

***Sunnydale  
Adventist  
Academy***

Student Handbook  
2017 – 2018

## ***Mission Statement***

Sunnydale Adventist Academy’s purpose is to fulfill the Gospel Commission while providing academic excellence.

*“Go throughout the whole world and preach the gospel to all people.” Mark 16:15*

## ***Purpose***

Sunnydale Adventist Academy, a Seventh-day Adventist secondary boarding school, seeks to provide a safe, Christian environment in which students may grow spiritually, intellectually, socially, and physically. Through Christ-centered teaching, Sunnydale educates students to choose service as a way of life and to be active members in God’s service.

## ***Philosophy***

Our goal is to team with the home and church in the salvation of young people. Our desire is to cultivate within each student a desire to worship God, to be a contributing member of society, and to serve humanity in the Great Gospel Commission.

*“Every human being, created in the image of God, is endowed with a power akin to that of the Creator – individuality, power to think and to do. The people in whom this power is developed are the people who bear responsibilities, who are leaders in enterprise, and who influence character. It is the work of true education to develop this power, to train the youth to be thinkers, and not mere reflectors of other men’s thought.” (Education, pg 17)*

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## ***Sunnydale Adventist Academy***

6818 Audrain Road 9139  
Centralia, Missouri 65240-9401

Phone: (573) 682-2164  
Web site: [www.sunnydale.org](http://www.sunnydale.org)

Fax: (573) 682-3136  
E-mail: [info@sunnydale.org](mailto:info@sunnydale.org)

Sunnydale Adventist Academy is a (co-educational) secondary boarding school, operated by the Iowa-Missouri Conference of Seventh-day Adventist.

### ***Administrative Office Hours***

Monday – Friday: 8:00 am – 4:30 pm

Summer Hours 8:00 am – 4:00 pm

### ***Accreditation***

Sunnydale Adventist Academy is accredited by:

*The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities  
National Council for Private School Accreditation  
Middle States Association of Colleges and Schools*

### ***Sunnydale Adventist Academy Operating Board***

Elder Dean Coridan, Chairman

Mr. Gary Russell, Secretary

Dr. Joe Allison

Mr. Mike Bascom

Elder Eddie Cabrera

Mr. Randy Ferguson

Mrs. LouAnn Howard

Mrs. Rhonda Karr

Mrs. Nancy LaRocque

Elder David Lincoln

Mrs. Melissa Morris

Elder Ken Olin

Mrs. Shannon Peterson

Elder Lee Rochholz

Ms. Bette Rudig

Elder Jeremiah Smart

Mr. Dale Smith, Jr

Mr. John Stone

Pastor Mark Tagaloa

Elder Robert Wagley

Mrs. Jennifer Williams

## ***Faculty & Staff***

### ***Administrative***

Gary Russell.....Principal  
Randy Ferguson.....Vice-Principal  
Bette Rudig.....VP of Finance  
Kim Kelly.....Administrative Assistant  
Laurie Russell .....Finance Assistant

### ***Deans***

Sandy Eisele.....Girls' Dean  
Kayla Randolph .....Asst Girls' Dean  
Edy Infante .....Boys' Dean  
Chase Shireman .....Asst Boys' Dean

### ***Instructional***

.....Yearbook  
Abraham Navarro.....ESL / Foreign Language  
Alex Brown .....Social Studies  
Amanda Sigsworth .....Math  
Carolyn Ferguson .....Freshman Seminar  
Chase Shireman .....Math  
Chris Rosado.....PE / Gymnastics / Health  
Dana Villarroel .....Music  
Edy Infante .....Life Skills 1  
Jim Goodchild.....Physics / Science  
Randy Ferguson.....Government / Personal Finance  
Ric Meyerpeter .....Religion  
Sandy Eisele.....Life Skills 1  
Sarah Navarro .....English

### ***Department Directors***

Becky Needles.....Nurse  
Gary Patterson .....Food Service  
Jerry Martin.....Greenhouses  
Mike Needles .....CROSS (Community Outreach / Missions)  
Ruby Hass.....Library  
Russell Haveman .....Maintenance

### ***Support Staff***

Arlene Saville.....Food Service  
Carma Greenwood.....CROSS (Community Outreach)  
Michael Patterson.....Food Service  
Shorty Hass .....Grounds / Vehicle Maintenance

## **Telephone Numbers**

Main number: (573) 682-2164 (extension numbers may be dialed during automated message)

### **Administrative Extensions**

Gary Russell, <i>Principal</i> .....	201	grussell@sunnydale.org
Randy Ferguson, <i>Vice-Principal</i> .....	204	rferguson@sunnydale.org
Bette Rudig, <i>VP of Finance</i> .....	203	brudig@sunnydale.org
Kim Kelly, <i>Administrative Assistant</i> .....	200	kkelly@sunnydale.org
Laurie Russell, <i>Finance Assistant</i> .....	202	lrussell@sunnydale.org

### **Dormitory Extensions**

Edy Infante, <i>Boys' Dean</i> .....	237	einfante@sunnydale.org
Chase Shireman, <i>Asst Boys' Dean</i> .....	237	cshireman@sunnydale.org
Boys' Dorm lobby phone.....	219	
Boys' Dean on duty (cell) .....	(573) 999-7730	
Sandy Eisele, <i>Girls' Dean</i> .....	241	seisele@sunnydale.org
Kayla Randolph, <i>Asst Girls' Dean</i> .....	241	krandolph@sunnydale.org
Girls' Dorm lobby phone.....	221	
Girls' Dean on duty (cell).....	(573) 999-2238	

