

Sunnydale
Adventist
Academy

Student Handbook
2023 – 2024

Mission Statement

Sharing the Gospel Message through education

“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. Sunnydale’s mission is to prepare students to successfully travel along life’s journey by embracing the Gospel Commission.

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, page 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

E-mail: 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

Accreditation

Sunnydale Adventist Academy accreditation by:

*The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities
National Council for Private School Accreditation
Missouri Non-Public ??*

Sunnydale Adventist Academy Executive Committee

Elder Dean Coridan, Chairman

Mr. Gary Russell, Secretary

Mr. Randy Ferguson

Mrs. Bette Patterson

Mrs. Melissa Morris

Mrs. Rhonda Karr

Elder Rob Alfalah

Faculty & Staff

Administrative

Gary Russell Principal
Randy Ferguson Vice-Principal
Bette Patterson VP of Finance
Kim Kelly Director of Admissions / Admin Assistant
Laurie Russell Finance Assistant

Deans

Sandy Eisele Girls' Dean
Marilyn Suarez Associate Girls' Dean
Consuela Khoueiry Associate Girls' Dean
Edy Infante Boys' Dean
Chase Shireman Associate Boys' Dean
Patrick Quigley Associate Boys' Dean
Kim Kelly Village Dean

Instructional

Kirk Baker Science
Andrew Boaz Social Studies / Life Skills: Basic Shop
Melissa Boaz English
Joseph Choi Music
Sandy Eisele Life Skills: Kitchen Skills
Randy Ferguson Personal Finance
Edy Infante Life Skills: Biblical Relationships
Hailey Johnson Foreign Language / Social Studies / Tech Education
Kristen Kuehmichel Yearbook
Loralee Mendez English
Claudeny Monasse PE / Gymnastics / Health
Mike Needles Bible
Georgia Russell Gymnastics / Science
Chase Shireman Math
Amanda Sigsworth Math
Victoria Tobing Bible

Department Directors

Georgia Russell Nurse
Kim Kelly Admissions Director / Alumni Relations
Kristen Kuehmichel Development / Communications
Michael Patterson Food Service
Mike Needles Campus Ministries
Russell Haveman Maintenance

Telephone Numbers

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

Administrative

	Ext
Gary Russell, <i>Principal</i>	201
Randy Ferguson, <i>Vice-Principal</i>	204
Bette Patterson, <i>VP of Finance</i>	203
Kim Kelly, <i>Administrative Assistant</i>	200
Laurie Russell, <i>Finance Assistant</i>	202

e-mail

grussell@sunnydale.org
rferguson@sunnydale.org
bpatterson@sunnydale.org
kkelly@sunnydale.org
lrussell@sunnydale.org

Dormitories

Edy Infante, <i>Boys' Dean</i>	237
Chase Shireman, <i>Assoc. Boys' Dean</i>	237
Patrick Quigley, <i>Assoc. Boys' Dean</i>	237
Boys' Dorm lobby phone	238

einfante@sunnydale.org
cshireman@sunnydale.org
pquigley@sunnydale.org

Sandy Eisele, <i>Girls' Dean</i>	241
Marilyn Suarez, <i>Assoc. Girls' Dean</i>	241
Consuela Khoueiry	241
Girls' Dorm lobby phone	242

seisele@sunnydale.org
msuarez@sunnydale.org
ckhoueiry@sunnydale.org

Staff

Amanda Sigsworth	212
Andrew Boaz	206
Claudeny Monasse	214
Georgia Russell	215
Hailey Johnson	209
Joseph Choi	216
Kirk Baker	211
Kristen Kuehmichel	218
Loralee Mendez	217
Melissa Boaz	210
Michael Patterson	222
Mike Needles	208
Patrick Quigley	237
Russell Haveman	219
Victoria Tobing	207

asigsworth@sunnydale.org
aboaz@sunnydale.org
cmonasse@sunnydale.org
gerussell@sunnydale.org
hjohnson@sunnydale.org
jchoi@sunnydale.org
kbaker@sunnydale.org
kkuehmichel@sunnydale.org
lmendez@sunnydale.org
mboaz@sunnydale.org
mpatterson@sunnydale.org
mneedles@sunnydale.org
pquigley@sunnydale.org
rhaveman@sunnydale.org
vtobing@sunnydale.org

Admission to Sunnydale Adventist Academy

When a student enrolls at Sunnydale Adventist Academy (Sunnydale), they become a representative for Sunnydale. 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 based on race, color, or national origin in administration of its educational policies, admission policies, and other school administered programs.

