



MAPLEWOOD
ACADEMY

Student/Parent Handbook

*This handbook is provided for the benefit of Maplewood Academy students and their parents.
It should be read carefully and completely because by enrolling at Maplewood Academy,
parents and students have agreed to abide by the policies as specified herein.*

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Dear MWA students and parents:

Welcome to Maplewood Academy (MWA). MWA was founded in 1904 and for over 100 years, it has been providing a life-changing education to young people. MWA is a Seventh-day Adventist Christian boarding academy for 9th-12th grade students. Located in Hutchinson, sixty miles west of Minneapolis, it is owned and operated by the Minnesota Conference of Seventh-day Adventists.

Our goal is to make Jesus Christ the focus of our school and lead each of our students to an eternal friendship with the Savior. Our distinctive Adventist education is based on the Bible and the writings of Ellen G. White. Seventh-day Adventists operate over 1000 schools in the United States and more than 80,000 students are enrolled in Adventist Education.

We are so glad you have chosen to be a part of Maplewood Academy. It is our privilege to partner with you as you journey through your academic year. This book provides details about our program offerings and campus guidelines that will help you be successful. Feel free to contact us with any questions you may have. We are praying for you and your family and look forward to an exciting year ahead.

MISSION STATEMENT

Grow, Learn, Connect with Jesus.

ACCREDITATION

Maplewood Academy (MWA) is owned and operated by the Seventh-day Adventist Church and is part of the largest Protestant educational system in the world. The school is fully accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA). (<http://adventistaccreditingassociation.org>), the Middle States Association of School and Colleges (<msa-cess.org>) and by the National Council for Private School Accreditation (NCPSA- <http://ncpsa.org>).

SCHOOL HISTORY

Maplewood Academy had its beginnings in Minneapolis in 1888 in the basement of the Lake Street Church and was called the Minneapolis Preparatory School. A year later the school was moved to Anoka and was renamed the Minnesota Industrial School. In 1904, it moved again to a beautiful 94-acre farm property purchased in Maple Plain, the present-day site of Baker Park Preserve and the Three Rivers Park. The property included a lovely maple grove, which prompted the school's name to change to Maplewood Academy. In 1928 the school was again moved to the campus of the Danish-Norwegian Seminary located in Hutchinson, Minnesota. The two schools co-existed for two years until the seminary closed, leaving the Academy to take over the use of all the facilities. Thus, for ninety years, Maplewood Academy has provided quality secondary Christian education to hundreds of students at its current location.

ADMISSIONS

ADMISSIONS PROCEEDURE

As a Christian school operating grades nine through twelve, Maplewood Academy encourages students to apply who desire a Christian education and will live in harmony with the standards of the academy. Maplewood Academy welcomes students of any race, color, national or ethnic origin, or religious faith. It does not discriminate in the administration of its educational policies, scholarship and loan programs, or other school-administered programs.

Maplewood requires a minimum of 48 hours to process any application. This is to ensure adequate time to review the application paperwork, check recommendations, and receive official records from the prior school so that a decision on school acceptance can be made. Students will not be able to attend or be at school until the application process has been completed.

HOW TO APPLY

1. To apply, please fill out the application form completely and include an official transcript and immunization record. You can find the application forms on our website at www.maplewoodacademy.org.
2. After the application packet and all other recommendations have been reviewed and approved by the Admissions Committee, students will be notified of their acceptance.

REGISTRATION

To complete the registration process and ensure official enrollment, all students must register on or before the designated registration day. Registration becomes official only after fulfilling the necessary procedures mandated by the Registrar and settling all applicable fees.

Note: Students are admitted for one year only. Current students must reapply for each school year.

LATE ENROLLMENT

No student not enrolled and attending another school will be accepted after the first two weeks of the Fall or Winter terms. Students enrolled and attending another school who wish to transfer to MWA will be considered on a case-by-case basis.

INTERNATIONAL STUDENTS

Maplewood Academy extends a warm welcome to international students who are interested in attending our school. As per Federal law, the school has the authority to admit non-immigrant students. To begin the application process, international students should initially reach out to the school's Registrar. The Registrar will provide guidance and ascertain the availability of space in the desired grade level.

We recognize that to be successful in their classes and to be able to take full advantage of opportunities available at our school, it is important that students possess a basic command of both written and spoken English. It is also the expectation that once accepted, international students will dedicate themselves to improving their English by participating in class and extracurricular activities and using English in their conversations. Research shows that those students who are most involved using English outside of class progress more quickly than those who limit their English usage to class.

Because English proficiency is such a critical factor when it comes to academic success in high school, and because many high school courses are vocabulary intensive, it is important for international students to have adequate English proficiency skills.

STATEMENT ON HUMAN SEXUALITY AND IDENTITY

Maplewood Academy is called to love all people. In this sin-filled world, our goal is to create an environment where all people love and respect each other.

Maplewood Academy is a grade 9-12 educational institution that is owned and operated by the Minnesota Conference of Seventh-day Adventists, which is a part of the worldwide Seventh-day Adventist Church. As such, we adhere to the teachings of the Seventh-day Adventist Church and its interpretation and understanding of the scriptures. Therefore, we strive to conduct educational ministry within the world, maintaining our commitment to God as our Creator and Savior, and to fulfill the gospel commission of sharing Jesus Christ and His love with the world. With this foundation, we offer the following:

First, as a Seventh-day Adventist educational institution, we neither condone nor promote any behavior outside of the Adventist biblical beliefs. [Name of School]'s policy on human sexuality and identity is based on the North American Division Statement on Human Sexuality. This statement is based on Seventh-day Adventist understanding of scripture.

Second, our teachings on human sexuality and identity throughout the curriculum are aligned with Seventh-day Adventist biblical beliefs.

As a part of our commitment to Seventh-day Adventist education we have adopted the following guidelines to assist our students, parents, staff, and all other stakeholders:

- Physical contact between students that would normally be viewed as overly affectionate in nature is not

allowed. This includes but is not limited to handholding, prolonged hugging, sitting on each other, hair stroking, etc.

- Students will neither promote nor advocate a lifestyle while enrolled in [Name of School] that is not in accordance with the following:
 - “Adventist educational institutions do not condone gay, lesbian, or bisexual sexual practice or the promotion of sexual behavior outside of our biblical beliefs.” (NAD Statements on Human Sexuality, p 3)
- Students must state their birth sex on an application for school:
 - The sex stated on the application should match the birth sex identified on the student’s birth certificate at the time of birth.
 - The birth sex determines restroom use, sports team choices, uniform choices, pronouns used, and any other issue as stated in the student handbook concerning sex.
- Transitioning transgender students, or those who have fully transitioned, will not be admitted.
- Students and visitors to the campus must use the bathroom corresponding to their birth sex.
- Students of LGBTQ parents may be admitted with full knowledge that SDA theology based on biblical teaching does not support this lifestyle. There may be restrictions placed on parent leadership involvement.

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.”
Colossians 3:12-14

ACADEMICS

The scholastic program of Maplewood Academy includes courses for both college and vocational preparation. Students are free to choose, in counsel with parents and teachers, the course of instruction that is best suited to their goals and interest.

STUDENT EVALUATION

MWA utilizes the FACTS/Renweb school management system (renweb.com) as an effective online resource whereby parents can regularly monitor their child's performance at school. Teachers update information weekly or in some cases daily. Parents are strongly encouraged to make regular use of this effective online tool. Login and password information can be obtained from the school Registrar.

Student report cards are issued four times each academic year. Interim grade reports are issued midway through each quarter and are designed to keep parents informed regularly of their student's performance before permanent grades are entered on the quarterly reports. Academic marks for MWA are based on a five-letter system of A, B, C, D, and F. An "F" grade indicates a failure to meet minimum requirements.

The teacher will notify parents on an ongoing basis if their child is failing or doing unsatisfactory work and will keep parents informed of progress and special needs.

ACCELERATION PROGRAM

Students should normally take four years to complete their coursework. Some students might benefit from an accelerated program through which they could graduate in three years. These are the Union guidelines used in determining which students may be permitted to complete their program in three years:

- The student should make a written application for acceleration within the sophomore year. The student's parent/legal guardian must sign the application for acceleration.
- The student should demonstrate scholastic achievement by having a composite score at or above the 90th percentile on the most recent nationally normed test and have a cumulative GPA of 3.5 or higher.
- The student should meet the required total and specific units normally required for graduation, including junior and senior Bible.
- The student should be at least 16 years old by the time of graduation to enter the program.
- A student who would be at least 19 years of age by graduation in a four-year program may accelerate with a 3.0 GPA and will not be required to take the qualifying test, as required in B above.

ACADEMIC PROBATION

Students who maintain at least a 2.50 grade point average, without any failing grades in the previous grading period, shall be considered students in regular standing. Students who have GPAs less than 2.5 or that appear on the D, F and I list with 2 D's or any F's or I's are automatically placed on Academic Probation and may be asked to appear with his or her parents before the Administrative Committee to discuss his or her program and how we can work together to help he or she be successful at MWA.

Academic Risk Students whose GPA drops below a 2.0 and/or have an F grade in one or more classes will be placed on academic risk status. An intervention plan will be instituted which will include conferences with teachers, students, parents, and the administration. Students who remain on academic risk status and who fail to respond to intervention strategies over two or more semesters may be asked to consider transferring to a school better equipped to meet their needs.

