

Highland View Academy

2009-2010 Bulletin

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- Middle States Association of Colleges and Schools

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Bulletin Contents:

Board of Trustees

Faculty and Staff

Mission, Philosophy, & Educational Objectives

History and Location

Admission Policies

Academic Policies

Diploma Programs

Course Descriptions

Student Policies

Financial Information

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¹ Executive Committee member

² Finance Committee member

³ Permanent invitee, non-voting member

⁴ Finance Committee member only, non-board member

Highland View Academy Faculty & Staff

Administration

PrincipalSheri Tydings, M.S.
Vice PrincipalDenison Sager, M.A.
Vice Principal of Finance.....Darcy DeLeon, M.A.
Registrar/Administrative Assistant/Admissions/Marketing.....Kim Brown, B.S.
Business Office Asst./ Work Coordinator.....Laura Yeary
Dean of Boys.....John Henline, B.A.
Dean of Girls.....Allison Koch, B.A.

Faculty

Bible.....Jesse Benton, B.A., Vladimir Corea, M.Div., Kenneth Turpen, B.A.
English.....Jennifer Payne, M.A.
Modern Language.....Celinda Bauer, B.S.
History.....Jesse Benton, B.A.
Math.....Allison Koch, B.A., Seth Ellis, B.A.; Jake Villanueva, B.S.
Music.....Olga Bilan, B.S.
Physical Education/Health.....John Henline, B.A.
Science.....Ophelia Barizo, M.S.; Jake Villanueva, B.S.
Technology.....Seth Ellis, B.A.

Staff

Accounts Payable.....Susan Scoggins, B.A.
Assistant Dean of Boys.....Kenneth Turpen, B.A.
Assistant Dean of Girls.....Lynelle Nomura
Athletic Director.....John Henline, B.S.
Attendance Officer.....Kim Brown, B.A.
Campus Ministries.....Vladimir Corea, M.Div.
Food Service.....LouAnn McCain
Learning Resource.....Lynelle Nomura
Librarian.....Jennifer Payne, M.A.
Plant Services.....Dan Lindow, M.A.T.
Testing Coordinator.....Sheri Tydings, M.S.
IT Director.....Seth Ellis, B.A.

Highland View Academy

“Educating for Eternity”

Our Mission

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

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

PHILOSOPHY

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

HISTORY

Mount Aetna Academy was established in 1949 as a day school. It was located at the present Mount Aetna Adventist Elementary School on Crystal Falls Drive. In 1963 the Chesapeake Conference of Seventh-day Adventists voted to build a fully accredited secondary boarding school. The name Highland View Academy was chosen in 1965 as a result of a conference-wide contest. On October 9, 1966, ground was broken for the first two buildings, Janel Kay DeHaan Hall and Hartle Hall. The boarding phase of the school opened in the fall of 1967. In 1975 the administration building, housing the first two classrooms, was occupied. Four years later the gymnasium was built as a separate building. In 1981 the central and south wings of the classroom building were completed, connecting the administration building to the gym. The cafeteria-music building was added in 1986 and named I & E Barr Cafeteria Complex in 1993. In 1991 a library wing was added to the administration building which housed several classrooms and a computer lab. The Highland View Academy Church members moved into a new sanctuary on campus in 1993. Highland View Academy continues to make improvements to the campus, curriculum and extra-curricular aspects of the program. In 2000 the Alumni Awards Foundation (AAF) honored Highland View Academy with their highest national honor and awarded a \$20,000 grant due to the quality and excellence of the total school program. Highland View Academy again won a prize of \$20,000 for placing second in the AAF's Academy Award of Excellence program in 2005.

EDUCATIONAL OBJECTIVES

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

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

LOCATION

Highland View Academy is located eight miles east of Hagerstown, Maryland at the base of South Mountain, a section of the Blue Ridge Range. The campus spreads across 60 acres of woodland mountain tract. Within view of campus, Black Rock Mountain rises in wooded splendor on the Appalachian Trail. Our beautiful campus provides a safe, peaceful, rural setting, yet is only minutes away from medical facilities, shopping, restaurants, and hotels. The campus, although secluded, is very accessible because of its location near the crossroads of Interstates 70 and 81. It is just an hour's drive to both Washington, D.C. and Baltimore and just 60 miles south of the Pennsylvania Turnpike.

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

ADMISSION

Highland View Academy welcomes students of any gender, race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Highland View Academy does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, scholarship and loan programs, and other school programs.

ADMISSION

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

Admission is based on the following:

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

Students without current transcripts from an accredited organization must submit a special request for admission to the Academic Standards Committee. Credits from a non-accredited school will be reviewed by the Academic Standards Committee. Proficiency tests may be required and a portfolio of academic experience must be submitted. Admission, class placement, credit and status will be determined by the committee based on submitted portfolio, standardized and/or placement tests, and any other pertinent home schooling material the student submits. Prospective students should be aware that actual credits for courses from a non-accredited institution or home school are not typically granted.

ADMISSION DATES

It is most ideal for students to enroll at the beginning of a semester. Some late admissions are allowed, however, to maintain the integrity of a student's academic program, late enrollment will only be granted with permission from the Academic Standards Committee. Students may only transfer into Highland View Academy during the first and third quarter of the school year. Senior students may not enroll after the first quarter of the school year.

CLASS LOAD

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

CLASS MEMBERSHIP

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

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

INTERNATIONAL STUDENTS

Highland View Academy is authorized under federal law to enroll non-immigrant students. English proficiency in speaking and writing is usually required. Foreign students wishing to enroll in a regular program of study follow the regular admission procedures. Foreign students wishing to apply for the ESL program (English as a Second Language) should contact the school for admissions procedures. Highland View Academy offers a monthly leave to all students, during which time the dormitories are closed. Because of this, all foreign students or students living more than 500 miles away from the school are to have a local custodian who can take responsibility for the student. A custodial contract must be on file prior to acceptance.

Parents should understand that Highland View Academy is not responsible for finding lodging for students during home leaves and vacations.

PROBATIONAL STATUS

Students may be admitted on a probational status for academic or disciplinary reasons. The student's progress will be evaluated periodically and a determination made whether to permit continued enrollment.

ACADEMIC INTEGRITY/CHEATING

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

Academic Dishonesty Penalties

- **1st offense –**

The student will receive a zero for the work on which the cheating occurred; the student will meet with Administrative Council; an academic dishonesty form will be placed in the student's file and a copy given to the parent/guardian, and Academic Standards Committee chair.

- **2nd offense in the same class –**

The student will receive an F in the class for the semester; the student will meet with Administrative Council; the student will sign an academic probation contract which stipulates that any further cheating will result in an F for the semester in the class in which the 3rd incident occurs and that the student must withdraw from school; an academic dishonesty form will be placed in the student's file and a copy given to the parent/guardian and Academic Standards Committee chair.

- **2nd offense in a different class –**

The student will receive a zero on the assignment and a two day suspension; the student will meet with Administrative Council; the student and parent will sign an academic probation contract which stipulates that any further cheating will result in an F for the semester in the class in which the 3rd incident occurs and the student must withdraw from school; an academic dishonesty form will be placed in the student's file and a copy given to the parent/guardian and Academic Standards Committee chair.

- **3rd offense –**

The student will receive an F for the semester for the class in which the cheating took place; the student will be dismissed from school even if the 3rd incident takes place at the end of the semester.

If a student had two incidents of cheating in one year, they will enter the next school year with one offense on their record against them. In that case, the first cheating incident in the second year would carry the penalty of the 2nd offense. If a student has three cheating incidents in one year and re-admitted the next year, they would re-enter with two incidents on their record against them, and therefore, be asked to withdraw from school on the first offense during the second year.

ACADEMIC PROBATION

A student who earns low grades in multiple subjects will be referred to the Academic Standards Committee and may be placed on academic probation. The student will be given an Academic Probation Contract and must maintain the terms of the contract in order to remain enrolled in school.

ACCELERATED STUDENTS

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

- Have and maintain a cumulative grade point average of 3.50
- Place in the 85th percentile or higher on achievement tests
- Meet all state and school requirements of credits for high school graduation
- Have one year of Bible credit for each year of academy attendance plus one additional Bible credit
- Have a satisfactory citizenship record
- Have been in residence at Highland View Academy for a minimum of one year preceding anticipated entry into college
- Have approval of the Academic Standards Committee

CHANGE OF PROGRAM PROCEDURE

A student wishing to add a class to his/her schedule must do so within one week of the beginning of the semester. On or prior to September 14 (first semester) or January 15 (second semester) a student may drop a class with permission from the registrar and with parental permission, with no permanent grade recorded on the transcript. After these dates, the student may drop a class with permission from the registrar and parental permission, with a grade of WP (withdrew passing) or WF (withdrew failing) being recorded on the transcript.

