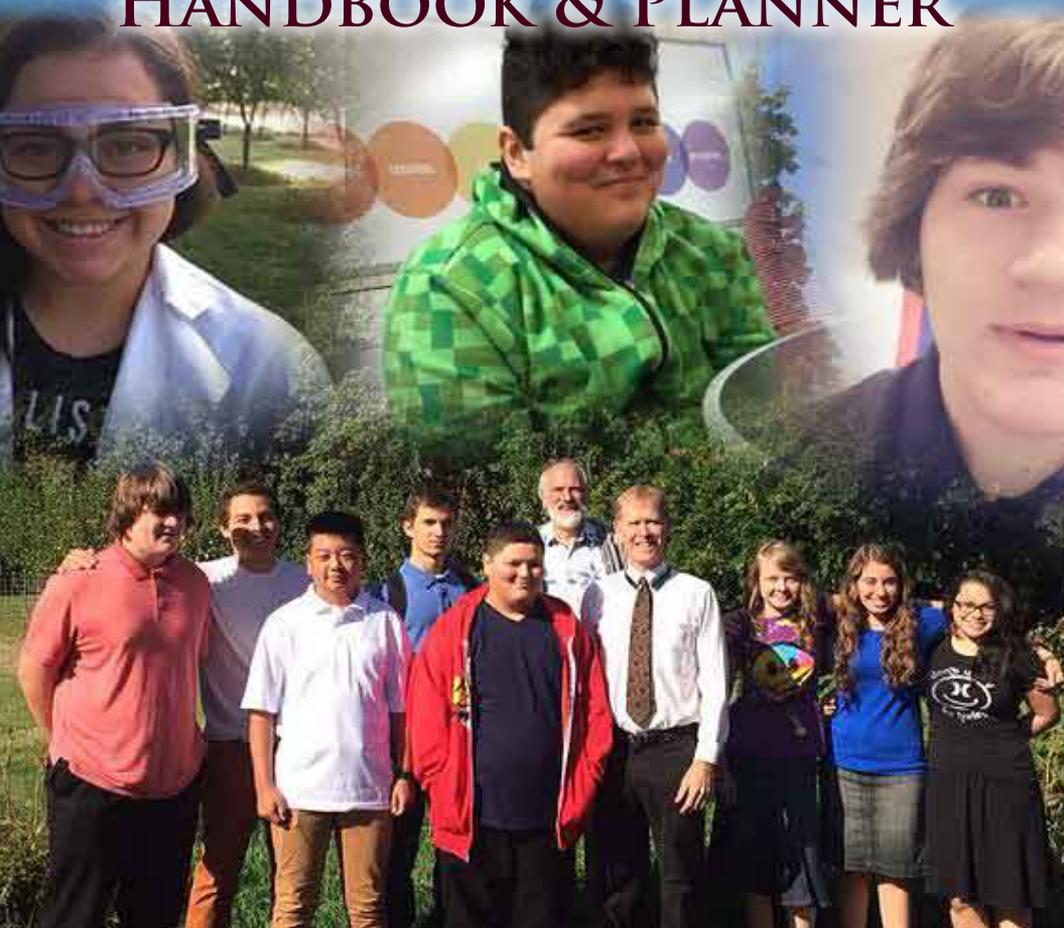


LAURELWOOD ACADEMY 2015-2016



HANDBOOK & PLANNER



Laurelwood Academy

Operated By

Laurelwood Academy, Inc.

A Supporting Ministry of the

Seventh-day Adventist Church

A member of

Outpost Centers International (OCI)

&

Adventist-Laymen's Services and Industries (ASI)

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GENERAL SCHOOL INFORMATION

At Laurelwood Academy we value:

- ...the development of a personal journey with Jesus Christ which leads to a rich experience in service to others.
- ...the teaching and mission of the Seventh-day Adventist Church.
- ...the Bible as the infallible word of God.
- ...the gift of prophecy (as manifested) in the counsels to the church by Ellen G. White.
- ...the harmonious development of the individual (physical, mental, spiritual, and cultural).
- ...respect in all relationships.
- ...a safe and nurturing environment.
- ...wholesome recreation and lifestyle.
- ...the importance of family involvement in school life.
- ...being accountable to the local authorities in matters of law.
- ...the God given ability to be thinkers and not merely reflectors of other people's thoughts.

Because of our values we have a:

Vision: Laurelwood Academy will be distinguished as a safe and gracious community of learners dedicated to a personal devotion to Jesus Christ, personal mission service, academic excellence, and fiscal independence.

Mission: To provide an opportunity to intimately know Jesus Christ, personally experience mission service, and develop outstanding academic and vocational skills—especially agricultural.

“This is eternal life that they may know You, the only true God, and Jesus whom You have sent.” (John 17:3 NKJV)

PHILOSOPHY — God Cares and So Do We!

Laurelwood Academy was founded for the purpose of providing young people an education in harmony with a Seventh-day Adventist lifestyle.

The educational work of the Seventh-day Adventist Church, through the teachings of the Bible, was called to portray, especially to youth, a clear and correct view of God, His love for mankind and the purpose of His holy law. In disclosing the real character of God, it becomes necessary to also expose the true character of his adversary, Satan. Satan has depicted God as a killjoy, One who was not fair, not reasonable, and not fun. In depicting him as such, Satan proposed a well crafted alternative to God's educational program. No discipline of education has escaped his deceptions and

sophistries. Laurelwood Academy is committed to presenting to its young people and their families, true education as depicted from the Bible and the book *Education*, by E.G. White.

It is the goal of Laurelwood Academy that all its constituents—faculty, students, supporting families, and friends come to know Jesus, to discover for themselves the “most precious message” of righteousness by faith, to understand that obedience to God’s will is not given to merit God’s favor, but is given rather as an intelligent response of a heart that has come to love its maker and redeemer. Therefore, instead of focusing on contemporary worldly priorities which subtly, and often blatantly, turn the mind away from God, thus destroying affections for him, the academy creates, through its school environment, and atmosphere purposely promotes activities and events that direct the heart to investment of time, energy, and resources that are of eternal value.

The Goal of Christian education “to restore in man the image of his Maker,...” as a result helping us to live and love like Jesus. We also believe that “True education is missionary training... and to fit us for this service should be the object of our education.” (*Education*, page 15, Ministry of Healing, page 395) We strive to accomplish this purpose by including in our program the following key ingredients:

1. A community evangelism program that seeks to teach the students the joys of giving.
2. A work-education program that provides opportunities for the students and teachers to work together in revenue-producing industries.
3. A health and fitness regime that promotes a vigorous lifestyle.

The sum total of all these ingredients is a balanced education and an exciting personal experience. Laurelwood Academy provides opportunities that give every student the chance to find some avenue that best fits their unique talents and interests. It is our goal that the hands and hearts of our students and staff will link with other Seventh-day Adventist church members and leaders to spread the good news of Jesus’ soon return.

God has given a plan of education in the Bible and in the writings of Ellen G. White. Some of the basics of this plan are listed in the following quotations:

1. *Schools Should Be Small*: “It is possible to have too many

educational facilities centered in one place. Smaller schools, conducted after the plan of the schools of the prophets, would be a far greater blessing” (6T 371).

2. *Schools Should Be in the Country*: “Schools are to be established away from the cities, where the youth can learn to cultivate the soil, and thus help to make themselves and the school self-supporting.” (7T 232).
3. *Schools Should Have a Farm*: “If, in our schools, the land were more faithfully cultivated; the buildings more disinterestedly cared for by the students, the love of sports and amusements, which cause so much perplexity in our school work, would pass away” (FE 512).
4. *All Students Should Work Part of the Day*: “There should be work for all students, whether they are able to pay their way or not; the physical and mental powers should receive proportionate attention” (FE 432). “And a portion of the time each day should have been devoted to labor” (3T 153).
5. *Recreation, Dress, and Diet Should Be Simple*: “Both at home and at school, simplicity of dress, diet, and amusement must be maintained” (FE 288).
6. *Students Are Here for an Education, Not to Form Romantic Relationships with Members of the Opposite Sex*. “While at school, students should not allow their minds to become confused by thoughts of courtship. They are there to gain a fitness to work for God, and this thought is ever to be uppermost” (CT 100).