ACADEMIC HONESTY

MWA's policy regarding academic honesty is based on the Christian principles embraced by the school. Habits of hard work and honesty promote integrity, self-reliance, self-respect, responsibility, and trust. Grades on all assignments are to represent the student's best work. Individual progress cannot otherwise be fairly determined. MWA assumes that

all students enrolled are honest unless the trust placed in them is broken. The consequences for such behavior may include failing grades, suspension, and dismissal from school. Dishonesty can occur in many forms, including, but not limited to, the following:

1. Copying from others during an examination.
2. Communicating examination answers with another student during an examination or with another student who has yet to take the exam.
3. Offering another's work as one's own.
4. Taking an examination for another student or having someone take an examination for you.
5. Sharing answers for a take-home examination or homework unless specifically authorized by the instructor.
6. Tampering with an examination after it has been corrected.
7. Using unauthorized materials, prepared answers, written notes, or any other unauthorized methods during an exam and/or writing of an assigned paper (including use of the services of a commercial term-paper company).
8. Any form of plagiarism, including, but not limited to:
 - Stealing or passing off as one's own the ideas or words of another person or source, including the Internet. This includes quoting, paraphrasing, or summarizing a work without crediting the source.
 - Using a creative production without crediting the source.
9. Using online answer keys to complete assignments.

First Offense

- The student will receive a zero on that assignment
- An incident report will be filled out by the teacher and student, and given to the Principal's Office

Second Offense (in the same class)

- The student will receive a grade of F for the class for that quarter
- An incident report will be filled out by the teacher and student and given to the Principal's Office for disciplinary action

Second Offense (in another class)

- The student will receive a zero on that assignment
- An incident report will be filled out by the teacher and student and given to the Principal's Office for disciplinary action.

Third Offense

- The student may be asked to withdraw from school

CLASS STANDING

To be considered as a member of a particular class, the following criteria must be met:

Freshman: Accepting a student into the Freshman Class signifies that the student has received a diploma/certificate indicating their satisfactory completion of an acceptable course of study in elementary education (grades 1-8) from an accredited school or home school institution.

Sophomore: Students eligible for Sophomore Class standing have achieved between 5-7 credits from the previous year and have paid their Freshman class dues if the student attended MWA the previous year.

Junior: To be eligible to participate in Junior Class activities, students must have completed a minimum of 12-14 credits by the start of their Junior year and registered in classwork which will give them a total of 16-18 credits by the end of the school year. Sophomore class dues should have been paid if the student attended MWA the previous year. Juniors must also have their class dues paid before the Junior/Senior banquet to attend.

Senior: To be considered as a member of the Senior Class and participate in Senior Class activities, students must enter the class having successfully completed between 16-18 required course credits. Junior Class dues should have been paid if the student attended MWA the previous year. Seniors must also have their class dues paid before the Junior/Senior banquet to attend.

To be eligible to participate in (A) graduation and (B) Senior class trips, students must also meet the following requirements:

1. Meet academic graduation requirements.
2. Have all class dues paid for all years in attendance.

3. Have all school finances paid. (Applies to Graduation)

CORRESPONDENCE COURSES

Students who expect to receive credit for correspondence or summer work must request advance permission for such endeavors from the Academic Standards Committee before graduation credit may be granted. Approval is usually given if the classes would be an enrichment to the students' academic program or if the student needs a class to make up a deficiency. Except under unusual circumstances, permission will not be granted to take more than two correspondence or summer classes.

Note: For graduating seniors, the transcript for all correspondence work or courses taken at other schools should be presented to the Registrar by the end of the third quarter.

COURSE CHANGES

Students will have one week to change classes without Withdraw Passing (WP) or Withdraw Failing (WF) appearing on their transcripts. If a class is dropped after the ninth week of the semester, the student will receive a grade of Withdraw Failing (WF). A WF will count as a 0.00 on the grade point average. If the class is dropped prior to the end of the ninth week of class, the student will receive a grade of Withdraw Passing (WP) or Withdraw Failing (WF), depending on his or her performance up to the point of withdrawal. Choraliers, choir, band, and gymnastics are performance classes that depend upon the consistency of enrolled students. Any students requesting to drop these classes will have to receive the permission of the Registrar, Academic Standards Committee, and the teacher.

To change classes, students must follow the procedure outlined below:

1. Continue in the class until the course change is approved.
2. Secure an Add/Drop form from the Registrar.
3. Teacher(s) involved must approve the change and sign the form.
4. Obtain written or verbal approval from parents.
5. Return the form to the Registrar.

COURSE LOAD

Five academic units plus physical education and fine arts are considered the normal student load for one year. Students must be enrolled in at least four core academic classes each semester. If students desire to take 8 or more units per year, students must obtain approval from the Academic Standards Committee and Administration. Students wishing to take classes outside of regular grade sequence must obtain approval from the Academic Standards Committee.

GRADE REPORTS

Midway through the nine-week grading period, grades will be computed by each teacher. Grades of D, F, or Incomplete (I) will be reported to parents, deans, and the student. This system reminds students that they must give immediate attention to their work to avoid a failing grade at the end of the grading period.

Students with two or more Ds or one or more Fs (including Attendance and Work Grades) will be placed on the downgrades list. These students will have an extended strict study hall in the dorm until the next grades are reported. These students will also lose the privilege of using personal devices (personal computers, gaming systems, tablets, iPods or music players, and cellphones), walking to town on Town Day, and Senior Skip Nights. Students with an Incomplete will be on the downgrades list until the I is removed. Students may also be required to attend structured study hall during the day providing they have a free period.

At the end of the nine weeks, a grade report is sent to parents and students. Only semester grades are recorded on the students' official transcripts.

GRADING KEY

From	To	Letter Grade	GPA
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100%	100%	A+	4.00
93%	99%	A	4.00
90%	92%	A-	3.66
87%	89%	B+	3.33
83%	86%	B	3.00
80%	82%	B-	2.66
77%	79%	C+	2.33
73%	76%	C	2.00
70%	72%	C-	1.66
67%	69%	D+	1.33
63%	66%	D	1.00
60%	62%	D-	0.66
0%	59%	F	0.00

INCOMPLETES

An incomplete may be given by a teacher only when extenuating circumstances have made it impossible for the student to do sufficient work within a given period. Incompletes must be removed within the first two weeks of the following nine-week grading period. An incomplete incurred during the last period of school must be removed during the first two weeks of the summer. Any incompletes not removed in the time allowed will become the grade earned.

LATE WORK AND WORK MISSED DUE TO ABSENCE

Academic success depends significantly on students taking responsibility to complete and turn in homework on time. Students should refer to each teacher's late work policy to ensure they meet the class's expectations.

Students are responsible for classwork missed while away from school for any reason, including school-sponsored tours. It is the student's responsibility to collect the classwork they missed. Make-up work for excused absences will be allowed to receive full credit if completed during the time allotted. This time is one day for each day the student was absent. This applies to both personal absences and absences due to school activities.

NATIONAL HONOR SOCIETY

Maplewood Academy has an active chapter of the National Honor Society. Membership is open to sophomores, juniors or seniors and is based on high academic standing (GPA of at least 3.5) and a faculty evaluation rating of excellence in each of three additional areas: character, leadership, and service. Membership in the society is indeed a prestigious honor and can aid the student in receiving certain scholarships.

OFFICE ELIGIBILITY

For students to be eligible to run for or hold office, they must have a GPA of 2.5 for the previous semester. While in office, students must maintain a semester GPA of 2.5 or above. Students must also have an attendance grade of B or better for the previous semester to be eligible for office. In addition, if students become involved in a major discipline as determined by the administration, they will forfeit their offices in any student organization. During a school year, students may hold no more than one of the following offices concurrently: ASB President, Senior Class President, and Junior Class President. Citizenship, influence, and job performance will be considered for office eligibility and retention. Students may appeal before the Academic Standards Committee.

PSEO - POST SECONDARY EDUCATION OPPORTUNITIES

All MWA students who are approved to take PSEO classes will be expected to follow the guidelines listed below:

- Final PSEO class schedules must be approved by the MWA faculty prior to the beginning of the school term.
- Students must take a minimum of two core classes each semester at MWA.
- Students must maintain a combined (MWA and PSEO) 3.0 GPA each semester to be allowed to continue taking PSEO classes.
- PSEO school schedules cannot interfere with the student's MWA work schedule.
- Students must have their own transportation to and from PSEO classes. They may ride-share with another student to and from PSEO classes if both students have a class that begins and ends at the same time. Parental approval in writing must also be obtained from the student needing the ride and the student providing it.
- For safety reasons, walking to and from PSEO is not permitted. Biking is permitted if weather conditions allow safe travel.
- PLEASE NOTE: Faculty transportation is not available except in extreme emergencies.
- Dorm PSEO students are not allowed to make any stops other than the college unless they have permission from the dean.
- Students must stay in Maplewood dress code as they travel back and forth to their PSEO classes.
- One (1) credit will be applied toward MWA graduation requirements for every 3–4-hour PSEO class successfully passed.
- All college costs/fees are the student's responsibility and may not be applied to their MWA student account.
- Out-of-state students only qualify for "Special Student" status, not the PSEO program.
- Students should realize that PSEO classes may meet during home leaves. The policy regarding absences for in-person courses is at the discretion of the college and its faculty.
- Maplewood Academy dormitories will be closed to PSEO students during all home leaves. While supporting our students in PSEO opportunities, MWA administration also seeks to protect the time and privacy of its staff during home leaves.

RELEASE OF STUDENT RECORDS

"Pursuant to Minnesota law, Minn. Stat. §13.32, schools must release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12 within 60 days after the date of the request. Parents and students have the right to refuse the release of these data to military recruiting officers. Please inform the Registrar if you do not want this information released."

