

# HIIGHLAND VIEW

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A C A D E M Y

## 2019-2020 Bulletin

### Approved By:

Maryland State Department of Public Instruction

### Accredited By:

- Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities
- Middle States Association of Colleges and Schools

Accredited through December 31, 2020

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# Highland View Academy Faculty & Staff

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Highland View Academy Principal

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Highland View Academy Business Manager

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 Registrar ..... Ana Nino  
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 Business Manager ..... Eunie Banuag, MBA  
 Director of Development..... Andrew Lay, MM  
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 Dean of Girls .....Austin Gomez, BA

## Faculty

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 Computer Science & Math.....Kenji Nomura, BS  
 English..... Megan Mason, MA  
 ESL & Health ..... Mandy Corea, BA, BS  
 Modern Language..... David Niño, MA  
 History ..... April Lutz, MA  
 Math..... Colleen Lay, MA; Myrna Nowrangi, MS  
 Music ..... David Niño, MA  
 Gymnastics & History .....Matt Price, BA  
 Science.....Colleen Lay, MS; Myrna Nowrangi, MS  
 Yearbook/Videography/Drama .....Austin Gomez, BA

## Staff

Assistant Dean of Boys ..... Jonathan Benson  
 Assistant Dean of Girls ..... Natalie Hutchins  
 Athletic Director.....  
 Attendance Officer ..... Ana Nino  
 Business Office ..... Joyce Barr  
 Campus Ministries ..... Mandy Corea  
 Custodial ..... Vivian Ochoa  
 Food Service ..... LouAnn McCain  
 IT ..... Kenji Nomura  
 Librarian ..... Megan Mason  
 Maintenance.....  
 Receptionist ..... Ana Nino  
 Testing Coordinator .....  
 Work Coordinator..... Eunie Banuag

\*Permanent Invitee  
 \*Non-voting Member

## Sub-Committee Memberships

<sup>1</sup> Executive Committee member  
<sup>2</sup> Finance Committee member

# Highland View Academy

## “Educating for Eternity”

### Our Mission

*The mission of Highland View Academy is to inspire and mentor our students to excel in all Christ calls them to do.*

*Our school is dedicated to helping students achieve excellence in academics, spiritual growth, social responsibility, interpersonal relationships, and living a healthy, balanced lifestyle.*

### PHILOSOPHY

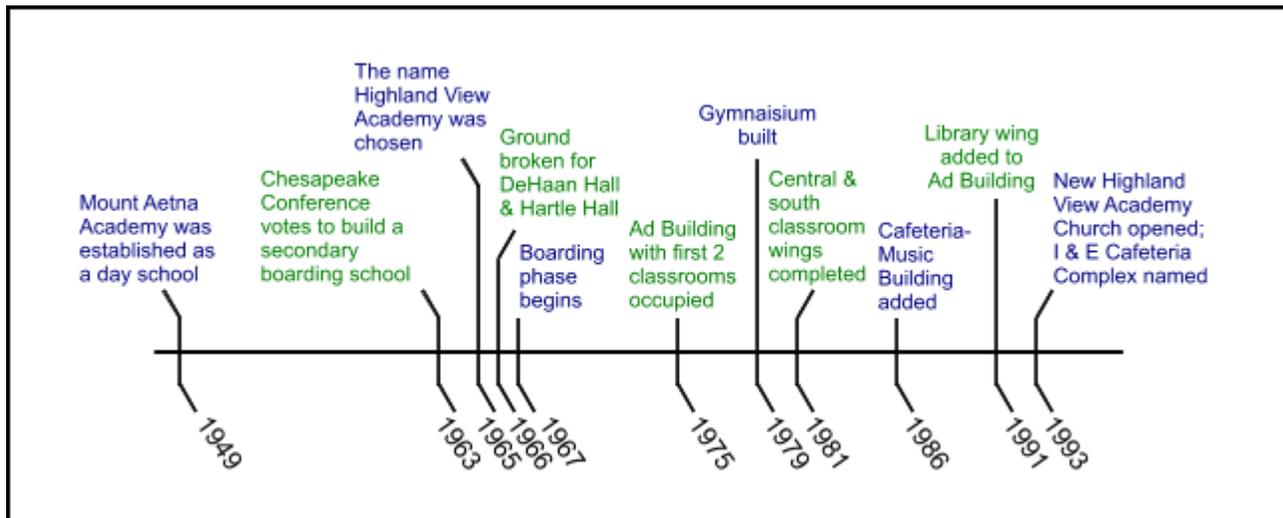
Highland View Academy is a coeducational, secondary school operated by the Chesapeake Conference for the purpose of providing quality Christ-centered education. The primary objective of this school is to help each student personally experience the unconditional love of God through the revelation of His character, the redemption in His Son, and the restoration of His image. The school endeavors to provide students with a well-rounded educational program that leads students to fully develop their God-given talents and use them to serve God and humanity. The operating board, administration, faculty and staff are fully committed to operating all aspects of the school program in harmony with Biblical principles.

### HISTORY

In 1949, Mount Aetna Academy was established as a day school. It was located at the present Mount Aetna Adventist Elementary School on Crystal Falls Drive. In 1963, the Chesapeake Conference of Seventh-day

Adventists voted to build a fully accredited secondary boarding school. The name Highland View Academy was chosen in 1965 as a result of a conference-wide contest. On October 9, 1966, ground was broken for the first two buildings, Janel Kay DeHaan Hall and Hartle Hall. The boarding phase of the school opened in the fall of 1967. In 1975 the administration building, housing the first two classrooms, was occupied. Four years later the gymnasium was built as a separate building. In 1981, the central and south wings of the classroom building were completed, connecting the administration building to the gym. The cafeteria-music building was added in 1986 and named I & E Barr Cafeteria Complex in 1993. In 1991, a library wing was added to the administration building which housed several classrooms and a computer lab. The Highland View Academy Church members moved into a new sanctuary on campus in 1993. Highland View Academy continues to make improvements to the campus, curriculum and extra-curricular aspects of the program.

### Highland View Academy Timeline



## EDUCATIONAL OBJECTIVES

Highland View Academy offers its students a comprehensive college preparatory curriculum. It is our objective to have all students fully prepared to continue their education at the college or university of their choice. In addition, we strive to involve students in the investigation of local, national, and global issues, to develop students' life skills, to enhance the students' well-being by encouraging life-long physical activities, and to provide quality programs and activities that foster good character, responsible citizenship, and good decision-making skills.

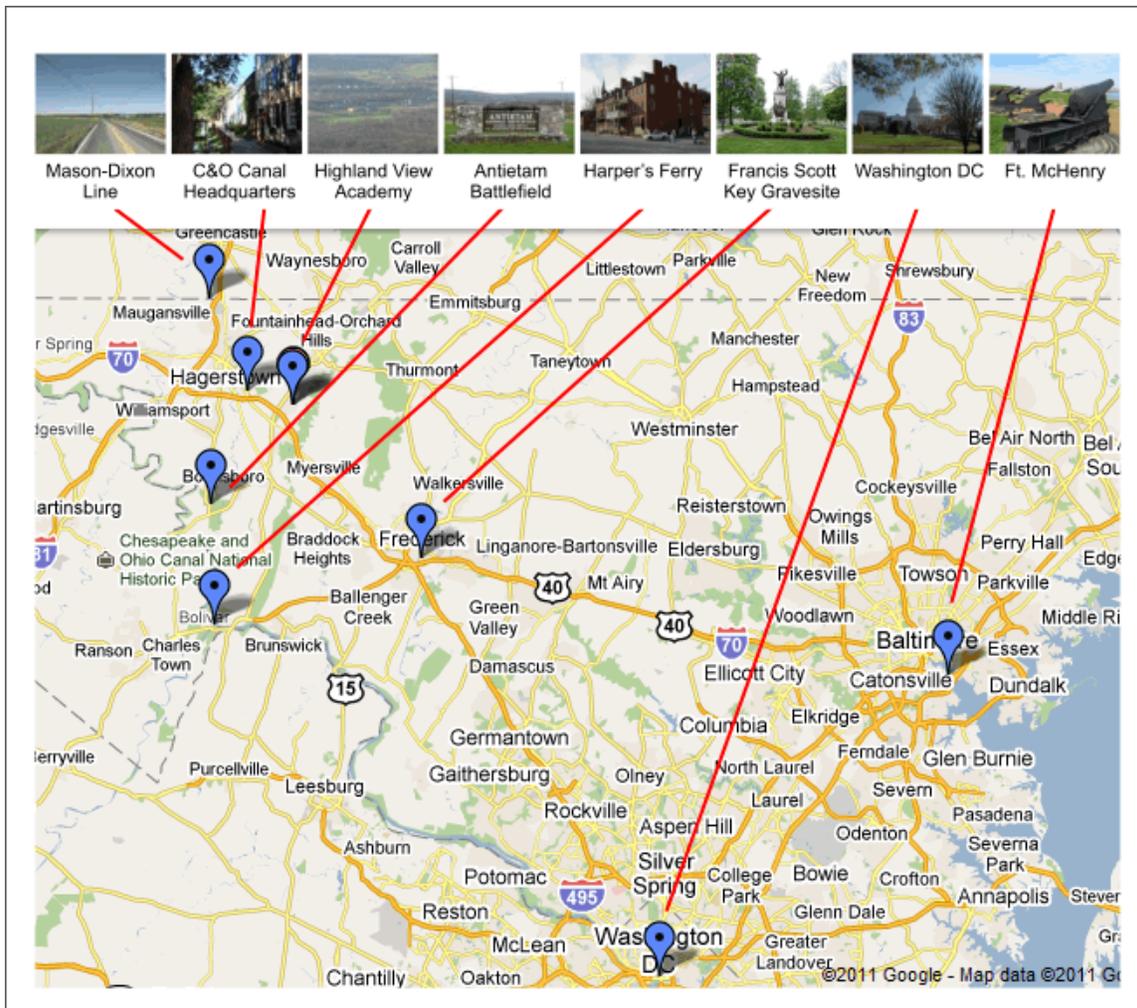
Underlying all objectives is the desire to have each student recognize God's calling for their life and help them achieve the skills necessary to fulfill that calling.

## LOCATION

Highland View Academy is located eight miles east of Hagerstown, Maryland at the base of South Mountain, a section of the Blue Ridge Range. The campus spreads across 60 acres of woodland mountain tract. Within view of campus, Black Rock Mountain rises in wooded splendor on the Appalachian Trail.

Our beautiful campus provides a safe, peaceful, rural setting, yet is only minutes away from medical facilities, shopping, restaurants, and hotels. The campus, although secluded, is very accessible because of its location near the crossroads of Interstates 70 and 81. It is just an hour's drive to both Washington, D.C. and Baltimore and just 60 miles south of the Pennsylvania Turnpike.

Because of Highland View Academy's strategic location near the nation's capital and its proximity to many historic places, the students at Highland View Academy have a unique opportunity to study and learn about our nation's history and government. Within a 30-minute drive from the campus is the grave of Francis Scott Key, where our country's flag is forever unfurled; Antietam Battlefield, scene of one of the most important Civil War battles; and the Pennsylvania-Maryland boundary, named the "Mason-Dixon Line" after the surveyors who marked the first formal division between North and South. Also, within comfortable driving distances are Gettysburg, Harpers Ferry, the C & O Canal, Washington DC, Fort McHenry, and many other places of interest.



# Admission

## ADMISSION

Students in grades nine through twelve who express and demonstrate a sincere desire for Christian education, a willingness to cooperate with the academy policies, and the religious, social, and cultural atmosphere are welcome. However, admission to the academy is a privilege and not a right and may be withheld or withdrawn by the academy at its discretion and in harmony with its mission. Admission is based on the following:

- Record of credits and transcript from last school attended - students may not be able to enroll until previous records are on file at HVA;
- References from a teacher, non-related adult, and pastor
- Immunizations records that show proof of all state-required immunizations; a physical may also be required;
- Financial support - students may be admitted, but may not enroll until the business manager has approved a financial plan;
- Official Transcripts.

Home school students without current transcripts from an accredited organization must submit a special request for admission to the Academic Standards Committee. Credits from a non-accredited school will be reviewed by the Academic Standards Committee. Proficiency tests may be required. A portfolio of academic experience must be submitted. Admission, class placement, credit and status will be determined by the committee based on:

- submitted portfolio,
- standardized and/or placement tests,
- any other pertinent home schooling material the student submits.

Prospective students should be aware that actual credits for courses from a non-accredited institution or home school are not typically granted.

## ADMISSIONS COMMITTEE

During the school year, the administrative committee serves as the Admissions Committee. During summer months, the committee is comprised of the principal, vice-principal, and registrar. Once an application has been submitted, along with recommendations & a recent report card, this committee makes acceptance decisions.

## ADMISSION DATES

It is most ideal for students to enroll at the beginning of a semester. Some late admissions are allowed. However, to maintain the integrity of a student's academic program, late enrollment will only be granted with permission from the Administrative Committee. Students may only transfer into Highland View Academy during

the first and third quarter of the school year. Senior students may not enroll after the first quarter of the school year unless they are on track for graduation and will be able to reasonably meet all graduation requirements.

## CLASS LOAD

Students must be registered for a minimum of four credits per semester and no more than eight credits for any given year. Exceptions must be approved by the Academic Standards Committee.

## CLASS MEMBERSHIP

To be classified as a Freshman, verification of successful completion of eighth grade must be provided. Membership in the Sophomore class requires a minimum of 5 credits. Junior class membership requires a minimum of 10 credits. Senior class membership requires a minimum of 16 credits. Students with the appropriate number of credits who are lacking credits for core classes may be denied advancement to the next grade level.

An evaluation of each student will be made by the registrar at the close of the school year. If course work or credits are lacking, the student will be notified and advised so that efforts may be made during the summer months to make up needed credits.

## INTERNATIONAL STUDENTS

Highland View Academy is authorized under federal law to enroll non-immigrant students. TOEFL scores may be required for admission as a measure of basic English skills. Foreign students wishing to enroll in a regular program of study follow the regular admission procedures. Foreign students wishing to apply for the ESL program (English as a Second Language) should contact the school for admissions procedures. Highland View Academy offers mini breaks or home leaves to all students, during which time the dormitories are closed. Parents should understand that Highland View Academy is not responsible for finding lodging for students during home leaves and vacations.

Because of this, all foreign students or students living more than 500 miles away from the school are to have a local (within 100 miles) custodian who can take responsibility for the student. A custodial contract must be on file prior to acceptance. A 3.0 GPA equivalent and official translated documents are required for admission.