### **Instructional Staff**

Abraham Navarro.....	205	anavarro@sunnydale.org
Alex Brown .....	209	abrown@sunnydale.org
Amanda Sigsworth .....	212	asigsworth@sunnydale.org
Chase Shireman .....	237	cshireman@sunnydale.org
Chris Rosado.....	215	crosado@sunnydale.org
Dana Villarroel .....	216	dvillarroel@sunnydale.org
Jim Goodchild.....	214	jgoodchild@sunnydale.org
Ric Meyerpeter .....	211	rmeyerpeter@sunnydale.org
Sarah Navarro .....	217	snavarro@sunnydale.org

### **Staff & Volunteers**

Arlene Saville, Cafe .....	245	asaville@sunnydale.org
Jerry Martin, Greenhouses .....	232	martin@sunnydale.org
Becky Needles, Nurse .....	200	nurse@sunnydale.org
Gary Patterson, Café Director.....	222	gpatterson@sunnydale.org
Michael Patterson, Cafe.....	245	mpatterson@sunnydale.org
Mike Needles, CROSS.....	213	mneedles@sunnydale.org
Ruby Hass, Library.....	207	rhass@sunnydale.org
Russell Haveman, Maintenance Director .....	200	rhaveman@sunnydale.org
Shorty Hass, Maintenance & Grounds.....	200	
Rick & Marsha Stout, Girls' Basketball.....	200	

## ***Admission to Sunnydale Adventist Academy***

When a student enrolls at Sunnydale they become a representative for Sunnydale Adventist Academy. The student's life style choices are to be in harmony with Seventh-day Adventist/Christian principles. By enrolling at Sunnydale, the student is agreeing to follow and cooperate with Sunnydale's standards and regulations.

Sunnydale does not discriminate on the basis of race, color, or national origin in administration of its educational policies, admission policies, and other school administered programs.

Sunnydale is authorized under Federal law to enroll international students. An international student needs to complete the steps to enrollment and receive an I-20 from Sunnydale, then apply with the proper authorities to receive an F-1 student status before registering for classes.

### ***Steps to Enrollment***

1. Obtain an application packet from Sunnydale or download the application and recommendation forms from [www.sunnydale.org](http://www.sunnydale.org).
2. Submit an application form.
3. Ensure Sunnydale receives three recommendation forms from:
  - a. Teacher of applicant (from last school attended)
  - b. Pastor / Sabbath School Teacher / Pathfinder Leader
  - c. Employer / Adult family friend (non-relative)
4. When an application, recommendation forms, and transcript (for grades 10-12) are on file, then the admissions committee will review the applicants file and render a decision.
5. Paperwork that needs to be completed before or on registration day:
  - a. Sunnydale consent for medical treatment form signed by parent/guardian
  - b. Photo copy of medical insurance cards
  - c. Updated immunization records or signed exemption forms  
must be on file in order for a student to attend class  
(Missouri Revised Statutes, Chapter 210, Section 210.003)
  - d. Current student physical examination (within 90 days of school starting)
  - e. Health Assessment form
  - f. Financial agreement forms
6. Applicant must complete the admissions process before registering for classes.

## ***General Information***

Sunnydale Adventist Academy, a co-educational boarding secondary school, operated by the Iowa-Missouri Conference of Seventh-day Adventist, opened to students in 1946. Sunnydale provides a comprehensive educational program that includes spiritual, academic, and social development.

*Plans to establish a boarding academy were laid at a business meeting held in Jefferson City, Missouri, in 1945. The desire for a rural location where agriculture might furnish training and employment for students, and an invitation from the Centralia chamber of Commerce, prompted the committee of 18, under the chairmanship of G. E. Hutches, to investigate the Centralia area. The committee closed a deal with A. Bishop Chance, founder of A. B. Chance Company of Centralia, to purchase his farm with equipment and livestock on October 18, 1945. After the erection of two three-story, red brick dormitories, Sunnydale Academy opened on September 30, 1946, with Harvey C. Hartman as the first principal and an enrollment of 125. The administrative offices and classrooms were in the farm house and the hayloft of the barn was used for assembly and recreation purposes.*

### ***Spiritual***

Spreading the Gospel Message is a priority at Sunnydale Adventist Academy. Witnessing activities provide opportunities for spiritual growth. Daily and Sabbath worship services provide a foundation for a spiritual environment. Students are encouraged to actively participate in spiritual programs and may take part in outreach activities.

### ***Intellectual***

Scholastically, Sunnydale offers College Preparatory Diploma and an Honors Certificate. Students are encouraged to excel in studies that will form the basis for successful performance in college and life.

### ***Life Skills***

Sunnydale offers a Life Skills curriculum for students to develop Biblically based decision making, interpersonal relationships, and work ethics. The Life Skills is designed to prepare student to be successful in their post-secondary life.

### ***Student Handbook***

Sunnydale reserves the right to make changes, additions, or deletions to the rules, regulations, and policies contained in the student handbook in order to serve the best interest of the school, its students, and its standards. Sunnydale Adventist Academy reserves the right to add and/or withdraw courses, alter course content, change the calendar, and to impose or increase fees.

## ***Social and Recreation***

Social life is a very important part of a student's academy experience. Campus and dormitory life is a memorable experience for Sunnydale students. Lifelong friendships are developed through social events, recreational times, dorm life, outreach/mission trips, school trips, and visiting with friends. The Associated Student Body officers take a leading role in planning the social events for the school year including the Weekend Retreat, Banquet, Spring Picnic, Saturday Night Activities, and School Spirit Days. Recreation periods provide time for exercise within the intramural program. Students may participate in a variety of sports such as flag football, soccer, volleyball, basketball, floor hockey, and softball.

## ***Private Property***

Sunnydale Adventist Academy is **private property**.