APPLICATION/REGISTRATION PROCESS

WHO SHOULD APPLY?

Laurelwood Academy is designed to provide an environment of high academic standards and positive Christian living for a limited number of students—generally young people of the Seventh-day Adventist Church. The school, however, will consider any applicant who is willing to live according to the principles as outlined in this school handbook.

Cooperation and support of **both students and their parents** is vital to help make the students’ time at Laurelwood Academy enjoyable and fulfill-

ing. Laurelwood Academy exists to **assist parents** in the education and redemption of their children. Parents who seek to implement similar standards at home and openly communicate with the staff will avoid double standard confusion for their children.

The voluntary act of applying for admission to Laurelwood Academy is a pledge of cooperation and support for the Christian principles and standards governing our school's operation. Generally, **only those students** who answer the following questions in a positive and supportive manner should apply to Laurelwood Academy:

1. Are you willing to be involved in a vigorous work and outreach training program, and are you willing to serve cheerfully in what ever capacity you are assigned?
2. Are you ready to apply yourself to the best of your ability in all academic activities?
3. Are you willing to abide by the school handbook and be open to staff counsel especially in the areas of social relationships, music, diet, and dress?
4. Are you willing to cooperate with this program and consider appropriate changes?
5. Have you accepted Jesus as your personal friend and Savior? If not, are you willing to consider his love and purpose for your life?

APPLICATION PROCEDURES SUMMARY

Those students who wish to apply must carefully complete each of the following steps:

- I. *APPLICATION MATERIALS*
 1. Head 'n Shoulders photo (close up) with application
 2. \$25 non-refundable application fee
 3. Student Response Sheet
 4. Two Recommendation Sheets
 5. Student Health Inventory—Filled out with parents
 6. Academic Report
Formal School Students: Submit Records Request Form to your previous school
Home-School Students: A summary of course descriptions, textbooks used, daily academic time, and class grades
 7. Consent to Treatment Form
 8. Physical Examination Form—Filled out by a physician.

9. Current immunization and copy of records
10. Copy of valid passport or indication that process is started

II. INTERVIEWS

When all the application materials are received, the school will arrange interviews. Applicants who live a great distance from campus will have phone interviews, those living close will be invited to campus for personal interviews.

III. ADMISSION COMMITTEE

Applications are then considered by the admission committee, and financial arrangements are reviewed.

IV. STUDENT IS NOTIFIED OF COMMITTEE'S DECISION

A letter will then be sent to the student informing them of the committee's decision.

DIVORCE SITUATIONS

In the event of a divorce, documentation of child custody and parental cooperation regarding their child is requested with the application.

REGISTRATION DAY REQUIREMENTS:

Please bring the following documents on registration day:

1. Original Immunization Records and a completed C.I.S. form.
2. Original or copy of valid Passport.
3. Financial Commitment Form.

IMMUNIZATION REQUIREMENTS

Oregon State law requires all students to be immunized. Proper documentation to this effect must be shown, and all students must have a completed C.I.S. form on file and a parental signature for all students less than 15. Students with a medical exemption must complete section B and provide medical documentation, and those who are opposed to immunizations based on philosophical or religious convictions must indicate this by signing section C of the C.I.S. form. All students are subject to exclusion letters from the county Health Department for incomplete information regarding

their immunizations. Students are excluded from all classroom activity and they cannot return to the classroom until proper documentation or authorization is on file. Those using section C, entitled Religious Exemption, may also be subject to exclusion letters if an outbreak of communicable diseases occurs at school.

INTERNATIONAL STUDENTS

Laurelwood Academy has been approved to accept international students. All international students are responsible for:

1. Making complete financial arrangements in advance.
2. Arrange all travel to and from the school.
3. After a student completes their application forms, Laurelwood Academy will issue an I-20 form (an immigration document authorizing study in the USA) to the applicant.
4. Secure a passport and visa.
5. Considering where they will spend their *home leaves and long vacation periods*.

PASSPORT REQUIREMENTS

All students are required to have or have started the process of obtaining a valid passport as part of admission to Laurelwood Academy.

HOUSING POLICY

Students enrolled at Laurelwood Academy must live in staff housing or with their parents/guardians. Special needs will be considered on an individual basis.

FINANCIAL INFORMATION

ADDITIONAL FEES

The following additional fees apply to the bill.

- | | |
|-------------------------------|-----------------|
| 1. Music Program | \$100.00 |
| 2. General Fee | \$300.00 |
| 3. Student Accident insurance | <u>\$100.00</u> |
| | \$500.00 |

Dorm Students

Tuition:	\$12,100
Est. Work Credit:	<u>-\$3,800</u>
Balance to be Paid:	\$8,300

Village Students

Tuition:	\$8,400
Est. Work Credit:	<u>-\$3,800</u>
Balance to be Paid:	\$4,600

Monthly Payment (10x)	\$830	Monthly Payment (10x)	\$460
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PRESIDENT'S SCHOLARSHIP AWARD

Those seeking scholarship funds should apply through the Academy's business office for the "President's Scholarship Award." **This program is available to:**

- Students and parents who complete the scholarship application and demonstrate genuine financial need.
- Parents who make prompt payment on their accounts according to the Scholarship agreement.
- Students who:
 1. Earn a minimum GPA of 2.5 with no D, F, or I grades.
 2. Maintain not less than a "B" work grade.
 3. Meet the minimum number of assigned work credit hours. These hours may include working on Sundays, during vacations and the summer.
 4. Maintain an attendance grade not less than a "B".
 5. Maintain a citizenship grade not less than a "B".

The Academy will conduct a quarterly review of the progress of each student receiving the financial scholarship. If the student loses their scholarship status for failure to comply with any of the above requirements, or if the student is suspended, their entire account will become the responsibility of their parents/guardians for the remainder of the semester. If the President's Scholarship Award is lost, the parents/guardians will need to re-apply. If proper financial arrangements cannot be made, the student may be asked to withdraw from school.

FINANCIALLY DELINQUENT ACCOUNTS

When an account becomes 60 days delinquent (based upon parent's payment schedule signed at registration), then the student will be required to work all available Sundays until the account is brought current. Delinquent

account may necessitate having grades, diploma and/or transcripts withheld until adequate arrangements are made.

PARENT INFORMATION

PARENT- SCHOOL RELATIONSHIP

The success of the school depends in a large measure upon diligent cooperation between parents and staff members. Parents/guardians are asked to sign a commitment indicating they have read, understood, and will cooperate with the philosophy and guidelines of Laurelwood Academy.

We believe education takes place foremost in the home setting and secondarily in school. “In the formation of character, no other influence counts so much as the influence of the home. The teacher’s work should supplement that of the parents, but should not take its place. In all that concerns the well-being of the child, it should be the effort of the parents and teachers to cooperate” Education pg. 283.

The Academy staff will endeavor to keep communication lines open to aid the growth and development of the students and to avoid serious difficulty. The Academy will earnestly attempt to solve misunderstandings. Lack of parental support and /or cooperation may result in the Academy asking the student to withdraw from school.

LEAVING CAMPUS

To assist with student accountability, parents taking their children off campus should make arrangements with the respective deans. Any early departures, late arrivals, or special requests should be directed to the deans **in advance.**

MEAL CHARGES

Visiting parents and family members are welcome to eat in the cafeteria, but are asked to pay \$5.00 per meal for each family member. Advanced notice is always appreciated.

GRADUATION REQUIREMENTS AND COURSE DESCRIPTIONS

The following are the minimum requirements for graduation. These requirements are based on four years of secondary education at Laurelwood Academy. A unit equals one full year of instruction. Please see the explanation for courses marked with an asterisk.