INTERSCHOLASTIC SPORTS ELIGIBILITY

For students to be eligible to participate on a sports team, they must be making satisfactory progress toward graduation by earning credits and moving forward with their classes. They also must have a GPA of 2.5 or higher from the previous semester and have an attendance grade of B or better for the previous semester. Freshmen accepted in good standing are considered eligible. Eligibility is done by semester. If a student's GPA is below 2.5 at the end of the spring semester in May, they will be ineligible for the fall semester of the following year. Students with a qualifying GPA are eligible for the following semester.

- Fall Season (August - October):
 - Soccer
 - Women's Volleyball
- Winter Season (November - March):
 - Men's Basketball
 - Women's Basketball
- Tournaments:
 - Held at Union College
 - Includes participation of other Adventist schools
 - Occurs at the end of each sports season
- Fees (Exact costs can be found on the estimate page)
 - The general fee for each sport: \$ 75.00
 - Includes use of sports uniform
 - Uniforms must be returned to the coach at the end of the season
 - Cost of replacement will be charged if not returned
 - Tournament fees: \$ 120.00 each
 - Applicable if the student participates in the tournament

TESTING

Maplewood Academy administers the following standardized tests each year.

Freshmen MAP
Sophomore MAP
Juniors ACT*, PSAT, MAP
Seniors ACT*, MAP

**Maplewood pays for students to take the ACT in spring of their junior year. All other ACT test registration and payments are the responsibility of the parent. The following information is needed to register a student for the ACT test:*

Website: www.actstudent.org

High School Code: 241-180

Test Center Code: 178-511

TRANSCRIPTS

A transcript is issued by Maplewood Academy only when students' accounts have been paid, or proper arrangements have been made. Unofficial copies of transcripts are automatically sent to Union College, which is owned and operated by the Mid-America Union Conference of the Seventh-day Adventist Church.

TRANSFER OF CREDITS

Academic credits will be accepted from a previously attended high school upon receipt of an official transcript from that school. Home School credits will be accepted on a Pass/Fail basis.

TUTORING SERVICES

Tutoring services are available for students' needing assistance with the academic program. Peer tutoring is arranged by the Tutoring Service Coordinator. Teachers are also available to assist in their content areas. Students or parents interested in tutoring should contact the Tutoring Service Coordinator. The Tutoring Service Coordinator may mandate tutoring sessions for students consistently on downgrades.

COURSE DESCRIPTIONS

The following courses represent the typical classes offered year-to-year at Maplewood. Some courses listed are taught on alternate years.

BIBLE

Bible 9 – Students start by exploring God's existence, who He is, what He is like, and what it is like to have a relationship with Him, then they study the person of Jesus Christ through His birth, passion week, death, and resurrection as the ultimate Gift of love to humanity. God has chosen to lavish His love upon us through many gifts. Using the Bible to guide them, students explore the gifts of Creation, Sabbath, Grace, and their Identity in Christ.

Bible 10 – The students study the history of God's people in the Old Testament by examining the stories of Hosea and David, individuals who lived their lives after God's own heart. Then during the second unit, students explore the profound, eternal truths shared from Jesus' heart in the Sermon on the Mount. Continuing through history, the New Testament church is studied by examining the book of Acts and the work of the Holy Spirit among God's people in the past and in our lives today. How we live as Christians while waiting for Jesus to return is explored in the last unit of study.

Bible 11 – The students study the history of God's Word and learn that it is trustworthy and enduring before beginning the study of Daniel and Revelation. In Daniel and Revelation, students explore how God has been

personally involved in our earth's history and how He has foretold with complete accuracy what has happened in the past and what will happen in the final hours of earth's history. Trusting that God knows the beginning and the end equips us to walk with Him and prepares us for the last unit of study, which is the leading of the Holy Spirit in the development of the Adventist church and in our personal lives today.

Bible 12 – Students explore World Religions and what Christianity offers as they seek to know what they personally believe in the first unit. During the next unit, Ethics and Morality, students examine various worldviews and their own personal worldview, which impact their response to the tough questions in life. The third unit, My Relationships, focuses on advice about relationships in areas such as friendships, dating, marriage, family, and conflict resolution. The final unit offers portraits of Jesus as presented in the book of John, which can deepen understanding of the Savior of the world and our relationship with Him.

ENGLISH

English 9 – English 9 is a broad-based language arts experience. Students learn grammar and vocabulary, write creatively, give speeches and other creative presentations. They will study several types of literature and discuss important themes within the literature. Students also write a basic-level research paper.

English 10 – This course includes grammar, vocabulary, creative writing, essays, speeches and other creative presentations and research techniques. Students read classical and general literature in many genres and make world-wide connections within literature.

English 11 – This course includes language usage/grammar, vocabulary, speeches, creative writing, and research techniques. They also study a variety of different literature with emphasis on American literature, to align with U.S. history that students take in 11th grade.

English 12 – This course covers language usage/grammar, vocabulary, creative writing, and research techniques. They also study a variety of different literature with an emphasis on British Literature from about 400 A.D. to the present.

FINE ARTS

Art 1 – This course is designed as a general art class to give exposure to Visual Arts. It includes the theoretical art principles and elements of design and an introduction to various art materials and procedures used to produce works of art. The students will learn about art history throughout the class. Each student will have a sketchbook. Special emphasis is placed on the incredible detail found in nature and God's creative ability.

Bells – An auditioned select handbell ringing group that explores music from a wide variety of cultures and time periods through study and performance of high-quality repertoire. The goal of the group is to emphasize the basics of handbell ringing technique, sight-reading, artistic interpretation of music and teamwork. Students in the group are expected to participate in numerous performances, tours, and music festivals.

Choir – *The choir is open to all interested students in singing, emphasizing learning singing techniques and songs used for church worship.* The choir performs numerous times in on-campus concerts and church services.

Choraliers – An Auditioned select singing group that explores choral music from a wide variety of cultures and time periods through study and performance of high-quality repertoire. The goal of Choraliers emphasizes the basics of vocal technique, sight-reading, artistic interpretation of music, and teamwork. Students in Choraliers are expected to participate in numerous performances, tours, and music festivals.

HEALTH/PHYSICAL EDUCATION

Freshman PE – This class will combine physical conditioning with team sports skills. It will teach the fundamental skills of team sports and guide the students toward unselfish play and sportsmanship.

Health – Based on Spiritual principles, this class includes an introduction to the God-designed structure and function of the human body. Through instruction and self-evaluation, emphasis will be placed on applying the

principles of a healthy lifestyle so students will know how to achieve and maintain that condition.

PE: Intramurals – Students will learn the basic rules of various sports and compete with other students at the school in games of these sports. They will also learn the fundamentals of teamwork and sportsmanship.

PE: Officiating – The students will learn the rules of various sports. They will learn how to officiate the games and manage the players involved.

PE: Outdoors – Students will learn how to participate in several outdoor sports including, but not limited to, biking, snowshoeing, frisbee golf, and kayaking.

LANGUAGE

Rosetta Stone – Through a Rosetta Stone e-Learning program, students can choose from 24 different language options. Students with limited to no exposure to a language can develop everyday conversational skills through a self-paced program that involves lessons, games, activities, and stories. Advanced levels build speaking confidence and expand existing language skills.

MATHEMATICS

Algebra I – Topics covered include linear and second-degree functions, real numbers, and graphs with real-life examples.

Algebra II – A survey of algebra and trigonometry with emphasis on functions, relations, polynomials, sequences, and series. Algebra II is designed for students who have completed Intermediate Algebra with at least a C-. A placement test will be given to students to determine eligibility for this class.

Intermediate Algebra – Topics include simplifying algebraic, rational, and radical expressions; solving quadratic, rational, radical, absolute value, exponential, and logarithmic equations; solving compound and absolute value inequalities, and graphing functions.

Geometry – The study of points and space will be explored with triangles, parallelograms, and two-column proofs. Logical sequence, deductive reasoning, and investigation will organize this class. Geometry is for students who have successfully completed Intermediate Algebra with a grade of C- or better.

Pre-Calculus – A study of the algebraic foundation of calculus. Topics will include functions, graphs, analytic analyzing data, drawing conclusions, and making predictions. This class is intended for students who have completed Algebra II and Geometry, having achieved a grade of B or higher in these previous classes. To take this class, students must get permission from the math instructor.

Statistics – Elementary statistics is designed to introduce basic concepts and techniques for collecting and analyzing data, drawing conclusions, and making predictions. This class is intended for students who have completed Algebra II and Geometry and have earned a grade of B or better in each class.

SCIENCE

Anatomy & Physiology – An advanced subdivision of biology, anatomy is the study of the structure and shape of the body and its relationships to one another, while physiology focuses on how the body parts function and work together. A grade of B or higher in Biology is required, and students must be of junior or senior class standing.

Biology – The basic study of the plant and animal kingdoms. Plant topics include plant structure and function along with reproduction. Animal topics include discussion of animal phyla from the simple to the complex and animal feeding, respiration, circulation, excretion, movement, and reproduction. Lab experiences include field projects with plants and animals along with dissection methods of simple animals to learn internal anatomy.

Chemistry – Chemistry topics include atomic structure, the periodic table, ionic and covalent compounds, chemical naming, chemical reactions, and mole theory, stoichiometry, gases, mixtures and solutions, and acids and bases. Included are chemistry labs that require a knowledge of chemistry lab equipment, safety methods, and problem-solving for chemical reactions. Prerequisite: completion of, or concurrent enrollment in, Algebra II.

