

Mount Vernon Academy

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2011-2012 Handbook

Accredited by:

North Central Association Commission
on Accreditation and School Improvement

Accrediting Association of Seventh-day Adventist Schools,
Colleges, and Universities, Inc.

Chartered by:

Department of Education, State of Ohio

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Administration

| | |
|-------------------------------|-----------------------|
| Principal..... | Robert Stevenson, MEd |
| Business Manager..... | Bie An Tjia Fong, MA |
| Administrative Assistant..... | Tina Stevenson, BS |
| Director of Development..... | Margaret Sutton, BA |
| Dean of Men..... | Cliff Wright Jr, CSDE |
| Assistant Dean of Men..... | Omar Sanabria |
| Dean of Women..... | Sheila Shafer, CSDE |
| Assistant Dean of Women..... | Abigail Nugent |

Administrative Services

| | |
|---------------------------------|---------------------|
| Accountant..... | Ana Nino, BS |
| Campus Ministries/Chaplain..... | Wendy Feese, MDiv |
| Food Service..... | Wilma Keifer |
| Food Service Assistant..... | Nicole Rieger |
| Plant Services Director..... | Jim Keifer |
| Registrar/Guidance..... | Lissette Wright, BA |

Instructional

| | |
|--|------------------------|
| ACT Prep..... | Lissette Wright, BA |
| Acros/ESL/Hlth/PE/Rel I/Thinking Skills..... | Jeff Morris, BA |
| Computers..... | Aaron Myers, BS |
| Econ/Gov/History/Rel II..... | Bruce Bellchambers, MA |
| English..... | Keri Conwell, MA |
| Home Economics..... | Sheila Shafer, CSDE |
| Mathematics & Statistics..... | Lynn Lee, MEd |
| Music..... | David Nino, MM |
| Religion 3 & 4..... | Wendy Feese, MDiv |
| Science..... | Pam Castillo, MA |

Staff & faculty Email

All MVA staff and faculty have an MVA email address which is the first letter in the staff member's first name, their entire last name, and @mvacademy.org. For example, Principal Robert Stevenson's email is rstevenson@mvacademy.org.

Our Mission

Mount Vernon Academy is a Seventh-day Adventist Christian environment devoted to the preparation of students as disciples of Jesus Christ through spiritual development and academic excellence.

Our Philosophy of Education

We are all created in the image of God (Gen. 1:27). For this reason, the primary purpose of Mount Vernon Academy is to develop Creator-like qualities in our students that are God-given to all: Creativity, individuality, and the power to think, to choose, and to do. We exist to provide a quality education in an environment where students and staff are in the process of continuously improving their love, trust, and relationship with Jesus and each other. The object of education at Mount Vernon Academy, then, is to develop these powers in our students so that they will think and act as individuals, not mere reflectors of someone else's thoughts and actions.

Our Christian Life Goals

- Friendship** Demonstrating understanding and concern for others
- Courage** Standing for what is right even if you stand alone
- Honesty** Revealing truth through thoughts, words and behavior
- Initiative** Moving from thought to action
- Perseverance** Completing what you start, no excuses
- Purity** Lovely; free from blemish or guilt
- Respect** Honoring oneself, others and the environment
- Responsibility** Doing what's right and being accountable for your choices
- Service** Putting others' needs before mine

MVA History

The oldest Adventist academy, Mount Vernon Academy, located 50 miles from Columbus, opened its doors in 1893 to 32 students and six staff members with Professor William T. Bland as principal. However, by the end of the first year the enrollment had grown to about 100. The school opened in buildings previously occupied by the Mount Vernon Sanitarium, which had closed in 1891. Ellen G. White, when consulted, had written in 1893:

"Let the building be converted into a seminary to educate our youth in the place of enlarging the college at Battle Creek. I have been shown that there should...be located; school buildings in Ohio which would give character to the work" (E.G.W. letter K35).

The day after this letter was written; J. N. Loughborough submitted a report to the General Conference in session advising the same action. Upon General Conference recommendations, the stockholders of the sanitarium voted to adopt this recommendation and to form a new corporation for the management of the Academy.

After operating on the secondary level for 12 years, the school expanded to include a college offering B.S. and B.A. degrees for the next 11 years. Norris W. Lawrence served as the first president of the college. In 1914 the Washington Foreign Mission Seminary at Washington, D.C., was made the training college for the Columbia Union, and the school at Mount Vernon reverted back to an academy.

The Administration Building was built in 1924 and presently houses the chapel, three classrooms, and the administrative offices. On Dec. 24, 1926, the old sanitarium building, was destroyed by fire. Linden Hall, the girls' dormitory, was erected in 1927-1928. In 1940, Hadley Hall, the boys' dormitory, was built. The gymnasium was completed in 1951, and in 1958, the industrial arts building. In 1968, Hiawatha Hall, with a cafeteria, classrooms, and administrative offices, was built. Campus-wide renovations began in 2001, which include redecorating the Cafeteria, renovating Linden Hall and Hadley Hall, the Music Building, a new Campus Center, and repairs to the Cafeteria and the gymnasium. Over \$3.6 million has been invested in capital improvements since 2001.



Living Together Covenant

Mount Vernon Academy is a community of Christians who share the purpose of academic progress, personal development, and spiritual growth. Participation in this community is based on our commitment to the Lord as our Savior and the growth of the whole being: spiritual, mental, social, and physical. To achieve this, certain expectations must be specified to assure order. When individuals join Mount Vernon Academy, they freely and willingly choose to take upon themselves the responsibilities outlined in this covenant.

Assumptions

1. Loving God and being accountable to Him are the primary motivations for Christian relationships and behavior.
2. The Bible is our authority; it provides the essential teachings and principles for personal and community conduct.
3. God, through the Holy Spirit, places in every believer the inner talents and attributes to minister to others through supportive relationships.

Standards of Conduct

Mount Vernon Academy is dedicated to building committed Christians and responsible citizens. We want students to have healthy minds, grow spiritually, mentally, and academically while fostering strong relationships in a safe, nurturing environment. Every organization has set standards and procedures that need to be understood and followed as a standard of conduct. Mount Vernon Academy students are expected to support the policies, procedures and standards we have adopted for MVA for this year. Statements of policy announced or posted are valid as well, and may supersede those printed in the Handbook.

While we attempt to provide a loving home environment for our students, we recognize that some of the policies and standards of conduct are not the same as many parents and students follow in their own home. However, while enrolled at MVA, students and parents are responsible to acquaint themselves with the policies and standards contained in this Student Handbook and consistently follow them. A student's enrollment indicates a willingness to commit to the Christian lifestyle, policies, standards, and procedures that MVA promotes. A Mount Vernon Academy student will model ethical and moral behavior both on and off the campus including postings on social network websites.

Behavior Expectations

It is our goal to operate a quality school in which discipline leads to behavior modification. To that end, our behavior expectations are based on the following beliefs:

- Learning increases when there is good behavior.
- Every student can behave well.
- Success is measured by how well our students self-govern.
- Our standards for behavior should be those taught in the Bible. Jesus emphasized that we “should love one another,” and that we should even “love our enemies.” Think, What Would Jesus Do. Our behavior should be gracious, kind, patient, and respectful.

When students misbehave, he or she should be given a chance to “fix” the effects of their misbehavior. This may include the principles of peacemaking as described in Mathew 18. There is a difference between mistakes, mischief, and mayhem. A loving approach towards supporting our students in being accountable for their actions will be applied.

Behavior is a choice and we believe that each student can choose whether he or she wants to live in our community or not. By making the choice to be an MVA student, he or she is choosing to live by the following procedures:

1. Please do not express disseminating ideas or display attitudes that undermine the philosophy of Christian education, doctrines of the Seventh-day Adventist Church, or the ideals and objectives of Mount Vernon Academy.
2. Always be respectful with your actions and tone when dealing with each other, staff, faculty, or delegated authority.
3. Do not promote atheistic or spiritualistic ideas, experiment with or possess spiritualistic games or devices.
4. Be honest, don't deceive or take anything that is not yours. When you borrow something ask first and return it when you are done with it.
5. Language must be uplifting without profanity and not include any disparaging comments/acts relating to race, gender, or religion even when we “joke” with our friends.
6. Follow our health principles while on our campus do not have caffeine drinks and flesh foods.
7. When at work or class do not use any electronic devices (including cell phones) without permission.
8. Do not sell any goods or services on campus for personal gain without permission from administration.

The following is conduct that will not be tolerated:

1. Making, possessing or using unauthorized keys or lock picks or forcing entry through a locked entrance, entering or leaving a room or building by means other than the regular entrances.
2. Using, possessing, or supplying to others tobacco, alcoholic beverages, narcotics, illegal drugs, marijuana or any other hallucinatory agent or improper use of inhalants.
3. Providing prescription drugs to anyone other than the intended user.
4. Provoking or participation in, fighting, harassment, hazing, initiating, or any act that injures, degrades, or disgraces another person.
5. Tampering with lights, wiring, telephones, fire alarm systems, and/or electrical equipment.
6. Willful destruction of school property or the property of others.
7. Possessing, using, or supplying others with firearms (including real or look-alike guns of any kind), knives, ammunition, firecrackers, explosives of any kind, flammable articles and fluids.
8. AWOL- leaving the dorm and/or school premises without obtaining the dean's approval prior to leaving.

Accountability of Students

The process for teaching the students accountability is a unique one that requires an individualized approach. We will give students an opportunity to reconcile whatever it is that they have messed up. We realize that for some parents our approach may seem too easy or too harsh but we respectfully ask you to allow the student to walk in his or her own path and allow us to support them on this journey.

There is a process to reconcile the student's decision to disregard our procedures and standards.

1. The student will be addressed by a staff member about their mistake and asked to repair the situation.
2. The second time the student will be reminded of their choice to be out of line and that conversation will be documented.
3. If there is a third infraction of the same nature or if it is determined by Administrative Council that the student overall has no desire to live in accordance with our standards, the student will be prohibited from participating in some or all of scheduled extra curricular activities (including recreation, intramurals, varsity sports etc). And asked to submit a behavioral improvement plan.

If a student is determined not to follow our procedures and abide by our standard of conduct then discussions on if our school is the

right place for the student will begin. Parents may be asked to join us in a conference at any point during this mentoring. If a student is placed on probation, it means that a student's enrollment is in jeopardy and the student's campus status must be reviewed within the guidelines that have been set up. The student's attendance record, academic progress, dorm program, and general behavior will be reviewed periodically. Probationary students involved in additional discipline may be subject to immediate dismissal.

Admissions

Since MVA believes in equality of rights for all students, admission to Mount Vernon Academy may be granted irrespective of the applicant's race, color, or national origin. Inasmuch as the Academy is sponsored and mainly financed by the Ohio Conference Seventh-day Adventist Church, the majority of its students are members of that denomination. However, no particular religious affiliation is required for admission. MVA is open to young people of all religious backgrounds who desire a Christian education, who express willingness to cooperate with the school's policies, and who are willing to live in harmony with the purposes and ideals set forth by the school. Admission to MVA is a privilege and not a right and may be withheld or withdrawn by the school at its discretion in harmony with its philosophy, objectives, mission, and procedures.

Applications to the Admissions Committee must be made, and the student accepted, before a student arrives on campus to attend classes or to work. The following items must be received by the Registrar before initial academic admission procedures can be carried out:

1. A completed and signed application form.
2. Record of credits and **official** transcripts from the previous school, along with scores from a current achievement test.
3. Three recommendations for all new students, one of which must be from a recent teacher, one from an adult who is not a relative, and one from the local pastor.

Registration will be completed when these additional items are received:

1. ** Physical examination for all new students.
2. ** A notarized copy of the Student's social security card.
3. A notarized copy of the student's official birth certificate issued by a state, county, or municipal authority. (Hospital issued birth certificates do not meet legal requirements.)
4. Medical immunization record with all required immunizations.
5. Consent to treatment form (gives parental permission for emergency medical treatment along with insurance information).
6. An approved financial plan.
7. A personal interview by an MVA administrator with a parent and the student.
8. All students must show grade level proficiency with a current achievement test scores, or by taking the MVA grade placement exam.