Guests need to comply with the following guidelines:

1. Check in with:
  - a. The administrative office during regular office hours (see pg 2)
  - b. A dean on duty when administrative office is closed
2. Park in the main parking lot (between gym & library)
3. Follow Sunnydale policies and regulations

If an administrator deems that a guest is interfering with the school program, the guest will be asked to leave.

Suggested visitation times for non-family members:

Monday – Thursday .....supper – 8pm

Friday – Sunday.....arrangement with the respective dean on duty

\*Friday evening vespers and Saturday worship services are open to guests

## ***Copyright / Photographs***

Sunnydale Adventist Academy owns the copyright to all works created by students in the course of their studies at Sunnydale Adventist Academy. Including the exclusive right to publish, reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproductions, distribution, performance, or display by others. Sunnydale takes photographs, video, and other likenesses of students participating in educational, work-related, missions, and extracurricular activities. Sunnydale reserves the right to use photographs, videos, and other likenesses of students in its displays, publications, promotional materials, school social media accounts, and on Sunnydale's website.

## ***Asbestos Notification***

Sunnydale Adventist Academy is required by law to make notification that it has asbestos on the campus which is managed under an approved asbestos management plan that is on file in the business office. The containment and management of the asbestos poses no health threat to the students or staff. Contact the administrative office with any questions.



## ***Academic Information***

*The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good and beautiful. (E.G. White, Education)*

### ***Description of Credit***

Credits are based on the Carnegie unit. One Carnegie unit is given for a class that meets a minimum of 200 minutes per week for two semesters.

### ***Course Descriptions***

## ***English***

### ***English I***

*1 credit*

This course is a study of language structure and usage, paragraph development, short story, drama, poetry, the novel, public speaking, and writing skills.

### ***English II***

*1 credit*

This course is a study of correct grammar and punctuation usage in preparation for technical and creative writing. Public speaking and writing skills are advanced. World literature is studied.

### ***English III***

*1 credit*

This course is a study of the major periods of American literature. Students are encouraged to develop self-expression through composition of both poetry and prose. Research skills are introduced and students are encouraged to develop the ability to analyze and critique literature.

### ***English IV***

*1 credit*

This course is a study of writing, covering the areas of analysis, research, comparison, and persuasion. English literature is combined with vocabulary and writing in preparing the student for a working knowledge of English in higher education and the work place.

## ***Fine Arts***

### ***Art***

*½ credit*

This course is the study of basic drawing and painting.

### ***Concert Band***

*½ credit*

This course is a performance based class. The students will work together as a team to learn music that will be performed on and off campus. Students will be required to purchase a uniform. Enrollment is by audition.

### ***Chorale***

*½ credit*

This course is a performance based class. The students will work together as a team to learn music that will be performed on and off campus. Students will be required to purchase a uniform. Enrollment is by audition.

### ***Hand Bell Choir***

*½ credit*

This course is a performance based class. The students will work together as a team to learn music that will be performed on and off campus. Enrollment is by audition.

### ***Private Lessons***

Private lessons are available for a per semester fee. Lessons are available for piano, instruments, guitar, and voice.

*Academic credit for performance based courses will not be given to a student who drops the class prior to the final group performance during second semester of each year.*

## ***Foreign Language***

### ***Rosetta Stone on-line school program***

*1 credit*

This program offers the student six languages to choose from, Arabic, French, Italian, Japanese, Mandarin, or Spanish. This course includes classroom activities in addition to the on-line curriculum.

# ***Mathematics***

## ***Pre-Algebra***

*1 credit*

This course is a study of the basic concepts of mathematics to prepare the student for the three year sequence of Algebra 1, Geometry, and Algebra 2.

## ***Algebra I***

*1 credit*

This course is a study of solving and graphing linear inequalities, systems of linear equations, exponents, quadratic equations, polynomials and factoring, rational equations and functions, radicals, and connections to Geometry.

## ***Geometry***

*1 credit*

This course is a study of the different shapes that exist in our physical environment, the relationship between them, their measurement, and the ability to reason logically as practiced in the proof of geometric theorems. Geometry builds a foundation for Algebra II and Pre-Calculus classes.

## ***Algebra II***

*1 credit*

This course is a study of polynomials, exponents, matrices, functions, introduction to trigonometry, and the extension of the number system to the complex numbers. It covers the graphing of systems of linear equations, inequalities, absolute values, quadratics, and other polynomials.

## ***Pre-Calculus with Limits***

*1 credit*

This course is a study of real and complex numbers, exponential and logarithmic functions, conic sections, and trigonometry. It covers graphing of polynomials and trigonometric functions.

## ***Physical Education***

### ***Gymnastics***

*½ credit*

This course is designed for students with a previous background in gymnastics or students who adapt quickly to gymnastic skills. The gymnastics team is a performance based group. The team provides gymnastic clinics to elementary students on and off campus each year. The yearly fee covers uniform cost and equipment maintenance. Enrollment is by tryout.

*Academic credit for performance based courses will not be given to a student who drops the class prior to the final group performance during second semester of each year.*

### ***Health***

*½ credit*

This course is a study of the principles of health and their meaning to the individual. Biblical principles, writings of Ellen G. White and current advances in healthful living are included in the Health curriculum.

### ***Physical Education I***

*½ credit*

This course is a study of the rules and fundamental skills of team sports.

### ***Physical Education II***

*½ credit*

This course is a study of personal fitness, weight training, and individual/small group sports.

### ***Physical Education III & IV***

*½ credit*

These courses focus on developing a personal fitness program that encourages a lifetime fitness habit.

## ***Practical Arts***

### ***Freshman Seminar***

*½ credit*

This course is the study of time management, study skills, and classroom behavior. Time is also given for students to work on their other class assignments or study for their other classes.