CORRESPONDENCE WORK

Students may obtain credit from an approved correspondence school if permission is granted from the registrar and/or Academic Standards Committee. It is policy that a regularly scheduled class that doesn't cause conflict in a student's schedule should be taken in residence and such correspondence work would not be approved by the committee. The number of correspondence credits that will be accepted is determined by the Academic Standards Committee. Seniors who find it necessary to enroll for correspondence work to complete graduation requirements must have such correspondence work completed by the date set by the registrar.

CREDIT BY EXAMINATION

A student may receive credit by examination. Prior approval by the Academic Standards Committee is required. A maximum of six credits may be granted by examination and a \$25.00 fee will be charged for each exam. Credits by examination are by pass/fail grade only. In order to receive a passing credit the student must achieve a minimum of 70% on the exam.

Academic Policies

DEFINITION OF CREDIT

A 40-minute class period (200 minutes per week) or equivalent for 180 days defines one Carnegie Unit or ten semester periods of credit. This standard is not to preclude flexible scheduling and varying time modules. In the block schedule, one Carnegie Unit is obtained by five, 80-minute class periods per week for one semester.

FOUR-YEAR SENIOR

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

GRADING SCALE AND GRADE POINTS

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

Some courses are graded with P/F (pass/fail) grades and do not affect the student's GPA. Other grade designations:

I= Incomplete P=Pass W=Withdrew WP=Withdrew Passing
N= No Credit LC= Loss of Credit* WF=Withdrew Failing

*failure to meet minimum attendance requirements

GRADES

Highland View Academy teachers use internet software, RenWeb, for grades. This allows parents to check their student's progress from any location, at any time, via the web. A progress report will also be sent to parents by e-mail approximately every three weeks. Grade reports are issued to students and parents by mail every nine weeks. A final grade is issued at the end of each semester and is recorded permanently on the student's transcript.

HONOR ROLL

Honor Roll lists will be designated by the term GPA as follows:

Principal's List	3.75-4.00
Honors	3.50-3.74
Honorable Mention	3.00-3.49

INCOMPLETE

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

RECORDS

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

SCHOOL TESTING PROGRAM

Freshmen (and new students not having credit in Algebra I) are required to take a mathematics placement test. Students in grades 9-12 take the ITED (Iowa Test of Educational Development) in September. Juniors take the PSAT in October (also available to sophomores). Juniors and seniors take the ACT and SAT on national testing dates.

SEMESTER EXAMS

Students are expected to take semester examinations at the times scheduled except in case of illness. Any exceptions can only be granted by Administrative Council.

STUDENT-TEACHER RATIO

The student-teacher ratio is approximately 17:1. Class sizes range from 15-30 students.

SUMMER SCHOOL

Permission to take courses in summer school should be received from the Academic Standards Committee and/or the registrar before the school year ends. The committee will determine whether or not the summer school credit will be accepted. Most state approved summer school courses will be accepted providing a transcript, showing a grade and credit amount, is submitted to the registrar's office.

TRANSCRIPTS

When a student's account had been paid in full, a transcript or diploma will be released. The first transcript is issued free of charge. There is a \$10.00 fee for each additional transcript requested. Please allow 7-10 days to process transcripts.

VALEDICTORIAN/SALUTATORIAN

The valedictorian and salutatorian are those students with the top two cumulative grade point averages in their graduating class. In order to be named valedictorian or salutatorian the student must obtain the College Entrance with Honors diploma. The grade point average is calculated after the first semester of the senior year.

WITHDRAWAL FROM SCHOOL

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

Diploma Programs

COLLEGE PREPARATORY WITH HONORS

(3.5 GPA required)

Bible	- or one for each year in academy	4 credits
English		4 credits
Social Science	- must include U.S. history and government	3 credits
Mathematics*	- must include algebra 1, geometry, and two other advanced maths	4 credits
Science**	- must include biology and two other lab sciences	3 credits
Foreign Language		2 credits
Physical Education		1 credit
Computer Competencies		1 credit
Health		½ credit
Fine Arts		<u>1 ½ credit</u>
		24 credits

*pre-algebra does not apply toward the math requirement for this diploma but does count for a credit toward the general diploma
 **students may take 3 math and four sciences

COLLEGE PREPARATORY

Bible	- or one for each year in academy	4 credits
English		4 credits
Social Science	- must include U.S. history and government	3 credits
Mathematics*	- must include algebra 1, geometry, and other advanced math	3 credits
Science	- must include biology and two other lab sciences	3 credits
Foreign Language		2 credits
Physical Education		1 credit
Computer Competencies		1 credit
Health		½ credit
Fine Arts		1 credit
Elective		<u>1 ½ credit</u>
		24 credits

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

GENERAL

Bible	- or one for each year in academy	4 credits
English		4 credits
Social Science	- must include U.S. history	3 credits
Mathematics*	- must include algebra 1 & geometry	3 credits
Science*		3 credits
Physical Education		1 credit
Computer Competencies		1 credit
Health		½ credit
Electives		1 ½ credits
Fine Arts		<u>1 credit</u>
		22 credits

*six credits total in math and science with a minimum of two credits in each area

CERTIFICATE PROGRAM

The certificate program is designed for parents who wish to have their student with special needs attend Highland View Academy even though they may not be eligible to receive a general high school diploma. To qualify for this program, parents must make a written request to the Academic Standards Committee. The student will likely be required to undergo academic testing. Should a student be approved to register for this certificate program, a course of study will be designed by the registrar in consultation with the Academic Standards Committee. Parents and the student will also be a part of this process, but determination of the final program rests with the Academic Standards Committee. A student may not graduate with this certificate without advanced approval of the Academic Standards Committee. In order to receive this certificate, the student must be currently enrolled at Highland View Academy.

Student Status Requirement

In order for a student to receive any diploma or certificate from Highland View Academy, they must be currently enrolled. Students who have withdrawn voluntarily, been asked to withdraw, or been expelled are not eligible to complete work in absentia in order to graduate.

SUGGESTED OUTLINE OF COURSES

FRESHMAN

Bible
 English
 Pre Algebra or Algebra 1
 Environmental Science
 Physical Education
 Freshman Seminar/Keyboarding
 Health
 Elective(s)

SOPHOMORE

Bible
 English
 Algebra I or Geometry
 Biology
 World History
 Computer Competencies
 Elective(s)

JUNIOR

Bible
 English
 Algebra II or Advanced Math
 Chemistry or
 Chemistry in the Community
 American History
 Spanish I

SENIOR

Bible
 English
 Government
 Advanced Math or Calculus
 Physics or Forensic Science
 Spanish II

Course Descriptions

Bible

Philosophy of Religious Thought (Bible I)

1 credit

This course provides an understanding of salvation by interpreting God's revelation of Himself to man as seen in the Bible books Genesis and the Gospels. Topics of careful study are the development and purpose of our Bible, the origin of sin, and the life, ministry, and sacrifice of Christ.

Religious History (Bible II)

1 credit

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

Philosophy of Service and Community (Bible III)

1 credit

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

Life Choices (Bible IV)

1 credit

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

Bible – ESL

1 credit

This class will provide an introductory look at the topics covered in the Bible curriculum and their application and meaning for ESL students. A goal will be to assimilate Christian doctrine, behavior, and values into the home cultures of the students. This class is offered on a 3-year rotation for Bible I, II and III.

Year A: An overview of the Bible and an in-depth look at the Gospels.

Year B: Survey of the histories of the Old Testament, New Testament, Christian Church, and the Seventh-day Adventist Church.

Year C: World religions, church doctrine, and surveys of Daniel and Revelation.

Computers

Keyboarding

½ credit

An introductory course covering basic keyboarding skills and data processing. This course will assist students in developing faster and more efficient typing skills. Students will also learn proper formatting for basic documents such as business letters and school assignments. Students will be graded on a pass/fail basis.

Computer Competencies

1 credit

Students will gain proficiency in various technology applications needed for future scholastic success. Primary applications covered are: word processing, database, spreadsheet, internet usage, and basic web design.

English

Effective Communication/Prose & Poetry (English I)

1 credit

This course introduces basic writing, speaking and study skills needed to enhance success at the secondary level. Units studied will include note taking, test taking, and organizational skills. Students may also work on reading rates and comprehension. Students will respond to both prose and poetry by writing original essays, stories and poems. Emphasis will be placed on standard English usage and vocabulary development.

Elements of Composition (English II)

1 credit

Students will study the writing process and the elements that make strong writing by examining newspapers, short stories, poems, and novels. Students will develop their own writing style through composition exercises including personal, descriptive, narrative, persuasive, creative, and research writing. Emphasis will be placed on standard English usage and vocabulary development.

American Literature (English III)

1 credit

Students will read selections by American authors that have influenced American society. Major works will be studied in the context of American literary periods. Emphasis will be given to analyzing and evaluating literary concepts and to critical reading and thinking skills. Students will write expository essays on literature selections studied.