Physical Science – Lower-division physical science with activities, lab experiences, and classwork in the topics of

motion, forces, work and energy, heat and temperature, waves, sound and light, electricity, and magnetism. Chemistry topics are covered in matter, atoms, and elements with some ideas on reactions.

Physics – Upper-level physical science involving higher-level equations and concepts in the topics of motion, vectors, forces, work, energy, momentum, rotational motion, fluid mechanics, heat, waves, sound and light, and electricity along with circuits. Required lab experience is part of this class that involves problem-solving. Prerequisite: completion of Algebra II with a grade of B or better. Geometry is recommended.

SOCIAL SCIENCE

American Government – Students will study the making and functioning of the U.S. Constitution as well as the national judiciary, executive, and legislative branches. They will also learn about state, county, and local government operations.

U.S. History – Brief account of the discoveries, colonization, and struggle for independence; growth of slavery, expansion of the country and the Civil War; reconstruction, the World Wars, the Cold War, the disintegration of the Soviet Union, and notable events of the 21st century.

World History – The study of ancient civilizations, medieval institutions, modern political, economic, social, and cultural developments in Asia, Europe, Australia, and the Americas.

TECHNOLOGY

ACT/College Readiness: In this class, students will learn valuable study skills for preparing for the ACT test. It will also focus on college readiness aspects such as choosing a college major, applying for scholarships, and more.

Auto Basics: This course will give students a basic understanding of automotive care. Students will learn the science behind how vehicles run and what to do when things go wrong. At the end of the course, students will know how to change tires, change the oil, and other basic automotive maintenance needs.

Campus Ministries – Campus Ministries is a course designed to help students develop skills in ministry. Throughout the year students will have opportunities to do the following: plan, organize and lead spiritual events and programs off and on campus, use biblical resources in planning programs and studies, lead small groups, speak and sing publicly, plan and lead song services, run sound, and video systems, create presentations and videos, and develop articles, flyers and posters for events. Grades are not a measure of spirituality, but the quality and quantity of participation in this class.

Family and Consumer Science – This class is designed to prepare students for responsibilities involved in becoming young adults and living on their own. Course content may include – foods and nutrition, housing, clothing, consumer finance, child development, and interpersonal relationships.

Technology I – This course includes an in-depth study of technology including the essential functions of word processing, presentations, and spreadsheets as well as exploring innovative technologies and applications.

Yearbook – This class incorporates design, photography, writing, and time management to publish the annual yearbook for Maplewood Academy. Students are responsible for assignments and deadlines for all the components of the yearbook.

SUGGESTED COURSES OF STUDY

Twenty-two Carnegie units of credit are required for graduation with a general diploma from Maplewood Academy and twenty-six credits are required for an advanced diploma. A Carnegie unit of credit is given for a class that meets five forty-minute periods a week, or the equivalent, for thirty-six weeks (two semesters). Therefore, a class meeting for five forty-minute periods a week for one semester would receive one-half unit of credit.

NINTH GRADE	Bible 9	1.0
	English 9	1.0
	Intermediate Algebra	1.0

	Physical Science	1.0
	Technology 1	1.0
	Physical Education	0.5
	Health	0.5
	Electives	0.5
TENTH GRADE		
	Bible 10	1.0
	English 10	1.0
	Biology	1.0
	Geometry	1.0
	World History	1.0
	Physical Education	0.5
	Foreign Language	1.0
	Electives	0.5
ELEVENTH GRADE		
	Bible 11	1.0
	English 11	1.0
	U. S. History	1.0
	Chemistry	1.0
	Algebra II	1.0
	Physical Education	0.5
	Technology	0.5
	Elective	0.5
TWELFTH GRADE		
	Bible 12	1.0
	English 12	1.0
	American Government	1.0
	Pre-Calculus	1.0
	A & P or Physics	1.0
	Technology Class	0.5
	Physical Education	0.5
	Elective	0.5

GRADUATION AND SENIOR ACTIVITIES

ATTENDANCE DIPLOMA

Occasionally there are circumstances where a student may not be able to meet the regular academic requirements for graduation, yet the family wants their child in a Seventh-day Adventist school environment. The following policy has been developed to meet these special needs. It is understood that the Attendance Diploma is not the equivalent of a high school diploma and does not meet college entrance requirements.

- Criteria for acceptance into Attendance Diploma program:
 - A written request from the parents (guardian) for admission into the program
 - Documented learning disability
 - Signed statement of understanding by parent/ guardian and student
- Requirements for continuing in the program:
 - The student must demonstrate progress commensurate with his/her ability
 - Faithful class attendance is required
- Requirements for receiving the Attendance Diploma:
 - The student must be enrolled in a high school program for at least 4 years.
 - The student must attempt courses totaling 24 credits including all specific requirements for graduation under the regular high school program.
 - Course attendance requirements may be met by enrollment in classes or assignment to special tutorial sessions.

COLLEGE DAYS

Seniors are required to attend Union College for college days. They may also visit other colleges of their choice for college days at their own expense and with their own transportation with written permission from their parents submitted to Adcom. Two days of classes will be excused during their senior year for this purpose if prior arrangements have been made. Students are encouraged to visit other colleges during home leaves or longer breaks, and prior to the fourth quarter to minimize the interference with their academic success.

GRADUATION REQUIREMENTS

A diploma will be granted to four-year high school students who have satisfactorily completed the required units for a general diploma or an advanced diploma, who are recommended for graduation by the faculty, and whose accounts with the academy are paid in full. The following is a breakdown of the requirements for each diploma:

	Class Description	Credit Value
<u>General Diploma</u>	Bible	4.0
	English	4.0
	Science	2.0 or 3.0
	Mathematics	2.0 or 3.0
	Social Sciences	2.5
	Fine Arts	0.5
	Technology	2.0
	Health	0.5
	Physical Education	2.0
	Electives	1.5
	<i>Total Credits</i>	<u>22.0</u>
<u>Advanced Diploma</u>	Bible	4.0
	English	4.0
	Science	3.0 or 4.0
	Mathematics	3.0 or 4.0
	Social Sciences	3.0
	Fine Arts	0.5
	Technology	2.0
	Health	0.5
	Physical Education	2.0
	Foreign Language	1.0
	Elective	2.0
	<i>Total Credits</i>	<u>26.0</u>

Note

1. No more than two units of credit each from fine arts or physical education are accepted toward graduation requirements.
2. Seniors must be enrolled at Maplewood Academy the entire last semester of their senior year in order to receive a diploma from MWA, unless approved by the administration.
3. For a general diploma students must complete either two science and three math or three science and two math.
4. For an advanced diploma, students must complete either three sciences and four math or four sciences and three math.
5. Also, students must earn a minimum 3.0 GPA to get the advanced diploma.

GRADUATION WEEKEND

Graduation at MWA is a formal occasion honoring the graduating seniors. All students must check out of the dorm by 5:00 pm graduation Sunday. Students not attending the graduation may check out of the dorm after school responsibilities on the Thursday before graduation weekend.

HONOR CORDS

Seniors graduating with a cumulative grade point average of 3.67 or above are eligible for gold honor cords. Seniors graduating with a cumulative grade point average of 3.33 to 3.66 are eligible for silver honor cords. The grade point average will be based on the cumulative GPA for eight semesters. Students graduating with a GPA of 4.0 will receive a medallion in recognition of their academic achievement. Seniors who have attended Maplewood for four years are eligible for white honor cords.

PARTICIPATION IN SENIOR ACTIVITIES

To be eligible to participate in a) graduation and b) senior class trip, students must meet the following requirements:

- Meet graduation requirements by the end of the school year.
- Have all class dues paid for all years of attendance.
- Meet the financial policies guidelines.

ATTENDANCE

The faculty and administration of Maplewood Academy believe that optimum learning is a result of maximum class attendance. Therefore, excellent attendance is expected of all students since being present and on time are important life skills. We further believe that repeated tardiness diminishes the importance of punctuality in the mind of the student. Consistent attendance at work is also expected of all students. Students are expected to participate in school activities and field trips.

ABSENCE LIMIT

The maximum number of excused or unexcused total absences is ten (10) per semester per class. The eleventh absence will result in students receiving a Withdraw Failing (WF) for the class. A WF will count as 0.00 on the grade point average. This may be appealed for extenuating circumstances.

ATTENDANCE CODES

The following codes will be used on report cards, and/or other official school documents, to help explain student attendance records:

AE - Absence Excused

AU - Absence Unexcused

SA - School Activity

TE - Tardy Excused

TU - Tardy Unexcused

ATTENDANCE GRADING PROCEDURES

Attendance grades are issued each week or quarter as follows:

A (100-90 points)

Maintaining an A in attendance shows a student's responsibility in meeting appointments and commitment to academic success.

B (89-80 points)

When a student's attendance grade drops to a B, he/she is placed on Campus Leave Restriction (CLR) for two weeks.

C (79-70 points)

In addition to two weeks of CLR, the student will meet with ADCOM (Administrative Committee) and may participate in a phone conference call or personal visit with his/her parents/guardians.

D (69-60 points)

In addition to CLR, the student will have all electronics taken away for two weeks.

F (59-0 points)

In addition to CLR and confiscated electronics, the student must attend a meeting with the principal and parents.

CLEARING ABSENCES

Students have one week in which to clear an absence or tardy by presenting a written excuse to the Registrar. After that, the absence will be treated as an unexcused absence. An excuse must state the reason for the absence or tardy and be signed by the nurse, dean, teacher, work supervisor, or parent. A written excuse provided by email will be accepted.

if sent from the parent's email address on file. Students can review their attendance on RenWeb. Students are urged to review this information each day to make sure it is correct.

