



Spencerville  
**Adventist Academy**

**2021-2022  
High School  
Student Handbook**

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# Spencerville Adventist Academy

*Love to Learn, Live to Serve, All for Christ*

## **Our Mission**

To provide a distinctly Seventh-day Adventist Christian education preparing the whole person for service to God and man and for eternal life.

## **Our Vision**

We want to be chosen by constituents and community for our strong spiritual emphasis, outstanding academics, deep commitment to service, and sound physical plant, and because we are convicted of our mission and true to our values, we will BROADEN our reach by:

- **Being** spiritually focused on transforming and converting hearts, making spiritual connections in every class and taking advantage of teachable moments to convey spiritual concepts.
- **Reaching** out and serving as a light to those around us in the community.
- **Offering** an outstanding academic program, challenging our students and stimulating a genuine love of learning.
- **Adhering** to a sound financial basis of operations, with additional funds available each year to fund future contingencies.
- **Developing** a student body that is friendly and accepting and demonstrates respectfulness of each other and adults.
- **Educating** the “whole person” (physical, mental, and spiritual), by offering a variety of extracurricular activities while teaching the importance of balance.
- **Never** losing our focus on mission and on the need to make all major decisions with an awareness of their long-range impact on our mission and values.

## **Our Values**

***Spirituality***—We believe students should be nurtured in a vibrant spiritual environment where Christ’s character is emulated.

***Excellence***—We strive for excellence, not only in academics, but in the education of the “whole person” through the harmonious development of all physical, mental, and spiritual powers.

***Service***—We encourage our students to develop an attitude of compassionate service toward their community in a manner that expresses their love for Christ.

## Our History

Spencerville Adventist Academy (SAA) was built on a foundation of love and sacrifice by parents desiring a Christian education for their children. In 1943, two years after the Spencerville Seventh-day Adventist Church was organized, a one-classroom school opened with seven students and one teacher, Miss Ruby Ingle. Every church member worked to get the classroom ready.

In 1947, the church members were saving money to build a new church. However, they soon realized how important the school was and voted instead to use that money for a two-room cinder block school. Those classrooms were built through hours of labor by the church members—particularly Edward Reifsnnyder.

By 1953, the enrollment had grown, and parents rallied together to add a third classroom and a third teacher. In 1956, the gymnasium was built and finally, in 1964 the three-story brick structure, housing the library, offices, and ten classrooms, was constructed. In the fall of 1997, the parsonage on the property was renovated, renamed Vandeman Hall, and became a part of the educational facility.

We are very proud of our new state of the art facility. Spencerville Adventist Academy is a pre-kindergarten through twelfth grade school with more than 400 students enrolled. It is accredited by the General Conference of Seventh-day Adventists and the Middle States Accrediting Association (MSA).

## Our Philosophy

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Through the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible, and Jesus Christ. The distinctive characteristics of Adventist Education, derived from the Bible and the inspired writings of Ellen G. White, point to the redemptive aim of true education: to restore human beings into the image of their Maker.

While God presents His infinitely loving and wise character as the ultimate norm for human conduct, human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of returning human beings to their original relationship with God. Its time dimensions span eternity.

Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of other's thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful. (Ellen G. White, *Education*, p.17)

An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—physically, intellectually, socially, and spiritually. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

# Admission Procedures

## Application Process

A prospective student must submit a formal application. All applicants are thoroughly reviewed by the Admissions Committee for approval. A transfer student must submit satisfactory character and academic recommendations, and in some cases, be interviewed by the principal and/or the Admissions Committee before action will be taken on the application. The applicant will be notified by the Admissions Committee to confirm his or her status.

Students who express an interest in a Christian education at SAA must submit evidence of successfully completing the previous grade or its equivalent. There must be evidence of no outstanding financial obligation to any previous school. Membership in the Seventh-day Adventist (SDA) Church is not a requirement for admission; however only those students who have a sincere desire to grow spiritually, academically, and physically should apply. Placement testing may be requested upon review of the student's academic record.

Applicants must complete the following before the application is **processed**:

1. Completion of online application (submitted with current application fee)
2. Receipt of transcripts and attendance records from previously attended school
  - Transfer high school home school students must have a transcript/report card from an accredited online school to receive transfer credit
  - Incoming homeschooled freshman will be tested for readiness by the resource department
  - International students (outside the US) will not receive letter grade equivalents for transfer credit unless the international school is accredited by a US accreditation organization. Students will receive P (pass) or F (fail) grades with no GPA calculation
3. Receipt of two letters of recommendation from present teachers
4. Submission of any applicable individual education plans, or specialized learning diagnosis
5. Submit current medical and immunization records

-- Then --

6. Admissions Committee approves or denies the application.

After an applicant is approved by the Admissions Committee, and before **enrollment**, the applicant must:

1. Receive financial clearance
2. Complete all required forms
3. Complete a physical examination by a physician
4. Complete any placement testing (upon request)

All students entering SAA are in a nine-week probationary status. Spencerville Adventist Academy does not discriminate on the basis of race, color, national, or ethnic origin in the admission of students. Spencerville strives to maintain reasonable student-teacher ratios in order to offer quality instruction. Acceptance into any class is dependent upon whether or not the class size has reached capacity. Admission to the academy is a privilege and not a right, and may be withheld or withdrawn by the academy at its discretion.

Student acceptance for a given school year does not guarantee acceptance for the following school year(s).

## Financial Information

### Application Fee

An application must be submitted for each new student. A non-refundable fee of \$75 must be paid when the application is submitted.

### Pre-Registration

Pre-registration may be completed in January of the current school year for the following year. A student may also register after registration day during the summer vacation, but may risk losing their seat to a student on the waiting list.

### Registration Fee

The non-refundable registration fee is a single payment made at the time of registration. A discount is given for early registration in January.

### Late Enrollment

Students transferring from another school are charged a pro-rated tuition rate based on the number of days of school remaining. Registration fees are to be paid in full. Students will not be considered for admission beyond two weeks of a semester.

### Tuition

Tuition may be paid by the year (in advance) or in 2 to 11 payments with SAA's automatic payment processor, FACTS Tuition Management (a yearly administrative fee will be charged for using this service). Payments will be automatically deducted from your checking or savings account on the 5th, 15th, 20th or 25th of each month. Any failed payment attempts will result in late fees. There is a 5% tuition discount for two (2) students from the same family. There is a 10% discount for three (3) or more students from the same family. A 3% discount is given for a full year's tuition paid in advance by the 15th of July.

### Fees and Charges

Various organizations and services may have additional fees and charges attached to them. Please see the Fees Schedule online for a current list.

### Refunds

If a student withdraws from school at any time during the school year prior to the beginning of May, there will be a refund of tuition on a pro-rated basis daily. The registration fee is non-refundable. Students who are suspended will not receive any refund of school fees. No refund will be given for any regular school vacations or emergency closings. Refunds other than those stated above will be made only at the discretion of the Spencerville Adventist Academy Finance Committee. Please allow thirty (30) days for any refunds due after withdrawing from SAA.

### Textbooks

Bring Your Own Tablet or Laptop: If you already own a tablet you will receive a \$100 credit placed on your account every year for two years. High school tuition includes a tablet. If you do not have a tablet one will be provided to you your first year in high school.

Books: There are many options available in the textbook market. Dramatic savings are realized by downloading textbooks directly to your device. Some textbooks are not yet available for download. Textbook lists will be provided for all classes on the school website. Some may choose to purchase hard copy books or some may purchase both applications and hard copy. It is a personal preference for what will work best for the individual student. The cost of applications for your device and textbooks will be the responsibility of the device owner.

### **Financial Responsibility**

A student's status in school is reviewed when an account is more than forty (40) days past due. If an account is more than fifty (50) days past due, the student will be unable to attend school until the account is brought current. A student is not allowed to participate in extracurricular activities unless his/her account is current or satisfactory arrangements have been made. A student's account must be current or arrangement for payment made by semester test time in order for the student to take semester exams.

All final grades, quarterly progress reports, student information, and transcripts will be held by the school until the balance due on the account has been paid in full: academy students will not be permitted to participate in graduation, class trips, or end-of-the-year activities if the account is not paid or arrangements made with the Finance Committee.

A student who has an unpaid balance from the previous school year will not be permitted to re-enroll until satisfactory arrangements for payment have been made. Students with outstanding accounts in another school will not be admitted to Spencerville Adventist Academy until the account has been paid or until satisfactory arrangements have been made with the previous school.

### **Returned Checks**

A \$25 service fee is charged to the student's account for any check returned due to insufficient funds. Occasionally, it may be necessary to ask that future payments be made by certified check, by money order, or by cash.

### **Family Service Program**

SAA believes that family service is an important part of the success of this school. Because we expect all SAA families to fully participate in this service program, SAA maintains a 20-hour service requirement for the families of all students. Single-parent families are only required to complete 10 hours. In order to ensure that all families meet this requirement, each family is asked to pay a \$300.00/\$150.00 single parent family fee that is refunded at the end of the school year if the service hours are completed. This fee is evenly distributed over the installments of your payment plan.

### **Accident Insurance**

Spencerville Adventist Academy has purchased Christian Educators Trust coverage which provides coverage for the hours and days when school is in session and while attending school-sponsored and supervised activities.

### **Financial Aid—Worthy Student Fund**

Financial aid is available through the local churches for qualifying worthy students. Parents seeking assistance from the Worthy Student Fund should make their requests through their local church board or worthy student committee.

In addition, SAA has a modest Worthy Student Fund. These funds are granted based on a third-party assessment: [www.FACTSTuitionAid.com](http://www.FACTSTuitionAid.com).

Scholarships are granted to graduating 8th graders from surrounding Seventh-day Adventist Schools and SAA and are divided over the four years of high school.

SAA will provide church matching scholarship program to Seventh-day Adventist high school students, limited to \$1,250 per year.

Please contact the business office for more information.

### **High School Class Funds**

Any undesignated balance in a class agency fund that is still remaining two years after a class graduates will be allocated for other use by a school administrative committee.