British Literature (English IV)*

1 credit

In this course students develop their thinking, reading, writing, speaking and listening skills through the study of literature. This course includes an overview of the classics of World literature with an emphasis on art, music, philosophy, and British literature. Students will study specific authors, ideas, and styles while becoming acquainted with the political, economic, and cultural forces which influenced developments in literature. Assessment for this course includes writing assignments, quizzes, tests, projects, and oral presentations.

Fine Arts and Other Electives*

Art Appreciation

½ credit

(applies toward fine arts requirement)

This is an elective introductory course designed to meet the needs of students who have an interest in enhancing their knowledge, creativity, and skills in specific forms of visual art. Topics covered are color theory, drawing pastels, watercolor, and acrylic painting. Exposure to forms of art is a vital part of this class. Students will have the opportunity to critique various art works, visit museums and displays, and express their creativity in regular and special projects. Class size is limited.

Covenant Drama

¼ credit

(applies toward fine arts requirement)

In this touring organization/course students will learn the fundamentals of acting through regular rehearsals and performances. Covenant Drama tours at least once a month, performing Christian skits at schools and churches around the Chesapeake Conference. Students will also help coordinate entire church services and weeks of prayer by participating in scripture, prayer, special music, and personal testimony. To join this organization, students must be committed to witnessing for Christ through words and actions.

Living Skills

½ credit

This course places an emphasis on basic sewing and food preparation. Students will have hands-on experience in our class sewing lab and kitchen lab and will be expected to participate in sewing and cooking projects. Other necessary life skills such as meal planning and shopping, etiquette, financial management, and basic home care will be introduced. Class size is limited. Students pay a fee for materials used in this class.

Intro to Geography

½ credit

This course will teach students about the world we live in. Students will learn about physical geography including major physical characteristics of the Earth as well as weather patterns and the earth's different climates. Students will also learn about political geography including identification of countries and their capitals around the world as well as geographic facts about the United States.

Music

See page 10 for music electives.

Painting

½ credit

(applies toward fine arts requirement)

Students in this course will develop a basic understanding of the techniques, materials, and aesthetics as applied to the construction of a painting. They will apply their knowledge of color theory, and the elements and principles of art in their painting projects. Students will use acrylics and oils to produce their art projects. Class size is limited. Students pay a fee for materials used in this class. **Prerequisite: Art Appreciation.**

Philosophy/Logic

½ credit

The course is a basic introduction to what philosophy is. Students will also learn about major philosophers and the history of philosophy. The class will discuss major philosophical questions pertaining to knowledge, religion, and politics. The class will also cover a basic introduction to logic. Students will learn about proper reasoning and how to recognize faulty reasoning.

Publications – Newspaper

½ credit

This elective course introduces and develops skills in journalistic writing, event reporting, sports reporting, column writing, copy editing, photojournalism, newspaper layout, and publishing software (Adobe Photoshop & InDesign). Students make up the staff of The Post, the school newspaper, and work under the leadership of a student editor to publish 10 issues per year. Class size is limited.

Publications – Yearbook

½ credit

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

Some electives may not be offered every year

Course Descriptions

Health/P.E.

Health **½ credit**
Designed to help the students appreciate the value of physical, mental, social, and spiritual health. Emphasis is given to making responsible lifestyle choices which will have important long-term effects on one's health.

Physical Education **1 credit**
Physical Education teaches students how to become and to stay physically fit for life and encourages the development of sportsmanship and leadership. The skills and rules of major team sports are also emphasized.

History

Government* **1 credit**
This course will focus on the United States governmental system with special focus on the Legislative, Judicial, and Executive branches of government, the lawmaking process, and politics. The class will also take a detailed look at important U.S. documents such as the Declaration of Independence and the Constitution.

World History **1 credit**
Ancient, medieval and modern history are surveyed in this course, including a more comprehensive look at the 19th and 20th centuries, with emphasis on causes of major conflicts.

U.S. History **1 credit**
Survey of United States history from pre-colonial days to the present with emphasis on politics, constitution, national affairs, and current events.

Mathematics

Pre-Algebra **1 credit**
Primarily for the ninth grade student who is not yet ready to study Algebra I. Basic algebra topics include: fractions, decimals, mixed numbers, signed numbers, percents, proportions, ratios, place value, scientific notation, and linear equations in one unknown. Geometric topics such as perimeter, area, surface area, volume, solids, geometrics constructions and symmetry are also introduced.

Algebra 1 **1 credit**
A step-by-step development of the basic concepts and skills; including a study of functions, set theory, positive and negative numbers, equations and inequalities, factoring, graphing, radicals, quadratics, direct and indirect variation, Pythagorean theorem, uniform motion, exponential growth, and surface area and volume of a variety of geometric solids.

Prerequisite: Satisfactory score on math placement test.

Geometry **1 credit**
The purpose of this course is to exercise logical thinking skills. The means are two and three-dimensional figures and their properties. The ability to recognize which tools are needed to solve various types of problems require higher level analysis, synthesis, and application skills. Evaluation, the highest level of thinking, is achieved when students are able to make value judgments, not only about Geometry concepts, but about the thinking processes required to be good problem solvers, active citizens, and thinking followers of Christ. Consistent effort and optimistic determination to invest oneself in learning will greatly help in mastering Geometry.

Prerequisite: Algebra I with a C- or permission of instructor

Algebra II **1 credit**
A sophomore-level course which builds on Algebra I and covers a considerable amount of geometry. Algebra topics covered include but are not limited to: graphical solution to simultaneous equations, scientific notation, radicals, roots of quadratic equations including complex roots, properties of real numbers, inequalities and systems of inequalities, logarithms and antilogarithms, exponential equations, basic trigonometric functions, algebra of polynomials, vectors, polar and rectangular coordinate systems, percents and markups, and word problems requiring algebra to solve.

Prerequisite: Algebra I with a C- or permission of instructor

Pre-Calculus **1 credit**
This advanced third year mathematics course interweaves topics from algebra, geometry, trigonometry, discrete mathematics, and mathematical analysis. This precalculus-level course uses conceptually-oriented problems which effectively prepare students for college entrance exams. Topics include but are not limited to: permutations and combinations, trigonometric identities, inverse trig functions, conic sections, graphs of sinusoids, complex numbers in rectangular and polar form, matrices and determinants, the binomial theorem, the rational roots theorem, etc.

Prerequisite: Geometry and Algebra II with a C or permission of instructor

Calculus (Honors Math) **1 credit**
This honors-level fourth year mathematics course covers topics which appear in an Advanced Placement AB-level calculus program. The first quarter is spent reviewing mathematical concepts and skills required for calculus. The last three quarters are spent learning calculus and the important concepts of differentiation, integration and the many applications of each.

Prerequisite: Advanced Math with a B- or permission of instructor

Modern Languages

Spanish I

1 credit

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

Spanish II

1 credit

An intermediate level course of the Spanish language and cultures. The language section emphasizes the continuation of vocabulary development, listening comprehension, pronunciation and conversation skills, and proficiency in reading and writing. This course will focus on Spanish speaking skills and learning more about Spanish speaking countries.

Pre-requisite: Spanish I with a C- or permission of instructor

Musical Performance Groups

Orchestra

½ credit

This course is designed to develop ensemble and musical skills by placing an emphasis on teamwork, listening, and following a conductor. The students will rehearse and perform a varied repertoire drawing on music from different cultures, styles, and time periods composed or arranged for the symphony orchestra's instruments (strings, winds, brass, percussion). All performances and tours are obligatory once accepted. Students are responsible for a uniform fee.

Requirement for admission: Audition

Bell Choir

½ credit

Being in the Bell Choir means that each student is special and an integral member of a musical team; dedication to this team is an absolute must. While each student is responsible for relatively few notes, they must make what they play fit into the total context of the musical selection. This is accomplished by studying and rehearsing bell-ringing techniques and examining a varied repertoire. All performances and tours are obligatory once accepted. Students are responsible for a uniform fee.

Required for admission: Audition

Choir

½ credit

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

Required for admission: Audition

Highlanders*

½ credit

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

Requirement for admission: Audition.

Private lessons

Private lessons are available for a fee and as availability of instructors permit. Students may contact a music teacher for details.

String Ensemble

½ credit

This group is designed for those students who play string instruments (violin, viola, cello, string bass) and desire to specialize and perform in a small ensemble. The ensemble will practice and perform a variety of music. All performances and tours are obligatory once accepted into the group. Students are responsible for a uniform fee.

Required for admission: Audition

Science

Environmental Science (Lab Science)

1 credit

Environmental Science, an integrated science, studies problems caused by our use of the natural world and remedies for these problems. Topics include: terrestrial and aquatic biomes, pollution, endangered species, energy resources, and the role technology, society, and human populations play in maintaining a balanced environment. Science-technology-society connections will be stressed.

Biology (Lab Science)

1 credit

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

Honors Chemistry (Lab Science)

1 credit

This course prepares students for college chemistry. Areas of study include atomic structure, compounds, formulas, periodic law, chemical bonding, acids and bases, electrochemistry, and nuclear chemistry. An independent study unit, which involves extensive research, will be a required part of the course. May also be taken for college credit through Washington Adventist University.