DISMISSAL OF CLASS

A class will be dismissed only by authorization from the teacher and Administration. Students leaving before such dismissal may be counted absent.

EXCUSED ABSENCES

Any legitimate absence accompanied by a parental or faculty explanation will be taken into consideration by the administration. Excused absences include illness, emergency medical and legal appointments, and funerals. Extended illnesses verified by a letter from a doctor will be reviewed by the Academic Standards Committee. All absences will be counted towards the ten-absence limit. An absence from a block class counts as two absences since a block period is a double period. School-directed activities are not included in the ten-absence limit.

Acceptable Reasons for Absences or Tardies:

- Injury or illness
- Death in the family
- Mandatory court appearance
- Unavoidable medical or dental appointments
- School-sponsored activities
- Pre-arranged absences (at least one week in advance) at the discretion of the Administrative Committee.

REPORTING ABSENCES

When students must leave the school during the school day:

1. If dorm students become ill during the day, they must see the dean and/or nurse. Community students who become ill during the day should report to their campus administration before they leave. (This includes feeling ill when students leave for lunch if they do not think they will return.)
2. If students need to leave school during the day for a reason other than illness, it should be pre-arranged (see below). If circumstances require a student to leave school during the day and do not allow for pre-arrangement, students must have a parent call or email the Registrar's office. Absences will be excused for legitimate reasons at the discretion of the administration when parent communication is received within two days following the absence.

When students are absent for the entire day:

1. Parents should call or email the Registrar's office on the day of absence to explain why the student is absent.
2. Students will receive an unexcused absence until a parent calls or emails to provide a legitimate reason for the absence. Parent communication should be received within two days following the absence.
3. Dorm students absent the entire day must be placed on the absence list by the Dean, Nurse, or Registrar.

When students plan to be gone from school:

1. Communication from a parent is required, stating when students will be leaving school and the reason, they will be absent. (Needs to be done 2 weeks in advance, if possible.)
2. Students should fill out a leave request.
3. Leave requests must be approved by the Dean, Registrar, and, in some cases, the principal.
4. Students will complete assignments on time as indicated by the teacher.

TRUANCY

Students under 16 are required by law to attend school. Students who have more than ten unexcused absences (truancy) from class or school and are not 16 may be reported to the County Attorney for corrective action. Habitual truancy will be grounds for suspension from school and/or removal from class.

Pursuant to the Minnesota Compulsory Instruction Law, Minn. Stat. §120A.22, every day school is in session students

are required to attend all classes and study halls in which they are enrolled or assigned unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence.

UNEXCUSED ABSENCES

Absences which are due to circumstances not directed by the school as excused absences will be unexcused.

Other examples of unexcused absences include:

1. Truancy, including car trouble, oversleeping, "skip day(s)" for the absence.
2. Appointments (haircuts, tanning booth, car repair, shopping, etc.).
3. Tardiness for more than 5 minutes of the class period.
4. Sleeping in class or refusing to be an active participant in class.
5. Students who do not follow the "Reporting Absences" procedures (on this page) will receive an unexcused absence. The coding of any absence may be appealed to the Registrar.

STUDENT LIFE

PARENT COMMUNICATION

The staff and faculty of Maplewood Academy believe the quality of education a young person receives is dependent upon the school as well as the home environment. If the expectations are consistent in and out of school, the student will develop more rapidly and with more self-confidence. Maplewood Academy invites and expects parental involvement in the school community. The best interest of students should always be the primary concern of parents and educators.

To avoid conflicts and misunderstandings that result in confused messages to students, we have structured the school community to help ensure open lines of communication between faculty, students, and parents. The following methods are available to enhance communication between parents, students, and the school community:

- Individual parent conferences may be arranged by contacting the teacher. Parents who wish to meet with more than one teacher should contact the administrative office for assistance. Regular parent-teacher conferences are scheduled at the end of the first and third grading periods.
- Grade progress reports are emailed every 4.5 weeks.
- Report cards are mailed to students' homes quarterly.
- Grades, attendance, and behavior can be checked on at any time through the school information system, FACTS/Renweb.
- FACTS/RenWeb may also be used to communicate class assignments, projects, and tests. Please refer to teachers' individual syllabi for an explanation of how each teacher will use FACTS/RenWeb
- An e-newsletter containing items of interest related to students, staff, and parents, along with upcoming events and important dates, is emailed weekly.
- Other apps for communication will be utilized such as Ren Web Alerts and Google Classroom to give frequent updates to students and parents.

GUEST POLICY

Maplewood Academy is private property. Guests need to comply with the following guidelines:

- Check in with:
 - The administrative office during regular office hours
 - A dean on duty when the administrative office is closed
- Park in the administrative parking lot during normal business hours
- Follow Maplewood's policies and regulations
- Overnight guests should make prearrangements with administration, preferably 72 hours before arrival. A fee of \$35 per night will be charged for dormitory stay.
- All guests under 18 years of age must have written, dated permission from their guardian to stay overnight.
- The administration reserves the right to ask a guest to leave the campus if deemed necessary.

Suggested visitation times for non-family members:

- Monday –Thursday - 6:30 pm - 7:30 pm
- Friday –Sunday arrangement with the respective dean on duty
- Friday evening vespers and Saturday worship services are open to guests

STUDENT CODE OF CONDUCT

The purpose of Maplewood Academy is to train young people not only in academic subjects but also in Christian principles of conduct. Our mission statement is to seal each student in Christ Jesus. With this purpose in mind, the faculty has established guidelines that promote spiritual growth, harmonious personal relationships, safety of the students, and an environment that provides structure. Students registering at Maplewood Academy voluntarily place themselves under requirements that are designed for the benefit of the entire student body. By the act of applying for admission and attending Maplewood Academy, students pledge to observe willingly all printed and announced regulations and to uphold the Christian principles upon which the school is operated. In general, the basic rules of the school could be summarized as follows:

Maplewood Academy students will:

- Respect God and His Word. [06]
- Respect the rights of others.
- Be clean in body and in mind. [06]
- Be conscientious in all they do.
- Be friendly and considerate. [06]
- Be prompt to meet appointments. [06]
- Dress modestly, neatly, healthfully, and appropriately. [06]
- Practice the Golden Rule.
- Respect and obey all those in authority. [06]
- Use good judgment
- Take care of personal property and respect the property of others.
- Uphold the standards of the Seventh-day Adventist Church.

ADMINISTRATION BUILDING CONDUCT

- The library is a place for students to study together or individually. Students should be respectful and keep the noise level low. During classes, the halls of all instructional buildings should be quiet.
- Students are not allowed to sit in the hallways or stairwells.
- If you need to leave class, work, or study hall you must obtain a hall pass from your teacher/work supervisor.
- Students are to be in one of the following places once their school days start and until their school day ends: classes, library, study period, dorm, or work.
- Any student paraphernalia (books, backpacks, etc.) found in the hallways at ANY time will be picked up and taken to lost and found. Loose papers will be discarded.
- There should be no food brought into the administration building, including the library and campus ministries center.

BANQUET INVITATIONS

Banquets at Maplewood Academy are for Maplewood Academy students only.

GUM

Due to the problem of improperly disposed gum in places other than trash cans, gum is not allowed in any of Maplewood's buildings or vehicles.

JOGGING/WALKING AREAS

Jogging and walking is allowed in the Northwoods, however, the Northwoods Elementary School and school property are off limits. Students must check out with the dean, or the privilege will be revoked.

LOCKERS

Residence halls, lockers, and the computer system are the property of Maplewood Academy. The administration and residence hall deans have the right to search students' computer accounts, rooms, lockers, or other storage areas.

MOTOR VEHICLES

The regulations for having a vehicle on campus are:

- All vehicles must be registered with the Administration.
- The vehicle is to be parked in an area designated by the dormitory dean. Immediately after unpacking, students are to turn the keys into the dean.
- Vehicles may be used only for trips to and from students' homes or for PSEO classes.

- While on campus, students are not to be in the car without special permission. Doors of the vehicle should be locked at all times.
- Community students who drive to school MUST park in the lot at the east entrance to the administration building during class hours. Community students may park in the gym parking lot during gym activities.
- Community students are not allowed to transport dorm students or be in their vehicles.
- The volume of music must comply with city ordinance and should not disturb others.
- Any infraction of the above rules may result in the suspension of the privilege of having a vehicle on campus.
- Speeding on campus may result in loss of privileges.

MUSIC

Maplewood Academy strives to direct our students to follow the guidelines given in Philippians 4: 8 & 9: "Summing it all up, friends, I'd say you'll do best by filling your minds and meditating on things true, noble, reputable, authentic, compelling, gracious—the best, not the worst; the beautiful, not the ugly; things to praise, not things to curse. Put into practice what you learned from me, what you heard and saw and realized. Do that, and God, who makes everything work together, will work you into his most excellent harmonies." The Message (MSG)

With that in mind, music that contains the following material is inappropriate at Maplewood Academy:

- Sexually explicit and/or graphic lyrics
- Satanic, occult, and/or sacrilegious material
- Profane and/or vulgar language
- Violent and/or hateful lyrics
- Material degrading to any race, religion and/or sex
- Music played on the Sabbath must be Christ-centered and religious in nature.

RELIGIOUS SERVICES

It is required that, while on campus, students attend the campus religious services and worships.

The times for sundown worship on Sabbath evenings will be posted.