# **Scholastic Information**

## High School Academic Standards of Excellence

All of SAA's High School courses use the following guidelines to ensure academic excellence across the curriculum.

SAA courses are rigorous, relevant, and real world. The instructors will:

- Teach with a focus on learning
- Integrate faith-based learning
- Value and encourage higher level thinking using Bloom's Taxonomy
- Emphasize writing across the curriculum
- Value integrity and honor in learning
- Maintain consistency with the rest of the high school courses by following the standards set forth in the handbook
- Promote academic excellence through real world experiences
- Create a nurturing academic environment in which to grow
- Grant meaningful grades

## Enrollment and Graduation Information

### Minimum Number of Credits

Students must register for a minimum of four (4) credits a year.

### Diplomas

Spencerville Adventist Academy offers a College Preparatory Diploma and a General Diploma.

**College Preparatory Diploma** The College Preparatory Diploma is granted to graduates who have earned credit in the required curricula areas as listed in this handbook and have earned the minimum twenty-four (24) units with a minimum 2.50 cumulative GPA. Pre-algebra, consumer math, other general math or non-lab science courses do not meet the mathematics and science course requirements of this diploma. Even though this diploma is the basis on which a student will seek enrollment in the college of his/her choice, it is necessary for the student to be fully aware of the specific entrance requirements for the institution(s) selected. Entrance requirements vary with some more unique or rigorous than others. It is the student's responsibility to select the courses and earn the GPA that will support future educational choices.

**General Diploma** A student qualifying for a General Diploma will earn a minimum twenty-two (22) units and meet the stated course requirements for this diploma as listed in this handbook. The General Diploma verifies the student's completion of his/her secondary experience without regard to eligibility for college acceptance.

**Certificate of Attendance** Upon the recommendation of the Curriculum Committee, a certificate of attendance may be issued if a student does not meet the requirements for the General Diploma. The student must have attended SAA for a full four years or an equivalent school with the last full year at SAA.

|                         | College Preparatory Diploma  | General Diploma  |
|-------------------------|--|--|
| Bible                   | 4 units<br>(one unit for each year of attendance at an SDA secondary school) | 4 units<br>(one unit for each year of attendance at an SDA secondary school) |
| English                 | 4 units  | 4 units  |
| Fine Arts               | 1 unit   | 1 unit   |
| Foreign Languages       | 2 units  | 0 units  |
| History/Social Sciences | 3 units<br>(must include American Government and U.S. History)               | 2 units<br>(must include American Government and U.S. History)               |
| Mathematics             | 3 units (Algebra 1 or higher)  | 2 units  |
| Physical Education      | 1.5 units  | 1.5 units  |
| Health                  | .5 unit  | .5 unit  |
| Science (Laboratory)    | 3 units  | 2 units  |
| Technology              | 1 unit   | 1 unit   |
| Electives               | 1 unit   | 4 units  |
| <b>TOTAL</b>            | 24 units   | 22 units   |

Community Service = 20 hours of service for every year of enrollment

### **Challenging an Academy Class**

Students wishing to challenge an academy class must obtain permission from the High School Curriculum Committee. The student must arrange to take the examination with the appropriate instructor. The grade for that class will be Pass/Fail.

### **Dropping or Changing Courses**

Permission to enter or discontinue a course must be obtained from the registrar, the parents, and the teacher(s) concerned. No student is considered dropped from any elective until he/she presents a properly signed Drop/Add Slip. The add/drop period starts at the beginning of each semester and lasts for 2 weeks (school days). Students dropping a class after the add/drop period will receive a WF (withdraw fail) that will factor into the student's cumulative GPA.

Students entering a music organization after the fourth week of the semester will not receive any credit for that semester. Students dropping any class after the fourth week of a semester will receive a WF (Withdrawal Failing) and the grade will factor in the cumulative GPA.

To change a schedule, the student must follow the procedure outlined below:

1. Request a Drop/Add Slip from the office
2. Get the signature from the parents/guardians
3. Get the signature from the teacher
4. Obtain the signature from the Registrar
5. Submit the form to the Registrar

### **Acceleration**

SAA does not recommend early graduation. For the intellectual, physical, social, and spiritual development of young people, it is usually in the best interest of the student to attend four (4) years of high school. Individual exceptions will be considered. The Columbia Union Conference of Seventh-day Adventist's Board of Education has established specific guidelines for acceleration. Please talk to the registrar for more information.

### **Course Work Deadline**

All classroom course work must be completed by the close of the last day of classes prior to graduation. Students must also complete any correspondence courses by May 1 with a final grade received by the registrar at least 48 hours prior to graduation.

### **Exams**

Exams should be taken during the regularly scheduled exam times unless prior arrangements have been made with the teacher.

### **Final Exam Exemption**

*At the teacher's discretion* students can be exempt from a final exam if:

- Students have maintained an average of 95% or above in that subject
- Students have no unexcused absences
- Students have no disciplinary actions
- Students have not been referred to the discipline committee

### **Commencement Eligibility**

Seniors eligible to participate in commencement services must meet the following requirements:

1. Be a full-time student during the final semester of the senior year.
2. Complete all graduation requirements (including the classes enrolled in during the final semester) by the specified deadline.
3. Submit all transcripts from previous schools.
4. Complete all correspondence courses by May 1 with a final grade received by the registrar 48 hours prior to graduation.
5. Complete all community service and work-experience hours by specified deadline.
6. Pay all school accounts by May 15.

### **STEM Certificate Program**

Students are prepared for college and beyond by exposure to our STEM Program where science, technology, engineering, and mathematics are taught as an integrated learning model based on real world applications and by 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.

### **STEM Entrance Requirements**

Students can apply to be considered for the program at the end of their freshman year. Students will be accepted into the program if they have a B average in science and mathematics classes at the end of their freshman year. They must also write a 250-word essay as to why they would like to be in the program.

***\*STEM High School Certification Program incurs an annual fee\****

### **STEM Certificate Completion Requirements**

A high school STEM Certificate will be awarded to students who have completed the following requirements:

- One (1) credit of STEM electives offered at SAA or any pre-approved and acceptable alternative from an accredited institution
- A minimum of eighty (80) hours internship at a university, STEM industry, or a STEM enrichment program
- Half (0.5) credit of visual arts, graphics design class or approved art class
- One (1) credit of STEM Project-Based Learning Classes taken over two years
- A grade of B average in all STEM classes
- Completion of core requirements for college prep diploma
- Twenty (20) hours of STEM-related community service credits (which can count as part of the hours required for graduation)

### **Honors AP and Honors Courses**

SAA offers advanced placement courses and honors classes. All AP classes are approved and cleared through the College Board under the coordination of the AP coordinator. The AP coordinator is a designated member of the SAA staff. Upon completion of an AP course, a student is prepared to take the AP exam which is offered on site and proctored by the AP coordinator. Honors classes are also available. At the beginning of the year teachers will give the students an opportunity to participate in an honors section in certain courses. Students must maintain the honors standards and requirements set by the teacher. The students must successfully complete the requirements of the honors courses, with no grade lower than a B in any of those courses. If a student should receive a grade lower than a B in an honors course, the course will be labeled as the regular course section on the student's transcript.

Students wishing to take AP Exams should speak with our AP Coordinator or Registrar for test dates, registration information, and any applicable fees.

### Graduating with Honors

A student will graduate with honors if they have a cumulative GPA of 3.0 to 3.49, high honors if they have a cumulative GPA of 3.50 to 3.89 and highest honors if they have a cumulative GPA of 3.90 or higher. Color cords are provided and worn at graduation to show the different designations.

### National Honor Society

Members of the Spencerville Adventist Academy Chapter of the National Honor Society will be specifically honored at commencement.

### Valedictorian/Salutatorian

The student with the highest cumulative GPA is the valedictorian of the class and is so honored at commencement. The student placing second is the salutatorian of the class and is so honored at commencement. In a tie for valedictorian, both (all) students will be co-valedictorians, and there is no salutatorian.

### Academic Acknowledgments

Students who have maintained a GPA of 3.75 or higher through the end of the 1<sup>st</sup> semester and who continue to maintain grades of B+ or higher 2<sup>nd</sup> semester, will be invited to attend an academic awards ceremony to celebrate their high academic achievement for the year.

### **Transcripts**

When a student's account has been paid in full, a transcript or diploma is released. Please submit a written request for transcripts.

## Granting Meaningful Grades

### Grade Calculation

#### Percentage Points

Grades are calculated using percentage points and are then converted into letter grades for the official grade reports.

#### Quality Points

A system of honor points is used to determine a student's academic standing.

#### Grade Point Average (GPA)

Grade Point Average is a numerical value that expresses the student's average academic standing. The GPA is figured by dividing the total number of quality points attained by the total number of credits attempted. This figure is used to provide a rank order of student progress. Many colleges consider the GPA a key statistic in admission selections.

#### Incompletes

If, because of illness or other extenuating circumstances, a student has not completed sufficient class work to earn a grade, he/she may receive an Incomplete upon obtaining approval from the teacher.

Incompletes must be removed during the two (2) weeks immediately following the end of the grading period. No late work will be accepted after the two-week grace period. Any missing work, which is designated by M in the grade book, not submitted by the end of the two-week deadline will be entered at 0%, and the grade will be calculated.

#### Approved RenWeb Gradebook Codes

|           |                   |              |  |
|-----------|-------------------|--------------|--|
| <b>A*</b> | Absent            | Weighted     | Student responsibility to provide documentation regarding doctor's notes, etc. |
| <b>AE</b> | Absent<br>Excused | Not weighted | Used when proper documentation is provided by student and/or parent            |
| <b>M*</b> | Missing           | Weighted     | Work is not submitted  |
| <b>E</b>  | Excused           | Not Weighted | Used at teacher's discretion   |
| <b>P</b>  | Pending           | Not Weighted | Turned in, but not graded as yet   |
| <b>0*</b> |                   | Weighted     | Graded; student has received a zero for work not submitted by due date         |
| <b>I*</b> | Incomplete        | Weighted     | Returned to student for correction/completion                                  |

\*Codes that are **weighted** are equivalent to a zero until updated.