Sunnydale is authorized by 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.

Steps to Enrollment

1. Obtain an application packet from Sunnydale or download the ***application*** and ***recommendation forms*** from www.sunnydale.org.
2. Submit an application form.
3. Confirm that 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 the 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 immediately after receiving acceptance:
 - a. Consent for Medical Treatment form signed by parent/guardian
 - b. Photo copy of Medical Insurance Card
 - c. Current Immunization Records
(required for a student to attend class)
(Missouri Revised Statutes, Chapter 210, Section 210.003)
 - d. Current Student Physical Examination (within 180 days of school starting)
 - e. Health Assessment form
 - f. Financial Agreement forms
6. Applicant must complete the admission process before registering for classes.

General Information

Sunnydale, 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.

In 1945, the Missouri Conference voted a plan to establish a boarding academy at a business meeting held in Jefferson City, Missouri. 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 leadership 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 located in the farmhouse and the barn's hayloft served as an assembly hall and recreation area.

Spiritual

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

Intellectual

Scholastically, Sunnydale offers college preparatory studies that may lead to earning a Honors Certificate in addition to a high school diploma. Students are encouraged to excel in studies that will form the foundation for a 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 design of the Life Skills program is to prepare students to successfully transition into 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 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. School 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 many of the social events for the school year. Recreation periods provide time for exercise within the intramural program. Students may participate in a variety of intramural sports such as flag football, soccer, volleyball, basketball, floor hockey, and softball.

Private Property

Sunnydale is **private property and a closed campus**.

Guests need to comply with the following guidelines:

1. Check in:
 - a. During regular office hours (M-F, 8 am – 4:30 pm): **The administrative office**
 - b. Before or after regular office hours & weekends: **A residence hall dean**
2. Follow Sunnydale policies and regulations

Student Visitation: Prior to visiting with a student on campus, guests need to make arrangements with the student's dean (residence hall dean or village dean).

Copyright / Photographs / Videos / Streaming

Sunnydale (Sunnydale) owns the copyright to all works created by students in the course of their studies. Sunnydale holds the exclusive right to publish, distribute, perform, display, or authorize the reproduction, distribution, performance, or display of the copyrighted work. Sunnydale takes photographs, video, event streaming, and other likenesses of students participating in educational, missions, and extracurricular activities. Sunnydale reserves the right to use photographs, videos, streaming, and other likenesses of students in Sunnydale's publications, promotional materials, social media accounts, on-line streaming, website, and for classroom educational purposes like teacher evaluation or student assignments.

Asbestos Notification

Sunnydale has asbestos on the campus. The Asbestos is 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

Sunnydale uses the Carnegie unit for academic credit. A class that meets a minimum of 7,000 minutes within a school year is given one credit with partial credit given based on class minutes met.

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 (offered when teacher is available) *½ credit*
This course is the study of basic drawing and painting.

Band *½ credit*
This group is a performance-based class. The students use teamwork to learn music and perform. This group will perform on campus and during tours. Enrollment is by audition.

Chorale *½ credit*
This group is a performance-based class. The students will work together as a team to learn music and give performances on and off campus. Enrollment for Chorale is by audition.

Handbells *½ credit*
This group is a performance-based class. The students will work together as a team to learn music and give performances on and off campus. Enrollment is by audition.

Private Lessons *no credit*
Private lessons are available for a per semester fee. Lessons are available for piano, instruments, guitar, and voice.

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 produced utilizing computer software with on-line submission to the publishing company. Enrollment is limited.

Foreign Language

Duolingo (on-line Foreign Language) *1 credit*
This program offers the student a choice of languages. This course includes classroom activities in addition to the on-line curriculum.

Mathematics

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 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.

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

½ credit

This course is a study of the fundamental skills of a variety of team sports and personal fitness training.