* Students entering ninth grade must provide evidence of having completed eighth grade. Home-school students must meet the requirements for home schooled students and take the grade placement exam. Students entering other grades must arrange to have an official transcript of all credits earned in other schools to be sent directly to the Registrar's Office. These students may also be required to take the grade placement exam. Proper arrangements must be made so that an official transcript is on file prior to registration. Please note that it is the responsibility of the student to meet all of MVA's diploma requirements.

** These items are also required for work permit.

Financial Information

Application Fee

A \$50 non-refundable application fee must be submitted with the application.

Payment Methods

All MVA students must either pay the annual amount due by parents at Registration or by monthly payments through the FACTS Tuition Management Program. No exceptions. The FACTS Program provides for monthly direct withdrawals from a checking account, savings account, or charges to a credit card (a three percent handling fee is added). Parents are charged \$41 per year for use of the FACTS Program. FACTS charges \$25.00 from the

account if there are insufficient funds to cover the withdrawal. Inform MVA of any payment changes seven days in advance in writing.

Cash Discount

If payment is made at registration for projected annual parental payments (total charges less expected student labor, financial aid, grants, and scholarships), a 2 percent discount will be given on the amount to be paid by the parent. (This does not apply to the \$450 General Fee and \$200 for Books.) Cash discount does not apply to payments made with credit cards.

Monthly Payment Plan

The fees for tuition, room, and board may be made on a ten-payment plan (August-May), eleven-month payment plan (July-May), or twelve-month payment plan (June-May). The parent's payment will be made through FACTS on either a direct deduct from the parent's checking or savings account. The student's withdrawal from MVA Facts Automatic tuition payment will continue through the length of the agreement or until the student account is cleared unless other payment plans are made with the business office. The amount due from the Parents will be collected on either the 5th or 20th of each month, depending on the date the parents have set with FACTS. A statement of charges and payments will be mailed to the parent each month showing all charges and payments made to date on the student's account.

| <u>Annual Fees</u> | <u>Fr/So</u> | <u>Jr</u> | <u>Sr</u> |
|---------------------------|---------------------|------------------|------------------|
| Tuition ¹ | \$10,700 | \$11,070 | \$11,070 |
| Room & Board ² | 5,900* | 5,900* | 5,900* |
| General Fee ³ | 450 | 450 | 450 |
| Books ⁴ | 200 | 200 | 200 |
| Room Deposit | 100* | 100* | 100* |
| Village Activity Fee | 60** | 60** | 60** |
| Technology Fee | 75 | 75 | 75 |
| Jr. Class Dues | | 50*** | |
| Sr. Class Dues | | | 100*** |
| Sr. Graduation Fee | | | 150*** |
| Total – Boarding | \$17,425 | \$17,845 | \$18,045 |
| Total – Community | \$11,485 | \$11,905 | \$12,105 |

¹**Tuition:** A flat monthly tuition rate has been established for the school year. The month of August will be charged as a full month; there will be no refunds.

- 2Room:** Charges will continue as long as the room is occupied. A laundry room is provided in each dormitory. Use of the machines is included in the room charge.
- 3Board:** The cafeteria serves vegetarian meals following proven dietary principles. A flat rate is charged, providing students some flexibility in their food consumption. Cafeteria meals for village students and visitors are \$4.00 per meal. Village students must sign in at the cafeteria for each meal eaten.
- 4General Fee:** This fee is charged to all students and is not refundable. It includes dues for Matriculation, Accident Insurance, Class Activities, Club Activities, School Newspaper, Student Association, and Yearbook.
- 5Books:** There is a \$200 non-refundable fee charged to all students and covers textbooks needed for Bible class and workbooks needed for other classes. All other textbooks are loaned to students and must be returned to the Office in good condition at the end of each school year. If the textbooks are not returned in good condition, the student will be charged full replacement costs.
- * Does not apply to Community Students
- ** Does not apply to Boarding Students
- ***Class specific

Family Discount

Students from the same immediate family will receive a 5 percent discount applied to the youngest student.

Additional Fees

Class and Club Dues (non-refundable)

| | |
|---|-----------|
| Junior Class Dues..... | \$50 |
| Junior Class Boston Trip (Village)..... | \$350 |
| Junior Class Boston Trip (Dorm.....) | \$215 |
| Senior Class Dues..... | \$100 |
| Senior Government Trip..... | \$75 |
| Graduation Fee..... | \$150 |
| National Honor Society..... | \$20 |
| Athletic Team..... | \$50/Team |
| Gymnastics..... | \$150 |
| Echoliers/Choir/Band..... | \$65 |
| Hand Bell..... | \$65 |
| Band Instrument Rental Fee..... | \$50 |
| Art..... | \$25 |
| Family/Consumer Science | \$50 |
| Introduction to Technology..... | \$25 |
| Ski Club..... | \$175 |
| Jr./Sr. Banquet..... | \$20 |

Other fees - May include class trips, invitations, flowers, pictures, etc.)

College Credit Charges

Columbia Union College charges additional tuition for college credit classes. There is also a \$25.00 registration fee each semester. Additionally, students have a \$50 book fee for each college class.

Dormitory Charges (Microwaves not permitted in rooms)
Refrigerator in room.....\$5.00/month

International ESL Students

After the application has been accepted, students who are not citizens of the United States must make a \$1,000 deposit before an I-20 can be issued. Each semester must be paid in its entirety before the start of the semester. In addition, ESL students must pay a \$1,000 ESL fee by registration.

Music and Athletic Group Attire

For performing musical groups, and athletic groups, a required outfit will need to be purchased or rented at an additional expense to the student.

Transportation Charges

Students needing transportation to and from the Academy for either medical or personal reasons will be charged per trip as follows:

Columbus.....\$80.00 (\$65.00/student for two or more)

All transportation charges must be paid to the Business Office in advance. Students must make their own arrangements. These arrangements must be pre-approved by their Dean.

Miscellaneous Fees

At times various fees will be applied for specific items. Some of these include, but are not limited to the following:

- Application Fee.....\$50.00
- Withdrawal Fine (failure to complete withdrawal process).... \$25.00
- Testing Fee, Fines, and Field Trips.....Varies

Student Accounts

A statement of financial activity will be mailed monthly to parents or designated financial guardian. It is important that each student's account be kept current. The ending balance indicated on each month's statement is due by the 5th or 20th of that month, as agreed to with FACTS Tuition Management Company.

Financial Policies

1. Accounts from MVA or other schools must be paid or proof of satisfactory arrangements made before admission for the new school year.
2. Accounts from other family members must be settled prior to another family member enrolling.
3. Students with an account over 60 days past due may be asked to withdraw from school until the account is brought current.
4. If the parent's portion of student charges is not current at the end of the semester, the student will not be allowed to take semester exams and may not be eligible to enroll at MVA for the next semester unless arrangements have been made with the business office.
5. Transcripts, grades, and diplomas will be held until the account is paid in full.
6. A \$25 charge will be assessed for each check that is returned to MVA marked by the bank as a non-sufficient funds check.
7. Accounts for students who withdraw or graduate from MVA will be due within 30 days. After 30 days a service charge of 1.5 percent per month will be charged on the total balance due until the account is paid.

Refunds

Refunds will only be considered in case of serious illness or other prolonged emergencies. Most students will occasionally miss some meals or days of school due to illness, vacation, etc. A refund will not be given for these.

Revisions of Financial Policy

Due to the prevailing uncertainty of economic conditions, all charges listed are subject to change without notice if found necessary by the governing Board of Mount Vernon Academy.

Withdrawing/Checkout from MVA

Students who withdraw from MVA prior to the end of the year are to complete a "Withdrawal/Checkout" form obtained in the Registrar's office. Failure to complete this process will result in a \$25.00 charge to the student's account. A checkout procedure is required at the end of each school year. Students who fail to complete this checkout will be fined \$25.00 PLUS any additional charges for damages, cleaning, or missing items.

Financial Aid

Mount Vernon Academy promises to justify financial aid to assist any Seventh-day Adventist applicant to attend this school.

Justified student aid means that the student contributes their summer earnings, personally seeks help from their church family members, works up to 10 hours per week at MVA during the school year, and the parents pay their “fair-share” as defined in the Student Aid Application, along with the student's church payment of the Two-way Matching Scholarship. **If all three of these conditions are met, MVA will attempt to arrange for sufficient student employment, scholarships, grants, and student aid to pay the remaining expenses.**

In order for MVA to keep this commitment, all parties must do their fair-share. It is highly important for the student to work hard at their assigned job, be punctual for all work schedules, and meet the expectations of the supervisor. Student Labor incentives will be available to students that meet these work requirements. Students that do not meet these requirements may have their wages lowered and/or their work hours reduced, or fired. These actions may result in a shortfall in Student Labor from the amount contracted at the beginning of the year. In some situations, students receiving student aid from MVA will be asked to work more than the minimum number of hours per week. If the student's **account has a credit** due them at the end of the year because of additional hours worked, the amount of student aid granted by MVA will be reduced by this amount.

Student aid information and applications may be obtained from the Business Office or mvacademy.org website. Families will be required to demonstrate financial need in order to be considered.

APPLICATIONS AND TAX INFORMATION FOR STUDENT AID SHOULD BE SUBMITTED BY MAY 15 FOR THE FOLLOWING SCHOOL YEAR.

Scholarships – New Students

► **GPA Scholarships (Eligibility Requirements):**

1. GPA must be based on the last year of junior high or cumulative high school grades. The Registrar will verify this before the scholarship is applied.
2. The student must not have attended MVA before.
3. Scholarship grant will be applied monthly to student's account.
4. The GPA scholarship is not available for homeschoolers.

GPA Amount:

| | |
|-------------------------|-----------------------|
| 3.50 – 4.00.....\$1,000 | 3.25 – 3.49.....\$400 |
|-------------------------|-----------------------|

Class Officers:

| | |
|---------------------------|--------------------------|
| Class President.....\$500 | Other Officers.....\$250 |
|---------------------------|--------------------------|

Activity Scholarships:

Up to \$1,000 based on audition awarded by MVA Faculty.

Attendance

Our goal is for all students to promptly meet all their appointments. This includes classes/organizations receiving academic credit, chapels, work assignments, and weekend religious services. We believe that the single greatest reason students fail classes and do not graduate is that they do not attend classes regularly. They fall behind in class, become discouraged and find more reasons to miss class. This is true even when absences are excused but become excessive. Therefore the following policy is established to encourage excellence in attendance:

- Students with perfect attendance will be recognized throughout the year

Students are strongly encouraged to check the Absence and Tardy Lists every day.

Attendance Discipline

The following steps are based upon a semester and involve your TOTAL attendance (Assembly, Sunday Schools and Service Days).

Step 1:

9 unexcused absences \$30 - 4 hours of paid labor or cash.

Students have three days to complete this responsibility. Failure to do so will result in disciplinary action.

Step 2:

3 additional unexcused absences:

12 unexcused absences \$75 - 10 hours of paid labor or cash.

Students have 3 days to complete this responsibility

Step 3:

Students who continue to miss class **will meet with Ad Council.**

Acceptable Reasons for Absences or Tardiness:

1. Injury or Illness
2. Death in the family
3. Mandatory court appearance
4. Unavoidable/emergency medical or dental appointments
5. School-sponsored activities
6. Pre-arranged absences (One week in advance) at the discretion of Dean's/Ad Council

Parents cannot excuse a student for absences while the child was living in the dorm.

Attendance Policy Definitions

Tardy:

A student missing up to the first 10 minutes of class is considered tardy. Three tardy equals one absence.

Excused Tardy:

A tardy is excused in cases mentioned previously or when initiated by a staff member.

Unexcused Tardy:

Three unexcused tardies in any course are considered one unexcused absence.