#### Auditing Classes

A student may "audit" a course thus receiving a grade of Au. Student must fill out a "Request to Audit" form available in the registrar's office. Form must be properly filled out with all required signatures. This means that the student has participated appropriately in the course but arranged in advance with the instructor to take the class without credit. This course does not affect a student's GPA.

| Letter | Percentage (rounded to the nearest whole number) | Quality Points | GPA Weights |
|--------|--|----------------|-------------|
| A      | 93-100   | 4.00           | 4           |
| A-     | 90-92  | 3.75           |             |
| B+     | 87-89  | 3.50           |             |
| B      | 83-86  | 3.00           | 3           |
| B-     | 80-82  | 2.75           |             |
| C+     | 77-79  | 2.50           |             |
| C      | 73-76  | 2.00           | 2           |
| C-     | 70-72  | 1.75           |             |
| D+     | 67-69  | 1.50           |             |
| D      | 63-66  | 1.00           | 1           |
| D-     | 60-62  | 0.75           |             |
| F      | 59 and below                                     | 0.00           | 0           |
| P      | No percentage                                    | No points      | 0           |
| WP     | No percentage                                    | No points      | 0           |
| WF     | 0  | 0              | 1           |
| AU     | No percentage                                    | No points      | 0           |

## Grading Components

### Categories (Weighting)

Each department has established a weighting system consistent with the overall goals and objectives of its courses. The departmental weighting system is included in each course syllabus. The courses encompass a variety of categories to ensure that students are evaluated in a variety of ways. For example, a course may include formative assessment and summative assessment as its major categories. Formative assessment is assessment for learning. Summative assessment is assessment of learning. School work for practice or preparation for instruction (formative assessment) may account for a maximum of ten percent of the marking period grade (examples of assignments may include math practice, journaling, bell work, worksheets, reading reactions, etc.).

### Assignments (Points)

Each category is comprised of points given to each type of evaluation

1. Tasks not directly related to curriculum objectives may not be included in the marking period grade. (Examples: securing parent signatures, bringing in supplies, showing parents tests, etc.)
2. Extra credit may not be used
3. Teachers will re-teach and reassess as needed throughout the course in order to give students the opportunity for mastery. A higher grade will be recorded when a reassessment option is given

### Attendance and Its Effect on Academics

Punctual attendance at all appointments is vitally important. The attendance policy of Spencerville Adventist Academy is designed to encourage all students to develop habits of punctuality and responsibility. A continued pattern of poor attendance limits academic achievement and results in decreased mastery levels. Written excuse slips must be submitted to the Attendance Officer for all absences.

We encourage each student to make up work missed due to unexcused absences, but the assignments may receive a late work penalty or may not receive credit when they are turned in. Each student will be allowed to submit class work missed due to excused circumstances. If the student misses a class but is at school, the student is responsible for turning in all homework that day and getting all assignments for the next day's classes.

### **Probation**

Students placed on probation for academic or behavioral reasons allows a period of time in which the student has an opportunity to improve. Failure to successfully complete a probationary period may be grounds for dismissal.

Students with outstanding behavior reports or other related conduct issues are placed on behavioral probation. Students with a D or F grade at mid-semester or as a final semester grade are placed on academic probation. Students who are on academic and/or behavioral probation are not permitted to participate in extracurricular and afterschool programs (i.e. sports/SA/nonacademic field trips/etc.) to allow them additional time to continue working on classroom assignments. Students on academic and/or behavioral probation will not be permitted to enroll in any extracurricular classes for the duration of their time on probation. Academic and Behavioral probation runs a full nine-week period and is reviewed at the end of the nine-week period. Students must have all grades of a C or above at the end of the designated time to be removed from Academic Probation. Students who have satisfactorily met the requirements outlined in their behavior contract at the end of the semester will be removed from Behavior Probation. All probations are reviewed by administration.

### **Grades and the Parent/Teacher Relationship**

#### Academic Progress Reports

The school year is divided into two semesters. Weekly progress reports are emailed to parents and students. Only semester grades will be recorded on the student's transcript. Hard copy report cards are available upon request from the registrar.

#### Student-Parent-Teacher Conferences

Two student-parent-teacher conferences take place during the school year. These conferences are an essential part of the process in a cooperative relationship among the students, parents, and teachers. It is essential that students be involved in working with their parents and teachers as they become self-directed learners. Please refer to the calendar for the specific dates for these conferences. Parents schedule their appointments using Pick-a-Time, an online scheduling facilitator.

We believe communication between home and school promotes the spiritual, the academic, and the social well-being of each student. Naturally, parents are encouraged to contact the teacher at any time to schedule additional conferences as needed. Teachers may be unaware of certain problems and appreciate being the first to know if a student might be experiencing difficulty.

### **Grades and Special Considerations**

#### Repeating Courses

Courses may not be repeated thus duplicating credit previously earned. Music courses are exceptions to this policy. Music courses may be repeated on an unrestricted basis.

A further exception exists where a student desires to repeat a course in which the first attempt resulted in an unsatisfactory grade. When the course is repeated for this reason, the better of the two grades will be included in the cumulative GPA and credit for only one course will be included in the accumulated transcript total, but the original course grades will still be reflected on the transcript. In order to repeat a

course the student should:

1. Submit a request to repeat a course in writing to the registrar.
2. Complete the form including signatures of student and parent.
3. Return the form to the registrar.

The registrar will submit the request to the High School Curriculum Committee for processing.

### **Retake Philosophy**

Spencerville Adventist Academy believes that students may master material at different times. As a high school we try to offer our students the opportunity to retake formative and summative assessments. The process to qualify for a retake is outlined in each teacher's syllabus. Please note there are times where the nature of assessments make it impossible to offer a retake opportunity (i.e. semester exams, final exams, public performances, etc.).

### **Physical Education Waiver**

Students are required to take two (2) credits of physical education, 1 ½ credits for PE and ½ for health. Varsity sports may qualify for up to a ½ PE credit. SAA strongly encourages students to take physical education in their freshman year (1 credit). If a student cannot meet this requirement for medical reasons, a waiver, written by a medical doctor, must be submitted. The waiver does not reduce the total number of credits required for graduation. Health class will still be required.

### **Correspondence or Outside Courses**

Students must receive approval from the High School Curriculum Committee before registering for any courses taken from another institution. All correspondence and online schools must be properly accredited to issue high school credit. The school information needs to be submitted to the curriculum committee for accreditation review. Approval will only be given if the course does not fit into the student's schedule. These courses will be counted as part of the regular class load.

A senior taking any courses from another institution must complete the course by May 1. The transcript must be received before the student may participate in graduation exercises.

## **Differentiated Instruction**

One of the key components of the curriculum structure at SAA is the inclusion of Differentiated Instruction (DI) in our curriculum planning and course administration.

### **Characteristics:**

Mastery: Intentional Teaching: Meaningful Feedback on Assessments: Meeting Students' Individual Learning Needs: Standards-based Curriculum, Instruction, and Assessment Classrooms that Include a Variety of Educational "Best Practices":  
Increased and Improved Communication Regarding Student Learning

### **Objectives for Student:**

Increased Student Motivation, Increased Understanding of How the Student Learns, Increased Mastery in Subject Areas, Increased Student Responsibility for Own Learning

### **Objectives for Teacher:**

Meet the Needs of More Students, Increase the Number of Students who Achieve Mastery, Challenge More Students

## Miscellaneous Academic Information

### Grade Placement

All students with less than five (5) units are considered freshmen. All second year students or transfer students having at least five (5) units, including one (1) unit of English, are considered sophomores. All third year students or transfer students with a minimum of eleven (11) units, including two (2) units of English, are considered juniors. To be a member of the senior class, a student must have a minimum of sixteen (16) credits, including three (3) units of English.

### Field Trips/Tours

Philosophy: The trips that each teacher plans throughout the school year are meant to be experiences where the students will feel and be safe. The school and faculty are liable for each student in their care throughout the school day. The field trips are also meant to stimulate growth in the students' personal, spiritual, and/or academic life. In order to most effectively achieve these goals and the specific goals set forth for every experience, the staff has set down the following guidelines:

1. All students must use school sanctioned transportation throughout the field trip.
2. All student must adhere to SAA electronic device policies during field trips.
3. Trips are only for eligible students, faculty, administrators, and invited sponsors. Eligibility requirements for each trip will be outlined by the faculty and administrators organizing the trip. The administration will invite extra sponsors as needed.
4. There will be a male and female sponsor for all field trips.
5. There will be an administrator when possible as well as male and/or female faculty sponsors for all overnight trips.
6. Faculty sponsors will be utilized as much as possible before inviting outside sponsors.
7. Reduced rates and discounts available on field trips or study tours are available only to the eligible students, faculty, administrators, and invited sponsors.
8. Students are not to invite or encourage ineligible peers to attend field trips or study tours.
9. Students on restricted status will not be permitted to attend field trips/tours.
10. Students who possess a grade lower than a C- will not be permitted to attend the field trip/tour until the grade is raised to a C or better. This policy will not be enforced during the first two weeks of any semester and may be waived at the administrator's discretion.

### Freshman Mathematics/Science Tour

This tour consists of several day trips that focus on the mathematics and science areas of the curriculum.

### Sophomore SDA History Tour

This is a directed study tour of important places in Seventh-day Adventist history.

### Junior Study Tour

Occurring on multiple days in a row, this tour is a directed study of important places in American history.

### Senior English/Arts Tour

This multi-day tour is spread throughout the year and connects to the British Literature and fine arts aspects of the senior curriculum.

### **Senior Class Trip**

To participate in senior activities a student must not currently be on academic or behavioral probation and must have met all financial obligations. Students with on-going behavioral challenges may lose the privilege of senior class trip. Final approval for students to attend class trip is left to the discretion of administration.

### **Testing**

Sophomores and Juniors may take the PSAT. Juniors and seniors are encouraged to take the SAT and ACT tests on designated national testing dates. Standardized achievement tests are administered during the first nine weeks to determine the level of academic learning. These tests are taken by students in grades nine through eleven (9-11) as a way to evaluate and improve current instructional practices.