### ***Life Skills 1& 2***

*½ credit*

These courses will be taught in the 9<sup>th</sup> & 10<sup>th</sup> grade years. The curriculum will include classroom and/or experiences in personal care, interpersonal relationships, work skills, career exploration, foods, cooking, gardening, home-care, and community outreach.

### ***Life Skills Practicum***

*½ credit*

These courses will be a work simulation class in the 11<sup>th</sup> & 12<sup>th</sup> grade years. The curriculum will include job application, interview process, and internship. The goals of this class are to develop in the student personal responsibility, priority setting skills, communication skills, and work ethic that prepares the student to be a productive citizen.

### ***Microsoft Office***

*½ credit*

This course is the study of the Microsoft Office Suite. It provides a working knowledge of the basic and intermediate skills for Word, Excel, and PowerPoint.

### ***Yearbook***

*½ credit*

This course is the study of creating a school yearbook. The student will be involved with design, writing, editing, or advertising. The yearbook is created and designed using computer software with on-line submission to the publishing company. Enrollment is limited.

## ***Religion***

### ***Bible 1***

*1 credit*

This course is a study of the Bible books Genesis and Matthew, with a general overview of the Old and New Testaments.

### ***Bible 2***

*1 credit*

This course is a study of the Old Testament theme of redemption, the book of Acts, and the development of the Christian church through the Second Coming of Jesus.

### ***Bible 3***

*1 credit*

This course is a study of Bible books Daniel, Revelation, and Romans. Additional topics studied include the distinctive message of the Seventh-day Adventist church, relationships, friendships, dating, and courtship.

### ***Bible 4***

*1 credit*

This course is a study of Bible books John and Hebrews. Additional topics that are studied include world views, world religions, marriage and family, life philosophy, and moral issues.

## ***CROSS Training Program***

This program is designed to teach and train students how to share their faith. The acronym stands for **C**hristians **R**eaching **O**ut to **S**ave **S**ouls. The curriculum has a combination of classroom instruction and hands on experience. Students are encouraged and nurtured within their spiritual gifts.

### ***Public Evangelism***

Students will prepare for, engage in, and follow up a public evangelistic campaign. They will learn the public evangelism process and participate in a spring evangelistic campaign.

### ***Personal Evangelism***

Students will be trained for one-on-one witnessing and leading out in a small group ministry. Special attention will be given on how to share a Bible study.

### ***Church Ministry***

Students will train for ministries within the Seventh-day Adventist church. They will learn how to greet, teach a Sabbath school lesson, lead worship, tell an effective children's story, and other church duties. They will learn the role of an elder, deacon, deaconess, and other leadership positions.

## ***Science***

### ***Anatomy and Physiology***

*1 credit*

This course is the study of the human body and how it functions. Anatomy focuses on the names and identification of the physical structures making up the various systems of the body. Physiology is the study of the chemical and biological processes that explain how the various parts carry out their functions in maintaining a healthy, well-functioning body. This is a college preparatory course requiring approval by the Registrar for enrollment.

### ***Biology (lab course)***

*1 credit*

This course is the study of living organisms and a survey of field biology. Basic functions of cells, genetics and a survey of the animal kingdom, evolution vs creation, and environmental issues will be studied.

### ***Chemistry (lab course)***

*1 credit*

This course is the study of matter, the way that it behaves, and how our lives are affected by the use and misuse of chemicals. Learning chemical names and formulas, mechanisms of bonding between chemicals, writing, balancing and using chemical equations to describe chemical activity, studying the states of matter, and an introduction to organic chemistry will prepare students for future careers in science or the medical fields.

### ***Physics***

*1 credit*

This course is an introduction to the general concepts of physics. Physics principles are applied to students' personal experiences, so they may learn to see physics not as a classroom or laboratory activity, but as a part of their everyday life. Scientific evidences of God's existence and power in the natural world are revealed.

## ***Social Studies***

### ***Personal Finance***

*½ credit*

This course is a study in how to manage personal finances now and in the future. The course helps students realize that they are already making financial decisions and shows them how their decisions affect their future.

### ***United States Government***

*½ credit*

This course is a study of the background, origins, development, and operation of the government of the United States of America. This course begins with an introduction to modern political philosophy, then deals with political participation and the Constitution. Students explore the three branches of the Federal Government. A unit on civil liberties emphasizes First Amendment rights.

### ***United States History***

*1 credit*

This course is a study of the pre-colonial times to the present. Students will look at the ideas, trends, events, and leaders in political, military, social, cultural, and religious history. They will consider the relevance of history to the present and future, recognizing the contributions of a wide variety of cultures in the American experience.

### ***World Geography***

*1 credit*

This course is a study of the countries and customs that make up our world.

### ***World History***

*1 credit*

This course is a study of the past, considering the origin and growth of Western civilization and its place in the world. Special emphasis is placed on the origin and development of Christianity, and its role in shaping history.



## Course Offerings

### English

English I .....	1
English II .....	1
English III .....	1
English IV .....	1

### Fine Arts

Art .....	½
Concert Band .....	½
Chorale.....	½
Hand Bell Choir .....	½
Yearbook.....	½

### Foreign Language

Arabic.....	1
French.....	1
Italian.....	1
Japanese .....	1
Mandarin .....	1
Spanish.....	1

### Mathematics

*Pre-Algebra .....	1
Algebra I .....	1
Geometry .....	1
Algebra II .....	1
Pre-Calculus .....	1

### Physical Education

Gymnastics.....	½
Health.....	½
PE I .....	½
PE II .....	½
PE .....	½

### Practical Arts

Freshmen Seminar.....	½
Life Skills 1 .....	½
Life Skills 2 .....	½
Life Skills Practicum .....	½
MS Office .....	½

### Religion

Bible 1 .....	1
Bible 2 .....	1
Bible 3 .....	1
Bible 4 .....	1

### Science

Biology .....	1
Chemistry.....	1
Anatomy & Physiology.....	1
Physics.....	1

### Social Studies

Personal Finance.....	½
U.S. Government .....	½
U.S. History .....	1
World Geography .....	1
World History.....	1

\* Does not count towards Graduation Requirements.