## PROBATIONAL STATUS

Students may be admitted on a probationary status for academic, disciplinary, or attendance reasons. The student's progress will be evaluated periodically by the Admissions Committee and a determination made whether to permit continued enrollment.

Highland View Academy (HVA) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities accorded or made available to HVA students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies and procedures, scholarship awards, athletic or other school-administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying learning difference or physical limitations, or whose personal or family lifestyle is not in harmony with the stated philosophy of Highland View Academy.

Furthermore, Highland View Academy does not admit or retain individuals who engage in sexual misconduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Highland View Academy and the Seventh-day Adventist Church.

## Academic Policies

### ACADEMIC ELIGIBILITY

#### Down Grades

A student who has lower than a C- (One D or more) in any subject, including attendance, at each four week check.

#### Consequences:

Student will be restricted from participating in sports (practices, games, and tournaments), will be required to attend daily study halls for the next four weeks, and may be restricted from other extra-curriculars activities. At the end of the four weeks, if their grade has been risen to a C-, they will be removed. If not, they will be placed on downgrades for the next four weeks.

\* Any student who has at least 2 Ds or 1 F at the end of the quarter/midterm, will be placed on Academic Probation for the following term.

\*If the student has not raised their grade to 1 D or higher by the end of the semester, their Academic Probation will be reconsidered for the following quarter.

### ACADEMIC PROBATION

A student placed on Academic Probation for the above-listed reasons will meet with the Academic Standards Committee and will have to sign an Academic Probation Contract that is catered to their specific needs, consequences may include, but are not limited to, daily study halls, dormitory restrictions, weekly faculty family meetings, one-on-one tutoring, and restriction from extra-curriculars, etc. The student must abide by the terms of the contract in order to remain enrolled at HVA. Parents/guardians reserve the right to be present at the Academic Standards Committee in which

the terms of the Academic Probation contract are outlined, Violations of the Academic Probation Contract will be dealt with as insubordination.

### ACADEMIC INTEGRITY/CHEATING

Academic integrity is a critical aspect of the educational process. Students are expected to do their own work at all times. Copying a classmate's work, allowing someone to copy work, obtaining answers to quizzes or tests by any dishonest means, and plagiarism are examples of academic dishonesty. Plagiarism is using another person's words or ideas and passing them off as your own, whether by putting your name on the work or failing to properly give credit to the source. "Cutting and pasting" from internet sources without properly citing the source is another example of plagiarism. When the student has any question in regard to what constitutes plagiarizing or cheating, it is their responsibility to check with the teacher.

#### Academic Dishonesty Penalties

##### 1<sup>st</sup> Offense:

The student will receive a zero for the work on which the cheating occurred; the student will meet with Administrative Council; an academic dishonesty form will be placed in the student's file and a copy given to the parent/guardian. The student will sign an academic probation contract which stipulates that any further cheating throughout their academic career at HVA will result in more serious consequences. The student will also be removed from any leadership position (Class and SA offices, sports captain, etc.)for the remainder of the year.

##### 2<sup>nd</sup> Offense

The student will receive an F in the class for the semester if the first offense was in the same class for that year. Students who have two offenses even in different classes will be ineligible to participate in extra-

curricular activities. If the student has a leadership position, they will be removed from office and will not be able to hold a leadership position for the remainder of their time at HVA. Any additional offenses will result in being asked to withdraw from HVA.

### **ACCELERATED STUDENTS**

Normally four years of attendance is required for graduation from HVA. However, acceleration may be arranged for students desiring early college entrance if they meet the following qualifications:

- Maintain a cumulative GPA of 3.5
- Place in the 85<sup>th</sup> percentile or higher on achievement tests
- Meet all state and school requirements of credits for high school graduation
- Have one year of Bible credit for each year of academy attendance
- Have a satisfactory citizenship record
- Have been in residence at HVA for a minimum of one year preceding anticipated entry into college
- Have approval of the Academic Standards Committee

### **ADD A CLASS**

A student wishing to add a class to his/her schedule must do so on or before the deadline posted in the calendar for the current school year. Forms are available in the registrar's office and must be signed and submitted to the registrar by the deadline on the school calendar.

### **COMMUNITY SERVICE**

Highland View Academy places high value on service and provides some school-wide service activities. Each student is required to complete 15 hours of community service for each semester they attend HVA. Service hours will be tracked by the registrar's office and can be monitored via RenWeb.

Community service is to be done for an individual or organization in the community – **work on HVA's campus does not count toward the community service requirement.** Community service forms are available in the registrar's office and hours must be verified by a non-related adult. Hours can be completed during the school year, home leaves, vacations, and summers. It is strongly recommended that students meet this requirement in a timely manner and do not procrastinate. Service rendered in one academic year needs to be reported during that academic year. Students who fall behind may jeopardize their class status and the privileges involved, including senior class trip and graduation.

### **CORRESPONDENCE WORK**

Students may obtain credit from an approved correspondence program for credit recovery, or for a

class not offered at HVA if permission is granted before taking the class. It is policy that a regularly scheduled class that doesn't cause conflict in a student's schedule should be taken in residence (at HVA).

### **DEFINITION OF CREDIT**

200 class minutes per week for 180 school days defines one Carnegie Unit of credit. This standard is not to preclude flexible scheduling and varying time modules.

### **DROP A CLASS**

On or prior to the date listed in the current school year for each semester a student may drop a class up to two weeks into the semester with permission from the registrar and their parents, and no permanent grade will be recorded on the transcript. After these dates, the student may still drop a class with permission from the registrar and their parents, but a grade of WP (withdrew passing) or WF (withdrew failing) will be recorded on the transcript.

### **DUAL CREDIT CLASSES**

HVA partners with Adventist colleges/universities and Hagerstown Community College to offer dual credit classes. College fees are paid directly to the college or university and college transcripts are issued by their records office at the request of the student. It is not possible to register retroactively for the college credit. Students must maintain a 92% the previous two semesters in the same subject in order to register for an Honors or Dual Credit class. Students who want to earn dual credit must be 16 years of age before the first day of school, must pass a pre-test, and must be approved by Academic Standards Committee. Special requests will be reviewed by Academic Standards.

### **FOUR-YEAR SENIOR**

A four-year senior is a student who has earned eight semesters of grades from HVA, has had no withdrawals from HVA, and has not attended any other school during his/her four years of secondary school. A student who accelerates may be considered a four-year student.

### **GRADE POINT AVERAGE (GPA)**

Highland View Academy issues a weighted GPA. This means that honors classes and D/C classes are worth more points than standard classes and are calculated into the GPA as such (see grading scale above). Students should be advised that when applying for college, the college may recalculate the student's GPA before making an admissions decision. It is common practice for colleges to exclude grades for electives from their calculations.

Only for-credit classes are included in GPA calculations. Attendance grades and citizenship grades are not included in the GPA because no academic credit is involved.

## GRADES

Highland View Academy teachers use RenWeb, an internet records system, for grades. RenWeb allows parents to check their student's progress from any location, at any time, via the Internet. In addition, a progress report is emailed automatically every week. Paper grade reports are issued to students and parents by mail every nine weeks.

HVA's grading system is cumulative throughout each semester. Progress reports are sent out weekly via email but these grade reports are only for reference; official grades are issued at the end of each semester and are recorded on the student's transcript. Semester grades are a cumulative percentage for the entire semester.

## GRADING SCALE AND GRADE POINTS

HVA uses the following grading scale for all classes. When calculating a student's cumulative GPA, grades from other schools are recorded at face value (A-, C+, etc.) regardless of varying grading scales.

If a student retakes a class and improves their grade, only the higher grade will be calculated into the student's GPA. Both grades will show on the transcript but academic credit will only be given once for the same class.

Grading Scale				
Percentage	Grade	Points	Honors	D/C
92-100	A	4.0	4.5	5.0
90-91	A-	3.7	4.2	4.7
88-89	B+	3.3	3.8	4.3
82-87	B	3.0	3.5	4.0
80-81	B-	2.7	3.2	3.7
78-79	C+	2.3	2.8	3.3
72-77	C	2.0	2.5	3.0
70-71	C-	1.7	2.2	2.7
68-69	D+	1.3	1.8	2.3
62-67	D	1.0	1.5	2.0
60-61	D-	.7	1.2	1.7
0-59	F	0	0	0

P/F (pass/fail) grades do not affect the student's GPA.

Other grade designations:

I= Incomplete P=Pass W=Withdrew

WP=Withdrew Passing N= No Credit

LC= Loss of Credit\* WF=Withdrew Failing

\*failure to meet minimum attendance requirements

## HONOR ROLL

Honor Roll lists will be designated by a student's semester GPA as follows:

Principal's List	3.75 & Above
Honors	3.50-3.74
Honorable Mention	3.00-3.49

## HONORS CLASSES

Some classes may have an honors component. Students in the honors section can expect to meet more rigorous requirements and complete extra projects.

Grades for honors classes will reflect the extra effort (see grading scale on previous page). Students must have received an 82% or higher the previous year in the same subject before joining an Honors class. Students must maintain an 82% or above each semester while in each honors class or they will be asked to withdraw and put into a non-honors equivalent class. Some honors classes have no standard option available.

## INCOMPLETE

A student receiving an incomplete (I) in any subject, due to illness or other extenuating circumstances, will be given a time limit in which to make up the work. If the deadline is not met, the student will be given zeros for any missing work and the grade will be calculated.

## LOSS OF CREDIT (See also Attendance Policy)

Each state sets policy regarding the minimum attendance requirement for academic credit. Maryland's policy states that if a student misses 20% or more of a class' total meeting time in one semester, they will lose credit for the class, regardless of academic performance. This is called a Loss of Credit and an LC is recorded on the student's transcript. An LC is equivalent to an F when GPA's are calculated.

## RECORDS

All cumulative records are kept in the registrar's office in a confidential file. The registrar will maintain these records in a current condition. All such records will be completed by each June 30. Only parents, guardians, or students will be given permission to see their individual student records.

## SCHOOL TESTING PROGRAM

Freshmen (and new students not having credit in Algebra I) are required to take a mathematics placement test. Students in grades 9-12 take the ITED (Iowa Test of Educational Development) in September. Sophomores & Juniors take the PSAT in October. Juniors and Seniors take the ACT and SAT on national testing dates throughout the year (see calendar).

HVA encourages Seniors to take the ACT and SAT at least once each, and Seniors who do so will be reimbursed once for SAT testing fees or once for ACT testing fees on their final statement.

## SEMESTER EXAMS

Students are expected to take semester examinations at the times scheduled except in case of illness. Any exceptions can only be granted by Administrative Council and a \$50 exam fee will be charged for each exam taken at an alternate time. Students must notify their teacher at least two weeks prior to the scheduled date of the exam. It is the student's responsibility to make alternate arrangements with their teacher(s).

## STUDENT GOVERNMENT ELIGIBILITY

A student may not hold offices that total more than 15 points at any one time. Points are assigned to different offices on the basis of the responsibilities of the office and the amount of work involved. No two offices in the same organization can be held by the same student. No student may hold the same office in more than one organization.

Administrative Council approval must be obtained before a student can run for office. Students must meet eligibility requirements to run for all offices and must maintain eligibility requirements which will be checked at each semester in order to remain in office. Eligibility requirements are as follows:

**Criteria**

Residency: Must be registered as a regular, full-time student of Highland View Academy.

Scholastic: No D's or F's as a final class grade for the previous semester.

GPA: A cumulative 3.0 minimum for 12-point offices and a cumulative 2.5 for 9, 6, and 3-point offices.

**12-POINT OFFICES**

- Student Association President
- Student Association Vice-Presidents
- Senior Class President
- Junior Class President
- Highlander Editor (yearbook)
- POST Editor (newspaper)

**9-POINT OFFICES**

- Student Association offices not listed above
- Senior and Junior Class Vice-Presidents
- Senior and Junior Class Pastors
- Senior and Junior Class Treasurers
- Senior and Junior Class Secretaries
- Girls' Club President
- Boys' Club President
- National Honor Society President

**6-POINT OFFICES**

- Freshman Class President
- Sophomore Class President
- Freshman Class Vice-President
- Sophomore Class Vice-President
- Senior and Junior Class Senators
- Senior and Junior Class Historians
- National Honor Society Vice-President

**3-POINT OFFICES**

All other club and class offices not listed above

**STUDENT GOVERNMENT OFFICES**

The following are the student government offices for the **Student Association (S.A.):**

- President
- Vice President
- Social Vice President

- Pastor
- Secretary/Treasurer

**Freshman, Sophomore, & Junior Class:**

- President
- Vice President
- Pastor
- Secretary/Treasurer
- Senator
- Sergeant at Arms

**Senior Class:**

Same as other classes with the addition of three historian

**Boy's and Girl's Club:**

- President
- Vice President
- Pastor
- Treasurer/Secretary
- Senator
- Sergeant at Arms

**SUMMER SCHOOL**

Permission to take courses in summer school or online classes should be received from the Academic Standards Committee and/or the registrar before the school year ends. The committee will determine whether or not the summer school credit will be accepted.

**TRANSCRIPTS**

When a student's account has been paid in full, a transcript & diploma may be released (upon request). The first transcript is issued free of charge. There is a \$10.00 fee for each additional transcript requested. Please allow 7-10 days to process transcripts. Students who are 18 and older may make their own transcript requests; minors need to have their parent or guardian make their transcript requests.

**VALEDICTORIAN/SALUTATORIAN**

The valedictorian and salutatorian are those students with the top two cumulative grade point averages in their graduating class. In order to be named valedictorian or salutatorian the student must obtain the College Entrance with Honors diploma and have attended HVA for a minimum of 2 years. The grade point average is calculated after 8 semesters.

**WITHDRAWAL FROM SCHOOL**

Students who withdraw from school during the school year must complete a withdrawal form, which can be obtained from the registrar's office. Charges will accrue until the student has officially withdrawn from school.

## STEM PROGRAM

STEM is an acronym for Science, Technology, Engineering, and Mathematics, but it is more than an acronym. STEM education is an interdisciplinary approach to learning that incorporates the application of science, technology, engineering, and mathematics to real world problems utilizing problem-based learning. This approach engages and motivates students to learn, so that they will be prepared for the challenges and demands of a highly technological society.

### IMPORTANCE OF STEM

STEM is vitally important for the nation's economy, prosperity, health, security, and welfare of its citizens. STEM learning develops 21<sup>st</sup> century skills, such as collaboration, communication, creativity, critical thinking, engineering design, and use of technology and digital media. STEM learning engages and motivates students. Highland View Academy aims to prepare our students for college and beyond, by offering a STEM program that will educate and inspire students to be able to be technologically literate, innovative, problem-solvers, and be logical thinkers, so that they may be able to make a difference in this global society.