Prerequisite: Algebra I with a C or permission of instructor.

Chemistry in the Community (Lab Science)

1 credit

ChemComm is designed for college-bound students who plan to pursue careers in fields other than science. The course covers organic chemistry, biochemistry, industrial and environmental chemistry concepts and applications. Students are expected to perform at high levels of cognition as they apply their chemical knowledge, problem-solving, and decision making skills to societal issues involving chemistry. An independent study unit involving extensive research is a required part of the course.

Prerequisite: Algebra I or permission of instructor.

Forensic Science (Lab Science)

1 credit

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

Prerequisite: Minimum of two science classes, including biology.

Physics (Lab Science)

1 credit

Physics is a laboratory science course which includes mechanics, thermodynamics, wave theory and optics, electricity and magnetism, and modern physics.

Prerequisite: Geometry and Algebra II with a C or permission of instructor.

Attendance

Highland View Academy expects students to meet all scheduled appointments punctually, including assemblies, religious services, music performances, and work appointments. State law requires all schools to maintain academic attendance records, which are made available to educational institutions and employers who inquire.

Point System

- Each student will start the semester with 100 points.
- Each tardy will result in the loss of 2 points.
- Each unexcused absence will result in the loss of 5 points per class.
- It is the students' responsibility to check the regularly posted attendance notices and notify the attendance officer of any errors within two weeks of the posted error date. Corrections cannot be made after the two week period.

Excused Absences

- Illness
- Death in the family
- Pre-approved dental or medical appointments
- Pre-approved parent-initiated absences

Unexcused Absences*

- Arriving more than 10 minutes late
- Leaving class without permission
- Missing class without a valid excuse
- Non pre-approved dental or medical appointments
- Non pre-approved parent-initiated absences
- Disruptive behavior in class

* The above items are considered unexcused absences for the attendance point system, however only actual missing of class periods will count toward state-required attendance records.

Attendance Penalties

At 80 points – the student will receive a written reminder of the policy

At 70 points – the student will receive a warning letter

At 60 points – the student will receive a one day suspension

At 40 points – the student will receive a two day suspension

At 20 points – the student will be asked to withdraw

How to Receive Excused Absences

If a student is to be absent from school, the dean, school nurse, or a parent must call the attendance officer as soon as possible. Dorm students must check in with the dean on duty and be placed on sick list or any missed classes will not be excused. Students who become ill during class should notify the teacher and report to the administrative assistant before leaving for home or going to the dorm. Failure to follow this procedure may result in unexcused absences. When a student is absent from class, a signed written explanation must be received from the dean, school nurse, or parent (a doctor's note may be required for medical appointments or lengthy illnesses) within two weeks of the absence. It will then be determined whether the absence will be excused or unexcused. ***After the two week period, the attendance officer cannot excuse the absence.*** For extenuating circumstances, an excused absence may only be granted after the two week deadline by Administrative Council. An excused absence allows the student to make up missed assignments. It is the students' responsibility to get assignments and notes, make up quizzes and tests, etc. for all excused absences. ***Prior approval*** must be obtained for parent-initiated absences. The student must fully complete and submit an absence request form to Administrative Council a minimum of ***one week prior*** to a parent-initiated absence.

Loss of Credit

5 unexcused absences in any one class will result in loss of credit.

10 absences, whether excused or unexcused, in any one class will result in loss of credit.

If loss of credit is issued, the student receives no credit for any portion of the semester. Loss of credit is recorded on the report card as an LC, and is calculated in the GPA as the equivalent of an F. If a loss of credit is issued, the decision for the student to withdraw or remain in the class will be made by the registrar, in consultation with the teacher, Academic Standards Committee, the student, and the parent/guardian.

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

Computer Resources

Computers used at HVA are to be used only for educational purposes. Educational purposes include typing homework assignments, research for class, communicating through e-mail, and other activities deemed appropriate by the faculty supervisor. Unauthorized use includes instant messaging, MySpace and MySpace-type accounts and other blogs, personal entertainment, or any other activity deemed inappropriate by the faculty supervisor and/or school bulletin. With the instructor's permission, personal laptops, or PDA's, may be brought to class for the purpose of taking notes or any other activity that enhances the learning process. Students may not connect to the HVA network for any reason without the express permission of the HVA network administrator. Violations of this policy may lead to suspension or revocation of internet access, loss of network privileges, loss of computer access/usage, confiscation of personal computer equipment, and/or fines. Administrative Council may issue additional discipline including suspension or expulsion. Violations may also include legal action and prosecution by the authorities.

ACCEPTABLE USE POLICY

HVA declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action for any activity through which an individual:

- Uses the network for illegal, inappropriate, or obscene purposes, or in support or such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network and/or purpose and goal. Obscene activities shall be defined as violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle;
- Uses the network for any illegal activity, including violations of copy rights and other contracts violating such matters as institutional or third party copyright, license agreements and other contracts;
- Intentionally disrupts network traffic or crashes the network connected systems;
- Degrades or disrupts equipment of system performance;
- Uses the HVA computing resources for commercial or financial gain or fraud;
- Steals data, equipment, software or intellectual property;
- Gains unauthorized access of other's files, or vandalizes the data of another user;
- Gains or seeks to gain unauthorized access to resources or entities;
- Forges electronic mail messages, or uses an account owned by another user;
- Wastefully uses finite resources;
- Invades the privacy of individuals;
- Posts anonymous messages;
- Possesses any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

The system administrator has the right to restrict or terminate network and Internet access at any time for any reason. The system administrator further has the right to monitor any network activity in any form seen fit to maintain integrity of the network.

INTERNET ACCESS

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

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

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

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

COMPUTER RESOURCE CONTRACT

Each student must sign a Computer Resource Contract which states the following terms:

- My use of HVA computers must be consistent with the school's primary goals.
- I will not use HVA computers for illegal purposes of any kind.
- I will not use HVA computers to transmit threatening, obscene, or harassing materials. HVA will not be held responsible if I participate in such activities.
- I will not use HVA computers to distribute unsolicited advertising or propagation of computer worms and viruses.
- It is assumed that information and resources accessible via HVA computers are private to the individuals and organizations which own or hold right to those resources and information. Therefore, I will not use HVA computers to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources.
- I will never access, or try to access, the HVA network.
- I will not use the internet in any such way that endangers or jeopardizes the safety of any HVA student or faculty member damages to the reputation of HVA.

Students must agree to abide by the HVA Computer Resources contract and to refrain from unethical or unacceptable behavior and accept the consequences should such behavior occur.

Dress Code

Dress standards of Highland View Academy are designed with neatness, cleanliness, and modesty in mind. The following dress guidelines govern students attending Highland View Academy when on campus or attending a school function. When a student is out of dress code during scheduled school hours or any other required school event, he/she will be sent to the administrative offices and must correct the violation before returning to classes or the school event. Discipline for dress code violations will be handled by Administrative Council. Loss of attendance points, if attendance is taken, will apply for the time missed. If a student attends a non-school day event out of dress code they will be asked to leave and return in dress code.

School Attire

Highland View Academy has adopted a school uniform for classroom attire. Students must purchase and wear only the clothing items on the published uniform list. The uniform list is available from any administrative office. Classroom attire applies to all students when they are in the administration building during school hours. Depending on the place of employment, students may be required to wear the uniform during work hours.

Church Attire

Ladies: Dresses or shirts and blouses, and dress shoes. Dresses must be of modest length, cut, fit and style. Low-cut or sleeveless attire is not permitted.

Men: Dress shirt and tie with dress slacks, socks, and dress shoes.

Vespers Attire

Vespers attire is the same as church attire except it allows for dress pants for ladies, and dress shirts or polos for men. At times, depending on the location and activity for vespers, an alternate dress code will be announced. Students not in dress code, including community students, will be asked to change.

Recreational Attire

Jeans, warm-ups, loose fitting shorts of mid-thigh length, T-shirts and basketball jersey-style tank tops for men, modest T-shirt tops for girls, and sneakers may be worn. Spandex and spandex-like attire can be worn only under shorts or other acceptable attire. Shoes must be worn when participating in recreational activities. Black-soled shoes that mark the gym floor may not be worn during recreation or sports activities.

Work Attire

Because there are various types of work assignments, it is important for all students to check with their work supervisors concerning appropriate dress. Please keep in mind that clothes appropriate for work may not be appropriate elsewhere on campus. Students working in the administration building may be required to wear their school uniform.

Students who work off campus should abide by HVA dress guidelines, including wearing modest attire and refraining from wearing jewelry.

Make-Up

Cosmetics should not be extreme but have a natural appearance.

Jewelry

Necklaces, arm or leg bracelets, leather or string bands, rings, earrings and similar items are not to be worn. Jewelry will be confiscated when worn and turned in to administration. Wrist bands, such as those worn to support causes, are considered to be jewelry.