### **Withdrawal from School**

Before a student can officially withdraw from SAA, the parents and student must have an interview with an administrator and complete a withdrawal voucher. Tuition will be charged through the 20<sup>th</sup> of the month.

### **Resource Services**

The Resource Department at SAA is designed to support teachers and parents with additional academic resources for students. This is mainly accomplished via teacher and parent conferences, and dialogue between staff and the Resource department. If concerns that impact the academic progress of a student continue, the next level of conversation between the school and home is an SST meeting (School Services Team). One day a month is set aside for scheduling these daytime meetings, exceptions being September and a floating late winter/early spring month based on the school calendar. This group is made up of Resource, the classroom teacher(s), parents and administration and/or their designee, and is a collaborative platform to address questions and gather possible solutions for education, behavioral/social and spiritual questions. The flow process from this is unique to each individual student, based on his or her specific needs and what SAA can reasonably provide in terms of interventions, accommodations, etc.

For students who enroll at SAA who then present needs as they journey through their education here, Resource works in a Response-to-Intervention (RTI) model where classroom teachers provide baseline intervention (Tier 1) and if progress is insufficient, Resource provides supplementary support in addition to classroom instruction (Tier 2). Tier 3 support occurs directly with the student, outside of the classroom, with pulled-out Resource instruction. This occurs usually in the cases where a student is not achieving in spite of systematically increased academic support. At all times, the Resource Department communicates with all stakeholders and provides transparency through documentation and ongoing conversations. SAA also works with local school systems and private providers should the need to explore outside instructional options and/or additional information via psycho-educational testing becomes evident. Should social-emotional and behavioral concerns be the dominant area of need, Resource works under the SAA Guidance office's direction to provide reasonable supports if possible.

For students who enter SAA with public school 504 plans or IEPs (Individualized Education Plan), SAA determines during the admissions process what supports can be offered based on the present, individual situation. For those applying to SAA as a first-time student with an IEP or Section 504 plan, a copy of the complete document(s) and any supporting testing reports will be requested as part of that admissions process.

## **Monitoring of Student Progress**

Teachers use formal and informal assessment to gauge a student's level of academic achievement. This information will be issued to influence instruction and provide intervention. It is also used to determine if the student should begin exploring the Resource support process and diagnose which level of support is most appropriate for the student.

## **Courses of Instruction**

### **Unit—Defined**

One Carnegie Unit is equal to 200 minutes of seat time per week over 36 weeks.

### **Fine Arts**

#### Art I—1 unit

This class covers the basic elements and principles of design. A variety of techniques are introduced. Students learn to draw by observation, training the eyes to see detail and perspective. Mediums used are pencil, charcoal, ink, conte crayon, pastel and block printing.

#### Concert Winds—0.5 unit

The band performs regularly throughout the year for church services, concerts and other special programs. Auditions for new members determine seating and placement. Attendance is required at all rehearsals and performances. *Prerequisite: Successful audition and director's permission.*

#### Academy Bell Choir—0.5 unit

Academy Bell Choir, specifically for freshmen and sophomores, performs occasionally throughout the year. Rhythm, performance skills and musical interpretation are emphasized. Attendance is required at all rehearsals and performances. No prior bell experience is necessary.

#### Spencerville Ringers—0.5 unit

This honors bell choir is a select group of students involved in traveling performances. *Prerequisite: Bell Choir experience, audition only.*

#### Academy Chorale—0.5 unit

The choir is open to all students. Sight-reading, basic vocal production, theory and part-singing are stressed in preparing for performances. All performances and traveling are obligatory once accepted into the chorus.

#### Honors Chorus—0.5 unit

This choir is a select choir and is open to qualified students by audition only. Advanced vocal, musical and performance techniques are explored. All performances and traveling are obligatory once accepted. Private voice lessons recommended. *Prerequisite: Admission by audition. Choir trip is scheduled on alternate years.*

#### Musical Drama—1.0 unit

This class focuses on the various aspects of stage performance, technical production, character development, voice projection, and movement. The class performs a full-scale musical in the spring. *Prerequisite: Admission by audition.*

#### Private Music Instruction—0.5 unit

One half credit will be given for private music instruction in piano, instrumental or voice upon submission of a form obtained from the office and signed by the student's music teacher stating that the student received weekly lessons throughout the school year. In addition, the student must present a minimal repertoire for a jury panel.

#### Yearbook—1 unit

The students involved in the production of the annual school yearbook will receive extensive experience in the areas of journalism, graphic design, editing, photography, etc. This is a time intensive course but extremely rewarding for those involved. *Elective*

### **Foreign Languages**

#### Spanish I—1 unit

This course offers an introduction to basic conversational skills in Spanish stressing beginning grammar and vocabulary development.

#### Spanish II—1 unit

This course is a continuation of Spanish I with emphasis on continued vocabulary building, listening comprehension, pronunciation, conversation skills, and proficiency in reading and writing. *Prerequisite: Spanish I or permission from the instructor.*

#### Spanish III—1 unit

This is an honors course designed for students who have already reached a mid-high level of proficiency in speaking, reading, writing and comprehension of the Spanish language. Class members experience an extended look into various cultural aspects and complete a variety of projects designed to provide them with authentic learning and first-hand experiences. Upon completion of this course, students will have enough preparation to take the College Advanced Placement Spanish exam if they so choose.

#### French I—1 unit

The goal of this course is to help students discover more about ourselves and the world around us while acquiring proficiency in French through linguistic, communicative, and cultural approaches to language learning. With a project based learning focus, students will acquire linguistic skills in authentic an context using French.

#### American Sign Language—1 unit

This course introduces the basics of American Sign Language (ASL). This course is designed for students with no or minimal sign language skills to develop basic skills in use of ASL. Emphasis is upon acquisition of comprehension, production and interactional skills using basic grammatical features.

#### Other Languages—to be determined

Students can receive credit for other languages by being tested through an outside agency. A written request must be submitted to the Curriculum Committee and approved before a test can be scheduled. There is an additional fee for this testing.

### **Health and Physical Education**

#### Health Education—0.5 unit

The four aspects of health are carefully studied: Physical, Mental/Emotional, Social and Spiritual

health. An emphasis is given to Biblical guidelines, as well as Ellen G. White’s writings in reference to wellness and health. *Required.*

#### Physical Education—0.5 unit

This class emphasizes team sports. Physical fitness and basic skills are parts of the program. *Required.*

#### Personal Fitness Education—1.0 unit

This course focuses on helping the students establish habits of life-long physical fitness.

#### Gymnastics—1 unit

In this course, students learn the basics of tumbling and acrobatics.

## **History, Political Science, and Social Science**

#### World History—1 unit

This course examines the events and direction of humanity. Particular emphasis is given to exploring the fascinating connections between geography, technology, ideas, and global human development. Themes of this course include: struggle and conquest; social, agricultural and technological innovation; the role of weapons and disease in conquest; the development of religious ideas. *Required.*

#### American History—1 unit

This course introduces students to the formation of American values and institutions during the period from the Colonial Era to the end of the American Civil War. Emphasis is given to the tension between local and central authority during the struggle for independence, the establishment of the Constitution, economic and social change, our nation in times of war and reconstruction prior to America’s westward expansion post-civil war. *Required.*

#### Twentieth Century History—0.5 unit

This course takes a closer look at history in the United States and Europe from 1900 to the present time. Topics include globalization, the Cold War, United States and European foreign policy, social changes, and other such topics. Outside reading and classroom discussions are required. *Required.*

#### American Government—0.5 unit

The course begins with a detailed look at the United States Constitution and its impact on American Heritage. Students will then explore the development of politics and policy-making on such domestic issues as education, welfare, voting patterns, discrimination and others. *Required.*

## **Language Arts**

#### Freshman English—1 unit

This course provides student with the knowledge and skills related to the area of language arts that will help them be successful throughout their high school academic career. The students are introduced to formal essay writing, study skills, vocabulary development, and critical thinking as well as literature in its varying forms: drama, fiction, and non-fiction. *Required.*

#### Sophomore English—1 unit

This course focuses on expanding the students’ appreciation and application of language arts skills through continued vocabulary development, writing experience, and exposure to various forms of creative writing (literature and film, poetry, fiction, and non-fiction). In addition to these knowledge and skill areas, the students will work on cross curricular skills such as critical thinking, working in groups, reading comprehension, and proper written expression. *Required.*

### Junior English—1 unit

Students will read works from the literary canon including pieces of fiction, poetry, non-fiction, and drama. The students will work on continually strengthening their composition, reading comprehension, and vocabulary skills throughout the course. *Required. Honors available.*

### Senior Composition—1 unit

This year long course presents the various types of rhetorical writing that will be required of our seniors during their first year of college. The students will practice the writing process on rhetorical pieces such as narrative writing, descriptive writing, and analytical writing. They will also develop their research skills during the second semester of this course. After taking this course, students will be able to navigate their college writing courses with ease. *Required.*

### AP Literature and Composition—1 unit

During this course for seniors, students will continue to work on their literary analysis skills in the four major genre areas: drama, poetry, fiction, and non-fiction. The students will also learn about the history and development of the English language. Composition skills, reading comprehension, vocabulary, and critical thinking will be strengthened throughout the course. Students will be prepared to take the AP Literature and Composition Exam at the end of the year. *Elective. Prerequisite: Must have read at least two American Literature texts as assigned in Freshman, Sophomore, or Junior English.*

### Introduction to Creative Writing—1 unit

This is designed as an introductory course to the art and act of creative writing. As such, the course revolves around short writing samples as well as long-form story-telling. The goal of this course is to fully explore the art of writing by undertaking numerous assignments and writing activities that will approach the creative arts by practicing various methods of writing. While the first semester focuses on the examination and creation of Fiction, the second semester sees the addition of Creative Non-Fiction. Combined, these two halves provide a complete introduction to the recursive act of writing, while allowing students the freedom of expression and creative thought. Writing will be analyzed based on peer-review and in-class critique with the ultimate goal of creating a well-developed portfolio.