### CURRICULUM

STEM students are expected to complete the following requirements:

- Four mathematics and four science classes during academy years (8 credits)
- STEM Project-Based Learning 1 and STEM Project-Based Learning 2 (1 credit)
- STEM electives offered at HVA or any approved alternative (1 credit)
- Visual arts/graphic design (0.5 credit)
- Core requirements for the College Preparatory Diploma (see Diploma Programs)
- Pre-approved 80-hour internship at a university, STEM industry, or a STEM enrichment program
- 20 hours of STEM-related community service. These credits count as part of the community service hours required for graduation.

### ENTRANCE REQUIREMENTS

Students entering HVA for their freshmen year, which have had a minimum B average in science and mathematics classes during the last two years of elementary school, are eligible to apply for the STEM program. This application, which includes a 250-word essay as to why they would like to be in the STEM program, is found online under the STEM tab of the school website.

All incoming freshmen will be enrolled in a first-year science class. At the end of the first semester, students who have applied to the STEM program and have a grade of B- or above in Algebra I and the science class will then have a personal interview as to why they would like to continue into the STEM program. The STEM committee will then determine acceptance.

### PROGRAM RETENTION

Students will be able to stay in the STEM program by completing the above requirements and maintaining a minimum grade of B- in every STEM class each semester.

### PROGRAM SPECIFICS

STEM students will be responsible for a \$250 fee for each year they are in the program. Scholarships may be available. Speak with the STEM coordinator for more details.

STEM students will receive a laptop, charger, and carrying case for their use each year. It is expected that these materials are brought to school every day and are turned in during home leaves. Students and their parents will be required to sign a usage agreement prior to the laptop being issued.

STEM students will be able to participate in extracurricular trips and activities. Details will be provided.

Upon completion of the STEM curriculum, graduating students will receive a high school STEM Certificate and honor cord.

## DIPLOMA PROGRAMS

All Highland View Academy diplomas are identical in appearance. However, we have outlined different programs, based on educational goals. A student who follows the college preparatory or college preparatory with honors program will be prepared for acceptance to a four-year college. A student who follows the general program may need to take placement tests or complete pre-admission courses before being admitted to college or junior college.

### COLLEGE PREPARATORY DIPLOMA WITH HONORS (3.5 GPA required)

Bible - or one for each year in academy.....	4 credits
English.....	4 credits
Social Science- must include U.S. history and government.....	3 credits
Mathematics- must include Algebra 1, Geometry, Algebra II, and Pre-Calculus.....	4 credits
Science- must include biology and two other lab sciences.....	3 credits
Foreign Language (2 years of the same language).....	2 credits
Physical Education.....	1½ credit
Computer Applications.....	1 credit
Health.....	½ credit
Fine Arts.....	1 credit
Elective.....	1½ credit
SAT/ACT (Either one is required to be taken at least once)	25½ credits

\*Students must complete 3 honors/dual credit courses to be eligible for the Honors diploma during grades 9-12

\*pre-algebra does not apply toward the math requirement for this diploma but does count for a credit toward the general diploma

### COLLEGE PREPARATORY DIPLOMA (3.0 GPA required)

Bible - or one for each year in academy.....	4 credits
English.....	4 credits
Social Science - must include U.S. history and government.....	3 credits
Mathematics - must include Algebra 1, Geometry, Algebra II, and Pre-Calculus.....	4 credits
Science - must include biology and two other lab sciences.....	3 credits
Foreign Language (2 years of the same language).....	2 credits
Physical Education.....	1½ credit
Computer Applications.....	1 credit
Health.....	½ credit
Fine Arts.....	1 credit
Electives.....	1½ credit
SAT/ACT (Either one is required to be taken at least once).....	24 credits

\*pre-algebra does not apply toward the math requirement for this diploma but does count for a credit toward the general diploma

## GENERAL DIPLOMA

Bible (or one year for each year in academy).....	4 credits
English.....	4 credits
Social Science - must include U.S. history.....	3 credits
Mathematics - must include Algebra 1, Geometry, and two other Math courses.....	3 credits
Science*.....	3 credits
Physical Education.....	1½ credit
Computer Applications.....	1 credit
Health.....	½ credit
Fine Arts.....	1 credit
Electives.....	1 ½ credit
	22 credits

### STUDENT STATUS REQUIREMENT (FOR GRADUATION)

Students eligible to receive any diploma or certificate from HVA must be currently enrolled. Students who have withdrawn (voluntarily or otherwise) are not eligible to complete work in absentia or to graduate. Students who do not completely meet graduation requirements prior to graduation will not be eligible to participate in any graduation activities or participate in the senior class trip.

SUGGESTED OUTLINE OF COURSES	
<p><b>FRESHMAN</b></p> <p>Bible English Algebra Integrated STEM/Earth Science. Physical Education Computers Secondary Seminar Elective(s)</p>	<p><b>SOPHOMORE</b></p> <p>Bible English Geometry Biology World History Physical Education Health Elective(s)</p>
<p><b>JUNIOR</b></p> <p>Bible English Algebra II Science United States History Spanish I Elective(s)</p>	<p><b>SENIOR</b></p> <p>Bible English Government Math Science Spanish II Elective(s)</p>

# Course Descriptions

## BIBLE

### **Philosophy of Religious Thought..... 1 credit (Bible I)**

This course will provide an understanding of God through a study of four major themes: God the I Am, God on the Cross, God's Gifts Part One, and God's Gifts Part II. The student will explore the existence of God, who He is, what He is like and how to have a relationship with Him. We will also look at the God's response to sin and how through His Son Jesus we are to be reconciled back to God. Because of God's love us we will explore how God has lavished upon many gifts. We will focus on four: creation, The Sabbath, His Grace, and Identity. This course will use guided inquiry and critical thinking skills to explore content.

### **Religious History ..... 1 credit (Bible II)**

This course provides a historical survey of the calling and covenant between God and His people from the time of Abraham to Moses and an introduction to Old Testament history from Joshua to Malachi. This is followed by a study of the Christian Church from its formation through the Dark Ages, the Reformation, the Millerite Movement, and the Seventh-day Adventist Church.

### **Philosophy of Service and Community..... 1 credit (Bible III)**

Students receive an overview of the major doctrines of Scripture especially those found in Daniel and Revelation with special emphasis on sharing these truths with others. Those beliefs will be compared to the beliefs of the major world religions and Christian denominations.

### **Philosophy of Service and Community (Honors)... 1 credit (Bible III)**

Students receive an overview of the major doctrines of Scripture especially those found in Daniel and Revelation with special emphasis on sharing these truths with others. Those beliefs will be compared to the beliefs of the major world religions and Christian denominations. In addition, Honors students will be required to complete a religious practicum through various written reports, leadership in religious activities, and additional reading as assigned by the instructor.

### **Life Choices ..... 1 credit (Bible IV)**

An analysis and creation of a life philosophy which includes some of life's most important choices – one's commitment to God, one's life companion, and one's career. The books of Hebrews and John will be studied to give a framework for this philosophy. Students will study and practice many functions of adult life including marriage and family projects, and developing career goals.

### **Bible – Intro to Christianity..... 1 credit**

This class will provide an introductory look at the topics covered in the Bible curriculum and their application and meaning for beginning Bible students or ESL students. A goal will be to assimilate Christian doctrine, behavior, and values into the home cultures of the students.

## COMPUTERS

### **Computer Applications..... 1 credit**

Students will gain proficiency in various technology applications needed for future scholastic success. Primary applications covered are: word processors, electronic spreadsheets, database software, presentation software, e-mail and web browsers. Internet usage and basic programming will also be covered in this course.

### **Programming (Honors)..... ½ credit**

This course will provide an understanding of the core concepts and procedures required to create computer software utilizing the C# programming language. Students will learn not only basic programming concepts such as variables, conditional statements, and iteration, but also how to fulfill application requirements using logic, abstraction, and problem dissection.

## ENGLISH

### **Introduction to English ..... 1 credit**

This course is designed for students whose reading and writing skills need additional development before taking mainstream English courses. Students learn skills for reading and interpreting a variety of literary forms, including nonfiction, fiction, drama, and poetry, as well as skills for academic writing, with a specific focus on the foundations of sentence and paragraph structure, culminating in writing the academic essay. Upon successful completion of the course, one credit will be given in English for the general diploma. Introduction to English does not fulfill an English requirement for the college preparatory diplomas

### **Effective Communication/Prose & Poetry ..... 1 credit (English I)**

This course introduces basic writing, speaking and study skills needed to enhance success at the secondary level. In this process, students will read and analyze biblical literature, read and write poetry and plays, write analytic and research essays, and give oral presentations. Emphasis will be placed on standard English usage and vocabulary development. Upon successful completion of the course, one credit will be given in English.

### **Elements of Composition..... 1 credit (English II)**

This course focuses on the writing process and the elements that make strong writing. Students engage with a variety of literary genres, including biblical literature, shorts stories, novels, and plays. Composition exercises will include personal, descriptive, narrative, analytical, persuasive, and research writing. Emphasis will be placed on standard English usage and vocabulary development. Examples of writing will be studied as models. Students will also give oral presentations. Upon successful completion of the course, one credit will be given in English.

### **American Literature ..... 1 credit (English III)**

This course explores American literature in depth. Literature, art, and historical events from throughout the course of American history will be studied as “artifacts” that reveal the beliefs, values, and ideals of the people of the time period with a focus on evaluating the written word. Students will also write analytic, narrative, and research essays and give oral presentations. Upon successful completion of the course, one credit will be given in English.

### **British Literature ..... 1 credit (English IV)**

This course explores British literature in depth, focusing especially on the theme of choices. What choices do people have? How do they react to their choices? Literature, art, and historical events from throughout the course of British history will be studied as “artifacts” that reveal the beliefs, values, and ideals of the people of the time period with a focus on evaluating the written word. A research unit on careers will also be studied. Students will write analytic, narrative, and research essays and give oral presentations. Upon successful completion of the course, one credit will be given in English.

### **British Literature (Honors/Dual Credit)..... 1 credit/3 credits (English IV)**

This course explores British literature in depth. Literature, art, and historical events from throughout the course of British history will be studied as “artifacts” that reveal the beliefs, values, and ideals of the people of the time period with a focus on evaluating the written word. A research unit on careers will also be studied. Students will write analytic, narrative, and research essays and give oral presentations. In addition to the general requirements of English 4, the Honors students will read an extra text, and complete one independent project or essay each semester. Upon successful completion of the course, one credit will be given in English.

## FINE ARTS & OTHER ELECTIVES

### **Secondary Seminar..... ½ credit**

This one-semester course will provide the student with study skills necessary to assume responsibility for individual learning. Topics studied will include learning styles, goal setting, study skills, communication skills, organizational skills, test taking skills and note taking, relationship building, and positive thinking.

**Art-Drawing I & II..... ½ credit**  
**(applies towards fine arts requirement)**

This course introduces the student to the principles of drawing techniques and will cover concepts such as perspective, proportions and composition. No prior art experience is necessary. (\$10.00 lab fee per semester required)

**Art History ..... ½ credit**  
**(applies towards fine arts requirement)**

Art History gives a general survey of western art, covering ancient, medieval, renaissance, and modern eras. Students are given the tools that enable them to look critically at art through the ages in order to better understand the historical and cultural context for each period. Students examine a variety of aspects of Art History including themes and purposes of art; styles of art; the elements of art; design principles; two-dimensional media. Critical analysis of major art works, artists, and art genres will be a critical skill that will be acquired and assessed. Upon successful completion of the course, one-half credit will be given in fine arts.

**Publications – Yearbook..... ½ credit**

This elective course introduces and develops skills in journalistic writing, photography, layout, editing, and publishing software. Students apply these skills in publishing the school yearbook, The Highlander. The yearbook staff works under the leadership of a student editor. Emphasis is given to creative graphic design, as well as to organization, group effort, and timeliness in meeting deadlines. Class size is limited.

**HEALTH & PHYSICAL EDUCATION**

**Health ..... ½ credit**

This one-semester course is designed to help students appreciate the value of physical, mental, social, and spiritual health. Emphasis is given to making responsible lifestyle choices which will have important long-term effects on one's health.

**Physical Education ..... 1 credit**

Physical Education teaches students how to become and to stay physically fit for life and encourages the development of sportsmanship and leadership. The skills and rules of major team sports are also emphasized.

**HISTORY**

**Government ..... 1 credit**

This course will focus on the United States governmental system with special focus on the Legislative, Judicial, and Executive branches of government, the lawmaking process, and politics. The class will also take a detailed look at important U.S. documents such as the Declaration of Independence and the Constitution.

**Government (Honors/Dual Credit)... 1 credit/3 credits**

In addition to the general requirements of U.S. Government, the Honors/Dual Credit section will include additional outside reading and reports. The Honors/Dual Credit curriculum is more rigorous and has more comprehensive testing. *This may also be taken for college credit through our dual credit program with Washington Adventist University.*

**U.S. History ..... 1 credit**

This is a survey of United States history from pre-contact to the present with a special emphasis on cultural movements, gender, race, and class structure and how these themes impact domestic and international affairs, economics, and immigration policies.

**U.S. History (Honors/Dual Credit) .. 1 credit/6 credits**

In addition to the general requirements of U.S. History, the Honors/Dual Credit section will include additional outside reading and reports. The Honors/Dual Credit curriculum is more rigorous and has more comprehensive testing. *This may also be taken for college credit through our dual credit program with Washington Adventist University.*

**World History ..... 1 credit**

This course is designed to explore the human experience around the world – how civilizations lived, communicated ideas, fought, and ruled themselves and others. Students will learn how politics, religion, social and cultural differences, and economics influenced the development and failure of people groups, civilizations, nations, and empires around the world. This course will include readings from the text, work with primary and secondary sources, geography, film analysis, class discussions and activities, and the development of research skills.

## MATH

### **Pre-Algebra ..... 1 credit**

Primarily for the ninth grade student who is not yet ready to study Algebra I. Basic algebra topics include: fractions, decimals, mixed numbers, signed numbers, percentages, proportions, ratios, place value, scientific notation, and linear equations in one unknown. Geometric topics such as perimeter, area, surface area, volume, solids, geometrics constructions and symmetry are also introduced.

### **Algebra I ..... 1 credit**

This course is designed to provide students with a strong foundation in Algebra. Topics that may be covered include: solving, writing, and graphing linear equations and inequalities, analyzing and graphing functions and relations, systems of linear equations, exponents and exponential models, direct and inverse variation, polynomials, and an introduction to quadratic equations.