Absence:

A student missing 10 minutes or more of an assigned class is considered absent for the entire class.

Excused Absence:

An absence may/may not be excused with verification from parent, legal guardian, or staff member stating previously mentioned reasons.

Unexcused Absence:

An unexcused absence occurs when a student willfully misses a class without a **valid** excuse, (see acceptable reasons mentioned before), leaves a classroom without permission or is sent to the office for unacceptable behavior. (Sleeping in class, etc.)

Medical Absences

Medical Absences will be excused for the following reasons:

1. Illness that is documented by a nurse, doctor, or dean if the student is living in the dorm. The Dean will notify the Attendance Office when a student is placed on Sick List. Parent's documentation is accepted if the student is at home. The parent should call the Attendance officer every day of the absence.
2. Illness at home of three days or more requires a doctor's note.
3. Pre-arranged medical appointments must be made during regularly scheduled home leaves. Any emergency exceptions require a doctor's note. These absences will count as part of the 5 pre-arranged days.

Procedure to Follow After Any Absence

- Each day "the White List", a list of absences/tardy from the preceding school day are posted. The students should plan to check the White List every day.
- If you have an excused tardy or absence, they must obtain an **excuse slip** (with a reason stated from "acceptable reasons" on the previous page) **signed** by parent/guardian, dean, or staff member.
- Excuses must be turned into the Attendance Supervisor **within 3 school days** of the absence/tardy. Students are encouraged to come to the Attendance Supervisor at anytime for a print out to check their attendance.

- When aware of an upcoming absence from school, come to the Attendance Supervisor for a **Pre-Arranged Absence Slip (PAAS)**. The student is responsible to have it signed by each teacher/work supervisor whose time will be missed. Village students must have the parent/guardian signature with a note of explanation. The PAAS is then approved or denied by the Attendance Supervisor.
- When you are absent, you will have an opportunity to make up schoolwork missed if the absence is due to one of the six reasons listed previously. The student is responsible to obtain make-up work from the teacher. The student has two school days to make up assignments for every school day they were absent.

Credit Retention

When a student has 5 unexcused absences or a total of 14 excused and unexcused absences in a class they will be placed on attendance probation and lose credit for that class. Students may elect to petition the Academic Standards Committee to retain credit. The appeal must be presented within 2 weeks of notification of the **Failure Due to Absences**. If a student does not petition or their petition is denied, they will lose credit for that class. Attendance records start over each semester.

Student Employment Eligibility

The student employment program is a vital part of Mount Vernon Academy's education. There are two objectives of the program:

- 1) To teach the student good work ethics and the dignity of labor.**
- 2) To provide for the student to defray part of the expense while at school.**

Learning to work, being punctual, performing assigned duties are all part of MVA life. Each student's work will be evaluated each semester. Termination of employment may result in a student not being assigned to another work location.

U.S. law requires the Academy to validate each student's age, identity and employment eligibility before starting work. The following documents must be submitted **BEFORE** any student can begin work:

1. Original or notarized copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal.
2. Social Security card. If a student does not have a social security number, MVA may not be able to provide a job.
3. If 18 years of age or older, one of the following:
 - Driver's license
 - ID card issued by federal, state, or local government agency
 - School ID card with a photograph
 - Voters registration card

International Students must submit the following:

(1) Passport (2) INS form I-94 (3)INS form I-20

- All documents must be submitted in official form. The Academy will make copies and return the originals (unless notarized copies are submitted).
- If there is a problem producing one of these documents, contact MVA's Work Coordinator before registration.

Tithing

MVA follows the tithing practice taught in Scripture of giving back to God 10% of earnings to the Seventh-day Adventist Church.

Off-Campus Employment

Students may work off campus when the following criteria are met:

1. Written permission from a parent or legal guardian.
2. Approval from MVA's Work Coordinator and Administration, including transportation plans.
3. Approval from the Registrar that the student is maintaining acceptable grades. The student will not be eligible to work off campus if grades become unacceptable.
4. Financial arrangements made with the Business Office. Typically, ninety percent of the off-campus earnings are to be paid to MVA in place of on-campus employment (as contracted in the Financial Plan).
5. All school attendance requirements are met or excused, as outlined in the school calendar, including classes, weekly Chapels, Worship, Sunday school classes, etc.
6. An off-campus work agreement signed by the employer before starting work at the off-campus job.
7. Students must maintain a minimum GPA of 2.0 with no failing grades.

Job Placement

Job openings are usually posted by May of the current school year for the upcoming school year for each department. The school follows Federal Minimum Wage guidelines for on-campus jobs. Priority will be given to students with financial aid and departmental needs. MVA reserves the right to hire students for jobs in the following priority: **Returning dorm students, new dorm students, 14 and 15 year old village students 16 and older village students**

The school makes no promise or guarantee regarding the amount a student will earn toward expenses. This will largely depend upon the individual. The monthly financial statement will reflect the

amount of student labor earnings. It is expected that all charges not worked off by student will be paid each month.

Should a student find it necessary to be absent from work, he or she must make prior arrangements with their work supervisor. It is the responsibility of the student to render acceptable service to the employer in order to retain a job. The department supervisor reserves the right to dismiss the student if service is unsatisfactory.

Pathway students must make arrangements with the work coordinator to make-up missed hours for scholarship eligibility only. Pathway Scholarship Recipients are required to work a minimum of 360 hours. If these minimum hours are not achieved, the student will be discontinued from the Pathways Scholarship program and the parents will be required to pay the amount expected to be paid by Pathways. Because of this hour requirement pathways students may be asked to minimize extracurricular activities and be placed in a job assignment where those hours are available.

Job Transfers

All students are expected to remain with their assigned job throughout the school year and cannot shift from one department to another merely upon request. Any changes in job assignments must be arranged through the work coordinator. Students, who skip work, use electronic devices during work time without approval, or are terminated from their job due to their actions, may be subject to disciplinary action including suspension from participating in various school activities. The student could even be asked to withdraw from school.

Accident Reports and Worker's Compensation

Accidents that occur while the student is working must be reported to the supervisor immediately and are covered under the Worker's Compensation Insurance Act.

Academic Information

Access to Records

Contact the registrar for the policy regarding parent and student access to academic records.

Add/Drop

A class may be added up to two weeks after the start of the semester. No class may be dropped later than two weeks after the beginning of the semester. All add/drop requests must be cleared by registrar, class instructor, and parent before changes will be in effect. If classes are dropped after the deadline, with Academic Standards Committee approval, indication will be made on the transcript by a "WF" (withdrew failing) or a "WP" (withdrew passing). WF grades will affect the GPA.

Change of Class Schedule

If it is necessary to change a class program, the student must complete the Drop/Add process outlined by the Registrar. When dropping a class, the student must attend the class until approved by the Registrar. A student who drops a class without following the proper procedure may receive an "F" for the class.

Class Loads (Annual)

Six credits per year are considered a full load, but in no case may a student take less than 5 units (no less than 4 in the senior year). Under supervision, and with the approval of the Academic Standards Committee, a student may request to take more than 7 units, including music, P.E., or work. Any extra load will be reduced if the student is not able to maintain a satisfactory level.

Class Standing

Students expecting to participate in class organizations or be elected to office must have the following number of units:

| | |
|-------------------|--|
| Freshmen | Verify successful completion of 8th grade |
| Sophomores | 6 credits from core curricular offerings |
| Juniors | 12 credits from core curricular offerings |
| Seniors | 18 credits from core curricular offerings |

All records from previous schools must be in the Registrar's Office for verification by the start of the school year.

Correspondence or Summer Work

Any student desiring to take correspondence or summer school, to apply toward graduation, must have the approval of the Registrar before applying. Correspondence work is not to be taken during the school year without permission. The school may not accept any correspondence work that has not been approved. Summer correspondence courses must have all lessons submitted prior to registration in the fall. A maximum student load shall be one new

unit per summer with a maximum of three such units taken during summers counting toward graduation.

- **Students who fail all, or part, of a class during the school year will be required to take an approved summer course to make up the deficiency.**
- **Seniors who are enrolled in correspondence courses in order to fulfill requirements for graduation MUST have all correspondence work completed prior to the beginning of the second semester. Failure to meet this deadline will result in the loss of senior status and all senior privileges.**

No student shall be enrolled during the school year in correspondence courses for classes that are offered by the school unless a student is making up a deficiency with the permission of the registrar.

Diplomas and Issuance of Transcripts

MVA issues a diploma and indicates on the transcript whether the student qualified for a Standard diploma or an Advanced (College Preparatory) diploma. MVA students may receive Honors diploma if they meet the requirements specified by the Ohio Department of Education. In order for MVA to issue a diploma, the final semester must be completed on campus.

A transcript is issued only when student's account is paid in full and upon receipt of a request in the Registrar's Office. The first transcript is issued without charge; \$5.00 is required for each additional transcript. Requests for transcripts should reach the Registrar's Office at least 10 days before needed. Any graduates, over 18 years, must make the request for themselves.

Certificate of Attendance

A certificate of attendance will be issued to any student who completes the required coursework but fails to pass the Ohio Graduation Test.

Post Secondary Education Option Program & Dual Academic Credits (High School and College)

MVA provides the opportunity for diligent students, with good grades, to earn college credits while attending at MVA. The dual credit courses offered are the General Education courses required by most colleges and can be transferred to nearly all colleges and universities. Parents and students are responsible to ensure that

credits will transfer to their chosen college and/or field of study. The college credits are granted by Washington Adventist University and are transferable. Students pay 10% of WAU's regular tuition charges and for all textbooks. Full payment is due prior to the beginning of class. Payment may not be charged to the student account at Mount Vernon Academy. Students must meet the minimum GPA and assessment test requirement. **Transcripts for college classes must be requested from Washington Adventist University.**

Grades

GPA is figured using a 4.0 scale for one credit. Quality points are as follows:

| | | | | |
|--------|---------|--------|--------|--------------------|
| A =4.0 | B+=3.3 | C+=2.3 | D+=1.3 | F=0.00 (no credit) |
| A-=3.7 | B = 3.0 | C =2.0 | D =1.0 | |
| | B-=2.7 | C-=1.7 | D-=0.7 | |

Grading Scale

MVA uses the following scale in determining grades:

| | | | | |
|------------|-----------|------------|-----------|----------|
| A =100-93% | B+=89-87% | C+ =79-77% | D+=69-67% | F =59-0% |
| A-=92-90% | B =86-83% | C =76-73% | D =66-63% | |
| | B-=82-80% | C-=72-70% | D-=62-60% | |

Graduation Requirements

The student is responsible to meet the requirements of the diploma* being pursued. **A minimum of 24 Carnegie Units is required for the Standard diploma and 24 Carnegie Units for the College Preparatory diploma.** Students must successfully complete all required courses prior to participation in the senior trip and graduation exercises. This includes having on file in the Registrar's Office a complete official transcript of credits from all high schools in which the student has been enrolled. Students who have all eight semester's grades issued by MVA will receive four-year cords at graduation. **All students must pass the Ohio Graduation Tests as required by law.**

Honor Roll

MVA recognizes student achievement. The general Honor Roll requires a GPA of 3.0 to 4.0, with no more than one C and no D, F's or I's, and satisfactory grades in citizenship, work, and attendance. To be eligible for the **High Honor Roll** (GPA of 3.5 to 3.66) a student may have no grade below a B with excellent grades in citizenship, work, and attendance. Students on the **Principal's List** (GPA of

3.67 to 4.0) may have no grade lower than an A- with excellent citizenship, attendance, and a work grade of 90% or above.

At graduation, a student who has maintained a cumulative GPA of 3.00 to 3.49 will receive honorable mention, a GPA of 3.50 to 3.74 will receive honors and a gold honor cord; and a GPA of 3.75 to 4.00 will receive high honors and an honors medallion. Home School students are not eligible for the cumulative honor roll.

The Valedictorian of the class will be named based on the following criteria: Extraordinary effort, a cumulative GPA of at least 3.7 in core classes and a 3.75 overall, exemplary citizenship, and earn a College Preparatory or Honors Diploma.