### Broadcast Journalism/TV News—0.5 unit

This class is reserved for students interested in a communications type field. This is a technology class and gives the student hands on training in video editing, camera technique, on camera reporting, news writing, and directing. Students will participate in daily reading, writing, analyzing, and discussion activities. They will also complete exercises to stretch their creativity. Students will create a news program/magazine that will inform the student body about events, issues, and interesting topics for bi-weekly viewing on SmartBoards in all classrooms. Some students will participate in an end of the year project that can be a five minute original movie or documentary film. Students will also develop on-camera speaking skills. *Elective.*

## **Mathematics**

### Pre-Algebra---1 unit

This course covers topics needed for entrance into Algebra 1. It utilizes a two-pronged approach – classroom instruction and computerized instruction. The first focuses on major topics to prepare a student for algebra. The second utilizes a web-based learning system which uses computerized assessments to differentiate the learning to focus on topics that each student needs to master before

entering Algebra 1. High school students not ready for Algebra 1 will be placed in this class.

#### Algebra I—1 unit

A basic course designed to develop algebraic concepts through examples and real life problems. The concepts taught include linear equations and inequalities, systems of equations, polynomials, exponents, square roots and quadratic equations. This provides a foundation for further study both in algebra and geometry. *Prerequisite: Algebra Readiness Test Results. (For Accelerated Students: Completion of steps for accelerating a math student.)*

#### Geometry—1 unit

This course is a study of the properties of points, lines, and planes and the evolution of plane geometry as a unique mathematical study. The formal proof is developed as a part of the logical thinking process. This study also includes an introduction to trigonometry, constructions, area, volumes, and transformations. *Prerequisite: Algebra I with a minimum grade of C or permission of the instructor. (For Accelerated Students: Algebra I with a minimum grade of B-.)*

#### Algebra II—1 unit

An extension of algebra that builds on the skills of solving equations, systems of equations and inequalities. This course focuses on connecting concepts algebraically and graphically. Students will develop a thorough understanding of linear, quadratic, polynomial, exponential, logarithmic, rational, and radical functions. *Prerequisite: Algebra I with a minimum grade of C. (For Accelerated Students: Algebra I with a minimum grade of B-.)*

#### Pre-Calculus—1 unit

This course covers the topics of elementary functions and graphs—polynomial, rational, exponential, logarithmic, and trigonometric. Algebraic techniques necessary for success in calculus will be emphasized. Limits are introduced. *Prerequisite: Algebra II and Geometry with a minimum grade of C+. (For Accelerated Students: Algebra II and Geometry with a minimum grade of B-.)*

#### Personal Finance —0.5 unit

This is a one-semester course focused on introducing students to financial matters of adulthood. *Prerequisite: Algebra I with minimum grade of C+.*

#### AP Calculus—1 unit

Calculus is an advanced mathematics course that focuses on the two fundamental concepts of calculus—differentiation and integration. In this course, we will explore meaningful problems using appropriate technology in order to develop concepts and applications related to these concepts. *Prerequisite: Pre-calculus with a minimum grade of B-.*

#### Probability and Statistics – 1 Unit

This course equips students with the tools to be both a consumer and a distributor of statistics. This course takes an algebraic approach to statistics and will serve as a great introduction to college-level statistics.

### **Religion**

#### Religion I—1 unit

This course pursues answers to meaningful questions about God's Word. What can we discover about God through the pages of the Bible? What does the Bible teach us about God's interaction with people

throughout history? And how does the life, death, and resurrection of Jesus intersect with our lives, not merely in the here and now, but for eternity? The Old Testament book of Genesis and the Gospels provide the basis for this course. *Required.*

#### Religion II—1 unit

This course is a whirlwind tour of world history with a particular focus on the development of God's community of believers. Throughout this course the students will be covering the topics of the Old Testament (Exodus through the Prophets), Acts, Early Christian History, and Seventh-day Adventist history. Learners will discover a faithful God interacting with growing people, growing their own faith in the process. *Required.*

#### Religion III—1 unit

This course combines several mini-courses. Two are taught every year: Daniel & Revelation and SDA Doctrines. Two additional courses are selected from dating, friendship, and sexuality; the book of Romans; and a course on a variety of topics about living life as a Christian in a world of money, careers, and dealing with advertising in life. Additional topics are adduced throughout the course. *Required.*

#### Religion IV—1 unit

The primary focus of this course is on the book of Hebrews, worldviews and religion, and marriage and family. Either a devotional study of John or a class in a Life Philosophy and Contemporary Moral Issues is included. A variety of additional topics round out this year of study. *Required.*

### **Science**

#### Biology—1 unit

This course is a study of the fundamental principles of living things. Areas of study are: cells, heredity, creation and origins, ecology, the kingdoms, utilizing biological concepts to influence lifestyle choices, and stewardship. This is a lab course.

#### Chemistry—1 unit

Areas of study for this course will include the atom, compounds, formulas, the periodic chart, bonding, acids/bases, and electrochemistry. This is a lab course. *Prerequisite: Algebra I and Algebra II (or take concurrently) with a minimum grade of C. Honors available.*

#### Physics—1 unit

This class studies the fundamental laws of physics as related to mechanics, heat, sound, light, electricity, magnetism, and atomic-nuclear physics. This is a lab course. *Prerequisite: Algebra I, Geometry, and Algebra II either completed or taken concurrently with minimum grades of C.*

#### Anatomy and Physiology—1 unit

This course is a two-semester sequence that covers the macroscopic and microscopic structure and function of the organ systems of the human body. Some applications to pathology and health are made, but the emphasis is on the understanding of "normal" functions of cell types, tissues and organs, and how organ systems are integrated. All of the major systems of the body will be covered (muscular, nervous, cardiovascular, etc.) *Prerequisite: Seniors only, unless arranged with instructor.*

### PBL I and II—.5 unit

Project Based Learning (PBL) is a class that is required for our STEM Certification. PBL helps students gain knowledge and skills by working for an extended period of time investigating and responding to an authentic, engaging, and complex question, problem, or challenge. Students demonstrate their knowledge and skills by developing a public product or presentation for a real audience. As a result, students develop deep content knowledge as well as success skills such as critical thinking, collaboration, creativity, and communication skills in the context of doing an authentic, meaningful project. PBL unleashes a contagious, creative energy among students and teachers. The students will investigate problems in the areas of Physics, Life Science, Earth Science, Ecology, Engineering, Chemistry, and many other areas. They will learn to think and act like a scientist as they work to solve their challenge.

### Integrated STEM—1 unit

This course is designed to introduce students to various STEM (Science, Technology, Engineering, and Mathematics) disciplines, and integrate 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.

### Launching into Aviation—1 unit

This core aerospace and aviation course provides the foundation for both pathways. It is designed to give students a clear understanding of career opportunities in aviation and aerospace and the critical issues affecting the aviation system. Students will also begin to drill down into the various sectors of aviation and the elements that make up the aviation and aerospace ecosystem. They will discover how advances in aviation created a need for regulation and will learn about the promulgation of civil aviation oversight. Students will explore modern innovations and develop their own innovative ideas to address real-world challenges facing the aviation industry. They will be exposed to a variety of career options in aviation and aerospace and take an in-depth look at the opportunities available. For schools offering multiple pathways, this course will allow students to begin to define their individual interest.

### Introduction to Flight—1 unit

This course offers students pursuing the pilot and UAS tracks a closer look at the aircraft they may one day operate. Students will begin with an exploration of the types of aircraft in use today before going on to learn how aircraft are made and how they fly. Students will understand how aircraft are categorized, be able to identify their parts, and learn about aircraft construction techniques and materials. They will gain an in-depth understanding of the forces of flight—lift, weight, thrust, drag—including how to make key calculations. They will then touch on aircraft design, looking at stability, aircraft controls, and maneuvering flight. The course will conclude with a focus on career skills related to these topics.

## **Technology**

### Computer Science in the Modern World—1 unit

This year long course will establish the student's data processing skills. Students will become proficient users of the Office suite. The students will also be introduced to Corel Graphics web design and other relevant computer technology.

### Microsoft Certification – 1 Unit

This course will improve the students' proficiency using Microsoft Office productivity applications (Word, Excel and PowerPoint). Upon completion of the course, students have an opportunity to test for Desktop Pro Certification.

# School Climate

## **Philosophy of Discipline**

- We believe that students should be guided and expected to solve the problems they create without creating problems for anyone else.
- We believe that we should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
- We believe that students should see a reasonable connection between their actions and the consequences that follow.
- We believe that student and teacher relationships are built on the principle of mutual respect.
- We believe that students should be given the opportunity to make decisions and to live with the consequences, be they good or bad.
- We believe that misbehavior should be handled with natural and logical consequences.
- We believe that students should have an opportunity to invoke a simple “I am not sure this is fair” discussion, if they believe the consequences are unfair.

### **Student Pledge**

It is distinctly understood that students who are accepted to Spencerville Adventist Academy thereby pledge to observe the Christian principles and commitment to scholarly work upon which this academy is operated, whether on or off the campus. If this pledge is broken, it is also understood that by such infractions they may forfeit this membership, and if longer retained, it is only by the forbearance of the faculty. Please read your bulletin carefully so you are aware of all school policies

## **Attendance**

### **Excused Absences**

Compulsory education laws require students to attend school. For medical absences exceeding three (3) days, a written doctor's excuse must be submitted. The following are legitimate reasons for absences:

1. Illness
2. Death in the family
3. Medical or dental appointments
4. Court appointments
5. School trips
6. Emergency

The student will be responsible for completing and turning in any missed assignments, projects, and tests when he/she returns. Students will complete and turn in for full credit work missed due to an excused absence, school trip or pre-approved planned leave. The formula will be (2) business days of deadline extension for every (1) missed day due to an approved absence.

### **Unexcused Absences**

We realize parents do take their children out of school for reasons other than those stated previously. Please realize this is an unexcused absence and policies will be followed.

### **Make-Up Policies for Assignments**

Retakes, make-ups, missed work will be graded within two weeks (10 school days) of submission.