<i>STANDARD COURSES</i>	<i>MINIMUM REQ'D UNITS</i>
Bible/History ***	4.0
English	4.0
Math**	3.0
Science	3.0
Principles of Health	1.0
Music*	4.0
Life Skills	—
Keyboarding	0.5
Computer Skills	0.5
Home Economics	0.5
Auto Mechanics	0.25
Horticulture	0.25
Mission Training/ Outreach*	4.0
Electives	2.0
Work Education	4.0
 <i>TOTAL</i>	 <i>29.0 units</i>

*Participation in one performing musical group, Mission training/ Outreach and Work Education/Physical Education is required for each year of attendance.

**When Algebra I and Geometry have been successfully completed, students may choose whether to take additional math courses. If these classes have not been completed a math class is required. If they have been completed, other math classes are highly encouraged.

***Bible/History minimum requirements for graduation are two history credits and one half credit in a Bible doctrines class.

EXCEPTIONS

In the case of transfer students and exceptional situations, the executive committee may determine changes in the graduation requirements.

BIBLE/HISTORY DEPARTMENT COURSE DESCRIPTION

At Laurelwood Academy, the departments of Bible and History have been merged to form the Bible/History Department. In this department, traditional Bible courses are taught, such as The Life and Teachings of Jesus, Bible Doctrines, Church History, and Leadership and Relationships. In addition to these, the Academy curriculum combines a special blend of ancient Biblical history with relevant secular history, including contemporary issues of government and citizenship, such as in Bible and World History, and Biblical Protestant Perspective of American History and Government. A Bible class is required for each year in attendance at Laurelwood Academy.

ENGLISH DEPARTMENT COURSE DESCRIPTION

The English Department focuses on written and verbal communication skills. The four years of classes are designed with each year building on the competencies gained from previous experience. In English I students gain confidence and competence in writing well organized and well developed paragraphs, and they also explore creative writing and writing-to-learn in journals. Mastery of English grammar, mechanics, usage, vocabulary, and reading for understanding is also strongly emphasized. English II focuses on critical reading, responsive writing, vocabulary development, and it fosters a familiarity with a variety of writing styles, promoting writing which is organized and coherent. English III emphasizes creative writing skills and research report writing (in collaboration with other departments). Other areas covered are business letters, memos, public speaking, and vocabulary development.

Students learn to engage in the textual analysis of Bible passages, poetry, and selected works of literature. They then respond to them by writing critical essays. They are also encouraged to write personal inspirational works for publication. English IV students concentrate on developing advanced writing skills, learning the process of consistently and confidently

producing fully developed essays which have unity, support, coherence, and good sentence structure. Students develop and apply their research report writing skills, and keep a creative journal using informal writing, art, and poetry. Students continue to refine skills in the areas of discussion, public speaking, and critical reading.

MATHEMATICS DEPARTMENT COURSE DESCRIPTION

The goal of the Math Department is to meet each student at his or her level of proficiency and to provide an academic program for his or her successful advancement. Students who have not taken Pre-Algebra should consult with the staff to insure they are adequately prepared to succeed in mathematics at the academy level.

Classes offered include Pre-Algebra, Algebra I, Geometry, Algebra II, Advanced Math, and Pre-Calculus.

SCIENCE DEPARTMENT COURSE DESCRIPTION

The Science Department offers five classes—all Biblically creation-based—looking into various areas of the amazing world God has prepared for us. General Science is offered on the freshman level. In succeeding years students will have opportunity to study Biology, Chemistry, and Physics. Physics is open to seniors only, who must either currently be enrolled in Algebra II, or have taken it previously.

Principles of Health, the fifth class offered by the Science Department is a graduation requirement. The goal of this class is to provide a knowledge of health principles with opportunities to practice basic skills that can be used for disease prevention and simple treatments. A philosophy that emphasizes the purpose of health is woven throughout the course to promote a personal recognition of the role health plays in the Christian experience. Basic anatomy and physiology, the eight principles for good health, first aid, massage, and hydrotherapy are the general areas of study. A variety of laboratory experiences allow opportunities for personal application.

Horticulture is designed to acquaint students with practical life skills and knowledge, and establish the benefits of agriculture to good health, personal happiness, and as a useful foundation for the ABC's of quality educa-

tion.

LIFE SKILLS ESSENTIALS AND ELECTIVES DEPARTMENT

Classes offered by this department under Essential Life Skills are graduation requirements. These are Keyboarding, Computer Education, Home Economics, Auto Mechanics and Horticulture. Electives include Spanish, Welding, Art and a variety of Physical Education classes.

Classes offered by this department each year will depend on student demand and staffing for the classes. Requests for classes not listed are encouraged.

MUSIC DEPARTMENT

Laurelwood Academy believes that all students should be given opportunities to perform in the Lord's service. Private Piano and Voice Lessons are the only "non-performance" classes. For every year at Laurelwood, each student must enroll in a performing music class. Those options include Choir, Chimes, or Hand Bells. Additional charges may apply for private lessons.

MISSION TRIP TRAINING AND OUTREACH

During the month of March, Laurelwood Academy students and staff travel throughout the world to be of service to others. They often conduct evangelistic series and Vacation Bible Schools, as well as assist with building, landscaping, repairing, and renovating in areas where there is a need. The funding for these trips is student-generated. Students raise their own monies through hard work, earnest prayer, and contributions from family and friends who realize the benefits that mission service gives young people.

Laurelwood Academy students have recently gone on mission trips to Ireland, Nicaragua, El Salvador, Ukraine, Arizona, Louisiana, Mexico, Honduras, Puerto Rico, Russia, and the Dominican Republic. Near or far, mission trips continue to be a great blessing for everyone involved.

MISSION TRIP REQUIREMENTS

1. Student applications for mission trips are due in October
2. Students must present a valid passport, or have begun the process of acquiring one, at Registration Day
3. All monies needed for the purchase of airline tickets are due by the date set by the sponsor of each mission trip.
4. Student acceptance into a mission trip and their opportunity to depart with a mission group will be contingent upon meeting the following requirements:
 - (a) The student account must be current or have proper arrangements made with the business office.
 - (b) Students must maintain an attendance grade of C or greater to avoid having limited mission options.
 - (c) Students who have health problems that may put themselves or the mission trip at risk will not be able to travel abroad.
5. Students will not be considered for mission trips who:
 - (a) are on academic probation
 - (b) are suspended
 - (c) fail to complete discipline requirements
 - (d) fail to cooperate with academy social standards

OUTREACH

Throughout the year, students have opportunities to participate in activities such as giving Bible studies, distributing tracts, visiting those needing encouragement, and/or community service projects.

ELECTIVES

Electives are classes that students choose to take. These classes receive credits and are added to the total units required for graduation.

WORK EDUCATION/ PHYSICAL EDUCATION

All students at Laurelwood Academy are required to work. Students will receive one work credit for every year in attendance. Regular evaluations by work supervisors will be used to determine grades. Work is included as a part of the Laurelwood Academy curriculum because it is an integral part of the educational process. Physical education is also incorporated into the program through work, recreational activities and games and individual-

ized aerobic programs. Scripture encourages the development of a personal work ethic. “In all the work you are doing, work the best you can. Work as if you are working for the Lord not for men. Remember that you will receive your reward from the Lord, which He promised to His people; you are serving the Lord Christ” (Colossians 3:23, 24).

The work program is designed to bring staff and students together in a co-working relationship. Students wishing to earn additional money to be applied to their school bill may apply for work during free time, vacations, and summers.

The Work Education Program is linked to the student’s tuition, meaning missed work will result in lost tuition credit. All students will be required to work the maximum hours possible as assigned by the Principal and Work-Study Coordinator. No student, however, will ever be required to work more than the maximum number of hours per week as determined by the U.S. Department of Labor:

- 18 hours per week: for students 14-15 years old
- 23 hours per week: for students 16-17 years old

ACADEMIC INFORMATION

REGISTRATION

All students are expected to register on the designated day. To ensure a smooth registration, late or mid-term applicants submit all requested materials promptly. Registration is official only after all procedures required by the Registrar have been completed and the fees have been paid.

CLASS SCHEDULES

Students typically attend classes half a day and work half a day. Students are expected to carry a full class load with no more than one class-time study hall, unless approved by the Registrar’s Office.