Worship is held each evening in the dorm immediately following recreation. Dormitory students' attendance is required at these worships. Any tardy or absence from religious services constitutes an unexcused absence and may result in disciplinary action.

PERSONAL RECREATION EQUIPMENT

Due to insurance liability, rollerblades, skateboards, and scooters are not allowed.

SCHOOL RIGHTS

For the school to obtain needed information and maintain the balance between the student's right to privacy and the school's obligation for safety:

- The administration reserves the right to question a student about his/her behavior or program at any time without parental consent.
- The administration reserves the right to search a student's locker room, car, and possessions without his/her consent. Items identified as contraband will be confiscated.
- The administration reserves the right to require drug testing at the student's expense. If a student refuses to take the test, it will be probable cause to ask the student to withdraw from the school.

SOCIAL PROGRAM

Maplewood Academy provides opportunities for young men and women to develop social skills in various situations. The co-ed recreations provide time for students to become involved in recreational activities and to enjoy a time of relaxation.

When in the gym for recreation periods, students will not be allowed to stay in the lobby.

When daylight and pleasant weather permit, co-ed groups may socialize only on the central campus outlined by the administration building, the dorms, and the gymnasium. When students are lounging on campus in mixed company, they all must be sitting in an upright position. Hand holding, inappropriate hugging, and contact are not allowed.

Students must always have the permission of both deans to enter the dorm of the opposite sex.

During school hours, mixed groups are not allowed in areas other than the center campus, except during supervised activities. At no time should there be mixed groups behind the boys' dorm or the girls' dorm, behind the gymnasium, in front of the music building or in front of the Ad Building.

During classes and regular business hours students are not allowed to loiter or hang out in the hallways or offices of the administration building.

After recreation, no students may be on the opposite side of the "T" from their dormitories without specific permission from their deans.

Students are allowed to escort their dates to Friday night vespers, Sabbath School, and all other designated programs.

Inappropriate display of affection or being in inappropriate places will result in social restrictions. Cell phones will also be lost with social restrictions.

TRANSPORTATION

There will be separate seating for boys and girls on all bus trips.

CAMPUS LEAVES

No student is permitted to leave campus by using Lyft, Uber, or taxi. Dorm students are not permitted to ride at any time with student drivers (including community students) unless a carpool is approved by the administration. Students may leave campus with a brother or sister 18 years or older, or with an adult (25 years old) whose name is listed specifically on a parental permission slip given to the dean before the home leave request.

No last-minute phone calls will be accepted for going off campus with people not listed on the permission slip. Approved adults must personally sign out and sign in with the dean present. Students wishing to visit another student's home must secure an invitation from the student's parents whose home they plan to visit and permission from their own parents. These arrangements must be made through the dean(s). Dorm students will be required to attend all events during a closed weekend.

Administration reserves the right to deny any campus leave—even though all permission slips are in order—when, in the judgment of the school, circumstances indicate such a leave would be detrimental to students.

HOME LEAVES

For scheduled Home Leaves, students will be out of the dorm, locked by 2:00 p.m. and will remain closed until 5:00 p.m. of the day before classes resume. Students should return between 5:00 p.m. and 9:00. If students are returning late, they should contact the dean on duty. When students return from home leave, they are to come directly to the dormitory, remaining in the dorm unless the dean grants permission to leave on duty. Consistent violation of this may result in discipline. No meals are served on home leave Sundays.

WEEKEND LEAVES

Weekend leaves begin after work or classes on Friday and students must return by 9:00 p.m. Sunday evening. Students are also allowed Saturday night leave after Saturday night activities, returning by 9:00 p.m. on Sunday evening. Consistent violation of the 9:00 pm curfew may result in discipline. On a Sunday School weekend, students must be back on campus in time for Sunday classes. Weekend leave requests must be submitted by Thursday noon before departure to then be approved by the dean, work supervisor, and school Principal.

FOOD SERVICE

Maplewood Academy operates a well-organized food service program in harmony with the principles of the Seventh-day Adventist church. While we are obligated to provide our students with well-balanced meals each day, being able to eat these meals in the dining room with friends is a privilege. This privilege is conditional and is based upon acceptable behavior in the dining room.

Vegetarian meals are served in the cafeteria. No food or beverage is to be carried into the cafeteria except sack lunches from home.

In general, three meals are provided each day, Monday through Saturday, and two meals are provided on Sunday. Please note that no meals are served in the cafeteria on the Sunday of home leaves. Rules and guidelines may be changed at the discretion of the staff. Additional regulations will be as effective as those written in this book.

Takeout trays from the cafeteria are restricted to situations where students have faculty approval. This includes cases where students are on the sick list or during special school events. In all other instances, the use of takeout trays is not permitted.

COMMUNITY STUDENTS

Maplewood Academy prioritizes effective communication with students and parents/guardians. We utilize the Daily Google Classroom Student/Parent Updates for daily updates and assignments, as well as the Ren Web Parent Alert system for important announcements via text messages. Community students must actively participate in the program and adhere to school policies. Announcements are communicated through email and posted signs. Our goal is to keep everyone well-informed and engaged in school activities.

DORMITORY STUDENTS

Most of our students find living in the dormitory environment a very enjoyable experience. The family atmosphere allows students to make many close friendships that will last a lifetime. Living together in a group environment, however, does require guidelines so that all can enjoy the experience.

Dormitory policies and guidelines are clearly spelled out in the Dormitory Handbook provided to all students and their parents/guardians. (See page 54) Students and parents/guardians are expected to be familiar with the policies and cooperative with their implementation. The guidelines are for the safety, respect, and comfort of all students.

The administration reserves the right to make changes in policy as the need arises throughout the school year. These changes, as announced, are as binding as the written policy.

COPYRIGHT/PHOTOGRAPHS

Maplewood Academy owns the copyright to all works created by students during their studies at Maplewood 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. Maplewood takes photographs, videos, and other likenesses of students participating in educational, work-related, mission, and extracurricular activities.

Maplewood reserves the right to use photographs, videos, and other likenesses of students in its displays, publications, promotional materials, school Facebook page, and on their website.

ASBESTOS NOTIFICATION

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

PEST CONTROL

Our school utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school buildings. Their program consists of:

- Inspection and monitoring to determine whether pests are present and whether any treatment is needed.
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
- Utilization of non-chemical measures such as traps, caulking, and screening.
- Application of EPA-registered pest control materials when needed.

All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and treatments is available for review or copying at the school office. A similar estimated schedule is available for the application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

SPIRITUAL LIFE ACTIVITIES

Spiritual activities are an integral part of the educational experience at Maplewood Academy. Opportunities are provided for students to be involved in outreach/service programs individually and as part of extracurricular groups. Students are encouraged to take a leadership role in the spiritual life on campus. Students wishing to be involved in creating, planning, staffing, and/or implementing a spiritual program can do so through the Chaplain's Office.

MWA OUTREACH TO CHURCHES

Throughout the year, students can serve in Minnesota Conference churches by preaching sermons, telling the children's story, playing, or singing special music, and assisting local members with their church services.

RELIGIOUS SERVICES

Maplewood Academy considers worship to be a valuable spiritual experience. As a part of our program, all students are required to attend daily and weekly worship services. Dorm students must attend vespers, Sabbath school and church, and VR2 (Vespers Round 2). Occasionally, students are required to attend Sabbath afternoon programming. Students are invited to take part in as many additional church programs as they would like.

SABBATH OBSERVANCE

Because we are a Seventh-day Adventist campus, Sabbath observance is an integral part of our experience. We believe that the seventh day of the week is the Biblical Sabbath and that it should be observed from sundown Friday until sundown Sabbath. We intend that the sanctity of this day is characterized by dignity and a worshipful attitude. Students are expected to maintain proper decorum (reverence, respect, and common courtesies) during spiritual meetings and social programs.

SERVICE OPPORTUNITIES

Frequent outreach opportunities are provided for students to serve the surrounding communities through weekday and Sabbath outreach. This may include door-to-door ministry, volunteering in the surrounding area, or visiting with elderly/disabled individuals. Through this service, students are encouraged to find ways to put other's needs before their own.

MISSION TRIPS

Each year, students can participate in an annual mission trip designed to foster a variety of service opportunities. Sometimes mission trips will take place here in the United States or in US territories and sometimes the trips will be more international in nature.

WEEK OF PRAYER

Three times a year, a time is set aside to have a specific spiritual focus. Students are required to attend all Week of Prayer meetings.

IMAGE AND DRESS

At Maplewood Academy, it is expected that students adhere to the dress code policy, which encourages modesty and appropriateness. The way students dress has an impact on themselves and others, and we believe it is important to project a wholesome image. Wearing appropriate clothing always demonstrates respect for oneself and others and is an integral part of students' personal development. Note that failure to comply with the dress code policy may be considered a form of insubordination. However, we approach this matter with understanding and in a polite manner, emphasizing the importance of following the policy for the benefit of the entire school community.

In the spirit of unity and fairness, day students are held to this same dress code.

CLASS AND GENERAL CAMPUS WEAR (School Dress)

All clothing must be clean, neat, and modest with no holes or tears.

Pants must be modest, fit comfortably, and not too tight or form fitting.

Shorts must be modest, and the hem must reach the bottom of the fingertips when the arms are down at the side.

Skirts must comfortably touch the knees. If worn with leggings or opaque tights, skirts may be three-finger widths above the knee. Slits may be only two inches above the knee.

All tops must have sleeves and modest necklines.