**Prerequisite:** Satisfactory score on math placement test.

### **Geometry ..... 1 credit**

The goal of Geometry is for students to learn formalized logical thinking and to communicate that thinking effectively. Topics range from points, lines, angles, and triangles to congruence, similarity, transformations and symmetry. Students will use inductive reasoning, deductive reasoning, proofs, and plane coordinate geometry to explore these topics.

### **Algebra II ..... 1 credit**

This course is designed to build on concepts introduced in Algebra I. Topics that may be covered include: quadratic equations, polynomials, rational exponents, rational functions, radical functions, and exponential and logarithmic functions. Additional topics of sequences and series, conic sections, and/or trigonometric functions may be discussed as time permits. Emphasis will be placed on solving these various functions algebraically, graphically, and numerically as well as using technology such as graphic calculators and graphing apps. **Prerequisite:** Successful completion of Algebra I with a C- or above for both semesters or permission of instructor

### **Pre-Calculus (Honors/Dual Credit).....1 credit/4 credits**

Relations, functions, transformation, inverse functions, systems of linear and quadratic equations. Exponential, logarithmic, and circular functions. The dual credit for this course does not apply toward a major or minor in mathematics, but does apply toward the General Education math/science requirements of WAU.

**Prerequisite:** Completion of Algebra II with a minimum of a B-

### **Accounting (Honors).....1 credit/3 credits**

This course is designed to introduce basic accounting concepts and principles. The students will learn the fundamental accounting equations, procedures used to record, classify and summarize business transactions in accounting records, and to prepare financial statements. Math prerequisites are required for this class.

### **Senior Math ..... 1 credit**

## MODERN LANGUAGES

### **Spanish I..... 1 credit**

This course is an introduction to the Spanish language and cultures. The language section emphasizes the development of vocabulary skills, listening comprehension abilities, competence in pronunciation and conversation, and a beginning proficiency in reading and writing. The cultural aspect of this course will focus on familiarizing the student with the beauty and diversity of Hispanic cultures.

### **Spanish II..... 1 credit**

This is an intermediate level course of the Spanish language and cultures. The language section emphasizes the continuation of vocabulary development, listening comprehension, pronunciation and conversation skills, and proficiency in reading and writing. This course will focus on Spanish speaking skills and learning more about Spanish speaking countries. **Pre-requisite:** Spanish 1 with a C- or permission of instructor.

## MUSICAL PERFORMANCE GROUPS

### **Wind Ensemble (formerly HVA Band) ..... ½ credit**

This course is designed to develop ensemble and musical skills by placing an emphasis on teamwork, listening, and following a conductor. The students will rehearse and perform a varied repertoire drawing on music from different cultures, styles, and eras arranged for Wind Ensemble instruments (Woodwind, brass and percussion). All performances and tours are obligatory once accepted. Students are required to read music.

Students are responsible for a uniform fee. **Requirement for admission:** Audition Required for Chair placement

### **Choir..... ½ credit**

The Concert Choir is for the student who has an above average interest and love of vocal and choral music. This course seeks to develop vocal techniques, sight-reading, musicianship, and ensemble skills. The challenging repertoire will be drawn from the Renaissance to Contemporary periods, reflecting different languages and cultures. All performances and tours are obligatory once accepted. Students are required to read music.

Students are responsible for a uniform fee. **Required for admission:** Audition required for section placement

### **Highlanders (Honors)..... 1 credit**

The Highlanders ensemble is drawn from the HVA Choir for performance projects intended to provide an even greater challenge for the more advanced and experienced choral student. All performances and tours are obligatory once accepted. Students are responsible for a uniform fee.

Students are required to read music. **Requirement for admission:** Audition required for section placement

### **Bell Choir..... ½ credit**

The Bell Choir is designed to develop ensemble and musical skills by placing emphasis on teamwork, listening and following a conductor. Students are required to read music. Students will be able to perform challenging Bell Choir music and work together to build quality music. All dress rehearsal and performances are required once accepted into this class. Students are required to read music. **Required for admission:** Audition required for position placement

## SCIENCE/STEM

### **Integrated STEM (Lab Science & Honors)..... 1 credit**

This course is designed to introduce students to various STEM (Science, Technology, Engineering, and Mathematics) disciplines, and integrating the disciplines in projects and assignments with authentic problems and experiences. The topics covered in this class include ecology/environmental science, physical science, space/earth science, and engineering. **Prerequisite:** Acceptance into STEM program.

### **Environmental Science (Lab Science) ..... 1 credit**

Environmental Science is an integrated science that studies the environment in which organisms live, and how humans interact with the environment. It introduces students to major ecological concepts and the environmental issues that affect the world in which they live. Students will learn about technological developments that have created environmental problems, as well as technologies that are helping to solve them.

### **Biology (Lab Science & Honors) ..... 1 credit**

Biology is an introductory laboratory course that provides a solid study of life and its Creator. Interactions of living and nonliving conditions are studied. It explores such topics as scientific method, logic, cell functions, botany, zoology, genetics, microbiology, human physiology, and ecology.

### **Chemistry (Lab Science & Honors)..... 1 credit**

This course is designed to prepare students for a college chemistry course. Areas of study include: matter, atomic structure, development and usage of periodic table, chemical bonding and compounds, stoichiometry, acids and bases, electrochemistry, and nuclear chemistry.

**Prerequisite:** Algebra I with a B- or above for both semesters or permission of instructor.

### **Anatomy & Physiology (Lab Science & Dual Credit)..... 1 credit/4 credits**

Anatomy and Physiology is a laboratory-based course that investigates the structure and function of the human body. Topics covered will include the basic organization of the human body and the study of major body systems. Students will learn the structures of each organ system and how structure is related to function. They will also learn specific terminology related to body systems. Students will also study the impact of disease and health on body systems.

**Prerequisite:** Minimum of two science classes, including biology.

**Forensic Science (Lab Science & Dual Credit)...1 credit**

**Offered Alternate Years**

Forensic science is an integrated science that applies science and technology to criminal and civil laws. This course will cover major disciplines in forensic science, such as chemistry, mineralogy, anthropology, pathology, serology, biotechnology, computer forensics, toxicology, and others. A significant number of forensic cases, together with the scientific investigations involved in solving the cases, will be studied. This course will include laboratory investigations such as: fingernail, soil, blood, hair, and document analysis; an introduction to DNA analysis, glass analysis, and several simulated crime scene investigations. **Prerequisite:** Minimum of two science classes, including biology.

**Physical Science.....1 credit**

**Physics (Lab Science) ..... 1 credit**

This course is designed to prepare students for a college physics course. Areas of study include; one-and two-dimensional motion, momentum, work, and energy, waves and optics, and electricity and magnetism. Additional topics in thermodynamics and nuclear physics may be discussed as time permits. **Prerequisite:** Successful completion of Algebra II with a grade of C- or above for both semesters.

**STEM**

**STEM Project-Based Learning (Lab Science & Honors).....½ credit**

Project-based learning is a course where students work together or individually to solve authentic problems. Students will draw lessons from several disciplines and apply them to solve practical, and real-world or global challenges. The class will provide opportunities for students to use a variety of resources, such as readings, independent research, and interaction with classmates to complete projects. Projects will be shared with students or other audiences before the completion of the class.

**App. Development (Lab Science & Honors)...½ credit**

This is a half credit elective STEM course that introduces the exciting world of iPhone app development. Students will learn the basics of computer programming by developing applications for the iOS platform used by iPhones and iPads. The class will stimulate logic and problem solving skills. It will touch on various aspects of the computer science industry with a strong focus on computer programming. We will explore the Cocoa framework with a modern programming language called Swift. Students will receive a hands on approach to app development, which will provide them with the foundation necessary for future education in computer science.

**Robotics (Lab Science & Honors)..... ½ credit**

**Offered Alternate Years**

This is a half credit elective STEM course where students learn about robotic technologies and their impact on all modern industries, such as healthcare, transportation, and manufacturing. Students will be building robots, and will be introduced to computer programming logic and reasoning skills in the context of robotics engineering.

**ENGLISH AS A SECOND LANGUAGE**

**ESL Language with TOEFL Prep..... 1 credit**

ESL students will develop communicative and academic language competence in the four main areas of language usage: listening, speaking, reading and writing. The course will be a study of basic and intermediate patterns of English grammar and their usage in academic and conversational English. This course will also help the student acquire higher scores for standardized tests such as TOEFL and SAT.

# Academic Attendance Policy

Every student is expected to be at school every school day, on time, and prepared for class (except in the case of illness, family emergency, religious holidays, or a school-sponsored event). Parents should attempt to schedule appointments after school or during home leaves. Recurring medical appointments should be rotated so that the student does not always miss the same class.

## Attendance Grades

HVA follows a point system for daily attendance with applicable letter grades. Accumulated points determine the grade received for each quarter/midterm. Under this system an unexcused absence will be recorded as 3 points and an unexcused tardy as 1 points (these points are the same for all classes, no matter how long or short the class is). The following represents HVA's grading system:

Attendance Points	Grade	Consequence
0-5	A	None
6-9	B	Notification to student, parents, & dean
10-12	C	Notification to student, parents, & dean
13-19	D	Loss of extra-curricular privileges and a \$25 fine
20+	F	Meet with Ad. Council, Possible Suspension and a \$50 fine

**Note: Students must remain at a C grade or above in attendance for them to be able to:**  
**Play varsity sports**  
**To hold a class or SA office**  
**Participate in some extracurricular activities throughout the year**

## Point Redemption

Students may redeem points on their attendance if they fill out a request to redeem form and have perfect attendance 3 days in a row. Students may earn 9 recovery points during the three day period and any points earned above the amount needed to clear their grade will not be counted. This runs per mid-semester (quarter) resets and midterms/end of semester.

## Absences

HVA reserves the right to declare an absence excused or unexcused. A doctor's note for any illness-related absence may be required. On the school day students return from their absences, they are to report to the Attendance Officer or and resolve the absences from classes.

## Excused Absences (AE's)

By Maryland state law, only the following reasons constitute excused absences: illness, death of immediate family member, religious observation, court summons, violent weather (leading to life-endangering travel), suspension as well as significant family events such as a graduations, weddings, or funerals. Parent, and/or dean, must call or email the Attendance Officer. Upon returning to school after being absent, students must present a written explanation to the Attendance Officer listing:

***Student's name***

***Date(s) of absence***

***Reason for absence***

***Signature of parent and telephone number where parents may be contacted for verification.***

This note is required in addition to the phone call or email a parent may have previously made or sent. Until such a note is received, the student's absence(s) will be considered unexcused, and any related consequences will apply.

## School-sponsored Absences (SA's)

Absences due to school-sponsored events, such as athletics; music tours; and field trips, are excused and do not count towards loss of credit. Students involved in an approved school-sponsored activity will be allowed to make up all class work. Students must make arrangements to make up their class work before leaving including tests.

Note: Students actively involved in athletics, music ensembles, drama, and other school-related activities must understand that long practice hours and possible late night activities do not relieve responsibility for being at school, attending classes, turning in assignments on time, or taking tests when scheduled. Students should not miss class(es) on the day they plan to participate in these types of school-related activities.

### **Unexcused Absences (AU's)**

Absences are expected to be excused the day of return to school, at which time the make-up policies listed in each teacher's syllabus above go into effect. Absences that will not be excused include, but are not limited to family vacations, leaving early for home leaves, other travel or personal recreational activities that are not HVA sponsored.

### **Tardy Policy**

Because punctuality is important, students are held strictly accountable for prompt attendance at all classes and scheduled meetings/chapels. A tardy due to a pre-arranged medical appointment will be excused only if a medical note is presented upon returning from an appointment. Students who are tardy may not be allowed to make up work which may have been completed in class before they arrived.

Note: Students are considered tardy when they arrive after the bell has rung for any class or chapel program. They are marked as absent late when they are more than 10 minutes late.

### **Chapel/Prayer & Praise Attendance**

Students are required to attend all scheduled chapels and attendance will be taken. Points for unexcused tardies and absences to chapel are the same as for all classes. Please see "Attendance Grades" for point system.

### **Make-up Tests**

Students absent on the day of a quiz or test because of a non-school related excused absence are to make it up immediately upon return to school. If students are absent only on the day before a pre-announced test, they will be required to bring an excuse the day they return and take the test with the rest of the class.

### **Make-up Work**

Highland View Academy has many diverse and challenging classes. When students have excused/unexcused absences they must abide by the late work policy in the syllabus for each class. For late work policy see individual class syllabus.

### **Parents and RenWeb**

HVA encourages parents and students to track their student's attendance via RenWeb.

### **Perfect Attendance**

Because HVA encourages students to attend classes on a regular basis, awards are given for perfect attendance. Students with perfect attendance will not have had any excused or unexcused tardies or absences for the entire semester. School sponsored absences are not counted against perfect attendance.

### **Loss of Credit**

Each state sets policy regarding the minimum attendance requirement for academic credit. Maryland's policy states that if a student misses 20% or more of a class's total meeting time in one semester, they will lose credit for that particular class, regardless of academic performance. This is called a Loss of Credit and an LC is recorded on the student's transcript. An LC is equivalent to an F when GPA's are calculated.

Classes missed as a result of discipline issues are considered part of the 20% of absences allowed per class per semester. Loss of credit will occur when a student misses 20% of any given class (excluding school-sponsored absences).

If a loss of credit is issued, the decision for the student to withdraw or remain in the class will be made by the registrar in consultation with the teacher, Academic Standards Committee, the student, and the parent/guardian.

It is important to realize that absences can accumulate quickly. While the registrar will notify parents of potential loss of credit issues in as timely a manner as possible, it is the students' responsibility to check RenWeb to keep track of their absences. If a loss of credit in a class drops the student below the class minimum required for enrollment, the student may be asked to withdraw from school.

# TECHNOLOGY POLICY

Highland View Academy offers students access to the school computer network for Internet and general use. To gain access to the network, all students and parents must sign and return the Computer Use Agreement to the office. Access to network services is given to students who agree to act in a considerate and responsible manner. **Access is a privilege not a right and requires responsible conduct.**

Students will be instructed in online safety and the responsible use of electronic equipment. Filters on Internet access are applied to all users in order to prevent inappropriate sites from being visited. Filters, however, are not 100% effective and responsible use is still necessary. Students will be taught how to use the Internet as a research and educational tool. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Students are responsible for good behavior on school computer networks. Teachers have the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from the sites. Student time online will be scheduled by a teacher and will involve specific curricular objectives.