GRADE REPORTS

The school year is divided into four quarters of approximately nine weeks each. At the end of each of these grading periods, a report of the student’s progress will be sent to both the students and their parents. The grades issued at the end of each semester are considered permanent grades and are recorded on the transcript.

GRADE POINT SYSTEM

The following system is used to compute grade point average (GPA), with pluses (+) and minuses (-) being factored into the GPA. Attendance, Mission Service and Work Education grades are not factored into the GPA.

GRADE	GRADE POINTS	DESCRIPTION
A	4.0	Superior
B	3.0	Above average
C	2.0	Average
D	1.0	Below average
F	0	Failing
I	0	Incomplete
P	0	Pass
NP	0	No Pass
S	0	Satisfactory
U	0	Unsatisfactory
WF	0	Withdrawal Failing
WP	0	Withdrawal Passing
AU	0	Audit
AL	0	Alternative Learning— Student is independently graded.

ACADEMIC PROBATION

Any grade of D, F or I will automatically place a student on academic probation. The respective deans or vice principal will discuss with each student a course of action that will help him/her develop to the best of his/her abilities. If a student repeats academic probation, his or her future as a Laurelwood Academy student will be reviewed by the Deans’ Council. While academic success is the expectation, individual student’s abilities will be carefully considered.

PROGRAM CHANGES/ ADD/DROP

All program changes must be made with the Registrar by the end of the third week of each semester, and are subject to approval by the principal. In order to drop a class, students must have approval from their parent or guardian. A phone call may initiate the process, but it must be followed immediately by written approval. Withdrawals from classes after the third week of a semester appear as a “WP” or “WF” on the student’s transcript. An add-drop form from the Registrar’s Office must be returned to that office with the signatures of the teachers involved, as well as that of the parent or relevant dean.

GRADE CHANGES AND INCOMPLETES

Students are expected to keep their class assignments current. Individual teachers will outline their policy regarding late work. Extenuating circumstances may necessitate a teacher changing the grade or assigning an incomplete. The grade change or incomplete assigned at the 1st, 2nd, or 3rd quarters must be removed no later than 4½ weeks after the beginning of the next grading period, or by June 30th following the 4th quarter. An agreement should be reached between the teacher and student to determine what work needs to be made up. Failure to complete this work will result in the Registrar calling for a grade from the teacher that will be based only upon work submitted up to that point.

PLACEMENT TESTS

First-time students of Laurelwood Academy may be required to take a placement test for Math and English. Students are placed in academic classes based upon their scholastic abilities.

ACCELERATION POLICY

Students who may be considering acceleration are advised that this is not an option at Laurelwood Academy. The school firmly believes that students are fitted for service by enjoying the maturation process and broad field of study offered during the academy years.

ENRICHMENT

Laurelwood Academy realizes the individual differences and talents in its student body. We believe in the philosophy that each student needs to develop his/her talents to the highest degree possible. Students with special talents may make individual arrangements with the principal to take extra classes, challenge courses, or take national exams to qualify for college credits.

CORRESPONDENCE STUDY

Students desiring to take correspondence courses or summer school classes should submit a written request to the Principal or the Registrar prior to applying for such work. Correspondence courses taken during the summer should be completed by the beginning of the fall term. Credit for graduating seniors should be finished by April 1st.

TRANSCRIPTS

The Registrar’s Office issues a transcript of the student’s academic records upon receiving a written or faxed request from the student or from the school that the student wishes to attend. Telephone requests cannot be honored. Transcripts for currently enrolled students are issued without cost. After leaving the school, the first transcript is issued without cost. There will be a \$5.00 charge for each additional transcript. Please note that transcripts will be issued subject to student account clearance by the Business Office.

TRANSFER CREDITS

All transfer credits will be evaluated and approved by the registrar.

DELINQUENT ACCOUNTS & GRADES

A student whose bill is not current will have his/her grade report withheld until contact and adequate arrangements are made between a parent/guardian and the Business Office.

ATTENDANCE POLICY

MEETING APPOINTMENTS

The Academy considers habits of promptness and reliability to be important. Regular attendance, promptness, and dependability are life-long characteristics of successful individuals. Every student is expected to meet all appointments, which include classes, study halls, residence workshops, assemblies, music programs, work appointments, chapels, and week-end religious services. Absences and tardies cannot be tolerated. A student who arrives to an appointment more than 10 minutes late will be counted absent and tardy up to the 10 minute mark.

EXCUSED ABSENCES

Absences due to illness, field trips, or other unavoidable circumstances can be excused. If extended absences are anticipated, arrangements should be made to complete assignments.

DOCTOR/DENTIST APPOINTMENTS

Students and parents can greatly reduce attendance problems by scheduling dental work and medical appointments outside school hours whenever possible. If this is not possible, arrangements should be made in advance to make up class assignments and work duties.

WORK ABSENCES AND TARDIES

Work supervisors will take daily attendance. Unexcused absences from work will impact both the work and attendance grades. Work absences should be personally arranged in advance with the work supervisor. Students who miss scheduled work appointments will lose tuition work credit. As a Christian educational institution, work education is an integral part of our curriculum.

PROCEDURES FOR EXCUSING ABSENCES AND TARDIES

In order for absences to be excused, timely contact should be made in per-

son, by phone, or with a written excuse delivered to the Registrar's Office on the day of the absence. Excuses will only be accepted from a parent, a dean or the school nurse.

A teacher may allow a student to leave his or her class and excuse that absence, but may not excuse an absence for a class taught by another teacher. Teachers will write a tardy excuse if they detain a student between classes.

ATTENDANCE GRADE

An attendance grade will be issued as a part of the quarter grading system. This grade, although not factored into the GPA, is an important indication of a student's level of responsibility, and is recorded on the student's permanent transcript.

DAILY ATTENDANCE LIST

Absences from the previous day will be posted so students can be aware of what is being recorded in their files.

HOW ATTENDANCE GRADES ARE DETERMINED

At the beginning of each quarter all students have a clean slate with an attendance grade of an "A". The grade is lowered by a penalty point system. Penalty points accumulate throughout each quarter. Letter grades are assigned based on total points accumulated with one point per unexcused tardy and four points per unexcused absence. An accumulation of four unexcused tardies will have the same impact on the attendance grade as one unexcused absence.

Letter grades are determined as follows:

- A - (0 – 3)
- B - (4 – 7)
- C - (8 – 11)
- D - (12 – 15)
- F - (16 and >)

For example, if at the end of a quarter a student's record shows three unexcused tardies and one unexcused absence, his/her accumulated penalty points would total 7. A grade of "B" will then be assigned.

Poor attendance may affect a student's continued enrollment or re-admittance for the next school year. To minimize problems and potential errors, students should check the attendance list daily.

EXCESSIVE CLASS ABSENCES

If 25% or more of a class is missed during any given quarter, even due to excused absences, a student may be dropped from the class and may be asked to withdraw from school.

REWARDS FOR PERFECT ATTENDANCE

For any quarter grading period, any student who obtains a perfect attendance record will be taken out to eat or be given the opportunity to exchange the meal for an equivalent cash amount. Perfect attendance is defined as NO un-excused tardies or absences. Students do not qualify if more than two days' excused absences are due to sickness or other non-school related activities.

CONSEQUENCES FOR UNEXCUSED ABSENCES AND TARDIES

Because there is no excuse for unexcused absences or unexcused tardies, they should not occur. A student and their parents will be notified with each letter drop in the attendance grade. If a student fails to meet their scheduled appointments (class, work, etc.), the following will happen:

1. Shortly after receiving notice of an absence to a class or appointment, the Registrar's Office will check to see if an excuse from the parent, dean, or school nurse has been received. The absence will then be marked accordingly.
2. If a student's attendance grade falls below a "C", they will be placed on an attendance check list. The purpose of this checklist is to assist the student to develop improved attendance habits. Failure to complete the attendance check list will result in further discipline, suspension, or a request for the student to withdraw from school.

GENERAL STUDENT INFORMATION

CAMPUS CITIZENSHIP

The mature Laurelwood Academy student recognizes that proper order and discipline are necessary for success in school. Whether they are on campus or not, students are expected to show the same respect for duty, order, morality, personal honor, and the rights of others as is expected of any good citizen in society.