- Work missed due to an absence will receive an absent or absent excused code depending on the nature of the absence.
- It is the student's responsibility to coordinate with their teacher(s) for missed assignments.
- For each day absent a student has two days to complete and submit all make-up work.
- Make up tests are not permitted during class periods where the students is schedule to be in another class.
- Once missing work is submitted, students receive a "pending" status which does not impact their grade until a grade has been assigned.

### **Prearranged Leave of Absence**

Spencerville Adventist Academy supports quality family time and encourages families to plan their family vacations during scheduled school vacations. Missing multiple days of school has a negative impact on a student's educational experience. Valuable class interaction is missed when absences occur. When planning vacations such as church mission trips or outside conferences, parents need to consider the following policy.

A Pre-Arranged Absence Request Form must be submitted to the office one week in advance of any planned absence. Students will be granted no more than five (5\*) pre-arranged days per year. This would include church-sponsored mission trips, family vacations, etc. School-sponsored trips would not be included. Upon approval from the Administration, the student will be responsible for completing and turning in any missed assignments, projects, and tests when he/she returns. Each student will be allowed to submit work missed due to prearranged leaves of absence. Absences in excess of the approved five day limit will be subject to attendance and late work policies.

\*Note: Seniors are granted an additional 3 days of planned absence for college visits and college tours. Juniors are granted an additional 2 days of planned absence for college visits and college tours.

Note: In accordance with page C-43 of the Maryland Student Records Manual/2011, these absences will not be excused.

### **Discipline for Attendance**

Attendance discipline is enforced on a bi-weekly basis. Students are expected zero (0) unexcused absences and no more than two (2) unexcused tardies during each weekly period. Absences are defined as missing a class. Tardies are defined as being 9 or fewer minutes late to a class. Absence due to tardy is treated as an absence in regards to discipline and occurs when a student is 10 or more minutes late to a class. Written excuses will be accepted at the high school vice principal's office up to 3 days after the offense occurs.

When student's attendance record exceeds those limits the following consequence will occur: Warning Email home to parents.

If a student achieves two or more unexcused absence or four or more unexcused tardy marks they will be placed on Restricted Status for one week and will be required to attend detention on the Wednesday of the upcoming week.

*If a student attends detention more than twice within the quarter for the same offence a mandatory meeting with the parents, student, and administration will be set up and can result in a student being placed on probation.*

### **Attendance Failure**

It is self-evident that positive attendance behaviors correlate with real learning. Students are expected to maintain a connection inside their community of learners by regularly attending class, and participating to the best of their ability. Students who miss class or arrive late will only be permitted to submit work or make-up missed assignments or tests, if their excuse for missing is approved by the office of the Principal.

# Christ on Campus

## **The mission of Seventh-day Adventist Education is:**

- To bring our students into a saving relationship with Jesus Christ, with a lifelong sense of worth, purpose, and mission.
- To provide students with opportunities to worship and invest in a loving relationship with God, individually and as a community, on campus and off with the broader church family.
- To invite students to create a redemptive environment for their communities, utilizing their individual talents, interests, and skills.
- To enable each believer to develop a servant's heart for God's children here and around the world.

## **Our Process:**

Spencerville Adventist Academy believes in a three-step spiritual education process. Step one happens in Bible class: learn everything you can about God's plan throughout history to reconcile with and save humanity through His Son, Jesus Christ, and how to live in light of that saving relationship. But the next steps move beyond sitting at a desk. Step two: worship. Respond to God's love and forgiveness through heart-transforming moments. Step three: do something that benefits the whole of God's creation, beginning in our own campus and extending into the whole world.

## **Campus Ministries:**

Campus Ministries is an organization developed to provide ministry opportunities for the students at Spencerville Adventist Academy. We employ a chaplain who works with student leaders, particularly the Student Association Pastor, to develop a vision for ministry on our campus. Together, they enable the entire student body to have opportunities for worship and service, both on and off campus.

# Discipline Process

## Citizenship

We call our system of discipline “Citizenship”. This is a system of negative and positive reinforcements, designed to increase the frequency of positive behavior in the areas of attendance, behavior and dress code compliance. We are always open to student and parent input as we continue to refine this innovative approach to discipline and inevitable changes occur throughout the year. When such changes are made, they will be announced at chapel, in the newsletter and via email.

## Restricted Status

Student attendance and behavior is reviewed regularly. A student who meets the following conditions will be placed on Restricted Status for one week (5 consecutive school days) beginning the day after the review and email notification has been sent to parents and student. Any student placed on Restricted Status will be required to attend detention the Wednesday of the upcoming week.

- Attendance – 2 or more unexcused absences or 4 or more unexcused tardies
- Behavior – 3 or more behavior write-ups
- Dress Code – 3 or more dress code violations

*Restricted status makes a student ineligible to participate in extracurricular and afterschool programs (i.e. Athletics/SA /nonacademic field trips/etc.).*

## Due Process

Student violations of the standards of behavior will result in disciplinary measures. Self-control, self-government, and acceptance of responsibility for one’s behavior will be emphasized in each situation. Every effort is made to help the student take ownership for the problems they have created and to come up with solutions. The discipline approach will vary depending on the circumstances of the misconduct, the individual student, and the school community. The first desire of the school is for discipline to be an opportunity for growth. The following steps may be taken when corrective discipline is needed:

1. Conference with student and teacher.
2. Conference with student, teacher, and administrator.
3. Conference with student, teacher, parent, and administrator.
4. \*Discipline Committee Referral: The Discipline Committee is a small group of Administrators and teachers called together for serious misconduct. It is called by the school principal or acting administrator. The student may ask any teacher of choice to be present. At least one parent is asked to be present but preferably both. We take a redemptive approach to discipline which focuses on supporting the student and parent in finding ways to change behavior. This means that discipline is very individualized with consequences that logically fit the infraction whenever possible. We also ask that the student and parent be involved in making suggestions for consequences. After hearing all the facts with the parents and student together, the committee convenes separately to finalize the decision.
5. School Board action.

***\* Students will be automatically be placed on ISS or OSS while discipline committee conducts its investigation and arrives at a final decision. All disciplinary actions are at the discretion of the Discipline Committee.***

## **Serious Misconduct (major write-up)**

A student who violates the basic principles of the school by engaging in certain disapproved practices may receive serious discipline, a fine, or dismissal from school. The disapproved practices include, but are not limited to, the following:

1. Using profane language, using God's name in vain, or the possession of or displaying obscene literature or pictures, or indulging in lewd conduct or suggestions.
2. Using tobacco; the misuse or illegal possession of drugs or narcotics in any form.
3. Drinking or possessing alcoholic beverages.
4. Gambling and/or betting.
5. Participating in dishonesty including theft, cheating, lying, and willful deception regarding violation of school regulations in any phase of school work, or business.
6. Meeting persons at any unauthorized time or place, and/or engaging in improper social or sexual conduct.
7. Failure on the part of a student to conform to the stipulations of any discipline which has been administered.
8. The use, handling, or possession of air pistols, firearms (or toy facsimile), knives, lighters, matches, firecrackers, or explosives.
9. Engaging in willful destruction or vandalism of school property or property of others on or off the campus.
10. Tampering with doors, fire alarms, security systems, or fire-fighting equipment.
11. Unlawful entry to any school facility.
12. Copying or unauthorized use of school keys.
13. Fighting.
14. Leaving campus without permission.
15. Bullying.
16. Harassment/Sexual Harassment.
17. Inappropriate use of electronic devices.
18. Willfully defying the authority of school officials.
19. Any student who becomes a clear and present danger to the life or safety of school personnel or students.

## **Sexual Misconduct**

Spencerville Adventist Academy may, at its sole discretion, not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual conduct, or the encouragement of advocacy of any form or behavior that would undermine the Christian identity or faith mission of Spencerville Adventist Academy and the Seventh-day Adventist Church.

## Miscellaneous Uniform Information

### **Uniforms:**

Used uniforms are available throughout the year in SAA's used uniform store. Inquire in the office. New uniforms can be ordered at any time during the school year by going to the [School Uniforms by Tommy Hilfiger website](#) On the Find Your School page, enter either our Partner School Code SPEN01 or search by school name and location. Select your student's grade, gender and program type. For all customer service questions, please call 1-877-825-2860. Customer Service is available in English and Spanish. More detailed ordering instructions are available on the SAA website.

**Hair:** Hairstyles must reflect the tone of the dress code; namely, neat, clean and out of the eyes. Non-traditional hairstyles, including but not limited to spiked hair, Mohawks, shaved heads and unnatural color dyes are unacceptable. The school reserves the right to determine what is appropriate and/or acceptable in clothing, facial hair, hairstyle, and accessories.

### **Skirt Length:**

Skirts should be no shorter than 2 inches above the top of the knee.

### **Tucked In:**

Shirts must be tucked in while in the school building. Girls wearing a uniform skirt may leave their shirt un-tucked.

### **Other Accessories:**

Tattoos or body piercing of any kind may not be displayed on the body. No jewelry of any kind to include leather, rubber, or cloth bracelets may be worn. Sunglasses, hats or other head gear are not to be worn inside the school building. These items will be confiscated.

### **T-shirts:**

Shirts worn underneath the uniform must not extend beyond the length of the uniform shirt.

### **Field Trips:**

Uniforms are to be worn on educational field trips unless otherwise stated. The polo is preferred for safety reasons.

### **Outer Wear:**

Only SAA approved outerwear may be worn in the school building and classrooms. All other outwear should be placed in the student's locker and not worn during the school day unless going outside.

### **PE Uniforms:**

Students in grades 5-12 are required to wear an SAA P.E. uniform when attending a physical education class.

## **Dress Code Enforcement Procedures**

Students are expected to comply with SAA's approved dress code. Noncompliance with dress code will be noted in on student's behavior record and can result in disciplinary actions to include detention.

When the student is missing items required by the dress code they will be asked to resolve the issue immediately by one of the procedures outlined below:

**Quick compliance** – Student is able to resolve the issue on the spot without argument or discussion.

**Confiscation** – Student surrenders offending article of clothing or accessory. The item is held on the first offense for 24-hours, on second offense, 48-hours, on third offense, a meeting with the principal.