## Class Load

- 6 to 7 Carnegie units per year is considered a regular class load
- A 9<sup>th</sup> or 10<sup>th</sup> grade student's class load of more than 7 credits must be approved by the Sunnydale Administration
- An 11<sup>th</sup> or 12<sup>th</sup> grade student's class load of less than 6 credits or more than 8 credits must be approved by the Sunnydale Administration

*An elective class with fewer than 5 students enrolled will be reviewed by the administration to determine if the class will be offered.*

## ***Class Placement***

The following number of credit hours determines a student's class status:

Freshman	0 – 5 hours
Sophomore	6 - 11 hours
Junior	12 - 17 hours
Senior	18 + hours

## ***Graduation Requirements***

**Diploma** (college preparatory)

<u>Subject</u>	<u>Credit</u>	<u>Subject</u>	<u>Credit</u>
English	4.0	Fine Arts	1.0
Math	3.0	Health	0.5
Religion	4.0	Physical Education	2.0
Science	3.0	Practical Arts	3.0
Social Studies	3.0	Electives	2.5
		Total	26

## ***Student Schedule Changes***

Changes to a student's class schedule may only take place by the approval of the Vice-Principal for Academics. When a student requests to drop a class, they must continue attending until their request is approved.

## ***Academic Acceleration***

A written request for acceleration, from a parent/guardian, must be turned into the Vice-Principal for Academics no later than first semester of the student's sophomore year. To be approved, the student must meet eligibility requirements in accordance with the Mid-America Union educational code 1499.

## ***Correspondence Courses / Transfer Credits***

Sunnydale reserves the right to **deny** the acceptance of home school, correspondence, or transfer credits. Sunnydale students who are planning on taking any course work through another institution must be pre-approved by the Vice-Principal for Academics.

## ***Grading Period***

Sunnydale operates on the semester system. Student academic progress may be monitored via the on-line student information system, RenWeb. Semester grade reports will be mailed after the end of each semester.

## ***Student Academics***

All students are expected to uphold Christian values in all aspects of their lives including academic work. When a student is discovered taking credit for work that is not reflective of their effort, credit may be withheld and disciplinary action may be taken at the discretion of school administration.

## ***Grades***

When a student's grade(s) falls below a C- they are subject to restrictions in their school program. Student grades are reviewed regularly by school administration. A student receiving an 'F' on a semester grade report will not receive credit for the class.

## ***Honor Roll***

Students will be listed on the Honor Roll when their cumulative GPA is a 3.50 or above.

## ***Graduation Honor Cords***

Honor cords will be given at graduation for the following academic achievement:

High Distinction (gold) .....3.75 – 4.00 GPA

Distinction (silver) .....3.50 – 3.74 GPA

## ***School Grading Scale***

<u>Letter</u>	<u>Percent</u>	<u>Grade Point</u>	<u>Letter</u>	<u>Percent</u>	<u>Grade Point</u>
A+	97 – 100+	4.00	C+	77 – 79	2.33
A	93 – 96	4.00	C	73 – 76	2.00
A-	90 – 92	3.67	C-	70 – 72	1.67
B+	87 – 89	3.33	D+	64 – 69	1.33
B	83 – 86	3.00	D	58 – 63	1.00
B-	80 – 82	2.67	D-	51 – 57	0.67
			F	0 – 50	0.00

## ***Testing***

Sunnydale administers standardized tests each year.

Freshmen	ITED (Iowa Test of Educational Development)
Sophomore	ITED (Iowa Test of Educational Development)
Juniors	ACT*, PSAT
Seniors	ACT*

\*ACT registration and payment of testing fees are the responsibility of the parent. The following information is needed to register a student for the ACT test:

Website: **[www.actstudent.org](http://www.actstudent.org)** High School #: **260-555** Test Center #: **179261**

## ***Student Records and Transcript***

Parents/guardians are entitled access to their student's school records upon written request. Request for a transcript should be submitted to the Registrar. Official transcripts will not be released until a student's bill is paid in full and is requested by another educational institution. Parents/guardians are not required to sign a release when records are sent from school to school.

## ***National Honor Society***

The National Honor Society (NHS) is an organization that promotes academic achievement and leadership, develops character, and encourages service to others. It is both an honor and responsibility for students to be invited to join the NHS.

Students who meet the following criteria will be invited to join the NHS:

1. Member of the Junior or Senior class
2. Cumulative GPA of at least 3.50
3. Participates with mission trips and/or community service projects
4. Maintains satisfactory citizenship

# ***Attendance Policy***

One of the factors considered in a school's accreditation is classroom instructional time. Based on the State of Missouri's Compulsory School Attendance law, *students are expected to maintain regular attendance*. Regular attendance is required to receive credit for classroom work and is a major factor in academic success. When a student maintains regular attendance they are developing a work ethic that benefits them as a contributing member of society.

A student is expected to be on time and prepared for each appointment within their schedule. Being punctual is a basic expectation every student needs to achieve for continuing enrollment at Sunnydale.

School assemblies and worship services are not part of the classroom attendance record. Being tardy or absent from assemblies or worship services without approval may result in a disciplinary action.

## ***Attendance Codes***

1. SA .....Excused Absence ~ student illness
2. MA.....Excused Absence ~ medical leave
3. A .....Un-excused ~ student was not in class
4. PA .....Un-excused ~ Personal Leave
5. DA .....Un-excused ~ Disciplinary Action
6. SF .....School Function ~ student not in class, attending approved function
7. T .....Tardy

## ***Loss of Class Credit***

When a student accumulates the equivalent of 5 class period absences in a class, the student's record will be reviewed to determine whether credit will be given.

