~~
- ~~● 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."~~
- ~~● Violations of the Technology Acceptable Use Policy.~~
- Using, possessing, or supplying tobacco in any form.
- Using, possessing, or supplying prescription medication without the knowledge of the dean.
- Using, possessing, or supplying vaporizers, vape pens, or e-cigarettes.
- Possessing any drug or vape paraphernalia.
- Provoking or participating in 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. Move to technology:
- ~~● Using texting or social networking to bully, harass, stalk, or intimidate.~~
- 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, carding doors or forcing entry through a locked entrance, entering or leaving a room or building by means other than the regular entrances.

- ~~Entering any locked premise by carding doors, picking lock, forceful entry, etc.~~
- Willful destruction or vandalism of school property or the property of others.
- Tampering with lights, surveillance cameras, 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.
- ~~Sexual harassment, including inappropriate language or actions (see also Sexual Harassment Policy).~~
- 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.
- ~~Repeated violations of the Dress Code.~~
- ~~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.
- Being fired from work assignment

This list is not meant to be exhaustive and cannot include every unacceptable eventuality. Students may be disciplined, asked to withdraw, or expelled for things listed or not listed here.

### **DISCIPLINE APPEAL:**

- If a 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.

### **CITIZENSHIP PROBATION:**

The status of those students who are accepted on Citizenship Probation will be evaluated at the end of the first semester. These students will not be allowed to

have a Gabb phone until they are removed from probation. Current students who are placed on Citizenship Probation during the school year will have their phones taken until their status is re-evaluated by the Administrative Committee.

## **STUDENT LIFE**

### **ADMINISTRATION BUILDING CONDUCT**

- During classes, the halls of all instructional buildings should be quiet. Students are not allowed to sit in the hallways or stairwells.
- Students are to be in one of the following places once their school day 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.

### **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.

### **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. However, they must sign in with administration or the appropriate deans upon arrival on campus.

### **CELL PHONES / DIGITAL DEVICES:**

See Cell Phone/Digital Media Device Policy

### **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.

## **EARBUDS/HEADPHONES, ETC.**

These devices are not to be used outside of the dormitory. If seen, they may be taken.

## **ELIGIBILITY TO HOLD AN OFFICE**

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 president and vice president 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, Shenandoan 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 attendance records and maintain them. Those on Citizenship or Academic Probation are ineligible.
- 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.

## **FUND-RAISING PROJECTS:**

All fund-raising projects must be approved by the administration.

## **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 and the appropriate forms filled out and turned in.

## **Concussion Protocol**

1. All school personnel and volunteer coaches will receive basic concussion training
2. When a student sustains a bump, blow or jolt to the head, face, and/or neck, or a hit to the body that results in transmission of an impulsive force to the head, the school nurse will promptly be notified of the incident. The school nurse will evaluate the student in person or by phone and will determine if the student requires further evaluation. The student may be transported for further medical evaluation or 911 may be called for emergency care. In the event that the school nurse is not available, the student will be evaluated at a medical facility. The student's parent will be informed of the situation.
3. If it is determined that a concussion was sustained, the school, parents, and medical staff (of student and/or school) will determine the next steps in the child's recovery and will begin to plan for a return to learn and return to play scenario.
4. The return to learn and return to play plan will be communicated with the parents and student and will be in accordance with instructions provided by the evaluating medical facility (when applicable) and with the return to learn and return to play protocols of Shenandoah Valley Academy.

## **HOVERBOARDS or OTHER MOTORIZED DEVICES:**

These are not allowed on campus.

## **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 home leave 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, backpacks, packages or envelopes, 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).

## **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.

## **VARSITY 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 tryout.
- 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.~~

### **VARSITY ELIGIBILITY:**

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

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

### **VIRTUAL REALITY DEVICES:**

Virtual reality devices are not allowed on campus.

## **COMMUNITY STUDENTS**

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:

- 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.
- Community students must have written permission from the parent and sign out at the front desk in order to leave campus during the academic day

(7:30am-3:30pm), specifying with the village dean when and with whom the student will leave, after which point, parents assume full liability.