**Purchase** – A limited number of items will be available for purchase in the used uniform store.

**Return home** – Students requiring items not found in our store must return home to redress in compliance.

## **Leadership Organizations**

### **Student Association**

The SAA Student Association (SA) is an organization of elected student officers that plans various activities for the student body during the school year. The officers of the SA are elected by the students each school year. In the past, Student Association has planned activities such as banquets, school picnics, and spirit weeks.

### **Class Officers**

A student seeking class office must meet and maintain the same criteria as a student seeking office in the Student Association. A student may not hold more than one major office unless they have received administrative approval.

### **Officer Eligibility**

The candidates for any office must be approved by the Administrative Council. They will evaluate each candidate on the basis of grade point average, behavior record, and attendance. The following qualifications must be met by the candidates for Student Association, Class Office, and other leadership positions:

1. Demonstrate a Christian lifestyle that is in harmony with the philosophy and goals of SAA.
2. The positions of president, vice president, and spiritual vice president for Student Association and class office are considered major offices. These candidates must have a GPA of 3.0 or above and have no failing grades for the preceding grading period. Other officers must have a GPA of 2.5 or above and have no failing grades. Once elected, these qualifications must be maintained and will be evaluated every grading period.
3. Students may hold only one major elected office at a time.
4. Candidates must have been in attendance at SAA from the beginning of the school year during which the office is held. The senior class president must have attended SAA for at least one semester of his/her junior year.

Candidates must have good citizenship. Citizenship is a reflection of the student's attendance record, discipline record, and dress code compliance. A candidate may lose their office or their eligibility to run for office if he/she, achieves restricted status more than twice in single quarter, or is called to discipline committee for other discipline.

## **SAA Campaigning Guidelines**

All advertisements that are posted by candidates at SAA must be approved and signed by their corresponding sponsor:

- SA Sponsors approve students running for SA.
- Class Sponsors approve students running for their class.

Students are not allowed to hand out any incentives:

- For examples, food, pins, pens, money, etc. (This includes students who may not be running for office, but are supporting a student who is, and is giving out incentives on their behalf.)

Students are to run a positive campaign:

- Students are not allowed to bad talk any other candidate running for office.
- Students are not to tamper with in any way another student's advertisement

## **SAA Voting Procedures**

1. If there is a single student running for an office, then the voting style (secret ballot, heads down and raised hands, voice vote, etc.) may be chosen by the sponsors. If there are two or more students running for an office, the voting style shall be by secret ballot
2. If there are more than two students running for an office, then
  - a. a student receiving more than 50% of the votes (of the voters present at the time of voting) on the first round shall be declared the winner
  - or
  - b. the two students receiving the most votes shall have a runoff vote
  - or
  - c. if the second and third place students receive the same number of votes, then there is a runoff vote between the top three candidates.

Note: If the second round of voting has the outcome that no one has greater than 50% (of the voters present at the time of voting), the candidate with the most votes shall be declared the winner.

3. Only students and sponsors present may cast a vote. Head sponsors vote only in case of a tie.

## Athletic Organizations

### Eligibility for Athletic Groups

A student seeking to join an athletic group must meet and maintain the following criteria:

1. Demonstrate a Christian lifestyle that is in harmony with the philosophy and goals of Spencerville Adventist Academy.
2. Have a good attendance record (see attendance policy).
3. Maintain all **passing grades** \* (from A to C-). D's and F's are considered failing grades.
4. Not be involved in major discipline. (See serious misconduct)

*\* Continued eligibility will be reviewed throughout the semester. A student with a D or F grades at mid-semester or as a final semester grade will be placed on academic probation and will be considered ineligible to participate in any athletic group. Academic probation runs a full nine-week period and is reviewed at the end of the nine week period. Students must have all grades of a C or above at the end of the designated time to be removed from Academic Probation.*

All athletes must possess a current (within a calendar year) sports physical due by July 1 of the upcoming school year as directed by Maryland State standards. Student athletes may not tryout nor participate in any sporting event unless they have a current physical on file with the school nurse's office.

A student is ineligible to participate in a game and practice if he/she was unable to attend all his/her classes or meet his/her school appointments the day of the game/activity unless the absence is excused. If a student is sick and does not attend school, they *shall not* participate in that day's sporting events although sickness may be an excused absence from class.

Guidelines for Management of Sports-Related Concussion:

1. Any student athlete suspected of suffering from a concussion or other head injury will be removed from activity and not allowed to return in the same 24-hour period after the injury.
2. Evaluation by a medical doctor will be required for all student athletes suffering a concussion or other head injury before they will be allowed to return to play.
3. Any student athlete with a witnessed loss of consciousness (LOC) should be immobilized and EMS (911) called for evaluation. The student should **not** be moved from the playing field.
4. All injuries must be reported to the School Nurse and documented (in RenWeb).
5. Students diagnosed with a concussion must have a "Return to Play" form or other documentation detailing a plan for returning to a school team.

Any student who participates in a sport tryout, subsequently makes the team and attends one practice will be considered *part of the team*. Accounts for all team related fees will thereafter be assessed and not refundable. If a student-athlete makes the team, they may prohibit another from the benefit of participating in that sport due to size limited of the team as determined by the coach and therefore should forfeit repayment of fees.

Students should not participate in extracurricular activities that may have schedules that conflict with each other. Some sports require more time away from studies and classroom. Students who desire to play basketball will not be allowed to participate in ACRO. Due to the numerous practice/game conflicts, the two sports demand far too much of a student athlete to participate in both sports at the same time. If a student has a desire to participate in both, they must stipulate in a letter to the Athletic Committee prior to

the first tryout of ACRO outlining their desire and abilities to compete in both sports. The decision for that student will be evaluated on a case by case basis.

Extracurricular activities may cause some absence from class. It is the athlete's responsibility to ensure their work is current with their respective teachers.

Playing time is not guaranteed in any varsity sport. Players are continually evaluated by a highly competent coaching staff that has the individual player's and team's interest at heart. Players will be given an opportunity to succeed when the coaches determine they are ready for the task. Parents are highly encouraged to attend all sporting events. If a student athlete has any issue with a coach they should approach the coach during practice or afterward to discuss any issue related to that sport. During or immediately after a game is not a time for an athlete or parent to discuss issues with a coach. Issues should proceed in a logical manner, coach, athletic director, principal until the issue is resolved.

### **Sports offered at SAA:**

Tournament trips out of state may occur and will be approved by the SAA Administrative Council, Athletic Committee, and School Board. Usually, for teams, trips may be planned on an every other year basis.

### **Men's and Women's Varsity and Junior Varsity Basketball**

Men's and women's basketball are available to SAA students. Tryouts for basketball will be announced within the first nine weeks of school. Basketball teams will consist of eight to eighteen (8-18) players. Practices occur at least three times per week. The schedule will be announced after tryouts conclude and will begin late November and end by the First week of March.

### **Women's Volleyball**

Volleyball is available to academy ladies who meet and maintain the minimum requirements for athletic activities. Tryouts are the first week of school and the season ends in late October. The team will consist of 8 – 14 players.

### **Men's Volleyball**

This sport will not support those playing Varsity Baseball at the same time. The team will consist of 8 – 14 players.

### **Varsity Women's Soccer**

Tryouts will be the first week of school and the season ends in late October. The teams will consist of 12 – 20 players.

### **Varsity Men's Soccer**

Tryouts will be the first week of school and the season ends in late October. The teams will consist of 12 – 20 players.

## **Varsity Baseball**

Baseball is open to academy males. The team will consist of 12 – 16 players. The season begins in March extends through May. Baseball is played in accordance with National Federation of High School rules.

## **Women's Fast-pitch Softball**

Lady Hornets participate in fast pitch softball in accordance with the National Federation of High School Rules. Tryouts are typically the first week of March and the season extends through May. The team will consist of 12 – 16 players.

## **ACRO**

Athletes learn to perform floor tumbling, pyramid building, single/multiple base stunting and flying. No experience is necessary. A hard working attitude and some athletic inclination is all that is needed. Lessons are open to anyone; however, in order to earn a spot on the “elite” team (15-25 individuals), everyone must participate in tryouts. Team members must meet athletic group qualifications. SAA Acro-Exhibition team will:

1. Design a 30-45 minute show.
2. Visit other schools.
3. Participate in Acro Fest.
4. Participate in various clinics.
5. Have an end of season home show.

# National Organizations

## National Honor Society Eligibility and Selection Criteria

NHS is more than just an honor roll. The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These criteria for selection form the foundation upon which the organization and its activities are built.

- **Scholarship:** Students who have a cumulative grade point average of 3.50 (on a 4.00 scale) meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [ninth graders] are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester. (Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the Faculty Council may waive the semester regulation.)

In late October, the sophomore, junior, and senior GPA's will be reviewed by the Chapter Advisor to determine each student's scholastic eligibility. Eligible students will be sent a letter notifying them that they may complete an essay and/or Student Activity Information Form in order to indicate their interest in being selected for membership in the SAA NHS. Please note: the essay and/or Student Activity Information Form **is not** an application. Completing these materials does not ensure selection for membership.

Membership in the National Honor Society is a privilege, not a right. The essay/form will be submitted to the Chapter Advisor. The Faculty Council, five faculty members chosen by the chapter advisor, will meet, along with the Chapter Advisor in order to review each candidate's qualifications as far as character, service, and leadership. The Council will use the essay/form to help them in the selection process. The Council may also call the student for a personal interview, as needed. A majority vote by the Faculty Council selects the students for membership. The Chapter Advisor does not vote. The students and parents/guardians will be notified in writing of their membership status. The selected students are officially inducted as members of the SAA chapter of the NHS in November.

## **General Information**

### **Administrative Committee Requests**

All requests must be made in writing and submitted through the office for approval.

### **Banquet Policy**

Students wanting to bring a non-SAA student to a banquet must obtain and complete the appropriate form from the office. Permission by parents (both of the student and non-SAA student) and principal must be given. Guests will be held to the same standards as SAA students. Couples who have more than one write up for PDA events within the prior 9 weeks may not be eligible to attend.