## ***Tardy / Absent***

A student entering class late by 10 minutes or more will receive an absence for the class period. When late for class, students are expected to attend the remaining portion of the class period and to enter the class quietly without causing a distraction.

When a student is absent from school, the parent/guardian/dean is to communicate the reason for the absence to the administrative office. An absence is recorded '**A**', **Unexcused**, until the Attendance Officer verifies the reason for the absence.

## ***Personal Leave***

A student is given 2 Personal Leave absences per class per semester. A Personal Leave (**PA**) occurs when a student misses class for medical appointments, family vacations, early or late vacation leaves, funerals, weddings, college visits (during senior year), or other unexcused absences.

The student's parent/guardian must request a student Personal Leave day with the Sunnydale administrative office. The student's grade may be impacted, due to not being in class, or not being allowed to make up missed work. If the Personal Leave is approved by Sunnydale administration, the student may contact their teachers and make arrangements to make up missed work that is allowed by the teacher.

The parent/guardian is to communicate with the administrative office.

Phone Number: (573) 682-2164 ext 200

Email Address: [saa@sunnydale.org](mailto:saa@sunnydale.org)

## ***Missed Academic Assignments***

**SA & MA absences:** Class assignments missed are allowed to be made up with no penalty. The student is responsible to arrange and communicate with the teacher what class assignments need to be made up. Students need to stay current with their daily assignments while completing the missed assignments.

**SF:** The student is responsible to communicate with their teachers and complete the missed work in a timely manner.

**DA absences:** Class assignments missed will be allowed to be turned in. Grades may be penalized up to 10%.

# *School Guidelines*

## *Dress Code*

The clothes we wear make a visual statement that communicates a message to others. As parents and students plan for the student's wardrobe for worship services, classroom, work, and recreation, considerable thought should be given regarding appropriateness and modesty. Dress and appearance expectations at Sunnydale are based upon teaching students that one's dress is a presentation of our self and the organization that we represent. Sunnydale defines modestly dressed students as those who wear clothing which is not revealing, form fitting, or transparent.

## *Apparel Guidelines*

- **All clothing** must be in good repair, free of unapproved graphics or writing, and of the appropriate size and fit.
- **Front necklines** of shirts, tops, and dresses must be modest. The top is not revealing at any time while sitting, standing, leaning, or bending.
- **Pants & Shorts** need to fit properly at the waist line without revealing any undergarments and modest when sitting, walking, or bending.
- Appropriate **footwear** must be worn at all times.
- **Dresses** and **sleeveless tops** must cover the width of the shoulder and not be revealing. The dress or skirt length must be closer to the knee than farther away and modest when sitting, walking, or bending.
- **Headwear or hats** are **not** to be worn in the music building, library, computer lab, and administration buildings.
- **Jewelry** such as rings, bracelets, chains, earrings, and necklaces may **not** be worn. Items, if worn, will be confiscated and there is no guaranteed of the items being returned.
- The following articles of clothing are examples of styles that **ARE NOT** to be worn in public/out of the dorm: Slippers, pajamas (or look like pajamas), tank tops, undershirts, spaghetti strap tops, halter top, etc.
- **Some activities / Special events** may have specific dress codes that pertain only to the activity or event. Any questions concerning appropriate banquet attire should be clarified a minimum of one week prior to the event with the respective dean. The addition of a shawl to an outfit/dress will not make it approvable.

## *Appearance Guidelines*

- **Hair / Facial hair** is to be neat and clean with no extreme style. Hair color must be a natural color. Hair shall not be in the student's face.
- **Body piercing** is not allowed.
- **Tattoos** are not allowed. Tattoos acquired prior to enrolment must remain covered.
- **Nail polish & Cosmetics** shall have a natural appearance. Acceptable nail polish includes light pink or clear. Acceptable cosmetic colors include natural flesh tone colors that do not call attention to one's appearance.

***Classroom attire*** is to be worn during a student's classroom schedule.

- pants / jeans / shorts (Ladies may wear dresses or skirts)
- 0 - 3 button polo / button up shirt
- closed, toe and heel, shoes
- **No** recreational style of clothing or camouflage
- **No** t-shirts: any shirt that is cut like or resembles a t-shirt is inappropriate
- **No** holes or frayed hems
- Clothes must be modest and in good repair

**In addition to classroom attire**

- sweater / jacket / coat / Spartan hoodie

***Sabbath attire***

**Ladies**

- dresses
- blouses and skirts or dress slacks
- dress shoes
- dress style sweater, jacket, or coat

**Gentlemen**

- dress pants
- dress shirt (tie optional)
- suit jacket or sweater
- dress shoes and socks

***Cafeteria attire***

- Sabbath Lunch ~ Sabbath attire
- Clean and modest

***Hazing, Harassment, or Bullying***

Sunnydale is committed to providing a school environment free from hazing, harassment, or bullying for all students. Incidents of hazing, harassment, or bullying need to be reported in accordance with the following procedure, thereby allowing school authorities to take appropriate actions. Students, who haze, harass, or bully others are subject to discipline up to and including dismissal.

**Reporting Procedures**

Students who have experienced hazing, harassment, or bullying shall report the incident to any staff member or administrator. When reported to a staff member they are to immediately report to a school administrator.



## ***Cell Phones/Electronic Devices***

Students' device(s) must be registered with the school. A student's device is not to be a distraction or used without permission during classes. Sunnydale is not responsible for phone/data charges incurred by non-owner usage. Sunnydale recommends that a student doesn't allow another student to use their device(s). A student is allowed to have only one cell phone at school.