Hair

Hair and facial hair should be neat and clean. Extreme hair styles and unnatural hair colors are not appropriate. Any hair style deemed questionable will be evaluated by administration. Administration reserves the right to ask students to have their hair re-styled, re-colored, or cut.

Shoes

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

Swim Wear

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

Ladies: Modest one-piece suits are appropriate. Two-piece suits, including tankinis are not allowed.

Men: Boxer-type swim wear is appropriate. Speedo-type swim wear is not allowed.

General

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

- Tight form-fitting apparel may not be worn as an outer garment;
- Clothing designed as undergarments are not to be visible;
- Garments with low-cut necklines and backs, bare midriffs, or with sheer fabrics are not to be worn;
- Pants and shorts are to be worn at the waistline;
- Garments must be appropriate size and length;
- Head apparel may not be worn in the school building; and
- Any writing or pictures on clothing must be in harmony with the school philosophy and objectionable material is not allowed.

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

School Uniform

Students must purchase and wear only the clothing items on the published uniform list or as specified below for classroom attire. Classroom attire applies to all students when they are in the administration building during school hours.

Uniform Guidelines

Shirts

- HVA uniform shirts must be purchased through JC Penny’s or Educational Outfitters.
- HVA uniform sweaters may be worn over an HVA uniform shirt.
- Shirts must be tucked in at all times.
- Shirts may have only one button from the top unbuttoned.
- Plain white, crew neck t-shirts may be worn under uniform shirts; long sleeved t-shirts may not be worn under short sleeved uniform shirts.

Ties

- In addition to the uniform list tie, ties of various colors and designs may be worn.

Pants

- Pants not purchased through JC Penny’s or Educational Outfitters must be very similar to those indicated on the uniform purchasing list.
- Pants must be khaki or navy blue in color.
- Pants may not have buttons rather than a zipper.
- Pants may not have rivets.
- Pants may not have extra wide or extra tapered legs.
- Pants may not be worn too long (bunching or dragging).
- Pants, particularly for girls, may not be worn tight-fitting.
- Pants may not be made of stretchy-type or denim –like material.
- Pants may not have cargo-type pockets.
- Back pockets may have flaps if the pocket is an internal pocket.
- Pants must have belt loops.
- Pants may not have any type of slit at the bottom.
- Pants may not be oversized or worn low on the hips.
- Pants may not be torn or frayed.

Skirts

- Girls may wear skirts from the Educational Outfitters uniform list.
- Skirts not from the uniform list must be khaki or navy blue.
- Skirts must fall below the knee.
- If the skirt has a slit, the slit must not reach above the knee.
- Skirts may not have rivets.
- Skirts may not be denim-like or stretchy material.
- Skirts may have flaps on back pockets providing the pocket is an internal pocket.
- The skirt is not required to have belt loops, but if there are belt loops a belt must be worn.

Belts

- Student must wear a belt with pants.
- Belts may be solid black or brown, including tan.

Shoes

- Shoes must be black, brown, tan, or a combination of those colors.
- Athletic shoes and boot-type shoes may not be worn.
- Shoes must have a closed toe.
- Shoes with laces must be worn tied.

Additional general uniform guidelines

- Outerwear (jackets, sweatshirts, sweaters, etc.) may not be worn in the classrooms, unless it is HVA-produced and announced as approved outerwear.
- Hats and other headwear may not be worn.
- Sunglasses may not be worn (on eyes or on the head).
- No jewelry is to be worn.

Administration and faculty reserve the right to determine the appropriateness of any clothing and to make modifications or additions to the uniform guidelines if deemed necessary.

Uniform/Dress Code Violation Penalties

1st Offense

\$5 fine or 1 hour campus improvement to be completed within 5 days.

2nd Offense

\$10 fine or 2 hours campus improvement to be completed within 5 days.

3rd Offense

\$20 fine or 4 hours campus improvement to be completed within 5 days; the student will also meet with Administrative Council.

4th Offense and Subsequent Offenses

Student will receive a one day suspension and meet with Administrative Council. See section entitled “Suspensions.”

ACCIDENTS

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

ASBESTOS

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

CAMPUS HOURS

On regular school days the administration building opens at 7:20 a.m. and closes at 4:30 p.m. unless otherwise announced. Students who arrive prior to 7:20 should go to the appropriate dormitory to wait until the building opens. When students arrive at school they should not leave campus until their school day is over. At the end of the school day students waiting for rides are to wait in the appropriate dormitory lobby once the administration building has closed.

Dormitory students who do not work in the afternoon must be either studying in the library, or in the dormitory. Community students who do not work in the afternoon must be off campus or in the library studying, not socializing. Community students may be in the dormitories in the afternoon only with permission of the dean. Community students are welcome and encouraged to take part in evening activities such as recreation and joint worship but must leave campus when regularly scheduled activities are over, typically at 7:15 p.m. If community students are on campus in the evening for sports or music practice they must leave campus after the conclusion of the activity.

CLOSINGS & WEATHER DELAYS

Highland View Academy will follow the same schedule as Washington County public schools for weather-related school closings and delays. School closings and delays will be announced on WCRH (radio) and WHAG (TV). Closings and delays will also be recorded on the HVA phone system at 301.739.8480 and on the school website www.highlandviewacademy.com as soon as Washington County Department of Education declares the delay or closing.

CHAPEL/ASSEMBLIES

All students are required to attend all scheduled chapels and assemblies. Absences will count in the attendance grade.

CHILD ABUSE

As mandated by Maryland Law in Article 27, Paragraph 35A, Annotated Code of Maryland, Highland View Academy administrators, counselors, teachers, and staff members who have reasonable cause to suspect child abuse or neglect shall make an oral report immediately to the Child Protective Services.

CELL PHONES/PORTABLE MUSIC DEVICES/OTHER PORTABLE ELECTRONICS

Cell Phones

Students may not use cell phones during school hours, worships, or other scheduled school programs. During approved times on campus, cell phones are only to be used to make phone calls, not playing games, taking pictures, listening to music, surfing the internet, etc. Cell phones may not be used with speakerphone or with earpieces. During restricted times, students should not be using phones in any capacity. Deans will advise dorm students of cell phone regulations in the dorms.

Portable Music Devices

IPods and other such devices are not allowed on campus except in the dormitories. IPods and other devices including earphones should not be seen or worn regardless of whether the student is listening to music at the time. This policy is for all times, on all parts of campus. If students are outside of the dormitory, these devices are not allowed. The penalty for having IPods, earphones, and other such items is the same as cell phones at unauthorized times.

Other Electronic Devices

Devices such as portable game systems or entertainment systems are not to be used on campus.

Cell Phone/Portable Electronics Penalties

1st offense

The student will be fined \$20 and the item will be confiscated for 48 hours. The item will be returned after the 48 hours if the \$20 fine has been paid.

2nd offense

The student will be fined \$20 and the phone confiscated for one week.

3rd offense

The student will be fined \$50 and the phone will be confiscated for the remainder of the semester.

4th offense

The fourth offense results in the loss of all cell phone privileges for the remainder of the year. Administrative Council will also meet with the student and additional discipline may be applied.

COMMUNITY SERVICE

Highland View Academy places high value on service and provides some school-wide service activities. Each student is required to complete 10 service hours for each semester they attend HVA. Students may choose from many service activities which will be approved and tracked by the Campus Ministries Department. Community service is to be done for an individual or organization in the community, not on campus. Hours can be completed anytime during their enrollment at HVA including during the school year, homeleaves, vacations, and the summers that are between enrolled school years. The total hours must be turned in by each student's graduation date in order to receive their transcript. Hours completed to fulfill disciplinary requirements do not count toward the school requirement.

DORM POLICIES AND PROCEDURES

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

Appointments

Parents are requested to schedule their child's routine appointments during home leaves or at times when parents are able to provide transportation. A fee will be charged when students must be transported by staff or faculty members to non-emergency appointments. Please refer to page 25 for charges.

Closed Weekends

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

Community Students

Any time a community student goes to the dormitory he/she must sign in with the monitor on duty. After 7:30 p.m. specific permission from the dean is required for visits. During all visits, all dorm policies (worship attendance, study hall rules, etc.) apply to the visitor. Community students wishing to stay in the dormitory overnight must make arrangements with the dean in advance. A small fee is charged for overnight stays.

Dorm Leaves

The following guidelines will be used:

- Students must obtain permission from the dean on duty when leaving campus and then sign out at the monitor's desk. This includes going on walks or leaving in a vehicle.
- Any individual taking a student off campus must be 21 years of age and have written permission from the student's parent and permission of the dean. (Except where senior passcard privileges apply.)
- If a dormitory student requests permission to go to another student's home for the weekend, a written invitation from the hosting student's parents and written permission from the dorm student's parent must be received by the dean. The host parent must pick up the student unless senior passcard privileges apply.
- The deans and other faculty members reserve the right to deny requests, based on discipline and/or other factors, if they deem it to be in the best interest of the student.
- If dorm students ride in a carpool on home leaves, written permission from parents of both the driver and the passengers must be on file with the dean.
- If a student wishes to leave for a weekend, permission (obtained through a request form) must be granted by the dean and/or Administrative Council. Permission must be granted prior to departure. All work responsibilities must be covered and any replacements approved by the work supervisor.