Google Apps accounts are provided for students attending Highland View Academy. This promotes communication and collaboration between students and teachers, and provides the opportunity to start teaching responsible online behavior. Students are restricted to email communications only within HVA's account (HVA students, teachers, and staff), so they cannot send email to or receive email from users outside of the highlandviewacademy.com domain.

It is not possible to list all activities that are not permitted, but the following list gives examples of unacceptable behavior that extends to the technology arena:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Any activity that violates applicable local, state and federal laws, including copyright and licensing laws
- Using another person's password (even if they log you in)
- Sharing your password with someone else
- Intentionally wasting resources
- Using the network for commercial purposes
- Downloading HVA's software for personal use
- E-mails may not be sent or read during class
- Computers in the lab are not personal equipment. Students may not change the screen savers, backgrounds, or otherwise "personalize" any equipment. Violations will result in loss of access and may also result in other disciplinary or legal action.

## INTERNET ACCESS

Students/parents/guardians have been advised that Highland View Academy does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While HVA's intent is to make Internet access available to further its educational goals and objectives, account holders could access other materials as well. HVA believes in the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration. The parent/guardian of minors is responsible for setting and conveying the standards that their student should follow.

Internet is provided through school computers to support the school's educational goals. The specific conditions and services being offered will change from time to time. HVA assumes no responsibilities for:

- The content of any advice or information received by a student from a source outside of HVA, or any costs or charges incurred as a result of seeing or accepting such advice;
- Any costs, liability or damages caused by the way the student chooses to use his/her computer privileges;
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of Highland View Academy;

The privacy of electronic mail or student-produced documents cannot be guaranteed.

## COMPUTER USE AGREEMENT

Each student must sign a Computer Use Agreement which is summarized in the following terms:

- My use of HVA computers must be consistent with the school's primary goals and with the behavioral policies outlined in this school bulletin.
- I will not use HVA computers for illegal purposes of any kind.
- I will not use HVA computers to transmit threatening, obscene, or harassing materials. HVA will not be held responsible if I participate in such activities.
- I will not use HVA computers to distribute unsolicited advertising or propagation of computer worms and viruses.
- Not respond to electronic communications (i.e. email, chat, etc.) received from unknown sources, and must report any such communications received to HVA technology staff immediately.
- It is assumed that information and resources accessible via HVA computers are private to the individuals and organizations which own or hold right to those resources and information. Therefore, I will not use HVA computers to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources.
- I will never access, or try to access, the HVA network with another person's username and/or password, or without authentication.
- Not tamper with physical or electronic computer resources. Damaging computers, computer systems, or computer networks intentionally will result in termination of privileges and/or a fine.
- Not give out personal information (about themselves or anyone else), such as name, address, or other identifying information on the Internet, nor misidentify themselves in online communication in an attempt to avoid detection for any misbehavior or rules violation.
- I will not use the internet in any such way that endangers or jeopardizes the safety of any HVA student or faculty member damages to the reputation of HVA.

Students must agree to abide by the HVA Computer Use Agreement and to refrain from unethical or unacceptable behavior and accept the consequences should such behavior occur. STEM students will be given an additional computer agreement for use of their assigned laptop.

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Noncompliance with these policies may result in one or more of the following, depending on the severity of the violation:

- Warning that a use is prohibited
- Computer ethics counseling by HVA staff
- Temporary disabling of computer/network access
- Permanent disabling of computer/network access
- Disciplinary actions, as outlined in the student handbook, may include in-school suspension, out of school suspension, and/or expulsion
- Expulsion from school
- A subpoena of data files
- Legal prosecution and penalties under applicable local, state and federal laws

## SUPERVISION & MONITORING

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Monitoring of activity on school-owned devices may be conducted using various network and desktop monitoring tools, including but not limited to, remote access software, security software logs, keystroke loggers, and screen captures. All student email, documents, and other electronic data generated or accessed using school resources are subject to monitoring and review by school staff for the purpose of enforcing school policy.

Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Access to computers is a privilege, not a right. That access entails responsibility. Inappropriate use will result in suspension or cancellation of computer privileges. The system administrators in conjunction with school personnel will deem what is inappropriate use. Highland View Academy reserves the right to deny computer access and Internet privileges to any and all students. Users are considered subject to all local, state, and federal laws.

## **SOCIAL MEDIA POLICY**

Highland View Academy (HVA) supports the use of social media for academic and non-academic activities and to reach audiences important to the school such as: parents, students, prospective students, faculty/staff, marketing and recruitment. School presence or participation on social media sites is guided by policy. This policy applies to all who engage in internet conversations that link HVA with the author, this includes but is not limited to: school-related purposes or school-related activities. Distribution of sensitive and confidential information is protected under various Federal & state laws and HVA policies whether discussed through traditional communication channels or through social media.

Social media sites are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include, but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Twitter, Facebook, YouTube, and MySpace.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students you will want to represent Highland View Academy in a fair, accurate and legal manner while protecting the brand and reputation of the school. When publishing information on social media sites remain mindful that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others.

### **POLICY**

Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the school, faculty, staff and students. Respect copyright and fair use rules when posting, be mindful of the copyright and intellectual property rights of others and of the school. Without consent do not use Highland View Academy logos and graphics, on personal social media sites. Using HVA's name to fundraise and or to promote a product requires administrative and or Board of Trustees written consent. Do not promote a cause, political party or candidate. Group and appropriate personal pictures taken at HVA events are allowable, however caution needs to be taken in doing so, it is always best to seek permission. Use of computers, cell phones, PDAs, electronic notebooks, etc. during class will be determined by each teacher's classroom management policy and the learning activity of that class or classroom. No student shall videotape faculty, staff or fellow students for personal or social media use without the express written permission of the faculty/staff or fellow student(s). This excludes public group events held by HVA such as: church services, sports, music programs and other approved HVA events.

Be aware of your association with Highland View Academy in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with the mission of HVA and the terms of your acceptance to HVA. Ultimately, you have sole responsibility for what you post, or allow others to post on your social media sites.

### **PROCEDURES & CONSIDERATIONS**

There is no such thing as a "private" social media; think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty/staff. If you are about to publish something that makes you even the slightest bit uncertain, seek guidance. You and possibly your parents are legally liable for what you post on your own site and on the sites of others. Don't use ethnic slurs, personal insults, bullying, obscenity, pornographic images, or engage in any conduct that would not be acceptable in person. If you would not do this in the presence of your parents, deans, teachers or principal don't do it.

### **CONSEQUENCES**

Students who share information or content that is not supportive of the mission and vision of Highland View Academy or that is confidential, slanderous or of a bullying nature, you do so at the risk of disciplinary action including suspension and or dismissal from Highland View Academy. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, bullying and or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

# Student Life

## DRESS CODE

The following guidelines govern students attending HVA when on campus or attending a school function. When a student is out of dress code during scheduled school hours or any other required school event, he/she will be sent to the administrative offices.

### General Dress Guidelines

The Administration and faculty of HVA want to promote a spirit of responsibility in students and strive to teach them to choose to dress and behave in a neat, clean, modest, non-provocative manner. In order to help facilitate this goal:

- No hoodie sweatshirts are to be worn in the administration building
- No winter jackets are to be worn in classrooms.
- Head apparel or hoods may not be worn in the Administration building.
- Tight form-fitting apparel may not be worn as an outer garment.
- Clothing designed as undergarments are not to be visible.
- Garments with low-cut necklines and backs, bare midriffs, or with sheer fabrics are not to be worn.
- Pants and shorts are to be worn at the waistline.
- Garments must be appropriate size and length;
- No sleeveless shirts (males and females) may be worn during work or in the ad. building.
- Any writing or pictures on clothing must be in harmony with the school philosophy and objectionable material is not allowed.
- Specific approval must be given for banquet apparel by the deans.

Some organizations of Highland View Academy may have specific dress code requirements when performing and/or traveling. Students must abide by those announced dress codes. Each staff member has the right to evaluate a student's compliance with the dress code and take action accordingly. ***These rules also apply at school related functions***

### Classroom Attire (Uniforms):

Highland View Academy has adopted a school uniform for classroom attire. Students must purchase and wear only the clothing items on the following uniform list.

Classroom attire applies to all students when they are in the Ad Building, music building, and cafeteria between 8:00am and 3:30pm. Depending on the place of employment, students may be required to wear their uniform during work hours. It is expected that only neat and clean uniforms will be worn.

- Navy, light blue, white or black polo shirt with embroidered HVA logo
- White or light Blue oxford with embroidered HVA logo
- Khaki colored pants
- Girls: Tartan plaid and Khaki colored skirts (*knee length*), *in addition to the pants.*
- Navy vest, v-neck sweater, cardigan, or fleece jacket with embroidered HVA logo (*over polo or oxford uniform shirt*)
- Closed-toe shoes (no sandals or flip-flops), Rain and snow boots permitted when appropriate.
- Tights – solid color (navy, black, gray, or white), no fish-net stockings
- Undershirts must not be seen through uniform shirts

\*Uniform pants are twill pants of a classic and modest cut. A particular brand is not required, however, students may **not** wear tight pants, spandex, low-rise pants, cargo pants, pants with frayed hems, shorts, or capris. Please choose plain pants with no embellishments

### Dress Code Violations Consequences

If students are found to be out of dress code during school hours they will be sent to the front office and asked to call their parents/dean if necessary. Students will not be allowed to return to class until they are compliant with the uniform policy. If they do not have a uniform shirt or pants available, they will be able to rent or buy from the business office, so please plan accordingly. Students will receive an unexcused absence or tardy in the class for time missed.

### Church Attire

Ladies: Dresses, skirts/blouses, dress slacks and dress shoes. Dresses must be of modest length, cut, fit and style. Dresses and tops must have modest shoulder coverage. Low-cut and strapless attire is not permitted.

Men: Dress shirt with dress slacks, tie and/or jacket, socks, shirt tucked in, and no tennis/athletic shoes or sneakers.

### Winter Attire

Winter boots may be worn during winter weather conditions. No jackets or hats are allowed in class, but students may wear scarves and sweaters as outlined in the uniform list.

### **Vespers Attire**

Vespers attire is the same as church attire except it allows for collared shirts for men with no tie. Jeans, hoodie sweatshirt, flip-flops, and slider sandals must not be worn to vespers. But at times, depending on the location and activity for vespers, an alternate dress code will be announced. Attending students not in dress code, including community students, will be asked to change.

### **Recreational Attire**

Jeans, warm-ups, loose fitting shorts of HVA volleyball length or longer, modest t-shirts or tank tops, and sneakers may be worn. Spandex and spandex-like attire is not to be worn as an outer garment. Shoes (not slippers or flip flops) must be worn when participating in recreational activities. Black-soled shoes that mark the gym floor may not be worn during recreation or sports activities.

### **Dress Down Day Attire**

On certain days students are permitted to have dress down days. Students may wear nice jeans with no rips or holes, an appropriate top, and closed toed shoes. Often these are Student Association fundraisers and there will be a fee for dressing down. Students who do not pay the fee must wear uniform.

### **Work Attire**

Because there are various types of work assignments, it is important for all students to check with their work supervisors concerning appropriate dress. Please keep in mind that clothes appropriate for work may not be appropriate elsewhere on campus (such as the dining hall). Students working in the Ad Bldg are required to wear their school uniform. Please check with your work supervisor for any exceptions.

### **Make-Up**

Cosmetics, if worn, should have a natural appearance.

### **Jewelry**

Necklaces, arm or leg bracelets, leather or string bands, rings, earrings, studs, spacers, and similar items are not to be worn. Jewelry will be confiscated when worn and turned in to the Administration. Rubber wrist bands, such as those worn to support causes, are considered to be jewelry. Students disregarding this policy will be subject to disciplinary action.

### **Hair**

Hair and facial hair should be neat and clean. A hairstyle should not obscure one's vision. Extreme hair styles and unnatural hair colors are not appropriate. The Administration reserves the right to ask students to have their hair re-styled, re-colored, or cut.

### **Shoes**

For reasons of safety and hygiene, shoes or sandals must be worn on campus at all times, except when in the dorms or playing volleyball in the sand pit.

### **Swim Wear**

Students are to be fully dressed when going to and from the pool.

Ladies: Modest one-piece suits and tankinis are appropriate. Bikinis are not allowed.

Men: Boxer-type suits are appropriate. Speedo-style swimsuits are not allowed.

## **STUDENT BEHAVIOR AND CAMPUS POLICIES**

### **ACCIDENTS**

All accidents that result in injury must be reported immediately to the supervisors on duty whether the student is at work or involved in school activities. It is the student's responsibility to obtain and complete an accident form and obtain the necessary signatures. If medical attention is necessary, the expense is to be covered by the parents' insurance. Any remaining expense not covered by the parents' insurance, within policy limits, is covered by the student accident insurance. In case of an injury at work, the medical expense is covered by workmen's compensation.

### **ASBESTOS**

In 2002, in compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the school buildings were inspected for asbestos-containing building materials. The current inspection findings and asbestos management plans are on file in the school administration office. An accredited management planner reviewed the results of the re-inspections and recommended actions that should be taken to safely manage each asbestos material in our buildings. Asbestos materials in this school are in good condition and will continue to be managed in place, as recommended by the accredited management planner.

### **BULLYING / CYBER BULLYING**

We are a Christian school, and by claiming this we need to demonstrate the character of Christ in the way we treat each other, at all times. Bullying is not tolerated at HVA and will be disciplined.

**Definition:** Bullying is identified as any intentional, repeated, harmful behavior, verbal or non-verbal, that is intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect.

Bullying includes, but is not limited to:

- Hitting
- Punching
- Tripping
- Bossing
- Spitting on
- Blocking
- Kicking
- Pushing
- Teasing
- Shoving
- Poking
- Name calling

- Threatening
- Belittling
- Making fun of another's appearance, physical characteristics, or cultural background
- Making fun of another's actions
- Exclusion from activities or social groups
- Spreading rumors
- Circulating inappropriate notes or drawings
- Using other people to threaten, intimidate, or humiliate another
- Encouraging others to violate the anti-bullying policy
- Sending of inappropriate or threatening emails or text messages
- Creating or posting inappropriate or threatening information or pictures on websites or any form of social media (i.e. Facebook, Twitter, SnapChat, Instagram, etc.)

All bullying behavior should be reported to the Principal. It is the responsibility of all faculty and staff members to report all occurrences of bullying. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Each reported incident of bullying will be dealt with on a case by case basis.

As Jesus Christ demonstrated the value of each human life in His willingness to die for every person, shouldn't we value each other as He valued us by treating each other with respect, kindness and love?