- 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.
- For overnight stays, the student must complete prearranged documentation with the respective dean in advance of the requested night. A charge of \$30 per night will be made. Parental contact (phone, email) must be left with the dean in case of emergency.
- All dorm rules apply:
  - If deemed necessary, community student visitation in dormitories may be limited for a prescribed period of time.
  - When allowed in the dormitory, all dormitory rules apply to community students. It is important that community students know the dorm rules set forth by the deans. Community students may be in a dorm room only when the student who lives in that room is present, and may not use a dorm resident's keycard.
- Community students are to adhere to the following procedure when transporting dorm students:
  - Do not allow dorm students to get in your car without prior approval.
  - Arrangements must be made through the dean, by the parent of the community student, and boarding students' parents prior to leaving campus.
  - Should a dorm student receive permission to leave campus, dorm passes must be completed and signed by the dean before departure. Failure to abide by these guidelines may result in loss of driving privileges and/or further discipline. The responsible adult (21 years or older) must come into the dorm and sign the student out prior to pick up.
- End of Day/End of Event Procedure
  - The administration building, Twomley Hall, closes at 5 pm Monday–Thursday and 4:00 pm on Fridays. Students should call parents 30 minutes prior to the end of an event or when returning from an outing. Students may use a staff phone if they do not have access to a Gabb phone to contact their ride home. This will allow parents time to pick up and ensure the safety of their child. Students should wait at the location of the event for pick up (church, gym, etc). Students will not be allowed to wait in front of Twomley Hall, behind dorms, etc. after dark.

### **VEHICLE 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 school-issued tag is to be displayed in the windshield when parked on school property.
- 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).
- Whenever leaving campus during the school day, all students must sign out at the receptionist's desk.
- All community students are required under insurance regulations to use school transportation to off-campus school functions.

## **DORMITORY LIFE**

### **APPLIANCES:**

A \$30 fee will be charged per semester per refrigerator used in a dorm room. The charge may be shared between roommates.

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 dorm with the keys deposited with the 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.

### **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. *See also Cell Phone/Digital Devices Policy.*

## **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:**

Freshmen and sophomores should check out once they have completed their last exam. Freshmen and sophomores who have immediate relatives graduating may make arrangements with their respective deans to stay through graduation. 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:**

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

Community 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 are allowed at the sole discretion of deans and administrators and must make arrangements ahead of time. Guests must be checked in by 11:00 p.m. after which time the exterior doors may be locked and alarmed.

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 dorms.

## **GUEST ROOMS:**

In general, there are no guest rooms available.

## **KEYS:**

Door keys will be obtained from the dean. Keep your key with you at all times. There will be a ~~\$25~~50 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~~50 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.

## **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 need 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 of the Student Life portion of this handbook.

## **OFF-CAMPUS PASSES**

### **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 a 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 into the dorm and personally check the student(s) out and in.
- Parents and other drivers are expected to return students in time for classes and work in the day and before lights out on weekends. 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 the student must sign out again with the dean.

### **Overnight/Weekend Passes:**

- Overnight/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.
- All non-parental transportation must be pre-approved. The driver must be at least 21 years of age unless a sibling is transporting another sibling with no other guests in the vehicle.
- Appropriate dorm sign-out procedures must be followed.
- At the end of overnight/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 weekend/overnight pass, the pass becomes void and student must sign out again with the dean

### **Homeleave:**

- 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 1:00 p.m. on the day of leave and end at 9:00 p.m. on Sunday. The dormitories will officially close at 2:00 p.m. the day of homeleave and will not re-open until 5:00 p.m. on the return day.

### **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
- Mini-blinds
- 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 nine weeks. 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:**

- Students who are sick in the morning and wish to have their appointments excused should see the dean on duty no later than 7:15 a.m. The nurse and the deans are the only ones who can put students on sick list and excuse absences due to illness.
- 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:**

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**

### **APPLIED ARTS**

#### **AGRICULTURE SCIENCE (1 Unit, 2 semesters)**

The course may qualify for a science credit ([in place of Conceptual Physics or Earth Science](#)) or applied arts credit.

Utilizes STEM content practically in the field of agriculture in a service driven way to produce food for the cafeteria and the community. Students who take this course will not only learn science skills and concepts practically but will be able to achieve success in agricultural disciplines.

Applied science skills and concepts include:

- Calculating planting dates and evaluating appropriate technology for season expansion based on climate factors
- Analyzing and correcting soil chemistry
- Diagnosing and solving nutrient deficiencies, plant diseases and pest problems
- Breeding, seed saving and plant propagation
- Designing and conducting experiments to acquire data for enhancing crop production
- Engineering technology and systems for enhancing crop production

#### **ART 1 (1 Unit, 2 semesters)**

This course introduces art through a multi-media experience. Students will learn and apply the elements and principles of design to produce creative art projects that reflect their understanding of these concepts.

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

Offered by a private master instructor on Shenandoah campus (Randy Poehler). All financial costs will be in addition to Shenandoah monthly tuition. Some financial aid may be available. Additional fees apply; see instructor at registration.