Vehicle Policies

Only senior dorm students are allowed to keep a vehicle on campus. Students are to use vehicles only to come and go from campus. Vehicles are not to be used for transportation around campus.

Home Leaves

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

When planning for home leave, students obtain a request form from the dean's office. Requests must be approved by the dean prior to departure. Students traveling to and from home leaves with someone other than their parent or guardian must have written permission. Dormitories are closed during home leaves therefore, all students must make plans to be out of the dorm. Students must return to the dorm from home leaves between 4:30 p.m. and 9:00 p.m. the evening prior to school resuming. Food service is not available on the return day of home leaves.

DRUG TESTING

We subscribe to the Biblical principle that our bodies are temples of God and believe to not do what we can to identify students who are using harmful substances is to neglect our responsibility to care for the total person. Our goal is to help students stay drug free. We have a school-wide drug testing program and work with students and their families to assist students in remaining, or becoming, drug free. Each student and parent will receive a copy of the drug testing guidelines.

ENTERTAINMENT SYSTEMS

To assist students in time management and study skills, Highland View Academy has adopted a policy regarding entertainment systems. Personal televisions, video systems, video players, DVD players, DVD's and game systems are not allowed in the dormitory. Students who possess, or provide any of these items (or other such announced items) will be subject to the following consequences:

First Offense

\$50 fine (per item), and the item(s) will be confiscated until it can be picked up by the student's parent

Second Offense

\$50 fine and the item(s) will be confiscated permanently

For offenses involving digital storage devices such as computers, flash drives, thumb drives, iPod-type devices or other electronic items; or for such things as using a DVD drive to watch movies on computers or having inappropriate material stored on devices, the following consequences apply:

First Offense

\$50 fine and the DVD drive will be permanently removed from the computer and sent home with the student's parent; all inappropriate material will be removed from the item by a faculty member

Second Offense

\$50 fine and the computer or item will be confiscated and held for the remainder of the school year; the computer or item may be reclaimed after the last day of school by paying a \$300 fine.

Community students who possess items listed above on campus or who provide these items to dormitory students face the same consequences.

Faculty and staff reserve the right to inspect, examine and access any files, folders, or items stored on any CD, DVD, system, device, drive, disc, chip or electronic digital storage device at any time.

FOOD AND GUM

In order to maintain a clean and orderly environment, students are not allowed to have food, drinks, or gum in the administration building or church unless it is specifically provided by a faculty member and permission to consume it inside the building is specifically granted. This includes eating, drinking, or chewing gum in the hallways, classrooms, lobby, student lounge, library or any other location in the administration building. This policy is in effect at all times in the administration building and church, whether during school hours or not.

Students who do not abide by this policy will be subject to:

1st Offense

\$5 fine or 1 hour campus improvement to be completed within 5 days.

2nd Offense

\$10 fine or 2 hours campus improvement to be completed within 5 days.

3rd Offense

\$20 fine or 4 hours campus improvement to be completed within 5 days; the student will also meet with Administrative Council.

4th Offense and Subsequent Offenses

Student will receive a one day suspension and meet with \ Administrative Council. See section titled "Suspensions."

FOOD SERVICE POLICY

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

Procedures and Policies

- Throwing of food items or other objects is strictly forbidden.
- Discipline and fines are proportional to the amount of damage and disruptiveness. Offenders are responsible for clean-up.
- Patrons are asked to prevent waste.
- Patrons should report spills promptly to help keep carpet clean.
- Patrons should adhere to portion signs.
- Patrons may not sit on tables.
- Gum chewing is not allowed in the cafeteria.
- Patrons removing food from the cafeteria are subject to fines.
- Persons removing non-food items from the cafeteria are subject to a replacement fee and possible additional discipline.
- General dress code policies apply, and in addition:
 - dress code for Sabbath lunch is church attire;
 - breakfast attire does not include pajamas; and no sleeveless shirts are allowed for boys or girls.

GYMNASIUM GUIDELINES

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

HOME LEAVE POLICY

Home leaves and vacations are scheduled each month and are listed in the school calendar. All class and work appointments are to be met until the leave begins.

HONESTY AND TRUTHFULNESS

Honesty is a trait considered of highest value and is expected of all students who attend Highland View Academy. Students are expected to be honest and truthful at all times. When questioned about actions or behaviors, an honest answer is expected. Students should never overtly state, nor imply, that a faculty member has given them permission for something unless it is true. Students are expected to state the full truth rather than half-truths in all situations. Students who lie to faculty members, tell half-truths, or distort facts to subvert the truth will be disciplined and possibly suspended or dismissed from school.

HVABC STORE

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

- Only three students may be in the store at any one time.
- Sales are by cash. No charges may be made to student accounts.
- Shoplifting will be dealt with severely and may include criminal charges.
- Students may not loiter or visit student workers.
- A student may be banned from the store by the store manager or administration if deemed necessary.

LIBRARY POLICY

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

LOCKERS

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

MEDICATIONS

The following policy is designed to ensure the health and safety of all Highland View Academy students. **All students are expected to strictly adhere to the policy outlined below. Students who violate the medication policy will be disciplined by Administrative Council and discipline may include suspension or expulsion.**

Dormitory Students

If dormitory students are required to take medication at school, the following guidelines must be followed:

- All medications, prescription and non-prescription, brought on campus must be checked into the dean's office. The medication must be properly labeled and include the student's name, medication, and dosage. If it is a prescription medication, the prescribing physician's name must also be included.
- All medications will be stored in a locked cabinet.
- Students will not be allowed to keep bottles or packages of medications in their rooms.
- Students will not be allowed to share or borrow any medication from other students. This includes prescription and non-prescription medications.
- Medications that are prescribed for emergent conditions such as insulin, asthma inhalers, and Epipen (epinephrine) may be kept in rooms or lockers provided the appropriate physician's form is on file and the dean is aware of the medication.

Community Students

Community students should take all routine medications at home if possible.

- Students will be allowed to bring one day's supply from home in the original labeled container. This label must include the students' name, medication and dosage. All medications must be given to the administrative assistant upon arrival on campus.
- The administrative assistant must receive a note from the parent or guardian giving permission for medication to be taken at school even if for a one day period.
- Students will not be allowed to share or borrow any medication from other students. This includes prescription and non-prescription medications.
- Medications that are prescribed for emergent conditions such as insulin, asthma inhalers, and Epipen (epinephrine) may be kept in rooms or lockers provided the appropriate physician's form is on file and the administrative assistant is aware of the medication.

SEXUAL HARASSMENT POLICY

Highland View Academy values the right of all students to work and study in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and principles on which this school operates. In addition to being in violation of Highland View Academy's policy, sexual harassment constitutes illegal educational discrimination under Federal and State statutes and the 14th Amendment of the U.S. Constitution and Title IX of the Education Reform Act Amendment of 1972. Since God has created us with sexuality, we have the responsibility and choice to exercise purity of thought and behavior promoted by the Bible and to avoid what civil law forbids. Highland View Academy will not tolerate acts of sexual harassment, nor will it tolerate retaliatory behavior in response to a student's complaint of harassment. In like manner, false claims of sexual harassment will not be tolerated. Such actions will result in a timely review and, if warranted, disciplinary action.

Definition

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

- Such conduct has the purpose or effect of interfering with an individual's academic performance or social life; or creating an intimidating, hostile, or offensive work or study environment.
- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's social, spiritual, or academic program.
- Submission to or rejection of such conduct by an individual is used as the basis for enrollment decisions affecting such individual.

Sexual harassment can take place between members of the same sex, as well as members of the opposite sex. Any individual may be a victim or perpetrator of sexual harassment.

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

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

Reporting Sexual Harassment

Persons who believe they are being sexually harassed should:

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

Disciplinary Action

Sexual harassment constitutes an infraction of Highland View Academy policies. Disciplinary action may include such things as verbal warning, written warning, suspension, expulsion, and/or reporting behavior to appropriate authorities outside of the school.

SOCIAL RELATIONSHIPS

In order to help students form healthy friendships, the following guidelines have been established:

- Students are expected to abide by a "hands-off" policy.
- Students who do not follow these guidelines or whose relationship seems unhealthy or inappropriate may be placed on social restriction for a period of time determined by Administrative Council. Social restriction means that students may not interact with each other by talking (in person or by phone), writing notes, or by intentionally being around each other except when dictated by work or class appointments.
- When a student is placed on social restriction by any staff member, it is effective immediately.
- If a non-student is socially involved with a student, the non-student is subject to school policy when on campus or at school events.
- Students in mixed company may be placed on social restriction for being in unsupervised areas.