Incomplete or Failing Grades

An incomplete (I) may be given by a teacher only when extenuating circumstances have made it impossible for the student to do sufficient work within a given period of time. When an incomplete is received, it may be removed upon the completion of the work after the end of the grading period or at the discretion of the teacher and Registrar. The instructor will report the final grade to the registrar. All incompletes will be accompanied by a progress letter grade that will be on file in the Registrar's Office. Incompletes must be made up within two weeks after the end of the grading period for which it was recorded.

Students who fail one or more **semesters of classes** need to make arrangements to repeat the class through enrollment in an approved correspondence course or in summer school. Exceptions to do Independent Study must be approved by the Academic Standards Committee.

Withdrawal

Students who withdraw or are expelled from school will be issued a progress grade to date. Additional independent course work will not be provided by Mount Vernon Academy beyond the withdrawal date. A signed withdraw is required.

Home School Requirements

Home school students must provide course descriptions and specifications. Grade placement determined by MVA testing.

Diploma Requirements

Standard Diploma **MIN. TOTAL: 24 Units; No Minimum GPA**

| | |
|---|--|
| Applied Arts | 2 Units |
| English | 4 Units |
| Fine Arts (Art/Music/Handbells/Band/Lessons)..... | 1 Unit |
| Mathematics | 4 Units |
| Selected from Alg. I & II, Geometry, plus available math courses. | |
| Physical Education (P.E.)/Health | 1½ Units |
| Must include ½U of Health | |
| Religion | 1 Unit for each year in attending MVA |
| Science | 3 Units |
| 1U of Life Science, 1U of Physical Science, plus science courses. | |
| Social Studies | 3 Units |
| Must include U.S. History, Government, Economics | |
| Work Study | ½ unit for each year at MVA |
| Electives | Electives to meet diploma credit requirements. |

College Preparatory Diploma**

MIN. TOTAL: 24 Units*; Minimum GPA=3.0 with no D's or F's

| | |
|---|--|
| Applied Arts | 2 Units |
| English | 4 Units |
| Fine Arts (Art/Music/Handbells/Band/Lessons)..... | 1 Unit |
| Foreign Language (Same language)..... | 2 Units |
| Mathematics | 4 Units |
| Algebra I & II, Geometry, plus additional unit | |
| Physical Education (P.E.)/Health (1/2 Crd)/Fitness | 1½ Units |
| Religion | 1 Unit/year in a Christian school |
| Science | 4 Units |
| Phys. Science, Biology, Chemistry, plus additional unit | |
| Social Studies | 3 Units |
| World History, U.S. History, Government/Economics | |
| Work Study | ½ unit/year at MVA |

Honors Diploma**

MIN. TOTAL: 24 Units*; Min. GPA=3.5/No D's or F's Applied

| | |
|---|----------------|
| Arts | 2 Units |
| English | 4 Units |
| Fine Arts (Art/Music/Hand bells/Band/Lessons)..... | 1 Unit |
| Foreign Language (Same language)..... | 2 Units |
| Mathematics | 4 Units |
| Algebra I & II, Geometry, plus additional unit | |

Physical Education (P.E.)/Health/Fitness.....1½ Units
 Include ½ unit of Health & 1 yr P.E. /1 yr Fitness
Religion.....1Unit for each year in attending MVA
Science.....4 Units
 Phys. Science, Biology, Chemistry, plus additional unit
Social Studies.....3 Units
 World History, U.S. History, Government/Economics
Work Study.....½ unit/year at MVA
Electives.....Electives to meet diploma credit requirements
ACT/SAT Score(exc. written section score)...22 ACT/1210 SAT

**3 Units must be Honors courses with a minimum 2.0/class
 §Requirements specified by Ohio Department of Education
**State law requires that all students must pass the Ohio
 Graduation Test before receiving a diploma.**

Course Descriptions

Mount Vernon Academy offers the following courses of instruction. In some instances, the number of students desiring to enroll in a specific course will determine whether or not the course will be offered. The abbreviation CU represents Carnegie Units. One CU = one class which meets 80 minutes per day, five days a week, 18 weeks a year.

APPLIED ARTS

Computer Literacy Required 1 semester, ½ CU
 This course is designed to introduce the students to the world of computers. Students will learn terminology, computer operations, ethics, and common applications such as word processing and spreadsheets. (Students may take the challenge test for this class.)

Family Consumer Science 2 semesters, 1 CU
 This course will provide students with a general overview in areas such as nutrition, food preparation and beginning clothing construction. A \$50 lab fee is required for this course.

***Introduction to Computers 2 semesters, 1 CU**
 Introductory course to Microsoft Word, Excel and PowerPoint, and Publisher. Students will be taught how this program can be used with real world experience. *Prerequisite:* Computer Literacy or permission of the teacher.

Introduction to Graphic Design 1 semester, ½ CU

An introduction to the elements and principles of digital graphic design as applied to print, web, and video production. The leading computer software application will be used to explore the process of design and layout of different types of documents and media.

Introduction to Technology: 1 semester, ½ CU

Technology Education is a course designed to give students a broad view of the discipline of Technology. It will introduce the students to the five clusters of Technology: Transportation, Biotech, Communication, Construction, and Manufacturing. Learning activities utilize experimenting, designing, constructing and evaluating. Problem solving and critical thinking are emphasized. A \$25 lab fee is required for this course.

Life Skills: Required 1 semester, ½ CU

This course is required for all freshman students. It is designed to assist new high school students in developing good study habits and independent living skills. Course work includes an introduction to computers, study techniques, note-taking, first aid, CPR, personal health, and relationship exploration.

Publications: 2 semesters, 1 CU

The emphasis of this class is on the production of the school's news publications. Students report on school events, write stories, and learn to edit and publish the paper. This course may not be used to replace any credits required in English. Class size is limited to 10 students.

Photography: 1 semester, ½ CU

An introduction to the art of photography will include a basic understanding of how a camera works, making of a basic camera, and basic black and white photographic composition. Students will also learn to develop and print their photos.

Yearbook: 2 semester, 1 CU

Yearbook is taught the first semester and provides hands-on experience in journalism, photography, and an overview of all aspects of producing and publishing a yearbook. This includes planning the layout and design, along with financing the publication. Class size is limited to 5 students.

COMMUNICATIONS:

See *Introduction to Human Communications* – offered in conjunction with English III Honors.

ENGLISH

English I Required 2 semesters, 1 CU

This course includes an introduction to literature such as short stories, biographies, essays, poetry, and at least one major work. Also included is a study of grammar and composition, emphasizing parts of speech, usage, sentence structure, and paragraph writing.

English II Required 2 semesters, 1 CU

This course is designed to enable the student to use written English through the study of expository and creative composition, grammar, and literature including short stories, biographies, essays, and poetry. This course also requires the reading of at least one major work of literature as well as the writing of a term paper. *Prerequisite:* English I

English II - Honors 2 semesters, 1 CU

Honors English II is designed to improve language arts skills at an accelerated level. The focus of Honors English is on literature and writing with a study of the research paper.

English III Required 2 semesters, 1 CU

This course places an emphasis on creative writing, public speaking, and a survey of American literature from the beginning of the American tradition to modern literature of the 20th century.

English III - Honors 2 semester, 1 CU

Honors English III is designed to improve language arts skills at an accelerated level. As well as a survey of American literature, it includes public speaking and communication instruction through *Introduction to Communications*

English IV Required 2 semesters, 1 CU

Along with a survey of English literature from the Anglo-Saxon period to the 20th century, students gain experience with expository, literary analysis and business writing. Research skills are also studied in conjunction with the senior research project.

English IV – AP English Language Composition 2 semesters, 1 CU

This rigorous course is designed to prepare the student for college-level writing and non-fiction text analysis. Students taking this class should exhibit high aptitude in literature, language, basic composition and their use of standard English grammar and mechanics. The course focuses on critical and analytical responses to a broad and challenging range of both non-fiction and fiction texts deepening the student's awareness of rhetoric and how language works. Students will compose for a variety of purposes and audiences. During the senior research project, students will develop research skills enabling them to evaluate, use, and cite source material appropriately and effectively. Students may choose to take the AP Exam which is offered for a fee in May. *Prerequisite:* English III & permission from the instructor

FINE ARTS

Only one unit is required. Classes beyond 1 CU for audit only.

Choir

2 semesters, ½ CU

This is a vocal organization that emphasizes performance of four-part choral music. Skills to be introduced will include: sight reading, diction, and an introduction to music theory. Regular performances as scheduled on campus and at the Hill Church are required. Occasional off campus trips are also required. Membership is by audition and may be limited due to size or balance of parts.

Concert Band

2 semesters, ¾ CU

This organization provides opportunities for players to develop ensemble and musical skills by placing an emphasis on musicianship through the principles of balance, intonation, articulation, rhythm, proper tone production, teamwork, and listening. Members will be chosen by audition and should plan to be a part of the group for both semesters. There is a fee for instrumental rental (extra charges for damage) and a tour fee.

Echoliers

2 semesters, 1 CU

This class is a touring honors chorale that explores a variety of vocal music. Skills to be introduced will include: ear-training, good vowel placement, sight reading, elementary music theory, and solo performance. Members will provide

leadership in the Concert Choir. Class size is limited and open by audition. Performances both on and off campus are required. Because of the extensive touring schedule, members are expected to maintain a 2.0 GPA and avoid major academic or disciplinary action. Members are required to remain in the group for the entire year. Apparel and touring fees are required. *Prerequisite:* Current member of Concert Choir (audit) and ongoing private voice lessons

Hand bells **2 semesters, 1 CU**

This is an English hand bells ringing course with emphasis on technique and sight reading for intermediate to advanced ringing. In addition, members may participate in creating hand bells arrangements and music notation. Class size is limited and open by audition. Performances both on and off campus are required. Because of the extensive touring schedule, members are expected to maintain a 2.0 GPA and avoid major academic or disciplinary action. Members are expected to remain in the group for the entire year. Apparel and touring fees are required.

Introduction to Art **2 semesters, 1 CU**

Basic techniques for drawing skills in line, value, texture, shape, and form. Students may use such media as pencil, charcoal, pastels, watercolors, oils, and acrylics. History and appreciation of art will also be presented. Class size is limited to 15 students. A \$25 lab fee is required for this course.

Private Lessons **2 semesters, ½ CU**

These include individual lessons in voice, piano, and instrument. All lessons will be by arrangement only and may require an additional fee and the purchase of supplies. Students enrolled in private lessons must sign up for a minimum practice time of 2 hours per week. Due to limited availability auditions will be required. Not available for audit.

MATHEMATICS

Admissions to all math classes will be by placement testing.

ALEKS Math

ALEKS is an online computer based math class. With this self-paced tutorial program students are required to master the information before moving forward. The ALEKS program may be used for anything from remedial math through Algebra II.

Advanced math is available through this program with the instructor in the classroom. *Pre-requisites:* Permission of the teacher and Registrar

Algebra I **2 semesters, 1 CU**

This course introduces algebraic concepts; emphasizes the theory and application of variables, graphing, linear equations, inequalities and working with polynomials. It is usually taken the freshman year. Students must pass with a minimum grade of "C" to enroll in Algebra II.

Algebra II **2 semesters, 1 CU**

This course focuses on linear and quadratic equations as well as exponential functions and is a prerequisite to both chemistry and physics. This course can be taken directly after Algebra I or geometry. *Prerequisites:* Algebra I with "C" grade or permission of instructor, graphing calculator

Geometry **2 semesters, 1 CU**

This class offers a comprehensive course featuring coverage of geometric terms and processes, logic and problem solving. It includes topics such as parallel line and planes, congruent triangles, inequalities and quadrilaterals. Various forms of proof are studied. Emphasis is placed upon reasoning, logical thought processing, and problem solving skills gained through study of similarity, areas, volumes, circles, and coordinate geometry. *Prerequisite:* Algebra I

***~Statistics** **2 semesters, 1 CU**

A study of descriptive statistics, probability, Venn diagrams, discrete random variables, binomial and normal distributions, inferential statistics, regression, correlations, analysis of variance, and chi-square analysis. *Pre-requisites:* Algebra II grade of "B" or permission of the teacher.