#### **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.

## **BUSINESS & COMPUTER EDUCATION**

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

#### **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 DEPARTMENT**

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.

### **APPLIED ENGLISH I**

Required unless English I is taken

This course teaches the fundamentals of English, stressing grammar, usage, literature (reading), and writing, with an emphasis on preparing students for English II. Students are placed in Applied English I based on standardized test scores and teacher recommendation.

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

Required

This course teaches skills such as vocabulary, grammar, and critical thinking through reading and writing. Literature includes short stories, poetry, drama, and

longer works. Writing teaches the foundational skills that contribute to students' future writing needs.

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

Required

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

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

Required unless Adv. English III 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~~ 3.25 cumulative GPA

This course provides 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 students to take Critical Thinking in Academic Reading and Writing their senior year.

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

Required unless ~~AP English IV~~ ENGL 101/Advanced 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.

### **CRITICAL THINKING IN ACADEMIC READING AND WRITING (1 Unit, 1 semester)**

Prerequisite: Advanced English III and permission of instructor; students must have a minimum 3.25 cumulative GPA with a minimum 3.5 GPA in the subject area AND a minimum score of 20 on the English section of the ACT. Payment required at registration. Students will receive college credit (3 hours) for one semester. Students who take Critical Thinking in Academic Reading and Writing will take Advanced English IV 2<sup>nd</sup> semester.

This course is offered as a dual enrollment class in conjunction with Southern Adventist University and introduces students to the demands and conventions of academic reading and writing. It broadens students' knowledge and skills about writing and analyzing various texts so they can adapt to the diversity of reading and writing tasks encountered across the college curriculum and beyond.

Instruction on the stages of writing process, from prewriting exercises through drafting and revision, forms a key part of the curriculum.

### **ADVANCED ENGLISH IV (2<sup>nd</sup> semester)**

Prerequisite: Advanced English III and permission of instructor; grade average of B+ or above in previous English classes and a 3.25 cumulative GPA

This course is a survey of British literature that emphasizes reading, writing, thinking, and language development. Students will receive honors credit. This is open only to those who took Critical Thinking in Academic Reading and Writing 1<sup>st</sup> semester.

## **ENGLISH LANGUAGE LEARNER PROGRAM**

The ELL Program is designed to develop 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](#) Duolingo scores and ELL Director recommendations.

### **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 DEPARTMENT**

### **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.~~ **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 students very unique opportunities and our Argentinian exchange program is the chance of a lifetime. Through this program, students may apply to spend approximately six weeks, from late May to early July, studying abroad at our sister school, *Instituto Superior Adventista Misiones (ISAM)*. If selected to enter the program, students will be immersed in the Spanish language by attending regular classes, touring, and taking tailored Spanish classes for second-language learners. In recognition of the increased language acquisition possible through immersion, SVA will offer one Spanish credit to all those in the program who satisfactorily meet the following criteria.

1. Students will faithfully attend all classes/programs as scheduled by ISAM.
2. Upon return to the United States, a research paper will be submitted in Spanish and receive a grade of 85% or above.
3. Students will pass a verbal exit interview coordinated by the SVA Spanish language department.



4. Students will participate in the creation and presentation of an SVA chapel in which he/she shares what he/she learned academically and spiritually from the exchange experience.

For further details regarding this academic adventure, please contact the Spanish language department.

**\*Online Language Study:** Courses in [American Sign Language](#), Chinese, French, AP French [Language & Culture](#), German, [Italian](#), Japanese, Latin, Spanish, and AP Spanish [Language & Culture](#) are offered ~~during the school year through our approved online correspondence schools, Educere and Griggs University.~~ Additionally, programs such as Virtual Virginia have many language courses available to students, with a request through the registrar's office. ~~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 ~~course provider below,~~ there is an additional course fee beyond Shenandoah tuition. ~~Not all providers offer all languages listed, and Online offerings constantly change.~~ Some courses have a very limited number of spaces, 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)

Students wishing to register for foreign language study should see the registrar for information.

Students wishing to challenge the course for Spanish by exam must submit parent's approval and pay a \$100 exam fee prior to the exam. Students scoring 80% or better will receive 1 credit with a Pass on the transcript.

### **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: 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 DEPARTMENT**

Students are tested when entering Algebra I and are recommended for either Algebra I or Algebra I-Part 1.