Clothing NOT allowed in the classrooms, cafeteria, and general campus wear:

- Clothing with holes, tears or in grubby appearance, including, but not limited to, cutoffs, muscle shirts, and torn, frayed, ill-kept clothing
- Athletic shorts, athletic pants, and leggings
- Baggy pants (pants that sag low on the hips) and chains. No underwear should be showing
- Extremely tight, form-fitting clothing. Tights and leggings are only allowed with school-approved bottoms over the top of them
- Sleepwear is not acceptable attire outside of the residence hall
- The midriff should not show at any time, including when arms are raised or when bending
- Clothing that allows undergarments or cleavage to show
- Alternate dress and extreme styles
- Clothing with pictures or writing not in harmony with school principles
- Jewelry, including necklaces, rings, bracelets, and earrings are not to be worn. If worn, these items may be taken from students. Lanyards can carry keys.
- Tattoos or henna. If these items are on the skin prior to becoming a student at Maplewood they must be covered when on campus or at school functions
- Fingernail polish that entails a design that undermines Christian principles
- Sunglasses are not to be worn in religious programs, classrooms, the cafeteria, or the Ad Building. If worn in these areas, these items may be taken from students.
- Students on their way to or from P.E. class, recreation or a sports practice may wear appropriate athletic attire to the cafeteria.

ATHLETIC WEAR

- School-approved shorts must cover leggings, spandex shorts, or tights.
- Footwear must be worn outside the residence halls at all times. Athletic shoes are required in the gymnasium and during any sporting activity.
- Women are required to wear modest one-piece swimming suits or overlapping tankinis for swimming. Speedos are not acceptable for guys. All swimwear must be approved by the faculty.
- For physical activities, students may wear tank tops that are 3 fingers in width at the shoulder, no bra should be shown.

- Undergarments should be worn at all times.

RELIGIOUS PROGRAM ATTIRE

Boys - Appropriate for Religious Program Attire

- Dress pants that fit properly
- Dress shirt, tucked in, with or without a tie
- Suit jacket or sports coat
- Sweater with collar or turtleneck
- Dress shoes, walking shoes, loafers, dress boots
- Boys should not wear work boots, flip-flops, slippers, or athletic shoes
- For vespers only, boys may wear appropriate polo shirts
- Please note that hats are not to be worn during spiritual programs.

Girls - Appropriate for Religious Program Attire

- Dresses or skirts (which reach the top of the knee when standing) or dress pants that fit properly. Leggings or tights may be worn with skirts, but the skirt must still come to three finger lengths above the knee
- Pantsuits
- Blouses or sweaters
- Dress shoes and dress sandals, walking shoes, loafers, clogs, dress boots
- Girls should not wear t-shirts or sweatshirt tops, miniskirts, capris, rubber flip-flops, slippers, work boots, or athletic shoes.

Banquet Attire

Banquet dresses will meet the following guidelines and must be approved by the deans.

- Knee length or longer with no slit going above the knee
- The back of the dress is to come to the shoulder blade or higher.
- No visible cleavage.
- Modest neckline with no low-cut or revealing styles (no spaghetti straps, no strapless, no cut-outs within the bodice).
- No jewelry.

To ensure a smooth process, it is essential that all dresses are preapproved before the home leave scheduled on the calendar prior to the banquet. We kindly request that students adhere to this requirement. Additionally, a dedicated female staff committee chaired by the dormitory dean will be available to provide guidance and support in selecting appropriate banquet attire.

MWA Work Safety Attire

Clothing should be durable, with no holes, and should meet safety standards. Classroom attire should be worn for any office-related job.

Hair

All students are to keep their hair neat, clean, and modest in appearance.

Hairstyle is to avoid extremes in style and color.

Highlighting of the hair should be subtle.

Conflict Resolution

Since neatness and acceptability are highly subjective qualities, the deans and administration will give guidance. If there is any dispute, the faculty member would refer the matter to the administration.

DISCIPLINE

Every effort is made to help the student see the importance of cooperating with school rules as a means of character development and good citizenship. Disciplinary actions are intended to be redemptive, remedial, and corrective rather than punitive. Discipline at Maplewood Academy is carried out fairly and carefully and with consideration given to the child's temperament, disposition, and ability to comprehend the difficulty that a particular behavior is creating. Discipline is administered with careful regard given to the protection of the student's personal integrity and sense of self-worth. Parent-teacher communication is vital in letting the child know that there is a team effort to help him or her achieve the best behavior possible.

The goal of all rules and regulations at MWA is to create a safe, effective learning environment for students and faculty. Anything that contributes to the positive development of students will be encouraged. Anything that interferes with that growth will be discouraged and the student will be disciplined.

DISCIPLINARY CONSEQUENCES

Parents will be immediately notified of any disciplinary situation considered significant or unresolved. Disciplinary consequences may include any or all the following:

- spoken to by a teacher or staff members
- spoken to by the principal or vice-principal
- involvement of the parents (i.e., discipline notice or phone call home)
- meeting with the disciplinary committee
- loss of privileges (involvement in extracurricular activities, trips, etc.)
- probation
- suspension
- expulsion

All members of the school staff share the responsibility for supervision of student conduct. Minor disciplinary matters are dealt with by individual staff members or teachers. Repeated offenses or significant infractions of school rules will be handled by the school administration in consultation with the school's Discipline Committee.

PROBLEM RESOLUTION

The success of a student's experience at school depends in a large measure upon the fullest level of cooperation between parents and teachers.

Communication between home and school is especially important. Without proper communication, misunderstandings can develop into serious problems. Just because a student may complain regarding a teacher or something that has allegedly happened at school does not mean that there is no other perspective or explanation. Parents are encouraged to resolve concerns in an appropriate manner according to the following procedure established in harmony with the counsel of Jesus in Matthew 18:

- If you have a question or complaint about a specific classroom or school situation, speak directly to the teacher involved.
- If it is still unresolved, speak with the principal. A parent-teacher-principal conference may be arranged to discuss the issue more fully to help arrive at a feasible and fair resolution to the problem.
- If still unresolved, a parent or guardian may contact the school board chairperson to discuss further avenues of inquiry.

Please resist the urge to solve the problem in the court of public opinion. The goal of the problem resolution procedure is to solve problems in accordance with biblical guidelines.

STUDENT SUSPENSION

The MWA principal and/or Discipline Committee may elect to suspend a student from the school who commits a serious, overt act that violates school regulations. The suspension will be effective until the parents appear at the

school to discuss the conditions for readmission. The suspension period ordinarily will not exceed three school days with the principal notifying the school board chair of the suspension. In extreme situations, the school principal or board chair may ask a parent to voluntarily withdraw their child from school due to an ongoing series of problems or a particularly egregious situation. Should this request be refused, the student will then be subject to formal expulsion as voted by the School Board.

STUDENT EXPULSION

If, in the sole discretion of the school, a student (1) fails to achieve satisfactory educational performance or (2) demonstrates unsatisfactory conduct, or (3) his/her spirit is out of harmony with the standards of the school, or (4) his/her influence is found to be detrimental, he/she may be asked to withdraw at any time, even though there may have been no specific violation of any particular regulation.

Upon the recommendation of the principal and/or Discipline Committee the status of the student's enrollment at MWA will be presented to the School Board. The School Board will deliberate in an executive, closed-door session regarding the recommended expulsion of the student. The school board is the final authority in the expulsion of a student. Any student expelled is not to return to the school campus for any visit or school activity without first receiving permission from the school administration.

PARENT/GUARDIAN SUPPORT

Student success is impacted by the support and involvement of parents and/or guardians. MWA works to develop a prominent level of support with parents and/or guardians. Parents/guardians that engage in inappropriate conduct and/or a hostile attitude towards a teacher, administrator, or staff member may jeopardize their child's standing in the school. The school reserves the right to suspend or expel a student in these types of extreme circumstances.

GENERAL EXPECTATIONS

As a Christian school, MWA seeks to instill in students the highest level of personal conduct and integrity. Every effort is made to ensure a positive, safe, and secure school environment in which all students can grow and develop in a positive manner. Expectations for students are based on (1) Seventh-day Adventist Christian standards, (2) Community rules and expectations, and (3) basic common courtesies expected by all. Students should honor God in whatever they do. The school endeavors to help students understand that what they do matters and that their conduct both on and off campus can impact the status of their continued enrollment at MWA. In this regard, the following behaviors are clearly not tolerated and will result in immediate disciplinary consequences up to and including being immediately dismissed from school.

- Use of profane and inappropriate language.
- Possessing or displaying obscene literature, magazines, pictures, movies, videos, music, or paraphernalia, making lewd suggestions, or indulging in lewd behavior.
- Using, possessing, or furnishing tobacco, alcohol, narcotics, drugs, or drug paraphernalia, vape pens, or inhalants in any form.
- Gambling. Any devices being used for gambling or betting will be confiscated.
- Forgery, dishonesty, stealing, willful deception, plagiarism, or any other form of dishonesty.
- Possession or use of fireworks or incendiary devices of any kind.
- Conspiring to bully or participating in bullying, harassment, or initiations of any kind
- Inappropriate physical contact or display of affection.
- Displaying a detrimental attitude or lack of cooperation with the school's basic philosophy of education
- Possession of a firearm, explosive, knife, or weapon of any kind including weapon facsimiles or toy weapons.
- Unauthorized presence in the opposite dormitory.
- Inappropriate use of technology, including e-mail, internet, or cell phone.
- Willful destruction of any property or vandalism of any kind.
- Making or possessing unauthorized keys for rooms, buildings, or equipment.
- Entering or leaving any building by any means other than the regular entrances, except in case of fire or fire drill, or upon instruction from a staff member.