POSITIVE ATTITUDES

Experience has shown that a positive attitude toward the school and its program will greatly benefit a student's overall success. The school's few regulations will be enforced, but the student is encouraged to ask questions of the appropriate staff member. Students who maintain a negative attitude and/or influence others to be negative will be asked to withdraw from school.

Attendance at Laurelwood Academy is a privilege and not a right! Any student demonstrating unwillingness to cooperate with the school standards or fails to reflect a positive Christian attitude will not be allowed to continue as a student until a parent, student, and teacher conference is arranged. In order to safeguard the scholastic and moral atmosphere, the school reserves the right to request the withdrawal of any student whose presence is detrimental. The school also reserves the right, when necessary, to investigate a student's room, computer account, and locker without their presence or permission.

FUNDAMENTAL STANDARDS

Certain well-known Christian standards are maintained in Seventh-day Adventist boarding schools. Laurelwood Academy expects students to cooperate with school standards and regulations.

Students attending Laurelwood Academy are encouraged to observe the following basic standards:

1. Respect God and His Word.
2. Show proper respect for the school (No "bad-mouthing").
3. Be clean in body and in mind.
4. Be conscientious in all he/she does.

5. Be friendly and considerate.
6. Be prompt to meet appointments.
7. Dress modestly, neatly, healthfully, and appropriately.
8. Practice the Golden Rule.
9. Respect and obey those in authority.
10. Respect rights of others.
11. Take care of his/her own property and respect that of others.
12. Seek to uphold the standards of the Seventh-day Adventist Church.
13. Learn and use good judgment.

DISCIPLINE

The objective of Christian discipline is to help the student achieve true self-government. When it becomes necessary to correct behavior, the administration may use a variety of methods in the interest of helping the student sense his/her personal responsibilities. In the event of disciplinary actions resulting in suspension or expulsion, parents should be prepared to make arrangements to withdraw their student within 24 hours.

HOW WE DEAL WITH DISCIPLINE CONCERNS

To discipline is to disciple, which makes every day of life a learning and growing opportunity. When a student expresses an unwillingness to learn and grow, the academy will use the following guidelines to deal with discipline and discipleship.

First, we believe that a word to the wise is sufficient.

Second, if more than verbal re-direction is necessary, a written report of the concern and actions taken will be placed in the student's file. Actions taken will be of a nature to address the specific concern and accomplish the desired goal.

Third, if a specific problem continues or is recognized as immediately serious, a meeting with parents, student, and appropriate school personnel will be scheduled. In some cases the student will not be permitted to return to classes until a satisfactory plan of action has been agreed upon at this meeting.

These general guidelines may not meet the needs of every situation and a unique approach may be required. If it is determined that the student is unwilling to cooperate with our discipleship program, the student will be asked to withdraw or will be expelled from school.

TIPS FOR WHEN YOU ARE WRONG

It takes just as long to get out of any trouble as it took to get into it, sometimes longer. Here are some tips to consider when you find yourself in the wrong:

1. *ADMIT THAT YOU HAVE DONE IT.* Don't hide behind excuses. Students and staff members will appreciate your honesty and frankness. Never lie – it only makes matters worse.
2. *CONFESS YOUR WRONG.* Students, staff and God will eagerly forgive and help you.
3. *BE WILLING TO ACCEPT YOUR DISCIPLINE.* The old adage, "You reap what you sow," applies. Take it with a humble attitude.

NEGATIVE ATTITUDES AND BEHAVIORS

There are some practices which should not be permitted in Seventh-day Adventist schools. Offense on the following points will render a student subject to serious discipline or to immediate dismissal from the school:

1. Undermining the religious ideals of the institution; spreading atheistic, agnostic, or infidel ideas, or tampering with spiritualism or the occult; displaying a detrimental influence or spirit out of harmony with the standards or basic philosophy of this school.
2. Using profane language, possessing or displaying obscene literature or pictures, indulging in lewd conduct, or using suggestive language or behavior.
3. Using or possessing tobacco, narcotics, alcoholic beverages, or other harmful drugs in any form, or supplying them to others.
4. Gambling or other gambling devices.
5. Attending places of questionable amusement.
6. Entering or leaving of staff residences improperly.
7. Leaving campus without proper permission.

8. Inappropriate telephone usage or manipulation of any telephone.

APPEALING DISCIPLINARY DECISIONS

If a student wishes to appeal a discipline decision, they should follow these steps:

1. The student should privately discuss the matter with the staff member or committee who made the decision.
2. If the student still feels that the decision is unfair, the vice-principal or principal should be consulted.
3. To clarify the situation, the administrator may consult the staff member or committee who made the decision.
4. After considering the situation, the administrator will address the student's appeal.

CAMPUS CURFEW

Campus is closed after the recreation period or program each evening. Students are expected to return to their residence promptly. Bed time is 9:30 p.m. (10:30 p.m. on Saturdays) and lights are requested to be out. Exceptions can be approved by a dean or parent.

RESPECTING PROPERTY

It is the responsibility of each student to help protect the school's investment in buildings and equipment, and to respect the rights of others regarding their possessions. Any student involved in damaging, destroying, or mutilation of school property or the property of any individual, makes himself or herself liable for the cost of replacement, cost of repairs, and/or subject to disciplinary action.

FIRE SAFETY

Tampering with or illegally using any fire protection equipment such as fire alarms, escapes, or extinguishers is a violation of campus, county, and state law. A minimum fine of \$100.00 dollars will be levied by the school for such tampering. Additional civil penalties include a misdemeanors charge, \$2500 to \$5000 dollar fine, and up to 1 year incarceration. Please ensure that this equipment is used for emergencies only.

BICYCLES

Bicycles are welcome at Laurelwood Academy, and may be ridden on designated pathways/bikeways. Helmets are required safety equipment for all students. Students will assume responsibility for the security of their own bicycle.

ROLLERBLADES

Rollerblades are welcome on campus if protective wrist braces, elbow pads, knee pads, and helmet are worn.

SKATEBOARDS

Sorry, skateboards are not allowed on campus for insurance reasons.

WRESTLING

Wrestling, arm wrestling and related activities are often engaged in, especially by guys, as a way to challenge each other's strength. These activities are discouraged as they can foster false pride and tend to lower others self-worth.

READING MATERIAL

Students are encouraged to choose only books and magazines that reflect the principles outlined in Philippians 4:8. The parents and deans will assist students to evaluate and direct students to appropriate reading material.

PERSONAL HEALTH

At Laurelwood Academy personal health is promoted to supports our overall philosophy of "knowing and serving Jesus." To be created in the image of God is an awesome privilege. Students and staff are encouraged to value the blessing of health, and consider the role it plays in the plan of salvation.

Man is very dear to the heart of God and He wants only what is best for us.

It is also understood that personal growth and change is progressive. Those coming to Laurelwood Academy should be aware that healthful living is believed to be a valuable part of Christian character development and a great opportunity to honor the Creator. “Our first duty toward God and our fellow beings is that of self-development. Every faculty with which the Creator has endowed us should be cultivated to the highest degree of perfection, that we may be able to do the greatest amount of good of which we are capable. Hence that time is spent to good account which is used in the establishment and preservation of physical and mental health. We cannot afford to dwarf or cripple any function of body or mind.” (CH 107).

CAFETERIA

Laurelwood Academy’s cafeteria serves nutritious all-vegetarian meals. Students are asked to avoid between meal snacks and to eliminate the use of caffeinated drinks, tea, coffee, and flesh foods.

SMART PHONE POLICY

Subject Appropriateness: Smart Phones may be used for the following school related subjects:

- *All Core Classes / Research
- *Emergencies
- *Ministering relationships

Time Appropriateness: Smart phones are permitted during school:

- *Provided it is appropriate and with teacher’s permission
- *Ministering relationships may occur during lunch, before or after school.
- *Other before and after school usages are permitted if Christian guidelines are followed

Music and Movies

- *Listening to music, playing games, or watching movies is not allowed during school.