### **Before and After School Supervision**

The school doors open at 7:45 a.m. There is no provision to care for a student prior to that time. There is no after school care provided for high school students.

### **Cell Phones/Electronics/Computers**

Electronics not specifically designated for scholastic use, including **cell phones**, are not to be used or seen on campus during school hours (8:00 am – 3:30 pm) or at school sponsored academic activities. Cell phones should not be seen or heard during the school day. Earpieces (headphones, earphones, earbuds, etc.) are not permitted. Unapproved devices that are seen during the day will be taken from the student and given to the office where it can be retrieved at the end of the school day. If a student has a need that requires them to contact parents they may call from the school office. Failure to comply with this policy may result in student discipline and/or dismissal from SAA.

### **Damage to School Property**

When accidental damage to school property occurs and is reported immediately there will be no penalty other than restitution. (Accidental damage is often covered by personal liability insurance.) Willful damage or destruction of school property will call for restitution and additional discipline.

### **Extra-Curricular Activities**

SAA will not sponsor nor supervise any post-graduation activities. SAA will not sponsor activities in facilities where alcohol, tobacco, inappropriate music, dancing, and other questionable activities are prevalent.

### **Fire Drills and Other Emergency Drills**

Fire drills and other emergency drills will be conducted in accordance with county and state regulations. During a fire drill all students are expected to exit the building to the designated area in an orderly fashion, proceed to the location directed by the teacher and remain there silently until the signal is given to return.

### **Grievance Policy**

While the faculty and staff of SAA strive to maintain a cohesive atmosphere, it is only natural that at times there may be a conflict between parents and teachers. The following is a guideline of the steps to take should such a situation arise. First talk directly to the teacher with whom you are having a conflict. If satisfaction is not obtained after this conference, please contact the school administration and arrange for a time to speak with them in person. It may be necessary to meet with the teacher and administrator in some circumstances. If a concern still remains after following the preceding steps, contact the SAA School Board Chair for further assistance in resolving the matter.

## Health Services

Faculty and staff members are certified in First Aid and CPR. Additionally, AED and first aid kits are located throughout the facility. We maintain a full-stocked health room with a registered nurse on staff. Injuries and illnesses are reported to the health room and parents will be contacted if further care is needed. Maryland state guidelines are followed for administration of medications.

The Health Room is open only during regular school hours. Medications kept in the Health Room can only be given during these hours. No medication (from the Health Room) is available during sporting events (home and away) and After School Care.

## Legal Considerations

The laws of the state and local government are to be respected and obeyed. Possession of weapons, dangerous objects, or explosive devices is not permitted and will result in immediate suspension and possible expulsion. Imitation or toy weapons are not permitted and may result in suspension or expulsion. We adhere to Montgomery County zero tolerance policy and therefore will immediately contact the Montgomery County police when weapons are found on any student. The use, possession, or distribution of tobacco, alcoholic beverages, non-prescribed drugs, narcotics, and controlled dangerous substances by SAA students is prohibited and is cause for immediate suspension and possible expulsion.

## Lockers/Locks

Each student is assigned a locker. It is expected that lockers will be maintained in a clean and orderly fashion. SAA has the right to inspect any locker at any time. No stickers, writing, posters, or other items are to be placed on the outside of the lockers, unless approved by the administration. All items outside or on top of lockers will be removed by the staff. The school is not responsible for personal possessions. Students are advised to keep their lockers locked and to not bring valuable possessions to school or take them on school outings.

## Permission to Leave Campus

Students who find it necessary to leave campus before their regular school day is over must get permission from an authorized person in the office before leaving school. After permission has been granted, they must sign out. **Students leaving campus or driving other students off campus without administrative permission will receive unexcused absences for classes missed and a one-day internal or external suspension.** Students are not to leave campus for lunch or to retrieve items needed for school on a regular basis, this includes walking off campus to nearby businesses.

## Posted Notices

All notices to be posted or distributed must be approved by the Administration.

## Probation

Students placed on probation for academic or behavioral reasons allows a period of time in which the student has an opportunity to improve. Failure to successfully complete a probationary period may be grounds for dismissal.

## Publications

*The Buzz* is the school's weekly newsletter. Its purpose is to facilitate communication between parents, administration, and students. Information to be published in the newsletter is to be submitted to the office no later than 9:00 am on Thursdays. *The Buzz* is posted on RenWeb on Thursday and sent via email to parents

and students.

### **Public Displays of Affection**

SAA has a “hands off” policy. Displays of affection such as holding hands, kissing, snuggling, etc. are not allowed. Creative social restrictions will be implemented to help students maintain their boundaries, including but not limited to assigned seating, alternate class schedules, and restricted lunch locations.

### **Social Event Form**

If a student wishes to bring a non-SAA student to a social event, he/she must get a request form from the Office, complete it, and submit it to the office for approval before the event.

### **Social Invitations**

Invitations to family-sponsored social events should be mailed directly from the home, not delivered at school.

### **Sports Activities**

Intramural sports activities are provided for upper grade students. Events, times, and eligible participations will be announced as scheduled. Students participating in these events need to arrange for transportation following the activities.

Spectators at SAA athletic events are expected to demonstrate good sportsmanship, to respect and cooperate with game officials and school supervisors, and to demonstrate behavior in harmony with school philosophy and policies, or they may be asked to leave.

### **Teacher Conferences**

Teachers are unable to conference with parents during the school day so plans are in place for formal parent teacher conferences throughout the year. However, if you wish to conference with your student’s teacher on some other date, during normal business hours, you may email or call the mail office to make an appointment.

### **Vehicles**

Driving a motorized vehicle on campus is a privilege, not a right. A student is not permitted to bring a motorized vehicle to school at any time unless satisfactory arrangements are made. A student must:

1. Complete an information sheet with signature from parent(s)/guardian(s) and student.
2. Park in the student designated area (left hand lot).
3. Provide written permission from the parent/guardian of the student driver as well as from the parent/guardian of the student being driven in order to provide transportation to other students. This written permission must be submitted to the office.

Students are not to loiter in or around cars. Students are to remain in supervised areas throughout the day. SAA has the right to inspect student vehicles at any time.

## **Visitors**

All visitors should enter through one of the front entrances ONLY, once school is in session. For safety purposes, all other entrances are off limits during the school day. Please stop by the office, sign in and get a visitor pass. Please sign out before you leave and exit through the main entrances. Please do not encourage or expect a student to let you in a door.

Communication between parents and teachers and parental visits to the school are encouraged. Please conduct all business after school-hours (8:00 am to 3:35) by making arrangements with the teacher or with the front office. Visits to the classroom during school hours should be pre-arranged with teacher and administrators and should not generally last longer than one class period.

Prospective students need to make an appointment to shadow a student for the day. Former students and friends of current students must make an appointment to visit school and may only visit during the lunch period.

## **Volunteer Activities**

Traditionally, volunteerism has been a strong part of the program at Spencerville Adventist Academy. Parents, friends, and church members working together are a vital aspect of a church school program. Volunteerism helps to create understanding, to build relationships, to provide programs, and to complete projects. All volunteers 18 years of age and older who will be having direct interaction with students here at school or on field trips will need to complete online training with the Adventist Screening Verification/Sterling Volunteers and complete a background screening. Instructions are available on the school website. For more information or clarification please contact the main office.

## **Walk-Outs**

SAA takes the position that we should, as an institution be neutral and not promote any political agenda. If a student either leaves the classroom or is taken out of the classroom by a parent for any planned or unplanned walk-out on SAA's campus, normal attendance policies will be applied. Any classes missed will be marked as unexcused and the natural consequences that result from that absence will apply. Any student participating in a walk-out on SAA's campus must be supervised by a parent or guardian.

## **Weapons**

Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy. The **possession** or **use** of a weapon on the Spencerville Academy grounds or at any school-sponsored activity is a violation of school policy and state law.

## Spencerville Athletic Booster Club

The Spencerville Athletic Booster Club is an agency of SAA which is a non-profit organization, and consists of parents who form a support group primarily focused on the athletic department. The purpose of the SABC is to:

1. Contribute to the needs and advancement of the Spencerville Adventist Academy (SAA) middle school and high school athletic programs
2. Motivate our Christian athletes to be of high moral character, display good sportsmanship, and give back to the community-at-large
3. Encourage enthusiastic support of SAA athletics
4. Support the Athletic Director

The Spencerville Athletic Booster Club has many volunteer opportunities in which parents and students can be involved. We provide a variety of opportunities to support and enhance our Christian student's athletic experience while attending SAA. We encourage each parent and student to get involved with the multiple fundraisers we offer. These events are an excellent way for parents to earn family service hours and a great way for students to earn mentorship hours. To sign up for volunteer hours, please send an email with your interest to [sabchornets@gmail.com](mailto:sabchornets@gmail.com).

## SAA Home and School Association

The Home and School Association is an organization of parents who form a support group for the school. The purpose of the association is to:

1. Promote the welfare of children and youth in the home, school, church, and community through prayerful and systematic study.
2. Bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the Christian education of children and youth.
3. Raise the standards of home life.
4. Develop between faculty and parents united efforts that will provide for all children and youth, the highest advantages of physical, mental, social, and spiritual education.

To support and enhance our children's Christian educational experience, the Home and School Association has many practical volunteer opportunities in which parents can be involved. The following is a general list and description of these projects.

### Fundraisers

The Home and School Association has on-going fundraisers that support classroom improvement, student assembly programs and events, capital improvement projects, staff development, equipment purchases, and teacher appreciation gifts.

### Room Parent Network

This is an organization of Room Parents. The committee is headed by the Volunteer Resource Coordinator, who is also a Home and School officer. Each classroom has a team of volunteer room parents.

To become involved at SAA, please contact a Home and School Officer or your Head Room Parent to see where you are needed and which opportunities are available.

**Information in this bulletin may be revised at any time by the faculty or school board. New procedures when printed in *The Buzz* and announced by the principal to the student body will become effective immediately and take precedence over statements made in this bulletin. New policies enacted by the school board and communicated as outlined above will also become effective immediately and will replace policies stated in this bulletin.**