MODERN LANGUAGES

Spanish I **2 semesters, 1 CU**

An introductory, interactive course enabling students to develop listening, speaking, reading, writing, and cultural assimilation competencies in a range of real-life contexts. Native Spanish speakers who do not read or write Spanish are fully integrated with the class and textbook by using parallel components.

Spanish II **2 semesters, 1 CU**

A review and continuation of listening, speaking, reading, writing, and cultural assimilation competencies began in Spanish I. This class is taught in Spanish, and students must use Spanish in class. *Prerequisite:* Spanish I grade of C or above.

PHYSICAL EDUCATION AND HEALTH

Fitness **1 semester, ¼ CU**

Students are required to maintain journals of personal fitness and to participate in planned activities and monthly assessment.

Health Required **1 semester, ½ CU**

A course designed to give students the practical means of assessing and managing their personal health behaviors so that they can live their lives to the fullest. Recognizing that health information changes quickly and there is so much to know, this course emphasizes the basic facts and encourages students to translate them into a meaningful plan of action that is personally relevant. The SDA philosophy of health expressed in the writings of Ellen G. White is emphasized as important, reliable health information.

Physical Education I **1 semester, ½ CU**

This course has an emphasis on team sports and rules. Fitness is stressed. All freshmen are required to take this class.

Physical Education II **1 semester, ½ CU**

This course emphasizes lifetime sports and also offers some team sports and rules. (Course may not be taken in fr year.)

Gymnastics/Fitness **2 semesters 1 CU**

A course that attempts to increase cardiovascular fitness, strength, flexibility, and muscular endurance. Instruction is given in gymnastic techniques and routines. Performances are required throughout the year.

RELIGION

One unit of Bible required each year a student is enrolled in a Christian school.

Bible I **2 semesters, 1 CU**

Class work for freshmen includes classes in Studies in Genesis, and The Life of Christ.

Bible II**2 semesters, 1 CU**

The sophomores will study Exodus & Israel, Studies in Acts, Medieval Church History, and SDA Church History.

Bible III**2 semesters, 1 CU**

Required semester classes for juniors are Hebrews, The Sanctuary, Romans, SDA Beliefs, and Daniel and Revelation.

Bible IV**2 semesters, 1 CU**

Required semester classes of seniors are Gospel of John, Marriage and Family, Philosophy of Life, Moral Issues, Contemporary Religions, and World Views.

***~Jesus and the Gospels (college credit only) 1 semester, ½ CU**

An introductory study of Jesus' life and teaching through the close readings of the four canonical gospels.

SCIENCE**~Anatomy & Physiology 2 semesters, 1 CU**

This is an advanced life science course relating to the structure and function of the human organism and is especially designed for those who are contemplating a career in the medical field. *Prerequisites:* Biology with a "B" grade or permission of the teacher, and senior class standing

Biology**2 semesters, 1 CU**

Biology is designed as a sophomore laboratory course in life science. It studies living things, simple to complex, with emphasis on the origin and nature of life, life through genetics, plant physiology, and human anatomy and physiology. *Prerequisite:* Sophomore class standing or higher.

Biology – Honors**2 semesters, 1 CU**

This course is an in-depth life science class and will count toward completion of the Honors diploma. *Prerequisite:* Permission of the teacher

~Chemistry**2 semesters, 1 CU**

An experimental and theoretical approach to the topics of general chemistry including atomic structure and electronic configuration, qualitative and quantitative analysis. This laboratory physical science course is usually taken the junior year. *Prerequisites:* Algebra I and II or instructor's permission.

Students who wear contact lenses must have a pair of glasses for laboratory exercises. A scientific calculator is required.

Introduction to Chemistry 2 semesters, 1 CU

This overview of Chemistry covers topics including the concept of atoms and molecules; chemicals in the environment; the synthesis and analysis of chemicals; fundamental laws of physics and chemistry.

***Medical Terminology 1 semester, ¼ CU**

Provides a study of medical terminology taken in conjunction with Anatomy and Physiology. Credit is awarded upon the successful completion of the vocabulary test (80% or above).

***~Survey of Physics 2 semesters, 1 CU**

A study of matter and energy and their interactions. Topics include mechanics, heat, light, sound, magnetism, electronics, and nuclear physics. This physical science course is usually taken the senior year. *Prerequisites:* Alg II & Geometry or permission of the teacher

Physical Science 2 semesters, 1 CU

This class provides an introduction to earth science, chemistry and physics. Included are regular laboratory experiences and problem-solving using the scientific method.

SOCIAL STUDIES

***~Personal Finance & Economics Required 1 semester, ½ CU**

This course is an introduction to demand and supply analysis, surplus and shortage conditions, and elasticity of demand, opportunity cost, as well as marginal cost and marginal revenue analysis for the business firm under various market conditions. Investments, insurance, personal credit and other related topics are included. The course concludes with an investigation into the topics of money, banking, inflation, and the Federal Reserve System. *Prerequisite:* Senior class standing

20th Century World History Required 2 semesters, 1 CU

This course covers the development of world cultures during the twentieth century with emphasis given to social factors, and political happenings.

US History

Required 2 semesters, 1 CU

*~American Civilizations

The political, social, constitutional, and cultural development of the United States from the Civil War to the present. *(Includes a trip to Boston with additional fee).*

*~US Government Required 1 semester, ½ CU *3 CU/College

A study of governmental leaders, institutions, and processes in the United States. Special emphasis is placed on controversial issues related to American government and its leadership. *(Includes a trip to Washington, D.C., with an additional fee)*

ESL – English as a Second Language Program 2 semester, ½ CU

Objective and Rationale: Because the educational philosophy of Mount Vernon Academy includes the development of the whole person, the ESL program will include a balance of mental, physical, spiritual, and social activities to provide a program for developing facility with the English language in an academic setting.

Evaluation: The student will take a practice TOEFL test to determine proficiency and class placement. The test will be re-administered at the end of each semester. When a satisfactory score is earned, the student will be totally main-streamed. All semester grades earned will be recorded on the student's transcript.

Graduation: In order to be eligible for a diploma from MVA, the student must successfully complete all the graduation requirements outlined in the MVA Handbook.

Sample program for the ESL Student

Mental (Academic):

- ESL class - four or five 40-minute classes per week.
- Conversation class
- Listening Lab - minimum of three 40-minute periods weekly for students in Level 1, or as needed.
- Mainstream classes (with tutoring as needed) - English, Bible, Math, Science, Business (Typing or Computers), Elective (Music or Art recommended).

Physical:

- Physical Education
- Optional intramural sports team & personal exercise (student's choice)

- Work program, 1-2 hours daily.
- Nutritious meals and temperate lifestyle

Spiritual:

- Daily worship
- Bible class (listed in classes above)
- Weekend religious services
- Personal devotional time (student's choice)

Social (Interpersonal Relationships):

- Meals in cafeteria and recreation periods
- Planned social activities, "campus parent" program
- Interaction in classes, work, dorms, free time, etc.
- Membership in clubs and organizations (mostly optional)

Organizations and Activities

National Honor Society

Students are selected to the National Honor Society by members of the academy faculty. To be considered for selection, the student must be a sophomore or higher and demonstrate qualities of Christian character, scholarship, leadership, service, and a willingness to serve. Students are required to have and maintain a minimum cumulative GPA of 3.50 or better. Students who meet this criterion are invited to complete a Student Activity Information Form, which is evaluated by the faculty to determine selection. Membership in the organization carries an obligation to meet and participate in all activities of the local society. A complete outline of the selection process is available from the MVA NHS sponsor.

Student Association

The Academy Student Association (S.A.) includes every current student and faculty member. The Student Senate is composed of elected representatives from each class, officers of the S.A., and Academy faculty sponsors. Elections are held each spring for the following school year.

Other Organizations

The school sponsors various groups including class organizations and clubs. The principal designates sponsors. The classes are organized via elections for the purpose of planning activities throughout the course of the year.

Student Publications

MVA sponsors several publications. These include the Spirit, the Academy newspaper, and Treasure Chest, the MVA yearbook.

Alpha Gamma/Amici

Boys' and Girls' Clubs are organized on a semester basis for both dorm and village students

Student Offices

Each office available to a student has been evaluated according to the nature of the position and the time it entails. Students are allowed to hold offices to equal 4 points. The following chart outlines the point values assigned to the various offices:

| 4 Pts (Major Offices) | 3 Pts (Major Offices) | 2 Pts (Minor Offices) |
|------------------------------|------------------------------|------------------------------|
| SA President | Jr Class President | Fr Class President |
| Sr Class President | Sr Class VP | Jr Class VP |
| | SA Social VP | So Class President |
| | SA Religious VP | Boy's/Girl's Club Pres |
| | | YearBook Editor |

Office Eligibility

Eligibility is based on the previous semester; major office holders must maintain a minimum of a 2.5 cum GPA (with no D's, F's, or I's), no more than 3 unexcused absences, satisfactory citizenship and a satisfactory work record. Minor office holders must maintain a minimum of a 2.0 cum GPA (with no D's, F's or I's), no more than 3 unexcused absences, satisfactory citizenship and a satisfactory work record. To hold office, the Registrar must verify class standing.

No student may hold 2 presidential offices.

If a student officer is involved in major discipline and/or placed on probation, the student may be required to forfeit the office. Officers that fall below the required criteria may lose their office for the school year.

Athletics

The gymnasium is not to be used by students without supervision. No "shirts vs. skins" play at anytime, all students should be properly dressed even in the gymnasium.

Varsity Sports

Christian education means educating the whole person - body, mind, and spirit. Coaches emphasize the importance of teamwork, leadership, perseverance, and sportsmanship. MVA's strict academic requirements ensure that academics, not athletics, remain the top priority for student athletes. The students are invited to join a team of spirited and talented athletes.

The varsity sports offered are boys' and girls' soccer in the fall, girls' volleyball in the fall, boys' and girls' basketball in the winter, girls' softball, and track in the spring. The MVA Eagles teams help develop school spirit and increase MVA's exposure in the local community and contact with other high schools. Requirements are as follows:

1. Be a present or incoming MVA student.
2. Successfully pass a try-out.
3. Pay \$50 athletic fee for each sport involved in (non-refundable).
4. Have a current Ohio High School Athletic Association sports physical and health record on file prior to the first day of practice.
5. Have medical release forms signed by parents or guardian.
6. Have parent or guardian sign an Assumption of Risk form.
7. The student must sign a contract.

Varsity Athletics Policy

Ethics & Conduct policies are as follows:

1. Coaches, athletes, and spectators participating in the Mount Vernon Academy Varsity Program will be expected to display the highest sportsmanlike conduct in all areas related to the varsity program.
2. All varsity athletes and spectators are expected to honor MVA rules and policies. No preferential treatment will be given to a varsity athlete.
3. As participants in a Seventh-day Adventist Christian athletic program, both coaches and athletes will be expected to demonstrate Christian standards of behavior before, during, and after the season. Conduct by anyone disregarding these principles will be reviewed by the Administration.
4. The athletic program will be conducted in harmony with Seventh-day Adventist principles and practice. This specifically includes such areas as no games on Sabbath, travel to and from games on Sabbath, etc.

Varsity Academic Eligibility

To be academically eligible to participate in an inter-high school athletic sport, the student must meet these requirements:

1. Eligibility for varsity sport tryouts requires a GPA of 2.0 or higher for the previous 9-week period (with no failing grades), satisfactory citizenship, and eligible under the attendance discipline.
2. The student athlete will be evaluated every week by the official grade reports distributed from the Registrar's office. Eligibility requirements for participation are available through the athletic department.

3. An ineligible student may petition the Academic Standards Committee, which may design a probationary period for up to one quarter.