Teachers can take smart phones when policy guidelines are violated.

E-MAIL

E-mail activity can only be engaged in during approved times. Any attempt at tampering with anyone else’s e-mail accounts will be viewed just as seriously as mail-tampering.

ITEMS NOT TO BRING TO CAMPUS

- Caffeinated drinks
- Candles, matches, incense, or oil lamps
- Electrical cook ware of any kind, including toaster ovens
- Electric heaters, heating blankets, or heating pads
- Fireworks
- Guns
- Knives
- Microwaves
- Novels
- Swords
- RADIOS, TV’s, VCR’S, DVD players, DVD’s
- Extension Cords
- Christmas Lights

MASS MEDIA GUIDELINES

The media blitz in today’s society compels all who desire to follow Jesus to become increasingly aware of the psychological and biblical truth that “by beholding we become changed.” An irresponsible use of listening and viewing devices is not conducive to positive Christian growth or to academic success. There are, however, uplifting benefits to high quality music, educational, and some entertainment materials. Parents and Deans will assist students to evaluate their personal standards. All media materials are subject to approval. The following guidelines may be of assistance:

1. Make choices using Philippians 4:8 and Ecclesiastes 12:13-14:2.
2. Trust that if Jesus directs us to give something up, that He will replace it with something better, because He loves us and wants to guide us to the best decisions. (II Corinthians 5:14)

VIDEO, TV, AND COMPUTER GAME GUIDELINES

A large volume of fine educational films and technological materials exist which can be of value to individual growth. In order to remain focused

on Jesus, however, please use television programs, videos, and computer games sparingly and consider the psychological and biblical truths stated in the “Mass Media Guidelines”.

MUSIC GUIDELINES

God has designed and intends that music always have an influence for good in the lives of His people. Even with the broadest of viewpoints, most would agree that music can also have a negative influence, and become destructive to Christian growth. Because God allows for personal choice, each one must come face to face with the decision to submit their conscience to God’s design regarding music choices.

In recognition of the delicate and personal nature of music, the following will be used to assist students, parents, teachers, and deans with the finer qualities of music:

1. **Lyrics and music** must be consistent with positive Christian development.
2. **Lyrics** must promote Seventh-day Adventist beliefs.

Music devices are **only** permitted in the residence areas, and in the case of village students should be used **only** at home. **One exception to this is on long trips** when students may elect to bring personal listening devices for use **only** while riding in the vehicles. All students are encouraged to ask the dean or sponsoring staff questions for clarification regarding the appropriateness of their music on these trips.

Unapproved music and misused equipment continuing to be used on campus or school activities will be collected and returned to the parents at their request. Unclaimed items will be disposed of after graduation.

COMPUTER USE POLICY AND GUIDELINES

An **Acceptable Use Policy** for Laurelwood Academy computers is in place to support learning and enhance instruction. Computer networks allow people to interact with many computers. It is a general policy that all computers at Laurelwood Academy are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy will result in the removal of computer privileges. Students and parents receive a detailed

computer policy form on registration day.

Computers are not to be brought to school **until** individual computer privileges are applied for and granted. The following minimum criteria must be met by students applying for a personal computer on campus:

1. Attend Laurelwood Academy a minimum of one quarter.
2. Successful completion of typing class.
3. Earn and maintain a minimum GPA of 3.0.
4. Agree to have computer software and games approved.
5. Teachers will determine their classrooms need for computers.
6. Not be involved in any major discipline.
7. Agree to periodic inspection of your computer.

STUDENT VEHICLES

All students wishing to have automobiles or motorcycles on campus must register them with the vice-principal. **Residence students** will also register with their deans or host home. A valid driver’s license, vehicles registration, and proof of insurance is required and will be copied and on file in the office. Student vehicles privileges are granted on a yearly basis for travel to and from school and must be parked in the designated student parking area. Written permission is requested on a vehicle request form and signed by the student and parent. Student vehicles are not to be used for loitering. **At no time** are unauthorized students to ride with other students.

Village students are required to ride in school transportation if they wish to be involved in school-sponsored activity. **Residence students** are required to deposit their keys with the dean as they arrive on campus. **Residence students** planning to carpool with any other student during a special weekend leave or scheduled home leave must make advanced arrangements and secure permission from both the drivers and passengers parents.

VISITORS TO CAMPUS

All visitors to the campus are required to check in with the respective deans of the person being visited or with the school office and may be asked to complete a visitor application form. **All visitors** must be willing to cooperate with the rules of Laurelwood Academy, including standards of

conduct and dress.

As a safety and security measure, **all residential students and residential non-students** are expected to arrange with the dean **before inviting any guests to stay overnight** in the residence rooms. This requirement is made **regardless of age or relationship and all visitors are required to fill out a visitor application form.** Overnight visits during the school week are discouraged.

Cafeteria charges for **visitors** are: \$7.00 a meal

DRESS AND APPEARANCE GUIDELINES

DRESS CODE PRINCIPLES

Dress and grooming styles reflect our personal philosophy of life. Clothing choices illustrate and influence how one thinks and behaves. The dress principles at Laurelwood Academy are designed to maintain high standards of dress and grooming. Both on and off campus, students are expected to maintain this high standard because appearance is a powerful witness. As you select clothing for the school year, please allow the following principles to assist and guide you in the creation of a positive and consistent Christian witness:

1. Dignified simplicity. Avoid carelessness or extravagance.
2. Appropriateness. When selecting clothes, consider the occasion. Choose casual clothes for physical work and recreational purposes, and more dignified attire for classes, office work, church worship, or other formal programs.
3. Modesty. Clothing should not draw attention to parts of the body.
4. Confidence. Demonstrate that your personal security is in Christ and that you do not need jewelry or faddish clothing to supplement your personal confidence.
5. Aesthetics. The selection of clothing and hairstyle should express good taste and reflect your inner-beauty as a child of God.
6. Distinction. Choose clothing and personal grooming styles that preserve your unique identities as male and female.
7. Quality. Select clothing that is durable.
8. Health. Avoid clothes that restrict movement and/or circulation.

As you select your wardrobe, please keep in mind that you are representing Jesus and a Christian institution. Clothing for various meetings and activities will be announced, and it is expected that all students will seek to cooperate with these announcements. The Dean or a staff member may request that you return to your residence room, or home, in the case of village students, to change out of garments considered inappropriate. Please direct specific questions regarding appropriateness of clothing to the deans or your parents.

JEWELRY

Students are asked not to wear or bring jewelry to school. This includes all types of rings, friendship bracelets, necklaces, chokers and earrings.

GUIDELINES FOR YOUNG MEN

Young men should always seek to look their best while allowing simplicity, neatness, and cleanliness to empower their Christian witness.

Clothes with slogans that have suggestive and/or double-meanings, or emblem not in harmony with Christian standards, are **not permitted** at any time. **Pants should not** reveal underwear and should not be worn at a sagging level off the hips. The deans and parents will assist students with questions or clarification.

Classroom Attire

Shirts: Collared shirts are required for classroom attire. They must be tucked in or straight cut, and must be the right size (i.e. not showing your underwear or belly when you move). Also remember they need to be wrinkle, tear, and stain free.

Jeans: No jeans allowed. Pants are to be worn on the waist and your underwear should not be seen.

Hats: Hats are **not** allowed indoors.

Grubbiness in appearance such as wearing cutoffs, torn and frayed or ill-kept clothing is not permitted. This applies to all aspects of your attire

(shoes, shirts, pants, etc.)

Work Attire

Outdoor work clothes should be properly patched. Literature Evangelism and office work attire will be announced by department.

Sabbath Attire

To show a reverence for the Sabbath, each young man is encouraged to have clothes reserved for the Sabbath hours. Church is a great time to dress our best! This means no jeans, tennis shoes or skate shoes, hoodies (zippered or not), wrinkled clothes, or shirts with large brand name labels on them. **A collared dress shirt, slacks and tie are required.** Please also wear a belt and be sure that your clothes are ironed and clean. A suit or sport jacket is strongly encouraged. Sabbath afternoon attire will be announced on the weekend schedule. IT'S SABBATH... LET'S LOOK SHARP!