### **BICYCLES, ROLLERBLADES & SKATEBOARDS**

Bicycles owned by dormitory students should be registered with the respective deans. When not in use, bicycles should be properly parked or stored in designated areas. Each time a student wishes to ride a bicycle off campus, permission must be obtained from the dean on duty. Fastened helmets are required. Rollerbladers must wear helmets and protective gear. Rollerblading is not allowed in the church parking lot or at the Da'Vita Foods plant. Skateboarding is not permitted on campus in any location.

### **CAMPUS HOURS**

On regular school days the Ad. Building opens at 7:30 a.m. and closes at 5:00 p.m. unless otherwise announced. Students who arrive prior to 7:30 a.m. should go to the appropriate dormitory to wait until the building opens. Students should not leave campus until their school day is over.

If students are waiting for rides after the Ad Bldg has closed, they are to wait in the appropriate dorm lobby.

Dormitory students who do not work must spend their class-free hours either studying in a supervised study hall or in the dormitory. Community students who do not work must spend their class-free hours either studying in a supervised study hall, or at home.

Community students may be in the dormitories only with permission of the deans. Community students are welcome to take part in evening activities such as recreation but must leave campus when regularly scheduled activities are over, typically at 7:15 p.m. If community students are on campus in the evening for sports or music practice they must leave campus after the conclusion of the activity.

### **CELL PHONES & PORTABLE ELECTRONICS**

Besides designated areas (i.e. student lounge and cafeteria), students are not to use cell phones or other personal electronic devices, including earphones, in the classrooms, music room, church building, during worships or other school scheduled programs. Teachers will collect cell phones at the beginning of each class and will return them at the end unless teachers direct their use for a specific class project or activity. Deans will advise dorm students of cell phone and personal electronic device regulations in the dorm.

### **Cell Phone/Portable Electronic Device Penalties**

#### **1st Offense:**

The device will be taken away and held in the administrative offices for 24 hours. The device will be returned to student/parent after the 24 hours.

#### **2nd Offense:**

The device/phone will be taken away and held in the administrative offices for up to one week.

#### **3rd Offense:**

The device will be taken away and held in the administrative offices for up to the remainder of the semester. The student's parent will be apprised of the action taken.

### **CHILD ABUSE**

As mandated by Maryland Law in Article 27, Paragraph 35A, Annotated Code of Maryland, Highland View Academy administrators, counselors, teachers, and staff members who have reasonable cause to suspect child abuse or neglect shall make an oral report immediately to the Child Protective Services. Under this provision, all Administration, Faculty and Staff are required by law to inform the local authorities.

### **CLOSINGS & WEATHER DELAYS**

Highland View Academy administration will consider many factors in determining weather cancellations and delays. School closings and delays will be announced via RenWeb, email and text message by 6:30 a.m.

### **DRUG TESTING**

We subscribe to the Biblical principle that our bodies are temples of God. We believe it is our responsibility to identify students who are using harmful substances. To ignore this duty is to neglect care for the total person. Our goal is to help students stay drug free. We reserve

the right to test our students for drugs in an effort to work with students and their families to assist students in remaining, or becoming, drug free. Each student and parent receives a copy of the drug testing guidelines in their online enrollment packet.

## **FOOD AND GUM**

In order to maintain a clean and orderly environment, students are not allowed to have food, drinks (excluding water), or gum in the Ad Bldg or church. This includes eating, drinking, or chewing gum in the hallways, classrooms, lobby, student lounge, library or any other location in the Ad Bldg. This policy is in effect at all times in the Ad Building and church, whether during school hours or not.

## **FOOD SERVICE POLICY**

Highland View Academy operates a nutritious food service program that follows health principles practiced by many within the Seventh-day Adventist church. All meals are vegetarian.

### **Procedures and Policies**

- Throwing of food items or other objects is strictly forbidden.
- Discipline and fines are proportional to the amount of damage and disruption. Offenders are responsible for clean-up.
- Patrons are asked to prevent waste.
- Patrons should report spills promptly to help keep floor clean.
- Patrons may not sit on tables.
- Gum chewing is not allowed in the cafeteria.
- Persons removing non-food items from the cafeteria (silverware, trays, cups, etc.) are subject to a replacement fee and possible additional discipline.
- Patrons are expected to vacate the dining hall at the scheduled end of each meal; loitering is not permitted.
- General dress code policies apply, and in addition, dress code for Sabbath lunch is church attire; dining attire does not include pajamas; and no sleeveless shirts are allowed for boys or girls.

## **GYMNASIUM GUIDELINES**

- Participants in recreational activities must wear athletic shoes.
- Students may be in the gym *only with faculty supervision*.
- School intramurals and recreation periods are closed to non-student participation unless specific permission is granted.
- If a class is being taught in the gym, it should be treated as a classroom and entered only with the teacher's permission.
- Students are not allowed to hang on the basketball rims or nets.

- Demonstration of good sportsmanship by players, spectators, coaches, and parents is expected at all times.

## **HOME LEAVES**

Home leaves and vacations are scheduled approximately every month and are listed in the school calendar, during which time the cafeteria and other services are unavailable. All class and work appointments are to be met until the leave begins. Transportation fees vary. **The dormitories are closed during all home leaves and vacations.**

## **HVA ABC STORE**

The Highland View Academy Adventist Book Center is open for student use during published student hours. The following policies apply:

- The store is closed to students during class time.
- Sales are by cash. No charges may be made to student accounts.
- Shoplifting will be dealt with severely and may include criminal charges.
- Students may not loiter or visit student workers.

A student may be banned from the store by the store manager or administration if deemed necessary.

## **LIBRARY POLICY**

The library is designed for quiet study or reading. Students are expected to work quietly and respect the need of others to study. Most library books may be checked out for a period of two weeks. All books must be checked out at the desk. A fine of ten cents per day will be charged on each overdue book. Anyone in possession of library books that have not been checked out properly may be fined up to \$10 plus replacement costs.

## **LOCKERS**

Highland View Academy provides lockers in the Ad Bldg for student use. Students are expected to take good care of their assigned lockers. No pictures or decorations are allowed on the outside of lockers and all interior decorations must be in harmony with school philosophy. All lockers are to be closed when unattended. For safety reasons, as well as cleanliness, students are not allowed to leave items on the floor in front of lockers. Items left on the floor will be removed by faculty. **The administration reserves the right to inspect lockers at any time.** Locks are not to be tampered with, and any interior damage to locks will be paid for by the locker's assigned user.

## **MEDICATIONS**

The following policy is designed to ensure the health and safety of all HVA students. **All students are expected to strictly adhere to the policy outlined below. Students who violate the medication policy will be disciplined, and such discipline may include**

**suspension or expulsion. Medications will be administered through trained medication technicians on the campus under the direction of a delegating nurse.** The school delegating nurse (RN) will call the prescriber, as allowed by *Health Insurance Portability and Accountability Act* (HIPAA), if a question arises about the child and/or the child's medication.

- No medication will be administered in school or during school-sponsored activities without the parent's/guardian's written authorization and a written physician's order. This includes both prescription and over-the-counter (OTC) medications.
- The parent/guardian is responsible for completing Part I of the Authorization to Administer Form and obtaining the physician's statement on Part II. This is required every school year for each new or continuing order or if there is a change in dosage or time of administration during the school year. (A physician may use office stationery or prescription pad in lieu of completing Part II.) Information necessary includes: child's name, diagnosis, medication name, dosage, time of administration, duration of medication, side effects, physician signature, and date.
- The medication must be delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent/guardian. Under no circumstances will school personnel administer medication brought to school by the student. All prescription medication must be provided in a container with the pharmacist's label attached. Nonprescription OTC medication must be in the container with the manufacturer's original label. Physician samples must be appropriately labeled by the physician. All medications will be stored in a locked cabinet. *The parent/guardian is responsible for collecting any unused portion of a medication within one week after expiration of the physician's order or at the end of the school year. Medication not claimed within that time period will be destroyed.*
- Self-administered and/or non-medically prescribed medications are entirely the responsibility of the parent/ guardian and not that of Highland View Academy. Medications without accompanying physician's orders and parental consent will not be stored at Highland View Academy. A physician's order and parental permission are necessary for self-carry/self-administered emergency medications such as inhalers for asthma and EpiPens for anaphylaxis. The school CMT must evaluate and approve the student's ability and capability to self-administer medication. It is imperative the student understands the necessity for reporting to either the CMT or HVA staff that they have self-administered their inhaler without any improvement or have self-administered an EpiPen, so 911 may be called. Students may not self-administer controlled substances.
- All medications will be stored in a locked cabinet.

- Students will not be allowed to keep bottles or packages of medications in their rooms, lockers, or backpacks.
- Students will not be allowed to share or borrow any medication from other students. This includes prescription and non-prescription medications.
- For Community Students: The first day's dosage of any new medication must have been given at home before it can be administered at school.

## **PHOTO RELEASE**

By registering at Highland View Academy, students authorize the school, or anyone authorized by the school, to use photos taken of them for school purposes, without compensation. This includes, but is not limited to, using pictures for the school yearbook, newspaper, promotional brochures, alumni publications, and school web site. All photos, prints, and photo files will be considered the property of Highland View Academy.

## **PRACTICAL JOKES**

Pranks and practical jokes are not allowed. While these types of activities may be done in fun with no intent to harm or hurt others, the consequences frequently conflict with our goals as Christians to uplift and encourage one another. Activities such as water fights, surprise dormitory visits, etc. must have the approval of the parties involved, including faculty sponsors. *When students are in doubt of what might be considered a practical joke, they must ask a faculty member.* Students engaging in pranks will be disciplined by Administrative Council. *Hazing and initiations are prohibited by law.*

## **REVERENCE AND SABBATH OBSERVANCE**

As a Seventh-day Adventist institution, Saturday is recognized as the Sabbath and students are expected to adhere to practices related to the Sabbath. While not all students are of the Adventist faith, they are expected to observe Sabbath practices when on campus. In keeping with the fourth commandment, Highland View Academy considers a spirit of reverence to be the setting aside of all secular activities from sundown Friday until sundown Saturday.

Highland View Academy holds special sacred services at various times during the week and believes that conduct during those services is indicative of our attitude toward God. *Irreverence toward God is inappropriate. Students are expected to give respect, honor, and reverence to our Lord during all sacred services.*

## **SCHOOL VISITORS**

Visitors coming to the administration building must report to the receptionist's office. This includes students from other schools, parents, or other guests. While there are times when visitors are allowed in classrooms, requests to visit should be made with administration in advance. Visiting with students is not allowed during work and

school hours. Visitors going to the dorms must sign in with the dean on duty.

## **SEXUAL HARASSMENT POLICY**

Highland View Academy values the right of all students to work and study 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 Highland View Academy's policy, sexual harassment constitutes illegal educational discrimination under Federal and State statutes and the 14<sup>th</sup> Amendment of the U.S. Constitution and Title IX of the Education Reform Act Amendment of 1972. Since God has created us with sexuality, we have the responsibility and choice to exercise purity of thought and behavior promoted by the Bible and to avoid what civil law forbids. Highland View Academy will not tolerate acts of sexual harassment, nor will it tolerate retaliatory behavior in response to a student's complaint of harassment. In like manner, false claims of sexual harassment will not be tolerated. Such actions will result in a timely review and, if warranted, disciplinary action.

### **Definition**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, regardless of where it occurs, constitute sexual harassment when:

- Such conduct has the purpose or effect of interfering with an individual's academic performance or social life; or creating an intimidating, hostile, or offensive work or study environment.
- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's social, spiritual, or academic program.
- Submission to or rejection of such conduct by an individual is used as the basis for enrollment decisions affecting such individual. Sexual harassment can take place between members of the same sex, as well as members of the opposite sex. Any individual may be a victim or perpetrator of sexual harassment.

**Examples of such behavior include, but are not limited to:**

- Making threats of a sexual nature
- Touching or grabbing of a sexual nature
- Basing educational decisions or practices on submission to sexual favors
- Unwelcome sexual advances, comments, gestures, or contact
- Jokes of a sexual nature
- Subjecting others to ridicule, slurs, or other derogatory actions of a sexual nature
- Displaying sexual pictures, photographs, cartoons, or graffiti

- Making improper or suggestive comments about a person's anatomy

### **Reporting Sexual Harassment**

Persons who believe they are being sexually harassed should:

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

### **SOCIAL RELATIONSHIPS**

Highland View Academy's social policy is a disciplinary system designed to keep the interactions between students healthy and safe. For full descriptions of potential consequences, refer to disciplinary policies and procedures on page 32. In order to help students form healthy friendships:

- Students are expected to interact with each other in a respectful and appropriate Christian manner.
- Inappropriate contact is classified as excessive displays of physical affection. Inappropriate contact includes, but is not limited to: holding hands, prolonged hugging of any nature, kissing, sexual contact or intercourse, sharing blankets, lying next to another student, and wrestling or "rough housing." Examples of appropriate contact are handshakes, high-fives, fist bumps, pats on the upper back, brief side hugs, or brief non-sexual hugs.
- Students may also be placed on social restriction if the faculty and/or administration believe them to be placing themselves in an unhealthy environment. Unhealthy relationship behaviors include, but are not limited to: students in an unsupervised area for a prolonged period of time, leaving class to meet with a significant other, and forming relationships that do not meet the standards of Christian morality and purity.
- Students who break the boundaries of appropriate touch and/or actions will be placed on social restriction for a period of time to be determined by ad council. Social restriction means that students may not interact with each other in any way, including but not limited to: talking, writing notes, texting, calling, using social media, or intentionally being around each other except when dictated by work or class appointments. In other words, all communication is off-limits.
- When a student is placed on social restriction by any staff member, it is effective immediately. The duration of social restriction will be set by the administration.

- If a non-student is socially involved with a student, the non-student is subject to school policy when on campus or at school events and may be asked to leave the school campus.

## **STUDENT ACCIDENT INSURANCE**

Accident insurance, which covers the student while under school jurisdiction, is included in the student registration fee. **It is the student's responsibility to report any injury occurring during school activities to the supervisor of the activity/area.**

This coverage is secondary insurance, which means that it pays for the costs remaining after the parents' insurance pays. The school insurance is accident insurance only, and does NOT include insurance for illness. Parents are expected to provide their own insurance for major accidents and illness.

In addition, the academy carries Workman's Compensation Insurance on every student for any accident which might occur while the student is working for the school. **It is the student's responsibility to report any work-related activities to their supervisor.**

## **SUBSTANCE USE AND/OR ABUSE**

Highland View Academy subscribes to the Biblical principle that our bodies are the temples of God. Students attending Highland View Academy should not use harmful substances such as alcohol, tobacco, illegal drugs, etc. both on and off campus, during school and vacation.