Touring Policy

The school reserves the right to establish guidelines for eligibility for all off campus activities.

Counseling

Guidance

The guidance services of MVA are planned to help the student gain a better understanding of self and an awareness of the individual capabilities. We aim to assist students in areas of academic, vocational, career, social, and spiritual counseling. Students may obtain help at any time with personal problems, schedule planning, career exploration, and college planning. However, when considered to be in the best interest of the student, referral to agencies outside the school may be recommended to the student and parent for issues such as educational evaluation and individualized counseling. The cost of these services by outside agencies must be covered by the parents and/or their insurance.

The Chaplain, deans and assistants are available to meet with all students seeking spiritual counseling and Bible study.

In addition to these special services, the student is encouraged to go to any faculty member for help and guidance. Students are assigned to faculty families for academic help and are urged to consult their campus parent for help in personal, spiritual, and academic problems.

Suicide

Because we are concerned for the safety of the student, any student who attempts or threatens suicide by any form may be asked to go home for a period of time or to withdraw from school in order to get professional help. They will be required to undergo professional treatment and may return/reapply when a licensed counselor approves their return to school.

Harm

Students who harm themselves, including bulimia, and cutting, or suffer from severe depression, will be required to undergo professional treatment and have approval to remain in school.

Medical Care and Nursing Services

The primary responsibility for insurance coverage rests with the parents. MVA provides medical supervision and first aid care only. Secondary accident insurance is carried for all students. This means that after the primary insurance carried by the parents has paid their portion, the school's secondary insurance will pick up the remainder with some limitations. Any other medical bills outside the accident insurance plan are the responsibility of the parent. However, there **are some activities such as skiing, football, or fighting, which are not covered by the school's secondary insurance policy.**

If medical or dental appointments are necessary, they should be cared for during vacations or specified weekend leaves. Emergency exceptions should be arranged with the Administrative Secretary, the Attendance Office, and/or the dormitory deans. Unless a staff member takes the student to the medical office, it is necessary for the student to bring an excuse note from the doctor to excuse any missed classes.

Medications and supplies are available for treatment of minor illness and injuries. For routine medical appointments the student will be taken to a local doctor on a cash only basis if necessary, or referred to the family doctor. Each student must have a medical release form signed by a parent or guardian and have it filed at the administrative office. **All freshmen and new students, transferring from out of state, will be expected to have a physical exam and a completed immunization record before entering school.**

Student Medications

Ohio law **does not permit** medications of any kind (including aspirin, Tylenol, etc.) to be carried by the student during school hours. If a student requires medication during the school day, the medications must be turned in to the office in its original container. Ohio law requires a doctor's signature for any prescription medication and/or a parent's signature for any over the counter medication dispensed at school.

Schedules

Cafeteria

The cafeteria is also available for the community students. They are encouraged to eat their sack-lunches there. Meal tickets may be purchased at the Business Office. There are no restrictions on how much a student may eat, provided that food is not wasted. There may be times when certain items may be limited because of the supply. The flat rate has been calculated to provide the student with the lowest rate possible. Visitors will need to pay the rate of \$4.00 per meal. This price is subject to change. Tickets may be purchased in advance for Sabbath. Cafeteria food, juice, etc. is not available to village students unless they have purchased a meal ticket in advance or are prepared to pay cash.

Cafeteria Hours

| <u>Monday-Friday</u> | <u>Sabbath</u> | <u>Sunday</u> |
|-----------------------------|-----------------------|----------------------|
| Breakfast: 7:00-7:30a | 8-8:30a | Brunch - 10:30a |
| Lunch: 12:00-12:45p | ½ hr after Church | |
| Dinner: 5:30-6:15p | 5:30p | 4:30p |

Recreation

All students will return to the dorms immediately after recreation. If the activity is in the gym, friends must say goodbye in front of the gym. If recreation is held at the field, friends should say goodbye at the boys' dorm parking lot. Village students are expected to join the scheduled activity or leave campus. Students may visit in supervised areas. After dark, students must be in the gym/dorms.

Open Campus

The campus is considered CLOSED during the school day except to students going to class or work. If a student has a free period during the school day they should be in the dorm. This will facilitate finding the student in case of an emergency. Open Campus times will be announced.

Town Days/Off Campus

Dorm students are not allowed off campus without dean's approval. It is expected that students with cars are mature enough to manage their town trips. Students are permitted to go off campus with a faculty member at any time after checking out with their dean. The responsibility falls on the student when they

are off campus and no guys and girls should be together without supervision, even off campus.

Senior students with cars must seek approval from the dean before being permitted to go to town.

Dorm students of opposite sex, seen together off campus will be considered "wrong place wrong time" and in violation of our social policy.

Campus Policies

Cheating Policy¹

Mount Vernon Academy is committed to the highest quality of learning experiences. Useful and lasting learning cannot occur unless the learning process which students go through is an honest process that demonstrates their abilities as measured by their own efforts. Cheating only prepares the student for eventual failure rather than success in life. Dishonesty undermines the very foundations of learning and compromises the moral and academic integrity of any institution.

Paul wrote to the Ephesians and said, "Let him who steals, steal no more, but rather let him work, performing with his own hands what is good in order that he may have something to share with him who has need" (Eph. 4:28). He also wrote to the Thessalonians and instructed them that,

If anyone will not work, neither let him eat. For we hear that some among you are leading an undisciplined life, doing no work at all, but acting like busybodies. Such persons we command and exhort in the Lord Jesus Christ to work in quiet fashion and eat their own bread" (2 Thess. 3:10-12).

It is clear from these scripture references that each person should do his own work in order to reap the benefits of such work. By establishing and agreeing to abide by an honor code, the students, parents, faculty and administration are indicating their commitment to personal integrity and the elimination of cheating by dealing with such offenses both firmly and decisively.

¹ Adapted from the Worthington Christian High School Honor Code, Worthington Christian Schools, 6670 Worthington-Galena Rd., Worthington, OH 43085

Cheating is a breach of academic integrity and involves one or more of the following actions:

1. To use, copy, or turn in another person's work, in whole or in part, as if it were your own.
2. To copy information from another person's test, examination, theme, report, or term paper whether the person is enrolled at MVA or not.
3. To plagiarize - defined as, "to steal and use the ideas and/or writings of another as one's own," without giving credit to the original author.
4. To prepare to cheat in advance by:
 - Having in your possession a copy of a test given by a teacher.
 - Using any form of notes during a test or exam not permitted by the teacher.
 - Communicating in any way with another student during a test.
5. Failing to follow testing instructions given by the teacher.
6. Assisting another student to cheat according to the above definitions.

Cheating may be proved against a student only under one of the following conditions:

1. A teacher or staff member personally observes or discovers an act of cheating.
2. A student admits to a teacher or staff member that he/she cheated.
3. The act of cheating is observed and reported to the teacher by at least two independent witnesses.

If it has been satisfactorily determined that an act of cheating has occurred, the violation will be reported to the Principal who will take appropriate disciplinary action. The teacher will personally present the case to the Principal in a meeting with the student present.

Penalties for Cheating

- **First Offense** – One day suspension from all classes with a zero for the assignment, test, or exam in question.
- **Second Offense**– One day suspension from all classes with a zero for the assignment, test, or exam in question.
- **Third Offense** – Possible loss of credit in the course in which the repeated infraction occurred, for the grading period. As well as possible suspension or expulsion.

Search Policy

The school administration reserves the right to question a student about his/her behavior or program or open any student's room or bags at any time without parental consent. Administration reserves the right to require drug testing at the student's expense. The school's right to search may be used to obtain information and maintain the balance between the students' right to privacy and the school's obligation for safety. This policy extends to all school sponsored events both on and off the campus.

Sexual Harassment

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

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

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

Policy

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

Purpose

This document details Mount Vernon Academy

- Policies regarding sexual harassment,
- Compliance with federal and state laws,
- Definition of terms, and
- Procedures for handling sexual harassment complaints.

Compliance

Mount Vernon Academy values the right of all staff/students to work, study, and teach in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and principles on which this school operates. In addition to being in violation of Mount Vernon Academy policy, sexual harassment constitutes illegal educational discrimination under Federal and State statutes, the 14th Amendment of the U.S. Constitution, and Title IX of the Education Reform Act Amendment of 1972.

Definition

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

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

Examples of such behavior include but are not limited to:

- Making threats of a sexual nature.
- Touching or grabbing of a sexual nature.
- Basing employment or educational decisions or practices on submission to sexual favors.
- Welcome or unwelcome sexual advances, gestures, contact or jokes of a sexual nature, comments, subjecting employees or students to ridicule, slurs, or other derogatory actions of a sexual nature.
- Displaying sexual pictures, photographs, cartoons, graffiti.
- Making improper or suggestive comments about a person's anatomy.
- Promoting or engaging in homosexual activities.

Reporting Sexual Harassment

Mount Vernon Academy has designated the principal and/or guidance counselor as investigative officers for sexual harassment complaints for Mount Vernon Academy. If for any reason the principal and/or guidance counselor cannot conduct the investigation, the local administration in consultation with the local governing board shall appoint a qualified investigator.

Staff and students are encouraged to contact the administration if they have questions about Mount Vernon Academy harassment policies or if they have specific concerns about what constitutes sexual harassment.

Persons who believe they are being sexually harassed should:

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

Guidelines

Upon receiving a complaint, the investigating officers shall:

- Inform parents and guardians with legal custody when students are involved.
- Follow federal and state laws as well as the guidelines and procedures of local governing boards.
- Work cooperatively with all parties involved.
- Maintain appropriate documentation.
- Conduct a confidential investigation in as far as possible. (Certain actions of sexual wrongdoing require immediate notification to appropriate state and local officials.)
- Conduct separate meetings with all parties to obtain pertinent facts. (Many states forbid educational institutions from arranging face-to-face meetings between the parties.)
- Seek objectives for resolution.
- Seek input from parents and legal guardians when possible.
- Inform parties of appeal procedures.
- Assume the accused is innocent until charges are substantiated beyond a reasonable doubt. (A teacher or student may be temporarily removed from the situation until the investigation is completed.)

Disciplinary Action

Sexual harassment constitutes an infraction of Mount Vernon Academy personnel and student policies and becomes grounds for disciplinary action including (1) verbal warning, (2) written warning, (3) suspension and/or (4) dismissal. Successive violations are grounds for progressively severe disciplinary actions. Gross violations will result in immediate dismissal.

In order for students to be considered for re-enrollment they will have to (1) enroll in a diversion program that has been approved by MVA administration and (2) receive counseling from a licensed counselor who has been approved by MVA administration. (3) The counselor must submit a letter to the academy that the student is not a threat to themselves or the students and staff of the Academy. If the student complies with the details stated above and the academy is confident that they will not pose a risk to any students, the student may be readmitted on probation.

Conclusion

The responsibility for the effectiveness of this policy rests with all personnel and students. The leadership of Mount Vernon Academy strives to create a work/study environment free from sexual harassment. Employees/students are encouraged to voice concerns and/or complaints for discussion and timely resolution. Any staff or student who fails to support such an environment is a liability to Mount Vernon Academy and could be subjected to appropriate disciplinary action or dismissal.

Mandates Reporting

The responsibility of reporting to local and state officials rests with each educator, pastor, and others as outlined in the mandatory reporting laws of each state.

Social Development

Students attending Mount Vernon Academy are encouraged to develop life-long relationships. We believe it is important for high school students to develop social skills and build friendships with a wide range of other students. Accordingly, places and activities are provided to "build bridges" with students of the same and opposite gender. We do not encourage relationships between opposite sex that become romantic and involved. Such relationships nearly always lead to blocking the development of relationships with other students which is contrary to our philosophy

of social development. If students display relationships that are apparently too romantic/involved in our opinion, we will address the matter with the students and/or the parents and request corrective action. If not corrected, discipline action will follow.

School social life revolves around activities planned for the whole school family. Social activities on campus are planned for members of the student body. MVA plans activities for students every Saturday night when students are on campus. Students are to make prior arrangement with the administration before bringing non-student guests to social events.