PHOTO RELEASE

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

PRACTICAL JOKES

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

REVERANCE AND SABBATH OBSERVANCE

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

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

ROLLERBLADES, BICYCLES & SKATEBOARDS

Bicycles owned by dormitory students should be registered with the respective deans. When not in use, bicycles should be properly parked or stored in designated areas. Each time a student wishes to ride a bicycle off campus, permission must be obtained from the dean on duty. Fastened helmets are required. Rollerbladers must wear helmets and protective gear. Rollerblading is not allowed in the church parking lot or at the Da'Vita Foods plant. Skateboarding is not allowed on campus unless specifically announced and supervised by a faculty member. The Highland View Church parking lot, Da'Vita Foods Plant, and all paved roads on campus are academy property and skateboarding is not allowed in any of these areas.

SCHOOL VISITORS

Visitors coming to the administration building must report to an administrative office. This includes students from other schools, parents, or other guests. While there are times when visitors are allowed in classrooms, requests to visit should be made with administration in advance. Visiting with students is not allowed during work and school hours. Visitors going to the dorms must sign in with the dean on duty.

SENIOR PASSCARD

A special program of privileges applies to seniors in good and regular standing, Academic, attendance, and/or discipline problems are occasions for the removal of passcard privileges. The senior passcard program is reviewed each year by Administrative Council and privileges are added or deleted. Senior students do not receive passcard privileges without permission of their parent or guardian. Senior students and their parent or guardian will be given a copy of the passcard policy usually within the first month of each school year. Senior passcards are not issued until after the first home leave of the school year.

STANDARDS AND REGULATIONS

Discipline at Highland View Academy is considered redemptive and not punitive. When students behave inappropriately, it is the objective of the Administrative Council to formulate a disciplinary plan that elicits change. Any activities or behaviors that undermine or distract from a positive spiritual climate, impede an optimal educational process, jeopardize the health or safety of any student, or are damaging to the reputation of the school will not be permitted whether or not such behavior is expressly outlined in this bulletin.

Disrespect, insubordination, dishonesty, vandalism, stealing, violence and offensive language are examples of unacceptable behavior.

All above mentioned behaviors and activities will result in disciplinary action as determined by Administrative Council.

In addition to discipline, the following fines and penalties may be imposed:

- Unauthorized entry or exit of an HVA owned building - \$50.00
- Deliberate property damage - \$50.00 plus cost of repair
- Accidental damage to property – cost of repair
- Being on the roof of a building - \$50.00
- Tampering with fire alarms and/or apparatus - \$250.00 plus repair
- Possession of fireworks, or anything that might be considered a fire hazard - \$50.00
- Tampering with locks - \$50.00 plus repair
- Unauthorized use of telephone - \$20.00 per call plus cost
- Unauthorized or unsupervised use of the gym - \$25.00
- Tampering with HVA computer system - \$250.00 plus repair
- Possession of DVDs, DVD players, game systems, or other such announced banned items - \$50.00
- Taking or possessing any teacher materials - \$150.00

STUDENT ACCIDENT INSURANCE

Accident insurance, which covers the student while under school jurisdiction, is included in the student registration fee. This coverage is secondary insurance, which means that it pays for the costs remaining after the parents' insurance pays. The school insurance is accident insurance only, and does NOT include insurance for illness. Parents are expected to provide their own insurance for major accidents and illness. In addition, the academy carries Workman's Compensation Insurance on every student for any accident which might occur while the student is working for the school. **It is the student's responsibility to file a claim in the business office for each accident resulting from work or non-work related activities.**

STUDENT GOVERNMENT OFFICES

The following are the student government offices for the **Student Association***, **Freshmen, Sophomore, and Junior Classes**

- President
- Vice President**
- Pastor
- Secretary/Treasurer
- Senator (only for classes)**

Senior Class*

Same as other classes with the addition of three historians

Boys' and Girls' Club

- President
- Pastor
- Senator

*The Student Association and Senior class offices for the 2008-2009 school year will remain as previous years.

**Member of student senate. The VP of SA is the chair of student senate.

SUBSTANCE USE AND/OR ABUSE

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

If a student is discovered using harmful substances, HVA personnel will work with the student and parents to develop a plan of action so that the student becomes substance free. The student and the parents must commit to following the plan of action in order for the student to remain in school. The plan of action may include steps such as required counseling and random drug testing.

STUDENT GOVERNMENT ELIGIBILITY

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

Administrative Council approval must be obtained before a student can run for office. A student may be *removed* from office for deviation from the requirements below:

Criteria

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

Citizenship: No suspensions or probations during the previous or current 9-week period. Students who demonstrate poor attitude, negative behavior, ineffective leadership skills, or undergo major discipline will not be permitted to run for office and/or may be asked to resign a currently held position. Poor attendance grades, multiple violations for things such as dress code, cell phone misuse, social restrictions, etc. will be considered poor citizenship as determined by Administrative Council.

Scholastic: No F's at semester grades

GPA: 2.5 minimum for 12-point offices.
2.0 for 9, 6 and 3-point offices.

12-POINT OFFICES

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

9-POINT OFFICES

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

6-POINT OFFICES

- Freshman Class President
- Sophomore Class President
- Freshman Class Vice President
- Sophomore Class Vice President
- Senior and Junior Class Senators
- Senior and Junior Class Sergeant-at-Arms
- Senior and Junior Class Historians

3-POINT OFFICES

All other club and class offices not listed above

STUDENT SUMMER EMPLOYMENT

Summer employment is available for a limited number of students. Contact the work coordinator in the business office for further information.

SUSPENSIONS

Students may be suspended for a variety of behavior issues such as poor attendance, multiple dress code violations, academic dishonesty, insubordination, and others. When a student is suspended:

- They may not be on campus at any time during the time of suspension.
- They may not make up regular homework or quizzes missed but may make up tests or major projects
- They lose any school office held
- Absences they accrue will count against perfect attendance.

It is the parent/guardian's responsibility to pick up and return their child at the times stated by Administrative Council.

THREATS OF VIOLENCE & WEAPONS

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

Students using a weapon, threatening to use a weapon, or possessing a weapon (having a weapon in one's room, car, locker, backpack, bag, etc. constitutes possession), will be immediately suspended with expulsion recommended in line with the school's disciplinary procedures. Investigation of safety, weapon use, and violence and any resulting discipline will fall under the jurisdiction of Administrative Council. Applicable state and federal laws or guidelines will be followed.

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

TRANSPORTATION (OFF-CAMPUS WORK)

There will be a fee charged for transportation services to work sites. School transportation is primarily for dorm students. However, community students will be accommodated when possible.

TRANSPORTATION POLICY

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

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

VEHICLE POLICY

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

Vehicle Regulations:

- Only licensed, insured vehicles and drivers are permitted to drive on campus.
- Community students are not allowed to leave campus during school hours without permission. If a student must leave campus, they must first sign out with the administrative assistant.
- Loitering around cars is not permitted on campus.
- Loud music or excessive noise from vehicles is prohibited.
- Students may not transport dormitory students at any time without specific, prior written permission from both sets of parents and approval of Administrative Council.
- On-campus vehicle accidents are to be immediately reported to the business office.
- Students are to observe all posted speed limits. Violators will be cited and fined.
- Reckless driving (excessive speed, squealing tires, driving on lawns, etc.) is prohibited and drivers will be cited and fined.
- Parking is not allowed in fire lanes behind dorms or on the road in front of cafeteria/music building.
- Students are not permitted to drive their vehicles to any off campus school sponsored activities.
- Video surveillance and electronic monitoring equipment may be used to confirm vehicle violations and validate assessed fines.

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

- | | |
|--------------|---|
| 1st Offense: | \$25.00 fine & possible loss of driving privileges for one week. |
| 2nd Offense: | \$50.00 fine & loss of driving privileges for two weeks, possible suspension from school. |
| 3rd Offense: | \$100.00 fine – permanent loss of driving privileges, possible dismissal from school. |

Fines must be paid within 24 hours of notification of the fine in order to remain in school.

VESPERS & WEEKEND PROGRAMS

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

WITHDRAWN STATUS

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

WORK PROGRAM

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

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

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

All time off from work must be arranged in advance, in writing, with the work supervisor and/or the work coordinator.

If a student must be absent from work, the student must notify the work supervisor before their shift begins. In the event the work supervisor is not available, the work coordinator should be notified before the shift is to begin.

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

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

Students will have opportunity to state their preference for a job. However, a condition of accepting employment at Highland View Academy is that students must be willing to work when and where they are assigned by the work coordinator. The academy will assign students to departments where work is available and cannot shift students from one work area to another merely upon request.

Students who are 16 or older or who turn 16 during the school year may be assigned to off-campus employment when possible for maximum earning potential. Students may be transferred to an off-campus work assignment even if the student was originally assigned to a campus position. Students may be required to work during some weekends in certain departments.

Students receiving financial aid should note additional work-related policies on page 26.