If a student is discovered using harmful substances, HVA personnel will immediately report the student to the civil authorities and then notify administration. The administration will work with the student and parents on a case by case basis to develop a plan of action. The student and the parents must commit to following the plan of action in order for the student to remain in school. The plan of action may include steps such as required counseling, random drug testing, and may include consequences such as suspension or expulsion from school.

## **THREATS OF VIOLENCE & WEAPONS**

Highland View Academy will not tolerate weapons of any kind on campus or off campus at any school-related event or activity. A "weapon" is defined as any gun, stun-gun, firearm, bomb, smoke bomb, explosive or incendiary device, poison gas, Mace, pepper spray or knife. "Weapon" also includes any device that is either designed by its manufacturer or redesigned and/or altered by another for use as a weapon. "Weapon" also includes any device in a student's possession while at school, on school property, or at a school sponsored function that the student uses, or intends to use, as a weapon for the infliction or permanent or temporary bodily harm or harm to property.

Students using a weapon, threatening to use a weapon, or possessing a weapon (having a weapon in one's room, car, locker, backpack, bag, etc. constitutes

possession), will be immediately suspended with expulsion recommended in line with the school's disciplinary procedures. Investigation of safety, weapon use, and violence and any resulting discipline will fall under the jurisdiction of Administrative Council. Applicable state and federal laws or guidelines will be followed.

Students who take part in violence or make threats of violence, including but not limited to, threats to harm a student or students in any way, threats to harm a teacher or teachers in any way, threats to cause physical damage to school property, or threats to cause disruptions to school activities or programs will be subject to immediate suspension. Investigation of threats and any resulting discipline will fall under the jurisdiction of Administrative Council.

## **TRANSPORTATION POLICY**

When students are involved in school-related functions, such as field trips, club outings, or tour groups, the following guidelines for conduct are to be followed:

- Students are to remain seated when the vehicle is in motion.
- No sitting or sleeping in aisles or luggage areas is permitted.
- Heads, arms, hands, and feet are to be kept inside the vehicle.
- Sound should be kept to a conversational level.
- Seating is gender segregated.
- iPods and MP3 players (with head phones) are allowed at the discretion of the group's faculty supervisor.
- Students are not permitted to drive their vehicles to any off-campus, school-sponsored activity without prior permission from the Administration.

## **TRIPS**

All schools sponsored trips (including but not limited to athletic, music, and senior) are closed to non-HVA individuals unless explicitly invited or at the discretion of the administration.

## **VEHICLE POLICY**

Driving a car on campus is a privilege, not a right. Students should not be loitering in the parking lot or in the cars at any time. Students are expected to obey state traffic laws as well as the following regulations:

### **Vehicle Regulations:**

- Only licensed, insured vehicles and drivers are permitted to drive on campus.
- All students will be required to turn car keys in to administration to hold during the school day.
- Students are not allowed to leave campus during school hours without specific permission from an administrator.

- **Parking is not allowed** in fire lanes behind dorms, on the road in front of Barr Hall (the music building), or behind the cafeteria. **All student vehicles (dorm-students and community-students) must be parked in the parking lot of the Administration Building.**
- **Cars can only be used to and from home-leaves**, with the exception of village students and seniors who have senior privileges.
- Loitering around cars is not permitted on campus.
- **Students are not allowed to transport other students** (unless arrangements have been made for transportation to and from home).
- No one under the age of 21 may transport or sign-out a dormitory student **at any time**. The exception to this rule is for blood-relatives of the student.
- No one may check out a student who is not a blood-relative unless they carry insurance according to Union Code 9325. (see p.34)
- On-campus vehicle accidents are to be immediately reported to the business office.
- Students are to observe all posted speed limits.
- Reckless driving (excessive speed, squealing tires, driving on lawns, etc.) is prohibited.
- Students are not permitted to drive their vehicles to any off-campus school sponsored activities.
- Video surveillance and electronic monitoring equipment may be used to confirm vehicle violations and validate assessed fines.

**Students will be assessed the following fines for violating HVA/MD state vehicle regulations:**

**1st Offense:** possible loss of driving privileges for 1 wk.

**2nd Offense:** loss of driving privileges for 2 weeks, possible suspension from school.

**3rd Offense:** permanent loss of driving privileges, possible dismissal from school.

**VESPER\$ & WEEKEND PROGRAM\$**

Community students and their parents are encouraged to attend weekend services. When on campus, community students are to participate in the services or activities that are planned and are expected to comply with the same dress code policies and campus regulations as dormitory students.

**WITHDRAWN STATUS**

Students who have withdrawn from school, whether by their own choice or at the request of administrative council, immediately cease to have student privileges. This includes, but is not limited to, attending classes, receiving homework or assignments, submitting homework or assignments, attending school-sponsored

functions, and participating in the sports, music or other school-sponsored organizations and programs.

**WORK PROGRAM**

The work program is an integral part of the education program at Highland View Academy. We believe it is important for students to learn good work ethics and encourage students to be employed. The student employment program enables students to pay a portion of their expenses, helps students learn the responsibilities in the real world of work, and take responsibility and make personal commitments toward their own Christian education.

Many students at Highland View Academy pay a portion of their academy expenses through their employment, however, Highland View Academy makes no guarantee regarding the amount which a student will earn toward his/her expenses.

Students should recognize that work assignments are as important as class appointments. Work responsibilities come before social activities, varsity sports, and other extracurricular activities.

All time off from work must be arranged in advance, in writing, with the work supervisor and/or the work coordinator. If a student must be absent from work, the student must notify the work supervisor before their shift begins. In the event the work supervisor is not available, the work coordinator should be notified before the shift is to begin.

The student's employer reserves the right to dismiss the student if his/her service is unsatisfactory. *If a student is fired from a job, a parent conference must be arranged immediately and the parent must sign a new financial plan. The student will lose all scholarship and financial aid monies for the remainder of the year. Highland View Academy will not be involved in finding new employment for the student.*

Students and parents may be asked to sign a work program contract if they are working at an HVA assigned position.

Students will have opportunity to state their preference for a job. However, a condition of accepting employment at Highland View Academy is that students must be willing to work when and where they are assigned by the work coordinator. The academy will assign students to departments where work is available and cannot shift students from one work area to another merely upon request. Students who are 16 or older or who turn 16 during the school year will be assigned to off-campus employment when possible for maximum earning potential. Students may be transferred to an off-campus work assignment even if the student was originally assigned to a campus position. Students may be required to work during some weekends in certain departments (i.e. the cafeteria, the registrar's office, dormitories.

The Administration reserves, without additional parental consent, the right to:

- Question a student about his/her behavior or program;
- Inspect bags, backpacks, cars, lockers, and dormitory room;
- Conduct random alcohol/drug/tobacco testing;
- Require counseling, education, or treatment programs as deemed necessary for continued enrollment;
- Ask a student to withdraw from school if at any time the student's conduct, influence, or attitude is no longer in harmony with the philosophy and objectives of Highland View Academy;
- Define what constitutes a weapon;
- Announce and enforce additional regulations adopted by Highland View Academy during the school year;
- Make clear any interpretation of policy, written or implied, and is not subject to legal interpretation of wording or intentions.

## DISCIPLINE POLICIES & PROCEDURES

### COMMUNITY BEHAVIORS

Behaviors that negatively impact others and may cause real, emotional, physical, or mental harm. Such behaviors include, but may not be limited to:

#### 1. Sexual Harassment

HVA's and the NAD's description of and policy regarding Sexual Harassment is clearly explained in the Student Handbook on page 28. All students and individuals on HVA's campus and at school events are expected to treat those around them with the utmost respect and kindness. Sexual Harassment can be committed in person or online.

#### 2. Practical Jokes

HVA's description and policies regarding practical jokes is described on page 28 in the Student Handbook – while some practical jokes may be in good fun, too often they result in physical, emotional, mental, or social harm and should always be avoided.

#### 3. Bullying

HVA works to end bullying on our campus, thus the description and explanation of bullying is explicitly outlined on pages 25 in the Student Handbook – bullying can occur in person or online and both will invoke the same repercussions.

#### 4. Social Relationships

HVA hopes to foster healthy and safe relationships, both platonic and romantic, and thus has created a set of guidelines to help students learn appropriate behaviors. These guidelines are explained in the Student Handbook on pages 29.

#### 5. Disrespect of Personal Property

All personal property is to be respected and kept private. Any destruction, vandalism, or theft of another's property is not tolerated. Any property damage will result in the student paying the cost of the repair or replacement along with appropriate disciplinary action.

#### 6. Violation of Transportation/Vehicle Policies

For the safety of our students and individuals on campus, there are clear policies regarding transportation of students on and off campus as well as the use of certain vehicles. These policies are outlined on page 30 in the Student Handbook.

## **7. Threats of Violence and Possession of Weapons**

HVA's policies regarding Threats of Violence and Possession of Weapons is clearly outlined on pages 30 in the Student Handbook. All students are expected to foster a safe, welcoming, and positive environment.

## **8. Insubordination/Repeated Behaviors**

Students whose attitude, behavior, or intentional repetition of behavior shows intentional disrespect or insubordination to authority will be dealt with in a more serious and accelerated way. While mistakes happen, repeated behaviors and the decision to intentionally thwart rules and policies shows an attitude that will not be tolerated at HVA.

## **9. Abuse and Use of Substances**

All Students and individuals on campus are expected to respect their bodies and the law regarding illegal substances. HVA's policies regarding Substance Use and Abuse is outlined on page 30 of the Student Handbook and page 26 under Drug Testing.

### **Consequences may include but are not limited to:**

**1<sup>st</sup> Offense:** When violations are not too severe, the first offense will result in a meeting with Administration, an email to parents, documentation in RenWeb, and the Student being placed on Citizenship Probation.

**2<sup>nd</sup> Offense:** Student will meet with Administration, parents will receive an email notification, and documentation will be placed in RenWeb. A 2<sup>nd</sup> Offense may result in an in-school suspension or the student being dorm-bound.

**3<sup>rd</sup> Offense:** A third offense may result in the documentation and notification of parents that the student is being asked to withdraw from HVA.

At any point, at the discretion of Administration, if the incident is severe enough, the student may be asked to immediately withdraw from HVA.

**Citizenship Probation:** When a student is placed on Citizenship Probation, they will meet with Administration Council and will have to sign a Citizenship Probation Contract that is catered to their specific infraction. The student must abide by the terms of the contract in order to remain enrolled at HVA. Parents/guardians reserve the right to be present at the Administration Council meeting in which the terms of the Citizenship Probation Contract are outlined. Violations of the Citizenship Probation Contract will be dealt with as insubordination.

## **PERSONAL BEHAVIORS**

Behaviors that reflect on one's character and tend to only impact oneself. Such behaviors include but may not be limited to:

### **1. Dress Code**

Uniform expectations, as well as the general principles of dress code on HVA's campus are outlined on page 24 in the Student Handbook. All students are expected to adhere to the standards explicitly described there.

### **2. Technology/Social Media**

The Technology and Social Media Policy of HVA are outlined on page 21-23 in the Student Handbook. All students are expected to follow the standards and principles of HVA's Technology/Social Media Policy at all times.

### **3. Misuse of Medication**

HVA's policy regarding student use of medications is outlined on page 27 under Medications. All students and individuals on HVA's campus are expected to follow the protocols and procedures outlined there.

### **4. Food/Gum**

Students are not permitted to have food, drinks (excluding water), or gum in the Administration Building or Church. This includes eating, drinking, or chewing gum in the hallways, classrooms, lobby, student lounge, library, or any other location in the Administration Building. This policy is in effect at all times in the Ad Building and church, whether during normal school hours or not. The full Food/Gum Policy is listed in the Student Handbook on page 27.

### **5. Misuse of Recreational Equipment**

HVA's policy regarding the use of recreational equipment (bicycles, rollerblades, skateboards, long boards, hover boards, etc.) is explicitly outlined on page 25 of the Student Handbook.

### **6. Disrespecting Campus or the Learning Environment**

HVA expects all students and individuals who visit to respect our campus and the learning environment it provides. Destruction, vandalism, or theft of HVA property and inappropriate behavior in learning environments (i.e. the Administration Building, classrooms, Music Building, or Church) is not tolerated. Such behaviors include, but are not limited to, screaming, running, or rough-housing in hallways or classrooms, loitering in the computer lab or study hall, intentionally distracting students from their work, etc. Any property damage will result in the student paying the cost of the repair or replacement.

### **7. Violation of Dormitory Policies**

Boys' and Girls' dorm policies are outlined in both the Student Handbook on page 35 and during Dorm Orientation – all dormitory students and individuals who are in the dorms are expected to follow these guidelines fully and completely.

#### **Consequences may include but are not limited to:**

- **1<sup>st</sup> Offense:** Student will have a one-on-one meeting with Administration in order to discuss the violation and to assess the student's understanding of the wrongful act committed. An email notification will also be sent to the parents/guardians of said student, and the incident will be documented in RenWeb.
- **2<sup>nd</sup> Offense:** Student will, once again, meet with Administration to discuss the incident and will be required to write a two-page, single-spaced essay that describes the event, why it was wrong, the potential or real damage it caused, and end with an action plan for how to make it right. Students will be required to present/fully explain their paper and action plan to both administration and any party that was wronged. An email notification will be sent to parents and all will be documented in RenWeb.
- **3<sup>rd</sup> Offense:** Student will meet with Administration, a decision will be made about the severity of the offense, and student will either be dorm-bound or face in-school suspension and may result in Citizenship Probation. Parents will be notified and the incident will be documented in RenWeb.
- **4<sup>th</sup> Offense:** Student may be asked to withdraw from Highland View Academy due to their inability to respect the school, the environment, and the guidelines set forward.
- At any point, if administration deems the incident is severe enough, a student may face more severe consequences without following the above protocol, including but not limited to suspension or expulsion.

## DORM POLICIES & PROCEDURES

Students are expected to live in the dormitories or with their parents. Students are normally not allowed to live off-campus with anyone other than their parents. Any such requests must be submitted, in writing, to the Highland View Academy Board and approved before the student may live off-campus.

### Appointments

Parents are requested to schedule their child's routine appointments during home leaves or at times when parents are able to provide transportation. A fee will be charged when dorm students must be transported by staff or faculty members to non-emergency appointments.

### Closed Weekends

At various times during the school year activities and events warrant the denial of weekend leave requests.