The Social Policy at MVA is very simple: *Be where you are supposed to be and be doing what is expected of you – at all times.* There is to be no inappropriate physical contact between students. We believe it is important to learn to communicate without hands and physical contact. At no time are boys to be in the girls' dormitory or girls in the boys' dormitory unless permission is granted by the dean of that dorm prior to arrival. All work areas are off limits to socializing when student workers are working. If students violate any of these policies, they may be placed on Social Restriction (Social). This discipline can be initiated by any staff member and lasts until removed by the initiating staff member or Administration. The purpose of Social Restriction is to separate the students so that they can view their relationship objectively and make appropriate adjustments to comply with our policies.

Student Dress Policy

Agreement on appropriate dress has always been difficult between young people, parents, teachers, and administrators. They never have agreed on words like "modest," "appropriate," "neat," and "clean." Since we do not want to be involved in constant controversy that may jeopardize the harmony among us, MVA requires standardized Campus Wear during school hours.

Campus Wear provides a professional approach to learning and removes distractions normally confronted when young people face the dilemma of possessing the latest designer fashions or the latest fad. Experience has shown that students required to maintain a neat appearance and to coordinate their wardrobe within established bounds are likely to carry over these habits to the performance of their schoolwork. Using Campus Wear is a

positive method of establishing good habits and promoting a climate for discipline and responsibility.

Approved MVA Campus Wear clothing must be purchased from Educational Outfitters located in Dublin, Ohio by calling the Educational Outfitters store (614-336-2040) or from their website (www.educationaloutfitters.com, Code: OH0431). MVA considered many options in purchasing Campus Wear and concluded the quality and value provided by Educational Outfitters was the best available option. **MVA requires parents to provide appropriate Campus Wear as outlined below before arriving on campus with the student. All MVA students are required to purchase the official school uniform.**

General Dress Policy Guidelines

1. Clothes must be appropriate for the activity and for the location at all times. During the School day a "dress for success" approach should be applied.
2. Clothes that are dirty, frayed, torn, ill-fitting, tight, or baggy/oversized are not to be worn anywhere at any time.
3. All pants, shorts, and skirts must be hemmed.
4. Walking shorts (Mid-thigh length) may be worn all year.
5. Appropriate undergarments must be worn and not visible outside outer clothing.
6. Garments should have no slogans or logos that are contrary to the spiritual mission of MVA.
7. Jewelry (e.g., earring, bracelets, necklaces, rings, chains of any kind, and body piercing) is not permitted. Jewelry is not to be worn to school functions on or off campus and is not permitted to be brought to campus. Students are expected not to have body art (tattoos). Those who have a body tattoo must completely cover the tattoo while at school. **Fingernail and toenail polish are permitted in natural and skin tones only.**
8. Head coverings (e.g., hats, caps, scarves, do-rags, sweat and head bands and bandanas) are not to be worn in the school buildings.
9. Apparel or symbols identified with gangs or drug cultures are not to be worn or used.
10. Hair must be kept clean and well groomed. Hair dyeing (unnatural colors or styles that draw undue attention or that are generally connected to negative stereotypes (braids for guys or Mohawks, afros, etc) are not permitted. Any

hair coloring should only complement the natural color. Hair should be cut and styled so that the hair does not fall into the eyes. Hair for men may be no longer than the bottom of the ear on the sides and collar length in the back. No designs should be shaven into the hair. Facial hair should be trimmed neatly.

11.

Young Men's Classroom Attire

- *Pants* – Navy, black, or khaki campus wear style in twill, must be hemmed.
- *Oxford shirts* – Long or short sleeved in white, yellow, and light blue bearing the MVA logo.
- *Knit Polo Shirts* – Collared, long or short sleeved in white, navy, light blue, yellow, hunter green, pink and red bearing the MVA logo. Ironed and the appropriate size
- *Belts* – A belt is required with Campus Wear pants and shorts and should be coordinating dark, solid color. (May be purchased anywhere)
- *Socks* – Solid, matching colors to coordinate with other clothing (May be purchased anywhere).
- *Blazer* – Navy
- *Tie* – Navy
- **MVA Official Attire – Khaki slacks with belt, white oxford shirt with navy tie, navy blazer, and appropriate shoes.**
Depending on the weather, students may be requested to wear a navy tie rather than the blazer.

Young Ladies' Classroom Attire

- *Slacks (ankle length)* – Navy, black, or khaki in campus wear style in twill; must be hemmed and loose fitting.
- *Jumpers* – School plaid, must be at the knee or longer.
- *Skirts* – School plaid, khaki, black, or navy skirts in campus wear; must be at the knee or longer. Students who do not follow skirt length guidelines may be required to wear pants.
- *Oxford shirts* – Long or short sleeved in white, yellow, and light blue bearing the MVA logo.
- *Knit Polo Shirts* – Collared, long or short sleeved in white, navy, light blue, yellow, hunter green, pink and red bearing the MVA logo. Ironed and appropriate size.
- *Sweaters and Vests* – Navy or red, V-neck cardigan, V-neck crew, crew neck, or vest bearing the MVA logo.

- *Belts* – A belt is required with Campus Wear pants and shorts and should be a coordinating dark, solid color. (May be purchased anywhere)
- *Tights/Nylons* – White, navy, hunter green or natural. (May be purchased anywhere).
- *Undergarments* – Proper undergarments must be worn at all times.
- *Tie* – Navy
- *Hair Accessories* – Must be coordinated with campus wear (see restrictions on hats)
- **MVA Official Attire – Khaki skirt, white oxford shirt (navy tie optional), navy vest, and appropriate shoes.**

Religious Program Attire (Friday Vespers & Sabbath Attire)

No School closet is allowed at vespers for any reason – School closet skirts, pants, polo's etc. are not to be worn.

- **Young Men**

Friday Vespers: Clean and ironed polo or oxford style shirt, dress slacks, and black or brown dress shoes.

Sabbath: Men will wear a button-up shirt with tie, a suit/sport jacket, dress slacks, and black/brown dress shoes with coordinating socks.

- **Young Ladies**

Friday Vespers & Sabbath: Ladies will wear a dress or skirt with a matching blouse. The skirt length must be at the knee or longer. No denim (or denim look) may be worn as Sabbath attire. Dress shoes required (no flip-flops or crocs). Nylons are recommended.

Sabbath attire must be worn to Sabbath School, Church, and Sabbath lunch.

Casual attire may be worn to supper. Denim jackets, sweatshirts, and hoodies are not to be worn during religious services.

Social Attire

- **Young Ladies** – Modest church style, dresses, which may be sleeveless, are appropriate for most banquets. Necklines must show no cleavage! Skirt lengths must be at the knee and slits may also not extend more than 2" above the knee. **Dresses must be approved by the Sponsor or event.**
- **Young Men** – wear church attire.

Junior-Senior Banquet Attire

Young Ladies – Prom style dresses with the following designations:

- Modest dresses that have a loose fit - dresses should move freely
- High neck-lines that show NO cleavage
- Slits in dress/skirt should not extend higher than the knee
- The back should be higher than a normal bra strap
- Bras or built in bras are required
- Dresses with shoulder material or sleeves are preferred.
- Shoulder straps (halter tops are not allowed will be accepted provided the dress meets all other requirements (please make any alterations to the dress before bringing to school).
- All dresses must pass the approval of the dress committee

Young Men – Formal suits or tuxedos are required.

Other Events

Students are to check the school announcement or faculty sponsor for information regarding attire for specific school events. Concerts and other designated events may require classroom attire. Most field trips will require regular classroom attire; however, some field trips may require special dress. Students dressed inappropriately for the trip will not be allowed to go.

Organizational Attire

Students may be required to purchase special attire for performing and athletic organizations (e.g. choir, Echoliers, gymnastics, varsity). A fee will be assessed.

P.E., Supper, and Recreation Attire

- Attire to be worn during supper and recreation must be modest. If sport uniforms are to be worn during recreation, an appropriate cover is to be worn while in the cafeteria. Shirts and shorts (5" inseam) worn during supper/recreation periods must be modest and appropriate for the activity – no short-shorts or tank tops. Other attire may include jeans, sweats, capris, and modest sleeveless wear.
- Swimsuits must be modest: Young ladies need to wear one-piece swimsuits.

Substance Abuse Policy

Any student enrolled at Mount Vernon Academy who violates this substance abuse policy for the first time will be disciplined and could be asked to withdraw from school. If abuse is ascertained a second time during the student's enrollment, the student will be asked to withdraw from school.

Substance abuse is defined as follows:

1. the use, possession, being under the influence of, transmission or sale of alcoholic beverages of any type or of any beverage promoted as an alcohol substitute (such as non-alcoholic beer);
2. the deliberate misuse of prescription and / or non-prescription drugs;
3. the use or possession of prescription drugs by one for whom the drugs are not prescribed;
4. the use, possession, transmission, or sale of drug paraphernalia;
5. the use, possession, transmission, or sale of tobacco products or tobacco look alike products (such as mint snuff);
6. the deliberate misuse of aerosol cans, glue, inhalants, or other toxic or mind-altering substances;
7. any unlawful use, possession, being under the influence of, transmission, or sale of a controlled substance such as marijuana, hashish, methamphetamine (speed), LSD (acid), barbiturates, cocaine, crack or other narcotic and / or hallucinogenic drugs;
8. the use, possession, transmission or sale of any counterfeit (look alike) drug, defined as (a) any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner, (b) any substance that is represented as a controlled substance, or (c) any substance other than a controlled substance that a reasonable person would believe under the circumstances to be a controlled substance.

If ascertained that a student enrolled is involved with any of the above, the following guidelines will be followed as deemed appropriate:

1. The student's parent (or guardian) will be contacted within twenty-four (24) hours (or as soon thereafter as practical under the circumstances) of the incident;
2. Suspension of up to 2 weeks will be imposed;
3. A \$150 bond will be posted by the parent (or guardian) and student for immediate and random testing (which could include urinalysis, hair samples, or breathalyzer);
4. Initial testing will be a 90-day hair analysis;
5. The student will be required to undergo initial assessment by a certified drug counselor followed by any recommended treatment or substance abuse counseling, as deemed necessary;
6. The student will be randomly tested for at least one (1) semester or six (6) months (whichever is more);
7. If the student re-applies for the following school year, a beginning-of-the-year, 90-day hair analysis will be done.

Dismissal from MVA may result from failure to meet any of the preceding requirements.

This policy applies within any school building, on any school grounds or property, and while a student is participating in or attending (including transit to and from) any school-sponsored activity. In light of the religious emphasis of MVA and the fact that the prohibitions appearing above are part of the religious teachings of the Seventh-day Adventist Church, it also may be applied by MVA administration to the otherwise private conduct of an enrolled student off school premises during holiday and other breaks. In all cases, the application of this policy will be tailored to the individual circumstances as determined by MVA administration.

Housing & Dorm Life

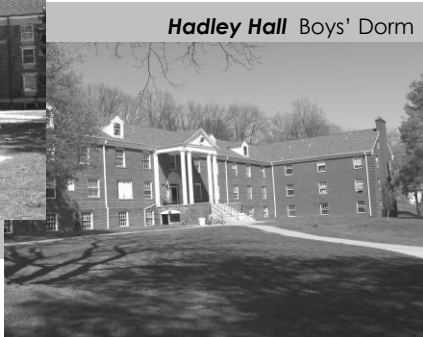
Students are expected to live in the dorm if they are not living with immediate family. (Immediate family is defined as: Family members over 25, immediate to the parents; i.e.: aunt, uncle, grandparent.) In special cases, an appeal can be made to the MVA board for a waiver of this policy, but should not be expected to be granted.

Living in a dorm provides a unique opportunity to develop self-reliance and self-control. Since the dorm is the home for a large number of students, it is important to respect the time and space of others.