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

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

FINANCES

TUITION RATES AND FEES

Tuition Rate	Monthly	Annually
Constituents*	\$ 869.50	\$ 8,695.00
Non-Constituents	\$1,169.50	\$11,695.00
International Students	\$1,369.50	\$13,695.00
Room and Board	\$ 663.00	\$ 6,630.00
Entrance Fee**		\$ 1,135.00

*A constituent is defined as a member of the Seventh-day Adventist Church. The member must be the student, parent or legal guardian. The SDA church system subsidizes Christian education from funds received from its members.

**The entrance fee includes items listed at the right. Two-thirds of the fee is due at registration (\$750) with 1/3 due at the beginning of second semester (\$385).

REGISTRATION DAY (BASED ON CONSTITUENT RATE)

	Dorm	Community
One-tenth tuition	\$ 869.50	\$ 869.50
One-tenth room and board	\$ 663.00	
Entrance fee (non refundable)	\$ 750.00	\$ 750.00
Total due registration day	\$2,282.50	\$1,619.50

PAYMENT POLICIES

Payment Agreement

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

Payment Procedure

1. Payment agreements are worked out with parents on, or prior to, registration day. Each parent is asked to sign this agreement.
2. Accounts will be analyzed each month, and phone calls made or letters sent to parents whose account is not current.
3. The Finance Committee will meet regularly to discuss accounts that are delinquent.
4. When an account becomes delinquent and there is no workable solution, a recommendation will go to the Finance Committee that the student withdraw from school.
5. Delinquent accounts may be referred to a collection agency. A collection agency fee may be added.

Late Payment

When a student account is not paid in full by the 25th of the month, a 1% late charge (12% APR) on the unpaid balance will be added to the account.

Refund Policy

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

Revision of Rates

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

ENTRANCE FEE (NON REFUNDABLE)

The Entrance Fee covers the following:

- Accident Insurance
- Book Rental
- Boys'/Girls' Club Membership Dues
- Calendar/Bulletin
- Class Dues
- Classroom Supplies
- Computer/Science Lab Fee
- Field Trip Fee
- Commitment Weekend
- P.E. Equipment and Recreation Fee
- The POST (School Paper)
- Spiritual Activities/Campus Ministries
- Saturday Night Activities
- School Pictures
- School Planner
- Student Association Membership Fee
- Sunday School Activities
- ITED testing fee and supplies

Optional and Other Fees

Art Appreciation (per year).....	\$15.00
Cafeteria Meal.....	\$5.25
Cafeteria Meal Card (for 10 meals).....	\$50.00
Cafeteria Annual Lunch Meal Card.....	\$700.00
Home Ec. Fee (per year).....	\$30.00
Instrument Rentals (per month).....	varies
Learning Resource Fee (per year).....	varies
Music Lessons (per lesson).....	varies
Music Uniform (new members only).....	\$80.00
Oil Painting Class Supplies.....	\$40.00
Refrigerator (per semester).....	\$35.00
Returned Check.....	\$25.00
Senior Fee*.....	\$195.00
Single Dorm Room (per month).....	\$125.00
Transcript (first transcript free).....	\$10.00
Transportation*.....	varies
Varsity (per sport)*.....	\$140.00
Varsity (basketball)*.....	\$200.00
Village student overnight dorm stay.....	\$10.00
Work Transportation (per month)*.....	\$35.00

*Senior Fee

For senior survival, graduation robe, diploma, diploma cover, ACT & SAT testing and some graduation ceremony costs.

*Transportation Fee

For non-emergency medical, dental, optical, & therapy appointments there will be a charge of \$20 for the Hagerstown area and \$30 for the Frederick area.

*Varsity Fee

Covers a portion of the costs for transportation to games, supplies, uniforms, equipment, and referees.

*Work Transportation Fee

Charged to all students using school-provided transportation for work appointments.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

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

ACADEMIC SCHOLARSHIP

Highland View Academy places great importance on providing excellence in academics. Our students consistently test well above state and national averages on standardized tests. Therefore, we value academic excellence in our incoming students. Students who achieve at least a 3.5 grade point average during their 8th grade year (or year immediately prior to entry into Highland View Academy) qualify for an academic scholarship. Financial need is not a criteria for this scholarship. The scholarship is renewable for each year of attendance providing the student maintains at least a 3.0 grade point average.

Scholarship amount: \$750/ year

ADVENTIST BOOK CENTER SCHOLARSHIP

The Adventist Book Center scholarship is awarded to promote a strong work ethic in students. This scholarship is awarded to students who show evidence of a strong work ethic. Applications are available from the business office and must be accompanied by a recommendations from a work supervisor. If the student has not yet held a job, a recommendation can be given by an adult for whom the student has done volunteer work (such as Pathfinders, Boy or Girl Scouts, church, etc.) The family's financial need is also considered when awarding this scholarship.

Scholarship amount: up to \$1,000/year for dormitory students
up to \$500/year for community students

CHURCH MATCHING SCHOLARSHIP

Highland View Academy deeply appreciates the participation of Chesapeake Conference churches that assist families with educational expenses. When a Chesapeake Conference church donates worthy student funds, Highland View Academy will provide matching funds at a \$1 to \$1 basis. (If a church gives \$100 towards a student's account Highland View Academy will apply \$100 to the student's account.) Churches may donate any amount, but there is a maximum matching amount from Highland View Academy.

Matching amount: \$2,000/ year maximum for dormitory students
\$1,000/year maximum for community students

MULTIPLE CHILD DISCOUNTS

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

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

PATHWAYS SCHOLARSHIP

Highland View Academy is a partner school for the Commonweal Foundation, which provides scholarships to nearly 1000 students to enable them to attend Seventh-day Adventist and other Christian high schools across the United States. The scholarship is based solely on family income as reported on the most recent 1040 IRS tax form. Applications and additional information can be obtained from the business office.

Scholarship amount: Ranges from \$2,800 to \$4,745 per year.

WORK PROGRAM

The student work program is an integral part of the school program and all students are encouraged to work. In addition to providing work training and experience, it enables students to pay a portion of their educational expenses. Many students are employed on campus and some off-campus jobs are available for older students. While employment for every student is not guaranteed, it is the practice to provide employment for all students who are willing to work. The amount a student can earn varies based on things such as age, class schedule, and availability of hours from employers.

Estimated earnings: \$1,500/year

WORTHY STUDENT SCHOLARSHIP

This scholarship is given based on the financial need of the family. We use FACTS, a grant and aid assessment company, to process the financial needs eligibility for each student. In order to receive this scholarship the parent or guardian must complete the application and provide requested information pertaining to family income and expenses. Applications are filled out online at www.factstuitionaid.com

Scholarship amount: Will vary according to the assessment results.

FINANCIAL INFORMATION

Accident Insurance

Accident insurance, which covers the student while under school jurisdiction, is included in the student registration fee. For more details see page 16.

Book Rental Policy

The yearly rental for school books is included in the entrance fee. If books are missing, or damaged in excess of normal wear, the cost of the book(s) will be added to the student's account. A separate charge will be added to the student's account for any consumable books (such as workbooks) or required supplies (such as physical education uniforms). A \$90 reward will be credited to the student's account if all books are returned in good condition at the end of the school year.

Cash Discount

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

Class Trust Funds

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

Credit Balance

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

Exam Permits

Exam permits are required in order for students to take semester exams. In order to receive an exam permit from the business office, the student's account must be current. Lost or damaged permits must be replaced at a cost of \$5 paid in cash.

Family Discount

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

1st Student - Full Tuition

2nd Student - 10% discount

3rd Student - 15% discount

4th Student - 25% discount

Financial Clearance

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

Financial Clearance for Graduation

Before taking semester exams, participating in graduation weekend exercises, or receiving a diploma, senior student accounts must be paid in full. To allow for timely processing, the final payment should be received by May 12.

International Students

International students must pay for each semester's tuition and fees in advance, as well as have a return ticket, or its equivalent in cash, on deposit with Highland View Academy. A medical deposit of \$300.00 is also required to provide for medical care when needed. Language students' fees are available from the business office.

Late Enrollment

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

Returned Check Fee

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

Student Financial Assistance

The Chesapeake Conference and Highland View Academy have a financial assistance program for constituents who need assistance in order to send their children to Highland View Academy. Families who desire financial assistance must obtain and complete a Financial Aid Form from the business office. Types of financial aid and scholarships available are described on page 26.

Any students receiving financial assistance must take full advantage of the work opportunities available and agree to work wherever placed by the work coordinator. Students receiving financial aid are most often placed at an industry work site, when available, where maximum earnings can be realized. In addition, if a student loses HVA generated employment, all financial aid monies are terminated immediately. Families must also realize that much of the financial aid monies come from sources beyond the control of the Chesapeake Conference or Highland View Academy. If pledged monies are not received, parents will be notified immediately and they must agree to incur the additional expense in order for their child to remain in school.

Student Bank

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

Tithe

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

Transcripts

Before transcripts, diplomas and/or school records can be released the student's account must be cleared.