## ***Media***

Media includes, but is not limited to, social media, reading material, graphics, or music, and is to be in harmony with the standards of Sunnydale Adventist Academy.

## ***Technology***

The use of technology is part of the educational experience at Sunnydale. When using technology the student is responsible to uphold ethical and moral guidelines. This policy applies to school owned or personally owned equipment. The following unacceptable behaviors are examples of what a student is **NOT** to do:

- send or display offensive messages or pictures
- violate copyright laws
- trespass in others' folders, files, or work
- share personal information on-line
- download or install any software or videos without administrative permission

## ***Gymnasium***

Guidelines for gymnasium usage:

- No student is to be in the gym without staff supervision or authorization
- No student is to be on the stage unless authorized
- No outside food, drinks, candy, or gum is allowed
- Appropriate shoes must be worn for the activity
- No student is to be in the equipment room, storage areas, or office unless authorized
- Equipment is to be put away when finished using it
- No hanging on basketball rims

## ***Injuries***

All injuries must be reported to the supervising staff member immediately. If not under direct supervision, injuries must be immediately reported to a staff member or administrator.

## ***Campus Definitions***

- **Front Campus** ~ the area in front of the administration building between the dormitories
- **Main Campus** ~ includes the administration building, dormitories, music department, gymnasium, library/computer building, cafeteria, and the front campus area
- **Main Parking Lot** ~ the parking area between the gymnasium and the library/computer building
- **Boys' Dorm Lot** ~ the parking area between the boys' dorm and the computer lab
- **Girls' Dorm Lot** ~ the parking area north of the girls' dorm
- **Inner Loop** ~ the sidewalk that surrounds the front campus area and grass area between the church and cafeteria
- **Outer Loop** ~ the paved road that surrounds the church, boys' dormitory, library/computer building, music department, girls' dormitory, cafeteria, and the sidewalk that parallels Hwy 151
- **Off Campus** ~ any area not listed as part of the **Main Campus** including the elementary school, picnic shelter, athletic field, farm fields, creek, woods, faculty homes, church, conference center, maintenance buildings, bus barn, tractor shed, Sunnydale Industries, fire pit location, and Alliance Foam

## ***Personal Property***

Sunnydale is not responsible for personal property. Loss of personal property is the financial responsibility of the owner. It is a good idea for students to mark or etch their belongings for identification reasons. It is recommended that students keep no more than a small amount of cash in their possession. It is recommended that students use the student bank service that is available in the business office.

*Sunnydale reserves the right to search dormitory rooms, vehicles, backpacks, lockers, electronic devices, etc., if deemed necessary by the administration.*

## ***Closed Campus***

Sunnydale is a closed campus. Students are not allowed to leave campus without permission. Once a village student arrives on campus for work or academics they are not to leave campus until their daily schedule is finished, unless they receive permission from a school administrator.

## ***Vehicle Policy***

Driving a vehicle on campus is a privilege, not a right. Sunnydale is **not** responsible for the liability of vehicles while on Sunnydale property. The guidelines for maintaining the privilege of driving and parking on campus are:

- A Vehicle & Driver information sheet is on file in the administrative office.
- A student may not use their vehicle to be an errand person for another student.
- A copy of proof of insurance is on file in the administrative office.
- Vehicles are to be parked in the student's assigned school parking space on school days. They are to use the main parking lot when on campus outside of the regular school day.
- No loitering in or near the vehicle.
- Students must use school transportation to attend and participate with off campus school functions unless special permission is given by a school administrator.
- Dorm students are not to use their vehicles without special permission.

Any misuse of the vehicle, including running errands for another student, driving without authorization, transporting or storing contraband items, careless/reckless driving, or unauthorized transporting another student, may result in a loss of vehicle privileges.

## ***School Keys***

- Only authorized school keys may be in a student's possession
- There is to be **NO** duplication of school keys

## ***Village Students***

Students not living with their parents or legal guardians must live on campus in the appropriate dormitory unless they are approved to live with members of their immediate family in the community.

## ***Student Back Packs / School Books / Personal Belongings***

Items left in hallways, in front of the administration building, dormitories, library/computer building, gymnasium, music building, or unattended in a public place will be taken to the administrative office or the school lost and found located in the library. Items collected and turned into the office are subject to a fee or disciplinary action for their return. A student may sign up for a locker.

## ***Drug Testing***

Student drug testing may be required while enrolled at Sunnydale. By enrolling, parents/guardians and the student agree that the student will submit to a drug test if requested by the school administration for the purpose of alleviating suspicion of drug use.

## ***Social Relationships***

Sunnydale's goal is for students to develop wholesome social relationships. Building a network of friendships is rewarding in two ways:

1. When serving those around us we begin to do the work of Christ, the light of heaven will reveal to us the path that we should follow. With words of encouragement to the afflicted we will be encouraged. By helping others, we will be helped out of our difficulties. Joy takes the place of sadness and gloom. The heart, filled with the Spirit of God, glows with warmth toward every fellow being. (EGW, MS pg 116, 1902)
2. While serving others we develop life-long friendships that will last throughout eternity. Students are encouraged to form a wide circle of friendships rather than an exclusive relationship. The following guidelines have been established to assist students with the development of balanced social relationships:
  - The basic policy for all students is "hands off." No inappropriate physical contact.
  - Inappropriate contact by students includes, yet is not limited to, holding hands, body hugs, hugs for an extended time, arms around one another, kissing, or sitting on another's lap. Students sitting together shall sit up without leaning against each other.
  - Students are to be in supervised or approved areas.
  - During a student's free time, they are restricted from: visiting another student's class or escorting a student from class to class.

Students who choose to disregard the above policies will be disciplined.

## ***Suspension***

The Discipline committee and school administration is empowered to suspend students from school.