### **AFDA (1 Unit, 2 semesters)**

Does not count toward College Prep diploma

Prerequisites: Algebra I

This course uses mathematical modeling and data analysis to connect math to the real world. Students will develop skills found in Algebra I and Algebra II by solving problems requiring the formulation of linear, quadratic, exponential, or logarithmic equations or a system of equations. Students will learn a transformational approach to graphing functions using a graphing calculator to build a strong connection between algebraic and graphical representations of functions. There will also be an emphasis on exploring algebraic thinking patterns and functions in a financial context.

A TI-83 or TI-84 (recommended) graphing calculator is required for this course.

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

This class is the first segment of Algebra I ~~A-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. Students must have a grade of D or higher to continue on to the second segment.

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

This 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. Students 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 scientific calculator is required for this course. A Texas Instrument graphing calculator (Model TI-83 Plus or better) is recommended for those planning to take Algebra II.

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

Required for Advanced Diploma. Prerequisites: C- or above in 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.

### **PRE-CALCULUS WITH TRIGONOMETRY (1 Unit, 2 semesters)**

Required for Advanced Diploma.

Prerequisites: B average [or above](#) in Algebra I & II and Geometry or permission from the instructor.

[4 semester hours of college credit available](#)

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.

### **AP CALCULUS AB (1 Unit, 2 semesters)**

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 along with the additional exam registration fees. A Texas Instrument graphing calculator (Model TI-89) is required for this course.

## **MUSIC DEPARTMENT**

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

### **PRIVATE LESSONS**

Private instrumental lessons are offered at a cost arranged with the teacher.

All levels from beginner through advanced, in piano, organ, voice, wind, string instruments, and percussion can be taken. 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. The student may choose a different program arranged with the teacher with no credit.

### **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.

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

A wind band ensemble that is designed to challenge your skills and build on the student's commitment to make music together. 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. Individual lessons are recommended.

### **STRING ENSEMBLE (1/4 Unit per semester)**

A string ensemble that is designed to challenge your skills and build on the student's commitment to make string music together. The music selected is chosen for its appropriates to the String Group. Membership is expected for the entire year. Individual lessons are recommended.

### **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 (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 advance 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. Students must be part of the Concert Choir.

### **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.

### **WORSHIP MINISTRY FUNDAMENTALS (1/2 Unit per semester)**

This class focuses on preparing worship music leaders. This course aims to foster an environment where worshipping God is the center and where there is a strong desire to share it with others. This course will provide a Biblical framework for worship, including worship definitions and expressions in the Bible. Also, this class will be a place where the students can develop their talents and use them for the glory of God. We see our worship as a response to God's revelation, so this course will also dig into the attributes of God. The goal will be to build a strong, humble, Christian worship team that will enhance and enable the congregation to praise God without obstruction or distraction. The kind of worship team that will love to worship God and share God's news with others, with a genuine desire. Practice time and [practical expressions in worship participation in a worship setting](#) are required.

## **PHYSICAL EDUCATION**

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

PE classes are offered in semester increments. [Typically](#), Freshmen are required to take a [1/2 year semester](#) of PE and Sophomores a full year.

### **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

An exploration of God's existence--who He is, what He is like, and how we can have a relationship with Him. The course also explores God's response to the sin problem as most clearly seen in the ministry of Jesus Christ and unravels God's love for us in studying the divine gifts of Life at Creation, the Sabbath, the gift of Grace, and Identity.

### **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 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.~~

### **PRINCIPLES OF CHRISTIAN FAITH (1/2 Unit, 1 semester)**

3 semester hours of college credit available

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

### **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 DEPARTMENT**

### **AGRICULTURE SCIENCE (1 Unit, 2 semesters)**

The course may qualify for a science credit or applied arts credit.

See APPLIED ARTS for course description.

### **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.

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

Required for Advanced Studies Diploma

[Prerequisite: Algebra II or enrolled in Algebra II](#)

[Chemistry, in this setting](#), This course 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 clothes 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.

### **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.

### **COLLEGE ANATOMY AND PHYSIOLOGY (1 Unit, 2 semesters)**

4 semester hours of college credit available

Prerequisites: ~~Chemistry B or above in Algebra I and 2; 3.25 GPA for college credit. A&P, in this setting.~~ This course 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.

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

Prerequisites: B average in Algebra I, Algebra 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 ~~(AP option available; AP exam required with additional charge)~~

Prerequisites: ~~Geography~~, World History, English II

Honors option

~~Must be taken in sequence.~~

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 the 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.

### **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).

### **GEOGRAPHY (1 unit, 2 semesters)**

This course will analyze human and physical geography for the purpose of service and furthering God's kingdom.

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

Required

~~Prerequisites: World History, U.S. History Must be taken in sequence.~~

This course examines the principles 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 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

~~Must be taken in sequence.~~

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.

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