Hair

Hair is not to appear unnatural, weird, or extreme. Hair length should remain off the eyebrows and shirt collar. If more than just 'peach fuzz' is present sideburns, mustaches, and beards may be worn. Otherwise, a clean-shaven appearance is required. Do not shave your head, dye or alter your natural hair color.

GUIDELINES FOR YOUNG WOMEN

Young women should always seek to combine *simplicity, modesty, and neatness* in their dress and reflect genuine feminine Christian standards. Allow your dress and appearance to witness of the power of Jesus in your life.

Classroom Attire

Dresses and skirts: should be of modest length so that when sitting, the knees are covered. A one and a half inch slit is accepted.

Skirts with matching blouses or tops, or dresses that are neat and clean is considered classroom attire.

Undershirts: Must have a straight cut solid front to them, no lace tops.

Necklines & Sleeves: Sleeves and necklines are to be modest (loose-fitting with no cleavage showing), and the **tops are of a sufficient length to cover the mid-drifts at all times with no underclothing visible.** A cap sleeve or longer should be worn at all times (no gaping arm holes).

Pants & Jeans: Please remember that pants and jeans are not normal classroom attire and that tight fitting jeans are not allowed. Pants (not jeans) may be worn to school only when weather is exceptionally cold or snow.

Shoes: Shoes should be appropriate for the weather (i.e. no flip flops in cold weather) and have modest heels. Stilettos and heels **over three** inches are not approved.

Clothes with slogans that have a suggestive double-meaning, or emblems not in harmony with Christian standards, are **not permitted** at any time. **Pants should be selected that are not tight and low cut at the hips.** The deans or parents will assist students with further questions or clarification.

In general, tight fitting clothing is not allowed or promoted; this applies to skirts, shirts, pants, dresses, etc.

Work Attire

Pants and other appropriate clothing that is modest may be worn to industrial work sites. Literature Evangelism and office work attire will be classroom attire.

Recreation Attire

Shorts, if worn, should cover the upper half of the thigh when sitting. Swimsuits are to be covered with board shorts and a dark colored t-shirt with at least cap sleeves. You must be wearing a dry t-shirt when out of the water.

Sabbath Attire

To show a reverence for the Sabbath, each young woman is encouraged

to have some Sabbath clothes reserved for wearing during Sabbath hours. Wearing dresses or a skirt/top combo with dress shoes are acceptable. Please do not wear spaghetti straps. Sabbath afternoon attire will be announced on the weekend schedule.

Cosmetics

Cosmetics for the purpose of cleanliness are encouraged. Cosmetics which detract from true beauty are considered to be...

1. Unnatural eye make-up or shadows.
2. Lipstick other than clear chapstick or lip gloss.
3. Colored fingernail polish—clear is acceptable.

Hair

Young ladies should be sure to keep their hair clean and neat. Do not dye or alter your natural hair color.

Special Events

Banquet Dresses: In an effort to encourage responsibility in all aspects of our lives, banquet gowns are not approved. Instead students should expect to wear church appropriate attire to banquets. Please check with the dean.

GUIDELINES FOR VILLAGE STUDENTS

School Functions: When attending a school function, village students are required to dress in school approved attire. For example: functions on the campus, choir trips, or church when sitting with class mates (if sitting with family, then student is not considered to be with the school).

Dress Code: All village students are expected to follow the same dress code as the dorm students. To this end a limited selection of appropriate clothing will be provided for students arriving in unapproved attire to change into. Collateral will be collected and held until clothes are returned clean.

DRESS REFERRAL

All students are expected to adhere to the dress code at all times. When a

student is found to be out of dress code they will be written up and immediately sent to the dean to check in regarding their violation. Once the issue is resolved the student may return to class, but will receive an **unexcused tardy**. If they fail to resolve the issue in a timely manner they may be given an **unexcused absence**. It is the student's responsibility to follow the dress code, if they have a question regarding their attire they need to check in with their dean before school to be sure they are within dress code.

Student attire must meet Laurelwood Academy Dress Code at all times. If a student is out of dress code they will not be available to participate in school programming or functions until the issue is resolved. The Deans are the final authority on questions regarding dress. If in doubt, questions on specific clothing articles should be brought to the Deans.

SOCIAL GUIDELINES

SOCIAL ACTIVITIES

Laurelwood Academy encourages the development of many close and lasting friendships through participation in a wide variety of group settings. Students are actively involved in planning social activities for recreation and social development. Students who learn to be sociable, kind, and courteous will discover that "... the proper cultivation of the social elements... brings us into sympathy with our brethren, and affords us happiness in our efforts to bless others" (PP 540).

SOCIAL EXPECTATIONS

1. A "hands off" policy between the sexes is expected.
2. In all activities, students are expected to remain with the group.
3. A staff member is to be present at all mixed group activities.

SOCIAL RELATIONSHIPS

While group activities are planned for social interaction, students attending Laurelwood Academy are **asked not to form "exclusive" relationships**.

While young men and women associate together and occasionally become

interested in one another, students are requested to maintain a wide variety of friendships during their academy years. The focusing of time, attention, and emotional energy on only one person of the opposite sex is strongly discouraged because the usual round of “dating activities” or the forming of “couples” are detrimental to the long range success of each student and are not a part of this school’s program. A student considering admission to Laurelwood Academy can expect to develop social skills and valued life-long friendships, but should **seek to understand that at this point in their life the formation of exclusive relationships is not in their best interest and is not a part of our school program.**

SOCIAL GUIDANCE

When a particular relationship begins to become exclusive, staff will seek to understand the nature of the friendship. Students will be asked to prayerfully consider and cooperate with the guidance and recommendations. Additional decisions will be considered on an individual basis.

INDICATORS OF AN EXCLUSIVE RELATIONSHIP

1. Demonstrating physical displays of affection.
2. Interference with work responsibilities, talking directly or on the phone with the friend during work time rather than working, or showing up late to work because of the “friend,” etc.
3. Interference with studies, frequently talking on the phone, or being generally preoccupied with the “friend.”
4. Violating, ignoring, or “going around” school policies; out after curfew, off-campus together without full authorization.
5. Forming an almost exclusive attachment to a single member of the opposite sex, very seldom associating with other members of the opposite sex.
6. Using emotional pressure or manipulation in order to retain the special friend, revealing a hurtful expression of jealousy or possessiveness, and thus limit free access to them by other students who wish to be friends.
7. Being acknowledged or perceived as a “couple” by other students, so that the terminology such as “going together,” “breaking up,” and “dating” are relevant.

CHAPERONS

Laurelwood Academy accepts the responsibility of maintaining and strengthening the reputation of the students placed in its charge. In activities involving mixed groups, chaperons will be provided. During the hours of night traveling, a chaperon or driver will ask for separate seating arrangements with mixed groups.

SPIRIT OF PROPHECY COUNSEL ON SOCIAL RELATIONS

Laurelwood Academy believes that the writings of Ellen G. White concerning social relations provides sound counsel and should be given close study. Students and parents are encouraged to read together the sections in Messages to Young People entitled, “Social Relations and Courtship and Marriage” (403-464).

VILLAGE STUDENT INFORMATION

INTRODUCTION

Life may take on new challenges for village students as they seek to blend home life requirements with those of the busy academy program. Village students are encouraged to participate in campus activities so that they will get the greatest reward from the program. Please remember that while on campus, village students are also directly answerable to school rules and to all staff. Please seek to cooperate and understand your unique role as a village student.

SICK LIST

If a village student wakes up sick, their parent should report to the Registrar’s Office **prior** to the beginning of classes. If a student becomes ill during the day, the student must report either to the school nurse or dean who will then report this information to the Registrar’s Office. **Once a student is on the sick list they must remain on the list for the remainder of the day, or absences will not be excused.** Exceptions must be made by the parent, dean, or school nurse, and will depend on the nature of the illness.

CLOSED CAMPUS

Village students should be aware that campus is closed when there are no scheduled school-wide activities taking place. They are free to attend worships and study or visit in the residence, but should receive permission from the dean. Other exceptions must be cleared with the dean.