# ***Dormitory Guidelines***

## ***Dormitory***

Students come from differing backgrounds and with a variety of personalities. Guidelines are needed in order for dorm life to run smoothly. Please talk to a dean rather than disregard any guidelines that you feel are unreasonable or unsure of.

In an **emergency**, to contact a dean, call:

Dean on Duty:	Boys' Dean	(573) 999 – 7730	cell phone
	Girls' Dean	(573) 999 – 2238	cell phone

Principal	Cell	(573) 823 – 6587
Vice-Principal	Cell	(573) 356 – 1299

## ***Visitors***

Permission must be obtained from the dean if a visitor wishes to visit a student's room. The front lobbies are available in each dorm for visitation privileges. Overnight guests must make arrangements with the dean prior to the intended visit.

## ***Travel Plans***

When scheduling student travel, **PLEASE** verify the school's schedule and communicate the proposed itinerary with the **administrative office before** purchasing tickets.

## ***Dorm Hours***

Picking up or dropping off a student needs to happen during approved times. Please do not ask to pick up or drop off a student between 11:00 pm through 6:00 am. **The front doors of the dorms are locked and alarmed from 11:00 pm until 6:00 am.**

## ***Campus Leave***

A student must obtain permission for all campus leaves from the dean on duty.

## ***Overnight Leave***

- Overnight leave request form must be turned in to the student's dean.
- If a student is missing assigned duties or classes, final permission must be given by the administration.

## ***Medication (prescription or over the counter)***

All medications must be placed in the care of the appropriate dean. The dean on duty will hand out the medication at the appointed time(s). Over the counter medications will be given out by the nurse, deans, or administrative personal.

## ***Cell Phones***

Student cell phones must be registered with the school. Phones will be turned in at night at the scheduled time and may be picked up the next day from the dean on duty at the scheduled time. Sunnydale recommends that a student doesn't allow another student to use their cell phone. A student may only have one cell phone at Sunnydale.

## ***Key Policy***

- Lost key charge is \$25, plus re-keying charges if necessary.
- A room key may be worn around a student's neck on a school approved lanyard.

## ***Changes to Dormitory Rooms***

All changes or remodeling of a dorm room must be approved by the head dean. Damage or changes to the room will incur a fee for fixing and returning the room to its original state.

## ***Cleaning Supplies***

Each student is to provide their own cleaning supplies. A vacuum cleaner is available for student use per dormitory policy.

## ***Laundry***

Washers and dryers are available in each dormitory for student use per dormitory policy. Each student needs to supply their own HE soap, fabric softener, dryer sheets, etc.

## ***Electronic Devices***

- Personal gaming systems are not allowed at school.  
ie: xbox, playstation, cube, DS, etc
- Personal Hotspots are not allowed at Sunnydale.
- Stereo systems must be of a small personal style.  
ie: will fit within 18" deep x 24" wide x 24" high space
- Computers must be registered with the dean. The primary purpose of having a computer is for academic activity.
- Electronic devices must be registered with the dean, including but not limited to: iPads, iPods, cell phones, tablets, electronic readers

## ***Financial Information***

Sunnydale Adventist Academy and the Iowa-Missouri Conference of Seventh-day Adventist strive to be good stewards of the resources that God has given us. We desire to make available a Seventh-day Adventist education to all students from within our conference and neighboring conferences that no longer operate a boarding school. Through the cooperative effort of the family, the home church, the conference, and the school, a plan to attend Sunnydale is achieved for those who desire to be enrolled. The following is a general outline of the financial information and policies.

### ***Flat Rate Charges***

Dorm Student* .....	\$14,400
Village.....	\$ 9,100

**The following services are covered by the Flat Rate charge:**

Tuition	Room / Board*
Student Accident Insurance	School Nurse Care

### ***Other Fees (student fees that are additional charges during the year)***

Music groups:	Band/Choral/Strings \$80/year	Hand bells \$40/year
Music Lessons:	\$120/semester	
Gymnastics:	\$125/year	
Sports team:	\$50/sport (Soccer, Volleyball, Basketball)	

### ***Payments***

Sunnydale uses a monthly payment plan. Each billing will include the monthly flat rate charge, all miscellaneous charges\*, and payments. Payment is due by the last day of the month. Payments may be made by cash, check, automated withdrawals from your bank account, electronic check, credit card, or by the web based Adventist School Pay service found at [www.sunnydale.org](http://www.sunnydale.org).

\*miscellaneous charges may include, yet not limited to, medical appointments, prescriptions, music supplies, or transportation charges.

## ***Textbook Fee***

Textbooks are owned by Sunnydale. The cost to replace a textbook that is not returned or returned damaged beyond normal wear is the responsibility of the parent/guardian.

## ***Room and Board Charges***

Room and board charges are based on a flat rate plan for the school year. Dormitory rooms are assigned by the student's dean. Students will be held responsible for any damage beyond normal use.

## ***Dormitory Room Key***

**Keys** are not to be duplicated. If a room key is duplicated, the student will be charged a \$50 fee for re-keying the lock. Lost room keys will be replaced by the school and the student will be charged a \$25 lost key fee plus a \$50 re-keying charge when necessary.

## ***Home Leave Transportation***

Since space on some of the routes is limited, it is recommended to reserve a seat for home leave trips by the semester or for the whole year. **There is a fee charged and please plan to pay in advance.**

## ***Collection Policies***

The following statements give a general outline of the financial policies. Strict adherence to these guidelines is in the best interest of the student and the school.

- If there is an unpaid account from the previous year or from a sibling, a financial agreement must be approved by the VP of Finance in order for the student to enroll.
- Accounts that are 60 days past due will be reviewed by the school administration and if a revised financial agreement is unable to be reached then the student may be asked to withdraw from school.