Practical Arts

Kitchen Skills (9th grade)

½ credit

This course of study covers basic cooking, canning, and freezing skills. This course is primarily project based.

Relationships (9th grade)

½ credit

This course is the study of the Biblical view of relationships. Topics include stages of relationships, conflict resolution, value of relationships, and dating.

Vo-Tech (9th grade)

½ credit

This course is the study of basic shop skills and safety. This course covers the basics of framing a wall, plumbing, and electrical wiring.

Tech-Ed (9th grade)

1 credit

This course is the study of technology today that is relevant to a student's educational experience, daily life, and future career.

Life Skills 2 (10th grade)

½ credit

This course is the study of life skills. The curriculum will include career exploration and work experiences. For each semester of the school year, the student is assigned a work experience.

Life Skills Practicum (11th & 12th grade)

½ credit

This course will be a work simulation class during the 11th & 12th 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 employee.

Religion

Bible 1

1 credit

This course is a study of God's existence and character, shown through the life of Jesus and the gifts of Creation, the Sabbath, God's grace, and our identity in Him.

Bible 2

1 credit

This course is a study of God's redemption, shown through the stories of Hosea and David, Jesus' parables, and the Acts of the Apostles.

Bible 3

1 credit

This course is a study of God's church, through the study of early Christian and Seventh-day Adventist history and as shown through the books of Daniel and Revelation.

Bible 4

1 credit

This course is a study of God's word, shown through the Gospel of John and focusing on ethics, morality, world religions, and relationships.

CROSS Training Program Campus Ministries

This program's design is 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 train for one-on-one witnessing and leading out in a small group ministry. How to give a Bible study is a primary focus.

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

Physical Science

1 credit

This course is the study of the nonliving components of our universe. The course focuses on topics that come from the fields of chemistry, physics, and Earth science. From subatomic particles to the universe as a whole, students will explore our nonliving surroundings and how people constantly interact with the laws of nature. The class will focus on matter, forces, energy, motion, earth, and space.

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 are 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.

Anatomy and Physiology

1 credit

This course is the study of the human body and its 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.

Social Studies

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. There is a special emphasis placed on the origin and development of Christianity, and its role in shaping history.

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.

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.

Course Offerings

English

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

Fine Arts

Band	½
Chorale	½
Handbells.....	½
Yearbook	½

Foreign Language

Student's choice.....	1
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(course through Duolingo)

Mathematics

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

Physical Education

Gymnastics	½
Health	½
PE.....	½

Practical Arts

Kitchen Skills	½
Relationships.....	½
Tech-Ed	½
Vo-Tech.....	½
Life Skills	½
Life Skills Practicum	½

Religion

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

Science

Physical Science.....	1
Biology	1
Chemistry	1
Anatomy & Physiology	1

Social Studies

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

Class Load

- 6 to 7 Carnegie units per year is considered a regular class load.
- 9th or 10th grade student class load of more than 7 credits must be approved by the Sunnydale Administration.
- 11th or 12th grade student class load of less than 6 credits or more than 8 credits must be approved by the Sunnydale Administration.
- 11th or 12th grade student with a class load of less than 6 credits may be required to enroll in two Life Skills Practicums.

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:

Sophomore	6 - 12 hours
Junior	13 - 18 hours
Senior	19 hours minimum

Graduation Requirements

College Preparatory Diploma

<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
Bible	4.0	Physical Education	2.0
Science	3.0	Practical Arts	3.0
Social Studies	2.5	Electives	0.5
Personal Finance	0.5		
		Total	24.0

Honors Diploma

Requires a Cumulative GPA of 3.75 or higher and complete an additional 2 credits of Foreign Language for a total number of 26 secondary credits.

Student Schedule Changes

A student-initiated class schedule change may only take place within the first 10 days of a semester. When a student makes a request, with the administrative office, to drop a class from their schedule, the student is to continue attending class until they receive a drop approval notification by email or Jupiter message.

Academic Acceleration

A written request for acceleration, from a parent/guardian, must be received by the Vice-Principal for Academics no later than the end of first semester of the student's sophomore year. To receive an approval to accelerate, 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 to take any course work through another institution must obtain prior approval from the Vice-Principal of Academics.