RESIDENCE STUDENT INFORMATION

INTRODUCTION

Group-living situations provide excellent opportunities for practicing personal courtesy, living cooperatively, learning how to respect others' needs, and acquiring social skills. Residence policies are set up to facilitate these opportunities. All students should foster an attitude of respect for the privacy, personal feelings, and personal property of those who share their residence.

SIGNING OUT

Deans have the responsibility of knowing the whereabouts of the students in their charge. Students are requested to **sign out whenever leaving the residence for unscheduled campus activities**. Students must **obtain permission from the dean and then sign out for all off campus activities**.

UNAUTHORIZED RESIDENCE VISITS

No members of the opposite sex are allowed in residence rooms unless they have received specific permission from the dean on duty and are chaperoned.

HOME LEAVES AND VACATIONS

A yearly calendar is provided to assist each family in their efforts to coordinate with the school activities, home leaves, and vacations. **All residence students are required to complete these steps for all unscheduled campus leaves:**

1. Have the cafeteria and work supervisors sign the leave slip indicating proper arrangements have been made.
2. Submit a completed leave request to the dean by **Tuesday A.M.**
3. Students wishing to leave campus as a group (whether same or mixed gender) must individually submit a leave request by **Tuesday A.M.** An **invitation to the host house** and **permission from all involved parents** must accompany all group leave requests. (Failure to complete these steps will cause delays or cancellation of the plans.)

Steps 2 and 3 must be completed for both scheduled and unscheduled campus leaves.

All students must plan to leave campus during scheduled home leaves and vacations unless industry requires their assistance. Parents are responsible to find a place for their child to go during these times and for their transportation. Transportation schedules should be adjusted to avoid leaving before, or returning after, the times given in the calendar. Residence students planning to carpool should refer to the "Student Vehicle" section for details.

Classes frequently have exams, tests, or quizzes immediately preceding leaves, and leaving early places an undue hardship on both students and teachers. If an emergency situation arises which requires the student to leave early, or to take an unscheduled leave, parents are requested to make arrangements directly with the residence dean. Home leaves will begin when the last scheduled class and all lunch duties are completed. Leaving early is discouraged due to disruption to classes, campus work, and the consequential tuition reductions to families.

Home leaves and vacations end on Sunday afternoon. The residences will open for students at 4:00 p.m. Any student needing to return before 4 p.m. must make arrangements with the dean. All students are to be checked into their respective residence by 8:00 p.m. As students return to campus, please be aware that all campus policies continue to apply. Students are responsible for their Sunday evening meals, as the cafeteria is closed until breakfast time Monday morning.

HOME LEAVES FOR INTERNATIONAL STUDENTS

Parents of international students are asked to make arrangements for

their child's accommodations as part of their registration planning prior to their arrival at Laurelwood. It is strongly encouraged that parents establish a temporary guardian or host family who can grant the necessary permission for home leaves and vacation times in their absences.

TRANSPORTATION FOR AIRPORT, TRAIN OR BUS STATIONS

All home leave and vacation travel is the responsibility of the parents. Assistance with transportation to and from the **Eugene, Oregon** airport, train station, or bus station should be arranged with the dean. Students or parents are requested to plan in advance for the payment of the following fees:

- \$30.00 -to and from the Eugene airport
- \$20.00 -to and from the train or bus stations
- \$.50 per mile -for special personal transportation (minimum charge of \$30.00)

CLOSED CAMPUS

Laurelwood Academy operates a "closed campus." This means that a residence student may not leave the campus for any reason without specific permission from the dean.

If a student leaves campus without permission, endeavors will be made to locate them. If they cannot be found, the parents will be notified and the school cannot then assume further responsibility for the student. Obtaining permission first and then signing out of the residences will generally eliminate problems.

SICK LIST

If a residence student wakes up sick, they **must report to the dean prior to the beginning of classes** and the dean will notify the Registrar's Office. Further follow-up may be suggested with the school nurse. If a student becomes ill during the day, the student must report either to the dean on duty or to the school nurse, who will then notify the Registrar's Office. **Once a student is on the sick list they must remain on the list for the remainder of the day, or absences will not be excused.** Exceptions must be made with the dean or nurse and will depend on the nature of the illness.

ROOMMATES

While efforts will be made to accommodate student's wishes, deans have the final word for the assignment and change of roommates. A student may be able to room by themselves if sufficient space is available.

ROOM CHECK

The dean will schedule room checks on a regular basis throughout the week. Rooms are **expected** to be cleaned daily, and left clean even if students are checked out for the week-end. On Fridays, room checks will take place within an hour of sundown.

ROOM FURNISHINGS

Since students' rooms reflect the character of the residents, décor should always reflect high Christian standards by being neat, orderly, and clean. **The student is responsible for the furnishings, care, and condition of the room. No nails or other objects should be driven into the walls or doors.** Students are required to submit a refundable deposit of \$100 to the business office at the time of registration to cover any extra cleaning or damage costs. Additional damage fees or fines may apply. Students will be held responsible for damages to the room or the furnishings.

MAIL

Mail is delivered Monday-Friday, and will be available to the students in their residence. Out-going mail can be sent from the school office.

LAUNDRY

The academy provides, as part of the entrance fee, washers and dryers in each residence for student use. Dry cleaning needs can be cared for in the nearby town at the student's expense.

As a sign of reverence and respect for our Creator, laundry is **NOT** to be done during the Sabbath hours. **Please do not start a load within three hours of Sabbath beginning.**

PETS

There is no provision for keeping pets in residence hall rooms. Occasionally fish or birds are allowed. Students should discuss these possibilities with their dean **before** bringing any pet to campus.

SUGGESTED ITEMS TO BRING

Personal Bible
Exhaustive Bible Concordance (Strong's or Young's)
Conflict of the Ages Series - E. G. White
Messages to Young People - E. G. White
Steps to Christ - E. G. White
Webster's Dictionary
Alarm clock
Bedspread
Blankets(2-3), sheets(2 pair), pillow and pillow cases, mattress cover
(all for twin size)
Book bag or back-pack
Camping gear - sleeping bag, water bottle, mess kit, warm clothes
Cleaning supplies
Clothes hangers
Desk lamp
Flashlight
Flip Flops for showers
Hat for work in sun
Hiking boots
Laundry bag
Mending kit
Personal Tools
Raincoat and rubber mud boots
Towels and washcloths

ITEMS NOT TO BRING

Caffeinated drinks
Candles
Electric blankets, heaters, clothing iron, or heating pad
Fireworks

Hot plates
Incense
Knives with blades longer than 4 or 5 inches (includes swords)
Lights, Christmas-type
Matches
Microwaves
Novels
Oil lamps
Refrigerators

RELIGIOUS ACTIVITIES

The seventh-day Sabbath is observed at Laurelwood and is a day of worship established by God and set apart by our use of time, our thoughts, conduct, and dress. Students are actively involved in planning and conducting worships and religious outreach activities on Sabbath as well as during the week. At **all** worship services and group meetings, students are asked to arrive on time and endeavor to remain seated **during the entire service**.

SABBATH PREPARATION

Students should plan in advance to have their rooms clean and domestic activities finished before Friday evening sunset. Recreation and other secular activities should cease at least **1½ hours before sunset** on Friday afternoon to show respect for the Creator. During any personal leisure time, students are encouraged to select meaningful activity.

PERSONAL DEVOTIONS

Everyone is strongly encouraged to schedule time **each morning** for personal study and prayer. A diligent effort to daily guard and use this time will prove the secret to developing a vibrant and meaningful friendship with Jesus.

STUDENT OUTREACH LEADERSHIP

A Religious Activity Committee plans and looks for ways to share the good news of Jesus Christ. Students are involved in the planning and

implementation of a wide variety of outreach options and activities.

GROUP WORSHIPS

Morning and evening worships are conducted daily. Students frequently plan and lead these worships. Prayer groups, Bible study groups, and other informal student groups are actively encouraged.

SABBATH SERVICES

Laurelwood Academy has chosen to attend and be involved with the local church's services, outreach, and activities, and does not have a campus church.