At times it may become necessary for staff to enter lockers or dorm rooms for the purpose of inspection, cleaning, or enforcement of school regulations, if found, inappropriate items will be confiscated. Rooms will be inspected for cleanliness on a regular basis.



Linden Hall Girls' Dorm



Hadley Hall Boys' Dorm

Campus Leaves

MVA schedules monthly home leaves during which time medical appointments, shopping, and other necessary activities should be scheduled. **Classes will be only be excused for reasons outlined in the attendance policy.**

These policies are designed for the health and safety of the student. They apply to each student currently enrolled while on campus, whether signed in or not.

Off-campus Leaves

1. MVA is responsible for all students and must know where they are at all times.
2. Students are required to secure verbal and written permission from the dean before leaving campus at any time.
3. After receiving permission from the dean, the student is to sign out at the monitor's desk and sign back in upon returning.
4. The adult with whom the student is leaving campus must personally talk to the dean before permission is secured. This policy applies to everyone leaving campus at any time for any reason and includes leaving with parents, relatives, faculty, etc.
5. Students wishing to visit the ABC or go for a walk during the school day must follow steps 2 and 3.
6. All of the above holds true for overnight and weekend leaves. This includes filling out weekend leave slips which are due back to the deans by Thursday before the weekend leave with the following signatures: a) written parental permission (if applicable), b) work supervisor's signature, c) dean's approval, d) teachers' signature (if applicable) music/drama signature (if applicable).
7. Dorm students are not permitted to ride with student drivers. The school will not be responsible for any violations of the policy.
8. Any return to campus will require that dorm students begin the leave process reporting to the respective dean for approval to leave again.
9. Students may arrange with the deans to leave campus with relatives, or non-staff adults who are 21 years and older, if these names are mentioned specifically on the "Transportation Authorization" forms signed by the parents.
10. Village students are expected to ride with or transport only those village students whose parents have given written permission that is on file in the school office with the village dean.
11. Students wishing to go for an overnight leave to any place other than home must notify the dean so that arrangements may be made. It will require a written permission from the parents and a written invitation from the inviting party that the student is wishing to visit provided that both students are of the same gender.

12. The Academy will not give permission for guys to visit girls' homes and vice versa. Parents must take the entire responsibility for their child visiting the home of the opposite gender by the hosting parent giving the dean a written invitation and the guest student's parent giving written permission.
13. For insurance reasons, no one will be given permission to leave campus with anyone other than their parents, MVA faculty/staff, or a faculty/staff spouse unless the Transportation Authorization is on file with the deans. MVA reserves the right to deny or approve any transportation arrangements.

The curfew for all home leave weekends is 8:00P.M.

Room Policies

Dorm Rooms

Dorm cleanliness is everyone's responsibility. Rooms are inspected before occupancy. After the first room assignment, changes should be postponed until after the first home leave. Requests for changes may be made to the head dean and must be approved before a move. When moving, following appropriate procedures will avoid loss of room key deposit and cleaning damage costs.

Furnishings Students Should Bring

Students should bring these items: Blinds, bedding, linen, rugs, non-electric alarm clock, appropriate decorations, clothing for: school, work, recreation, and church, laundry and cleaning supplies, laundry basket, and toiletries.

Keys and Room Deposits

At financial registration, each dorm student will be charged a \$100 room deposit and a \$25 key deposit. These deposits will be refunded at the time of departure if the room passes the dean's inspection and the key is returned. If the room is not left in the same condition as when the student enrolled, the costs to repair damages will be deducted from the deposit. If additional costs are incurred in repairing the room, these charges will be assessed to the student's account.

A fine of \$75.00 will be assessed for any unauthorized entry into locked rooms, including: entry from windows, "carding" a door, or "picking" the lock.

Lost Property

To avoid the loss of personal items, students are advised to keep their doors locked at all times when their rooms are not occupied.

MVA will make reasonable efforts to protect students' property. For security, you are encouraged to mark all personal possessions, specifically clothing. Students are encouraged to deposit money with the dean or in the Student Bank. The Academy is not responsible or liable for the loss, theft, or damage to students' property or money. Missing items should be reported to the dean immediately. We will do our best to help students recover missing items. Parents are encouraged to insure any valuables they wish to send with their children.

Dorm Alarms

Each evening the main doors of the dormitories are alarmed for student protection. Times that the alarm is turned off are posted. Other entry/exit ways are alarmed throughout the day. **Students setting off the alarms may be subject to a fine of \$50.00/incident.**

Study Hall

Study hall is conducted in dormitories each evening prior to a school day or during the day when a special evening event is planned. Students are to be in their rooms during this time for attendance check. The importance of the time to study cannot be stressed enough. The staff does their best to see that nothing interferes with study hall time; therefore, we request that non-emergency incoming phone calls be placed prior to 8:45 p.m. in order to provide quality study time.

During study hall the resident assistants will make several study evaluations. The purpose is to encourage efficient study time and to record how the student is using this time.

Learning Labs

Subject specific study time is provided at the end of the school day, Monday through Thursday. Students who may be struggling in a class will be assigned to this extra tutoring time with the teacher.

Dorm Visitation

Student visitation between dorms is not permitted.

Visitors

Family members are encouraged to visit. In an effort to protect our students and to be informed we ask that all visitors, including family members, notify the dean on duty upon arrival.

Village students are considered visitors to the dormitory and must check in with the dean. Visitors may be in the dormitories after 7:30 p.m. only with permission from the dean. All village students must leave the dorm by 9:00 p.m. on school nights unless special permission is obtained by the dean on duty. No village students may stay overnight in the dormitory without prior authorization from the dean. Overnight visitors are welcome on Friday and Saturday evenings after checking with the dean. Visitors are expected to abide by the dorm policies and procedures.

Cars/Vehicles Policy

Transportation to school sponsored activities will be provided by the Academy. Students will be transported to such events in the arranged vehicles and may not drive their own cars.

Students who bring automobiles to campus for the purpose of transportation need to respect MVA's commitment to a safe campus and respect for the law. Cars are to be locked at all times. MVA is not responsible for the safety of the car or its contents.

The following must be presented at registration or whenever a new vehicle is brought on campus:

1. Photocopy of the current insurance policy of the vehicle
2. Photocopy of the current registration of the vehicle
3. Photocopy of the student's driver's license
4. *Parental authorization
5. *Completed driving and parking registration form
6. *Signed student/parent commitment form

*Forms available at the Administrative Office

Guidelines

Students must observe and respect the following requirements in order to maintain the privilege of driving on the campus of MVA. Any students who do not adhere to these guidelines may be subject to temporary and/or permanent loss of campus driving privileges:

1. Abide by all Ohio traffic laws.
2. Use the vehicle only as transportation to and from school. Repeated driving on and off campus and cruising is prohibited.
3. **Park only in assigned parking areas.**

4. Students (including the student with the driving privilege) may not loiter in or around the parked vehicle.
5. Village students who transport students without administrative permission are subject to disciplinary action.
6. Students may not ride with student drivers. Exceptions: when transporting students to and/or from home during home leaves when approved in writing by both parents and a Dean.
7. Drive carefully at all times. Obey the maximum 20 mph speed limit.
8. The school will not be held liable or be held responsible for monitoring village students riding with other village students.
9. Persons may not ride on vehicles. The driver will be responsible to be certain that this does not occur.
10. Students must not drive a vehicle on campus prior to its being registered.
11. Dorm students (including seniors) may not drive their cars to and from the athletic field and church.

Consequences

When students do not observe and respect these requirements, the following consequences will result:

1. When problems occur, notice will be sent to student and parent as a warning.
2. If a second warning is issued, the student will lose the car privilege for two weeks.
3. If a third warning is issued, the student will lose the car privilege for four weeks.
4. Additional problems will result in the loss of campus driving privileges.

Guidelines for Senior Dorm Car Privileges

Privileges: A senior student may use his/her car on local trips providing dean's approval has been received, and meets the following criteria below. It is understood that the driver's insurance is liable for all passengers.

Criteria:

1. Maintain a 2.0 or above GPA on the monthly grading period, with no more than one "D" and no "F's" and at least a current "B" grade in attendance.
2. Have no major discipline issues.
3. Be in compliance with normal car registration.
4. Contact the dean personally by phone for any road emergencies that may cause a late return to campus. (Example: Flat tire, wreck, and traffic violations.)
5. Return to the dorms by the time outlined by the dean.

MAJOR VIOLATIONS

- Over 30 minutes late
- Unauthorized trip
- taking unauthorized students in car
- Falsifying information

MINOR VIOLATIONS

- over 15 minutes late
- failure to contact dean for road emergency

Consequences for Abuse of Privilege

A major violation will result in the loss of the privilege for a month. When two major violations occur, driving privileges will be revoked for the rest of the school year. Two minor violations are equal to one major violation.

Cell Phone Policy

Cell phones are permitted at Mount Vernon Academy for your convenience as a privilege. Failure to follow the cell phone guidelines will result in the confiscation of the student's phone. Cell phone use is not permitted in the following places: Chapel/worship services, classrooms, work, or group meetings. Cell phones are allowed on campus during the school day, including lunch.

Media and Music Policy

Christian standards should be used in the selection of media (music, games) brought to MVA. Those that are satanic, pornographic, immoral, anti-Christian, focus on the negative, depression, suicide, anti-government, and any that include inappropriate language, or in any way promote violence are prohibited. Deans reserve the right to check students' rooms unannounced and confiscate inappropriate media. If you have questions, ask the dean before you bring it.

Computers

MVA provides each student with a laptop for school use. No personal computers or computing devices are permitted on campus without Administrative approval. Dorm students will need to follow the procedures outlined by the deans.

Video Games

The Dorm Clubs will provide gaming systems to be used at appropriate times. Games rated M (Mature) and AO (Adult Only)

found on campus will be confiscated and destroyed. Games that are rated T (Teen) and E (Everyone) need to be pre-approved by the Dean. Play Stations, Xbox, Game boys, etc., are not allowed in the student's room.

Movies

No movies are allowed in a student's room in any format (hard drives, flash drives, CD-R's, VHS tape, DVD, PDA, MP3, DivX, Wirer, etc. Movies will be confiscated and destroyed.

Music and Music Playing Devices

All music that is rated "Parental Advisory" found on campus will be confiscated and destroyed. Ipods, listening to music on cell phone, CD Players, mp3 players, etc. may not be outside of the dorms. (Exception: MVA bus transportation on trips)

TV/VCR/DVD Players/Play station, etc.

TV/VCR/DVD players are not permitted at MVA. There will be a \$50 fine for violations and the item will be confiscated.

Hacking

Any attempt to tamper, gain access, information, or disrupt MVA's or another student's computer without their express consent is considered hacking and will result in immediate loss of computer privileges for the remainder of the school year.

Telephone

Each dorm is issued a dorm cell phone for your convenience to reach the dean on duty at anytime. Important phone numbers for the dorms are:

| | | |
|--------------------|---------------|-----------------------|
| Girls' Dorm | Front Desk | 740-397-5411 ext. 225 |
| | Dean's Office | 740-397-5411 ext. 228 |
| | Dorm Cell | 740.627.6592 |
| Boys' Dorm | Front Desk | 740-397-5411 ext. 231 |
| | Dean's Office | 740-397-5411 ext. 234 |
| | Dorm Cell | 740.627.6591 |

NO Calls will be accepted for students during strict study hall.

Notification of Asbestos

In accordance with 40CFR-763 AHERA MVA inspects all buildings for ACBM. According to the law, MVA updates the management plans every three (3) years and inspects all buildings every six months. Copies of the management plan can be found in the Maintenance Department. To view a copy, contact the Maintenance Director.

Weather Emergencies

Information about school delays and/or closings will be sent by phone using OneCall Now. Since we are a boarding school, it is very likely that we will not close the school. We ask that village student parents use their discretion in sending their students to school on inclement days. A note for the absence/tardy will be needed if it is to be excused. If weather develops during the day and you feel that your student should be released from school, we ask that you call the office and let us know that you are approving the early dismissal.