### Community Students

Community students wishing to stay in the dormitory overnight must make arrangements with the dean in advance. A \$15.00 fee may be charged for overnight stays and breakfast in the cafeteria. Dorm rules and policies apply to that student.

### Dorm Leaves

The following guidelines will be used:

- Students must obtain permission from the dean on duty when leaving campus and then sign out at the monitor's desk. This includes going on walks or leaving in a vehicle.
- Any individual taking a student off campus must be 21 years of age and have written permission from the student's parent and permission of the dean. The exception to this rule is for blood-relatives of the student.
- Any individual taking a student off campus must carry insurance according to Union Code 9325 and provide a copy of insurance coverage to the HVA front office. Bodily Injury Liability \$250,000/500,000 \* Optional \$300,000 single limit policy is acceptable, Property Damage Liability \$50,000, Medical Payments \$5,000, Comprehensive \$100 Deductible, Collision, \$500 Deductible, Uninsured Motorist \$ Statutory
- If a dormitory student requests permission to go to another student's home for the weekend, a written invitation from the hosting student's parents and written permission from the dorm student's parent must be received by the dean. The host parent must pick up the student.
- The deans and other faculty members reserve the right to deny requests, based on discipline and/or other factors, if they deem it to be in the best interest of the student.
- If dorm students ride in a carpool on home leaves, written permission from parents of both the driver and the passengers must be on file with the dean.
- If a student wishes to leave for a weekend, permission (obtained through a request form) must be granted by the dean and/or Administrative Council. Permission must be granted prior to departure. All work responsibilities must be covered and any replacements approved by the work supervisor.

### Vehicle Policies

Only senior dorm students are allowed to keep a vehicle on campus. Students are to use vehicles only to come and go from campus. Vehicles are not to be used for transportation around campus. Student Vehicles must be parked in designated parking spots in front of the Administration building or in designated parking spots.

### Home Leaves

Home Leaves are listed in the school calendar. **All travel plans should be arranged according to published home leave dates and times.** Home leaves end at 9:00 p.m. on the designated day of return. It is imperative for parents to notify the dean of late arrivals for safety purposes.

When planning for home leave, students obtain a request form from the dean's office. Requests must be approved by the dean prior to departure. Students traveling to and from home leaves with someone other than their parent or guardian must have written permission. Dormitories are closed during home leaves. Therefore, all students must make plans to be out of their dorm before it closes. Students must return to the dorm from home leaves between 4:00 p.m. and 9:00 p.m. the evening prior to school resuming. Food service is not available on the return day of home leaves.

# Finances

## TUITION RATES AND FEES

Tuition Rate	Monthly	Annually
Regular Tuition	\$1,196.00	\$11,960.00
Entrance Fee		\$1,200.00
Dorm	\$900.00	\$9,000.00
Dorm Private Room	\$150.00	\$1,500.00
STEM**		\$500.00
Senior Fee**		\$200.00

\*STEM fee will apply for special STEM related field trips, technology devices and specialized classroom instruction.

\*Senior Fee covers senior survival, graduation robe, diploma, diploma cover, and some graduation ceremony costs.

## PAYMENT POLICIES

### Payment Agreement

A payment plan or agreement outlining the payment schedule for the full year must be completed for each student prior to acceptance at Highland View Academy. Contact the Highland View Academy business office to begin financial planning.

### Payment Procedure

1. Payment agreements are worked out with parents prior to registration day. Final agreement must be signed between parents and the Business Manager.
2. All parents opting the monthly payment plans are REQUIRED to sign up for a FACTS account. All monthly tuition payments will be made through FACTS.
3. Students will not be considered enrolled until payment agreement has been signed and FACTS account has been set-up.
4. Parents will receive a monthly Student Statement of Account detailing all transactions charges and credits.
5. Families are required to be up to date with their payment plans for their students to receive exam clearance each semester.
6. Each student account will be analyzed. The Finance Committee will discuss accounts that are delinquent.
7. When an account becomes delinquent and no workable solution is found, a recommendation will go to the Finance Committee that the student withdraw from school.
8. Delinquent accounts may be referred to a collection agency. A collection Agency fee may be added.

### Late Payment

When a student account is not paid in full by the 20<sup>th</sup> of the month, a 1% late charge (12% APR) on the unpaid balance will be added to the account.

### Refund Policy

A student withdrawing from school must make proper arrangements with the principal, registrar, business manager, and dormitory dean. A student withdrawing from school will be charged to the end of the week in which they withdrew. No refunds are made for vacations or time off campus due to sickness or discipline. **The entrance fee is non-refundable.**

### Revision of Rates

Though unlikely, the school board, in conjunction with the Finance Committee reserves the right to adjust any published rates without advanced notice.

## ENTRANCE FEE (NON REFUNDABLE)

The Entrance Fee covers the following:

- Accident Insurance
- Book Rental
- Boys'/Girls' Club Membership Dues
- Campus Family Events
- Class Dues
- Classroom Supplies
- Computer/Science Lab Fee
- Field Trip Fee
- Outdoor Education
- P.E. Equipment and Recreation Fee
- Spiritual Activities/Campus Ministries
- Saturday Night Activities
- School Pictures
- Student Planner
- Student Association Membership Fee
- Sunday School Activities
- ITED testing fee and supplies
- Yearbook

### Optional and Other Fees

Airport Pick-up/Drop-off (each trip on Non-Home Leave dates)*	\$100.00
Hagerstown Bus Station Pick-up/Drop-off	\$25.00
Cafeteria Meal	\$8.00
Cafeteria Meal Card (for 10 meals)	\$80.00
Instrument Rentals (per school year)	varies
Music Lessons (per ½ hr lesson)	\$20.00
Music Uniform (new male members only)	\$125.00
Music Uniform (new female members only)	\$80.00

Returned Check.....	\$25.00
Senior Fee*.....	\$200.00
Single Dorm Room (per month).....	\$185.00
Transcript (first 2 are free).....	\$10.00
Transportation *(Home leave and School Breaks) . varies	
Village student overnight dorm stay.....	\$20.00

**\*Transportation Fee:** For non-emergency medical, dental, optical, & therapy appointments there will be

a charge of \$25 for the Hagerstown area and \$35 for the Frederick area. (Parents must reimburse the staff member transporting the students directly.) Home leave transportation costs vary.

**\*Varsity Fee:** Covers a portion of the costs for transportation to games, supplies, uniforms, equipment, and referees.

## Scholarship & Financial Assistance

The Highland View Academy board and administration recognize that affording private education is difficult, but also strongly believe in the valuable opportunities that it offers. It is our goal to help make an educational experience at HVA a reality for all students who desire to attend. It is with this goal in mind that we strive to partner with families and churches to help make this opportunity possible. We currently offer a combination of work and scholarship options that will help to offset the out-of-pocket costs for families.

### Student Financial Assistance

The Chesapeake Conference and Highland View Academy have a financial assistance program for church members who need assistance in order to send their children to Highland View Academy.

### ACHIEVEMENT BASED SCHOLARSHIPS

#### Summer Employment

Students who spend their summer working at an Adventist summer camp or as a Literature Evangelist may present their check(s) to HVA to be applied to their account along with our match of 25% of the check(s) amount.

#### Work Program

The work program is an integral part of our program. We believe that the employment program enables students to pay a portion of their expenses while learning valuable responsibility for their own education. Jobs are available for older students on some off-campus sites, including Da'Vita Bakery. On-campus job opportunities include working in the cafeteria, on the grounds and maintenance crew, and in school offices and classrooms.

*Estimated possible earnings for one year: \$1,500–\$3,000*

#### Academic Scholarship

Students at HVA receive a highly rigorous and competitive education. Our students consistently test far above national averages on standardized tests. As such, we value academic excellence in our incoming students and a scholarship committee of standing members (Principal, Business Manager, Registrar and the head of the pertinent department) will have the final word on

scholarship awards. The following table concisely shows the new Academic Scholarship qualification criteria. All amounts are to be divided over four years.

Award Group	Nat'l Test Scores	GPA Awards			*STEM
		3.5-3.74	3.75-3.84	3.85-4.0	
4-yr Award	75-84	\$2,000	\$2,500	\$3,000	
4-yr Award	85-94	\$2,500	\$3,000	\$3,500	\$1,000
4-yr Award	95+	\$3,000	\$3,500	\$4,000	\$2,000

\* Additional Award if National Test Criteria are met.

#### Leadership Scholarship

Incoming students who served their previous class or student body as President will be awarded a \$4,000 scholarship, those who served as Vice President will be awarded a \$2,000 scholarship, and those who served as other class or student body officers will be awarded \$1,000 scholarship. These scholarships are awarded over four years and are ongoing for as long as the student attends HVA *and* holds comparable leadership positions including formal spiritual leadership, i.e. Prayer and Praise leader.

#### Music Scholarship

After an audition with the music teacher, music scholarships in varied amounts may be awarded. The head of the department will determine qualification criteria and performance competence and have significant input in the final award.

#### Sports Scholarship

Sports scholarships in varied amounts may be awarded based on previous record in sports. The head of the department will determine qualification criteria and performance competence and have significant input in the final award.

### NEED-BASED SCHOLARSHIPS

Need-based scholarships are awarded on the basis of financial qualification as assessed by the FACTS Tuition Aid assessment program. Students awarded need-

based scholarships are expected to find employment to assist with their education goals. Employment may be in-campus or off-campus sites. Families may apply for need-based scholarships at [www.hva-edu.com](http://www.hva-edu.com), admissions, FACTS Tuition Aid. FACTS Tuition Aid will require families to provide their most recent tax return. There is a minimal fee charged for the service of FACTS Tuition Aid assessment which does not go to the school.

### Worthy Student Scholarship

HVA offers a worthy student scholarship to help address some of the financial needs that may limit a family's ability to pay for a Christian education. This scholarship may be applied for by filling out a FACTS application at [www.factstuitionaid.com](http://www.factstuitionaid.com). You will also find a link to this site at [hva-edu.com](http://hva-edu.com).

**Scholarship Amount:** up to \$2,000/yr (dorm student)  
up to \$1,000/yr (comm. student)

### DeHaan Matching Scholarship

Special funding has been set up to make an HVA education more attainable. Donations to your student's account may be eligible for a match from this scholarship fund. A form may be obtained from HVA to apply for this match for each donor. Funds are applied after finance committee approval and financial assessment by [factstuitionaid.com](http://factstuitionaid.com) (The same assessment as for the Worthy Student Scholarship).

**Matching amount:** up to \$2,000/yr (dorm students)  
up to \$1,000/yr (comm. students)

*\* All need-based HVA scholarships are awarded only as needed to clear a family's remaining balance.*

## DISCOUNTS

### Multiple Child Discount

Families with more than one student enrolled at Highland View Academy are eligible for a tuition discount. The discount is based on the parent's portion of tuition after all other discounts, scholarships, and other financial assistance is applied.

**Discount amount:** 10% for the second child  
15% for the third child  
25% for the fourth child

### Prepayment Discount

Prepayment of at least one full semester is awarded a 3% discount on the payment amount (after all other discounts and scholarships awarded by HVA). A 5% discount applies to a full year's payment in advance.

## OTHER

### Church Matching Scholarship

For many of our students, attending HVA requires support from a local church community. We partner with Chesapeake Conference churches by matching church worthy student donations dollar for dollar up to \$2,000 for dorm students and \$1,000 for community students. To receive this scholarship, present to HVA a letter of intention from your church.

## Financial Information

### Accident Insurance

Accident insurance, which covers the student while under school jurisdiction, is included in the student registration fee.

### Book Rental Policy

The yearly rental for textbooks is included in the entrance fee. If books are missing, or damaged in excess of normal wear, the replacement cost of the book(s) will be added to the student's account. A separate charge will be added to the student's account for any consumable books (such as workbooks). A \$50 reward will be credited to the student's account if all books are returned in good condition at the end of the school year.

### Cash Discount

A discount of 3% per semester or 5% per year can be received by making arrangements with the business manager to prepay all tuition and room and board charges in advance. Full payment must be made at registration, and/or at the beginning of second semester to take advantage of that semester's discount. The percent discount is given only on the portion remaining after all discounts, scholarships, and other financial assistance have been given.

### Class Trust Funds

Any undesignated class trust fund balances remaining after a class graduates will be allocated by an administrative committee.

### Credit Balance

If a credit balance remains on a student account that was generated due to a scholarship or donated funds, the scholarship or donated portion will be returned to the financial aid account rather than remaining on the student account. If a refund is due, it will be mailed to the person responsible for the student account.

### Exam Permits

Exam permits are required in order for students to take semester exams. In order to receive an exam permit from the business office, the student's account must be current according to his/her payment plan. Lost or damaged permits must be replaced at a cost of \$1 paid in cash.

### Financial Clearance

Students may not enroll and begin attending classes until they have a signed payment plan on file and are given financial clearance by the business manager.

### **Financial Clearance for Graduation**

Before taking semester exams, participating in graduation weekend exercises, or receiving a diploma, senior student accounts must be paid in full. To allow for timely processing, the final payment should be received by May 15.

### **International Students**

International students must pay for each semester's tuition and fees in advance, as well as have a return ticket, or its equivalent in cash, on deposit with Highland View Academy. An emergency fund deposit of \$2,000 is also required to provide for medical and/or emergency care when needed.

### **Late Enrollment**

A student who enters school after registration day will still be charged full August tuition, and room and board if he/she is not transferring from another SDA academy where these fees have been charged. A semester's credit earned totally at Highland View Academy will be charged a semester's tuition.

### **Returned Check Fee**

A \$25 fee per returned check will be charged to the student's account.

### **School Optional Trips**

For a student to be eligible to go with any school optional trips (e.g. mission trips, senior trip, sports

tournament trips, etc.), the student's account must be current according to the student's payment plan and payment for the trip must be made in full before the trip.

### **Student Bank**

Students are encouraged to keep their "pocket money" in the student bank of the business office. There is no charge for this service and these funds are kept entirely separate from the student accounts and are available to the student any time the business office is open. Large amounts of money should not be kept in dormitory rooms. The school is not responsible for stolen property. We recommend that each dormitory student as well as each community student maintain a minimum of \$20.00 in the student bank. Funds remaining in this account at the close of the academic year will be credited to the regular student account.

### **Tithe**

Highland View Academy teaches the Biblical principal of tithing. Students and/or their parents may request that a tithe (10%) of the student's earnings be forwarded to the Chesapeake Conference each month by filling out a request form in the business office. A receipt for tithe is available from the business office.

### **Transcripts**

Before official transcripts, diplomas or school records can be released the student's account must be paid in full through the Business Office.

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