Grading Period

Sunnydale operates on the semester system. Student academic progress is available on-line through the student information system (SIS), Jupiter Ed (login.jupitered.com).

Student Academics

Students are encouraged to uphold Biblical values in all aspects of their lives including academic work. When a teacher discovers a student taking credit for work that is not their own, the assignment/project/quiz/test grade will be a zero and possible disciplinary action given at the discretion of school administration.

Grades

When a student's grade 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.

Attendance: too many missed class periods, for any reason, may result in a student losing credit for the class.

Honor Roll

A student is 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	MAP (Measure of Academic Progress)
Sophomore	MAP
Juniors	MAP, ACT*, PSAT
Seniors	ACT*

*ACT

Registration is to be made with Sunnydale along with the fee due being paid to Sunnydale by the due date. The ACT test is given once each semester. For more information, contact the administrative office.

National Honor Society

The National Honor Society (NHS) is an organization that promotes academic achievement and leadership, develops character, and encourages service to others. For a student to receive an invitation to join the NHS is both an honor and responsibility.

The criteria to receive an invitation to join the NHS is:

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

Regular class attendance is required to receive academic credit and is a major factor in academic success. The State of Missouri's Compulsory School Attendance law requires students to maintain regular school attendance.

In order to maintain an enrolled status, a student is expected to be prepared and on time for scheduled appointments.

Attendance Codes

1. P Present
2. A Absent
3. T Tardy
4. EA Excused Absent
5. ET Excused Tardy
6. SF School Function ~ student not in class, attending approved function
7. NC No class

Absence (A) / Tardy (T)

A student entering class late (**20 minutes or more**) will receive an absence.

Excused Absence (EA)

Parents/guardians are to contact the school prior to a student missing a class to request an excused absence. In case of an emergency, the parent/guardian is to communicate a **request for an Excused Absence (EA) within 48 hours** of the absence.

To request an **EA** for a personal reason like a family vacation, medical appointment, or other types of appointments, the student's parent/guardian shall make a request with the Sunnydale administrative office. A last-minute request, less than three school days, may not receive an administrative approval. **When a student misses class time, the result may include receiving a lower grade in the class.**

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

Phone Number: (573) 682-2164 ext 200

Email Address: saa@sunnydale.org

Missed Academic Assignments

Absence (A): A student's grade for classwork missed due to a student's absence may receive a lower grade. The amount of discount given to the missed classwork is determined by the teacher based on the timeliness of the student turning the missed classwork in.

Excused Absence (EA): A student **may earn full credit** for work assigned or due during the student's absence. Missed work needs to be completed in a timely manner. A general rule for "timely manner" is a student being allowed one school day for every school day missed to make up their work following a return to the classroom. A student needs to stay current with their daily assignments while completing the missed assignments. A teacher may set a specific due date for missing work.

School Function (SF): The student is responsible to communicate with their teachers and complete the missed work in a timely manner. A general rule for "timely manner" is a student being allowed one school day for every school day missed to make up their work following a return to the classroom. When work is completed in a timely manner, **full credit** will be given.

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, leisure time, and recreation, Sunnydale's values of appropriateness and modesty need to guide your decisions. Sunnydale believes student dress and appearance guidelines are educational in teaching that one's dress is a self-presentation and a representation of the organization we have chosen to be part of. ***Sunnydale defines modestly dressed students as those who wear clothing which is not revealing, form fitting, or transparent.***

Because it is impossible to anticipate all dress or grooming situations that might be considered improper for wear at Sunnydale, the final determination on proper/improper attire is made by the Sunnydale administration.

- **All clothing** must be in good repair, free of unapproved graphics or writing, and of the appropriate size and fit without revealing any undergarments. **No** skin tight clothing.
- **Pants & Shorts** need to fit properly at the waistline and be modest when sitting, walking, or bending. **No** short shorts. (Approximate minimum inseam of 4")
- **Footwear** is required and is to be appropriate for the student's activity.
- **Dresses / Sleeveless Tops / Front Necklines** must be modest and **not revealing** the torso when sitting, walking, or bending.
- **Dress and skirt** lengths must be modest while sitting, walking, or bending.
- **Hoods and hats** are **not** allowed to be worn during meetings and classes.
- **Jewelry** (adornment) items such as rings, beads, bracelets, chains, earrings, and necklaces are not allowed. Items, if worn, will be confiscated and there is no guaranteed of the items being returned.
- **Body piercing:** A student is not to obtain a piercing while enrolled at Sunnydale.
- **Tattoo:** A student is not to obtain a tattoo while enrolled at Sunnydale. Tattoos acquired prior to enrollment may be required to be covered.
- **Hair / Facial hair** is to be neat, clean, is to be natural in appearance, and should not draw undue attention. Hair is not to cover the face or be an extreme style.
- **Nail polish & Cosmetics** is to be natural in appearance and should not draw undue attention.
- The following articles of clothing are examples of styles that **ARE NOT allowed** in public/out of the dorm: Slippers, pajamas (or look like pajamas), tank tops, undershirts, spaghetti strap tops, halter top, crop top, etc.
- **Some activities / Special events** may have specific dress codes that pertain only to the activity or event. Questions concerning appropriate banquet attire needs to be clarified a minimum of one month prior to the event or the banquet attire may not receive approval. The addition of a shawl or jacket to an outfit/dress will not make it approvable.

Dress Code Levels:

Sabbath attire:

- Ladies: dresses / skirts or dress pants & blouse
- Guys: dress pants and shirt / suit (tie is optional)
- dress shoes

Nice Casual attire:

- pants / jeans / dress shorts / Ladies may wear dresses or skirts
- shirt (casual top / polo / dress shirt / sweater / ***NO T-Shirts**)
- footwear appropriate for the environment

School Day attire: (M-F: 7:45 am– 4pm)

- pants / jeans / shorts / Ladies may wear dresses or skirts
- shirt (casual top / polo / dress shirt / sweater / Sunnydale t-shirt)
- footwear appropriate for the environment
- in general clothing needs to be graphic free

- **Yes**, t-shirts, & hoodies that promote Sunnydale Academy (approved graphics)
- **Yes**, pants and shorts must have a hem
- **No**, athletic style clothing
- **No**, holes or frays
- **No**, slides / bubble shoe (or footwear similar to slides) outside of the dorm

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 needs 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 immediately report the incident to any staff member or administrator.

Cellular /Communication Device

A student is to register their device with the school. The **student's device is not** to be a distraction or **used without permission during the school day**. When a student is at school their device is to be turned off and stored out of sight during the school day. The school day is defined as from 7:45 am until 4:00 pm (M-F).

- Sunnydale is not responsible for phone/data charges incurred by non-owner or owner usage.
- A student **is not** to share their device with others.
- A student may **only have one** cellular device at school.
- **NO** hot spot devices are allowed.
- **NO** earbuds, headphones, or personal listening devices are allowed on campus during the school day (7:45am – 4:00pm).
- **NO** speakers, public playing of music, is allowed.
- Having a cell phone or other electronic equipment on campus is a student **privilege**, not a student right.

A student may use their cellular device on a school day when approved by school administration.

Media / Technology

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

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

- send a message, post a picture/video, or host a live event that is offensive
- violate copyright laws
- trespass in others' folders, files, or work
- share personal information on-line
- download or install any software or videos to school equipment 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
- No use of gymnastics equipment without supervision of a gymnastics coach

Injuries

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

Campus Definitions

- **Front Campus** ~ the area in front of the administration building between the dormitories
- **Main Campus** ~ the area within the Outer Square (administration building, dormitories, music department, gymnasium, library/computer building, cafeteria, 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 Square** ~ the sidewalk that surrounds the grass area between the administration building, church, and cafeteria
- **Outer Square** ~ the paved road that surrounds the church, boys' dormitory, library/computer building, music department, girls' dormitory, cafeteria, and the sidewalk that parallels the road in front of campus
- **Off Campus** ~ any area not listed as part of the **Main Campus** including the following examples (elementary school, picnic shelter, athletic field, farm fields, woods, faculty homes, church, conference center, maintenance buildings, bus barn, tractor shed, Alliance Foam)

Personal Property

Sunnydale is not responsible for personal property. Loss or breakage 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. Sunnydale recommends that students keep no more than a small amount of cash in their possession. We recommend that students use the student bank service that is available in the business office.

Search of Personal Property

Sunnydale administration reserves the right to authorize the search of residency hall rooms, vehicles, backpacks, lockers, cell phones, and electronic devices (are examples of searchable property).

Closed Campus

Sunnydale is a closed campus. Students are not allowed to leave campus without permission. Once a village student arrives on campus, 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 and Driver information sheet is on file in the administrative office.
- A student may not use his or her 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 remain 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 a school administrator gives special permission.
- Dorm students are not to use their vehicles without special permission.
- A student's vehicle, while on school property, may be searched.

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** duplicating of school keys

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. 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 to store belongings in.

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 biblical 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."
 - 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 not allowed to visit another student's class.
3. **Unhealthy Relationship:** If administration deems that a relationship is unhealthy then restrictions may be placed on the individuals.

Dormitory Guidelines

Dormitory

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

Visitors

When a visitor wishes to visit a student's room, they are to obtain permission from the supervising dean. The front lobbies are available in each dorm for visitation privileges. Individuals desiring to stay in the dorm overnight need to arrange for the visit with a dean prior to arriving.

Travel Plans

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

Dorm Hours

Please schedule picking up or dropping off a student from 7:00 am to 10:00 pm. Please do not ask to pick up or drop off a student between 11:00 pm through 6:00 am.

Campus Leave

A student must obtain permission for a campus leave according to dorm procedures.

Overnight Leave

Overnight leaves, during school time, is only with parents/guardians.

Medication (prescription or over the counter)

All medications are required to be in the care of the student's deans. The supervising dean or school nurse will hand out the medication at the appointed time(s). Over the counter medications are available from the student's dean, school nurse, or an administrator.

Cellular Device

A Cellular device is a privilege, not a right. A cellular device is:

1. to be registered with Sunnydale.
2. to be turned in each evening to the dean & returned to the student the next day in accordance with the scheduled times. A student may lose the privilege of having/using their cellular device.
3. not to be a distraction.

Sunnydale recommends that a student **doesn't** allow another student to use their cellular device. A student may have only one cellular device 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 his or her 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 his or her 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.
- The primary purpose of having a computer is for academic purposes.
- Electronic devices must be registered with the dean, including but not limited to: computers, cell phones, earbuds/headphones, tablets, electronic readers.

Financial Information

Sunnydale 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 achievable for those who desire enrollment. The following is a general outline of the financial information and policies.

Registration and Tuition:

Dorm Student.....	\$16,950	(includes room & board)
Village.....	\$10,950	

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

Music:	\$ 80 for a dress for girls in a performance group \$120 for a tuxedo for boys in a performance group \$ 65 estimated music festival fee \$ 80 per semester for private lessons
Gymnastics:	Approximately \$100 per year for apparel \$150 per year for the AcroFest fee
Sports team:	\$50 fee per sport \$80 estimated tournament fee

Payments

Sunnydale uses a monthly payment plan. Each billing will include the monthly tuition charge, all miscellaneous charges*, and payments. Payment is due by the 15th of the month, unless automatic payment is setup. Payment options are 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.

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

Textbook Rental

Sunnydale owns the student textbooks that are provided within the tuition fee. The cost to replace a damaged or lost textbook is the responsibility of the parent/guardian.

Dormitory rooms

The student's head dean assigns dormitory rooms. Students and parents/guardians are responsible for any damage caused by a student to school property.

Dormitory Room Key

- The copying of school/room keys violates school policy.
- A student will need to pay the \$25 lost key fee before receiving a new key.
- When necessary, a re-keying fee of \$50 will be charged.

Home Leave Transportation

A reservation needs to be made prior to each home leave with the admin office.

Collection Policies

Sunnydale desires to stay in close communication with our families concerning student financial plans. 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 unable to make a payment, it is expected that the parent/guardian will communicate with the VP of Finance.
- 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.
- If there is an unpaid balance at the end of a school year, a plan to pay the balance due needs to be made with the VP of Finance. The plan to clear the balance due needs to be in place before a student is allowed to re-enroll for the next school year.