- Leaving the campus without permission.
- Making threats or joking about threats against the school and/or school community.
- Violation of civil laws.
- Antagonism toward the spirit and policies of MWA, continuous criticism, undermining, and fault-finding.
- Obstinate violation of school regulations or insubordination.

Any behavior on the part of students which is not in harmony with the spirit of Christianity or consistent with the principles of the Seventh-day Adventist Church and the mission of Maplewood Academy will subject students to disciplinary measures even though the specific behavior is not included in the list above.

BULLYING/CYBER BULLYING

Maplewood Academy is a part of a conference-wide initiative to stop bullying on our campuses. We are working to implement the Olweus Bullying prevention program on all our campuses and schools around our conference. MWA strives to provide a safe, positive learning climate for students; therefore, bullying and cyberbullying in any form are not tolerated.

The OLWEUS Bullying Prevention Program defines bullying as someone or a group of someone is repeatedly and on purpose doing mean and hurtful things to another person who has a challenging time defending him/herself.

Bullying includes, but is not limited to any verbal or non-verbal, social, written, or physical action directed at a student that has the effect of:

- Physically, emotionally, or mentally harming a student;
- Damaging, extorting, or taking a student's private property;
- Placing a student in reasonable fear of physical, emotional, or mental harm;
- Placing a student in reasonable fear of damage to or loss of private property;
- Creating an intimidating or hostile environment that interferes with a student's educational opportunities.

Cyberbullying includes, but is not limited to, the following misuses of technology: Harassment, teasing, intimidation, threatening, or terrorizing someone by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including social networking sites and blogs) which has the effect of bullying as listed above.

Students who violate this policy will be subject to disciplinary action, which may include suspension, expulsion and/or notification to the appropriate authorities.

(Part of the Bullying Prevention Coordinating Committee's work will be to identify specific consequences for bullying actions)

HARASSMENT

Everyone at Maplewood Academy has the right to feel respected and safe. The following is our policy to prevent religious, racial, or sexual harassment or violence of any kind.

1. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender:
 - a. Name-calling, jokes (including April Fools), or rumors
 - b. pulling on someone else's clothing
 - c. graffiti
 - d. notes or cartoons
 - e. unwelcome touching of a person or clothing
 - f. unwelcome use or destruction of another's property
 - g. offensive or graphic posters or book covers
 - h. any word or actions that make students or others feel uncomfortable, embarrassed, cause hurt feelings, or make students to feel bad
2. Words and actions that make students or others feel uncomfortable or fearful should be reported to a dean, school nurse, teacher, counselor, or Principal.
3. Students may choose to write a written report. This report may be given to a dean, teacher, school nurse,

counselor, Principal, or Human Rights Officer

4. Students' rights to privacy will be respected as much as possible.
5. We take seriously all reports of religious, racial, or sexual harassment or violence and will take appropriate actions based on students' reports.
6. The school will also take disciplinary action if anyone tries to intimidate students or in any way harm them because they reported an incident to the authority.

TECHNOLOGY

The focus of the integrated technology program at Maplewood Academy is to provide the best tools and resources for today's learners. Excellence in education requires that technology be seamlessly integrated throughout the educational program. The individual use of personal or devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace. The policies, procedures, and information within this section apply to all school-issued devices, personal electronic devices, and Maplewood Academy devices.

PERSONAL DEVICES

Students may bring personal devices to school; however, such devices will only be allowed to connect to the school's student WIFI network. Personal devices include all the following devices: personal computers, tablets, iPods, watches, music players, and cell phones.

- Personal devices are not allowed at worship services or in classes without the teacher or activity coordinator's permission.
- All digital content (including but not limited to video games and music) must be in harmony with Christian principles. Deans and administration reserve the right to review and restrict access at their discretion.
- Computer games, video games, TV shows, movies, and videos should not be viewed at any time on school-issued devices or using school WIFI on personal devices. These items should not be viewed on cellular phones during study hall, after lights out or during Sabbath hours.
- Personal WIFI hotspots are not allowed.
- Personal devices will be confiscated from students who are on downgrades. Devices will be returned when the student is off downgrades.
- Students are solely responsible for ensuring compliance with licensing and copyright. Maplewood assumes no responsibility for student violations of such regulations.
- Maplewood Academy cannot be responsible and does not carry insurance coverage for any personal loss of electronic equipment. Maplewood Academy will assume no responsibility for the replacement of stolen items.
- **Ear Buds:** To maintain a conducive learning environment, the use of earbuds is strictly prohibited in any academic or school program, including classrooms, assemblies, and religious programs. Students are not permitted to wear earbuds or headphones during these activities. We appreciate your understanding and cooperation in adhering to this policy.

Cellular Phones

Students should secure their cell phones in their purses, pockets, or book bags. Cell phones should be turned off during classes or other meetings (Forgetting to turn off the cell phone is not a sufficient excuse.).

If a cellphone is found in a classroom or meeting or is being used inappropriately it will be confiscated. The length of the confiscation may vary due to whether it is a first or repeat offense. Repeat offenders will be required to meet with the school administration or discipline committee.

Maplewood runs a busy schedule, and it is important that our students receive a good night's sleep, which is consistent with our belief in the connection of body, mind, and spirit. With this in mind, we collect cell phones each night, ten minutes before the lights go out. Cell phones may be picked up from the dean each morning. If a second phone is found in the possession of a student, both phones will be confiscated for 1 month. If a second phone is found in the possession of a student for a second time, the phone will be confiscated indefinitely, and the student will meet with the Discipline Committee. Parents are urged to provide their children with phones that are NOT capable of Internet access.

"Smart Phone" data packages should be limited. No cell phone photographs are to be taken in restrooms, locker rooms, etc. at any time. Cell phones or other electronic devices are to be used in appropriate ways, times, and places.

- They are not to be used during religious services or chapels.
- They are not to be used in academic areas.
- They are not to be used to listen to music outside of the dormitories.

- They are not to be used for inappropriate video gaming or extensive video gaming of any kind.

Cell phones may be searched at any time. If a phone is confiscated, it will be returned to the parents in person.

Personal Computing Devices

Students will be allowed to bring computers, understanding that the school cannot be responsible for their equipment's safety. Personal computing devices will only be allowed to connect to the school's student WIFI network. Personal hotspot devices are not permitted. Misuse of computers will result in their confiscation. Equipment seized in this manner will be returned to the parent.

Personal Listening Devices

Personal listening devices are not allowed on campus except in the dorm. Students are encouraged to make positive choices in their musical selections. Refer to our music policy for more in-depth guidelines. Respect for a roommate may require the use of headphones. On any school trips, the sponsor or the bus driver will use his or her discretion as to the use of headphones. Improper use of technology may result in consequences and/or loss of privileges. Equipment seized in this manner will be returned to the parent.

When at work, you must be able to safely see, hear and assess your surroundings for safety. Because of this safety concern, you may listen to music through an open speaker at your supervisor's discretion, but NO earbuds.

Smart Watches

Smart Watches are not allowed in the classroom.

ACCEPTABLE USE POLICY

The use of information systems is a privilege, not a right, and this privilege is not to be shared with people or groups outside Maplewood Academy and terminates when a student is no longer enrolled at school. These policies are provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. The Maplewood Academy Administrative Committee is responsible for determining appropriate use requirements. Before receiving their school-issued device or Internet privileges, students and parent/guardians must thoroughly read and sign the "Technology & Internet: Acceptable Use Agreement."

Also, any technology-related activity not in accordance with the policies stated in this policy may result in the loss of technology privileges and other disciplinary actions. In the event of inappropriate use of an electronic device (Chromebook, cell phone, tablet, personal computer, or other devices), Maplewood Academy reserves the right to confiscate and review the contents of the device, including but not limited to, the review of a student's school email account, which is subject to content filtering.

On a global network, it is impossible to control all materials. However, through a strict filtering and monitoring system, Maplewood Academy has taken precautions to restrict access to inappropriate materials. Students who access, publish, or attempt to access or publish inappropriate/illegal materials will be subject to discipline. Also, all students must get permission from their parent/guardian to access Internet resources provided at Maplewood Academy.

Rules of Acceptable Use

The use of electronic devices and Internet-related resources at Maplewood Academy must be in support of education and positive social interactions and must be consistent with the overall goals and objectives of Maplewood Academy. Students are expected to abide by Maplewood Academy's standards for Christian conduct in all respects as well as accepted rules of user etiquette, safety, and security. These rules include, but are not limited to the following:

- Never send illicit or abusive messages
- Use appropriate language; do not swear, use profanity, vulgarities, etc.

- Keep all passwords confidential
- Respect the confidentiality of other's electronic devices, passwords, and stored information
- Avoid revealing personal information while online with someone you do not know personally
- Do not use the network in a way that could disrupt others use of it
- Do not engage in illegal activities prohibited by local, state, or federal laws (including copyright laws)
- Do not download programs, games, files, movies, files, picture files, plug-ins, viruses, etc. or any other dangerous materials to school without the express permission of the Technology Director
- Do not use the electronic devices of others
- Do not tamper or intentionally damage the network security systems, hardware, software or network systems or equipment
- Do not access or attempt to access or use the personal accounts of others
- Do not attempt to access school devices to gain confidential and/or private student/school information
- Do not attempt to bypass school content filters, i.e., VPN
- Do not transmit or intentionally receive inappropriate material that would violate the law or Maplewood Academy school policy. This includes, but is not limited to:
 - Copyrighted material
 - Gambling
 - Racism
 - Pornography
 - Inappropriate language
 - Illegal solicitation
 - Sexism or sexual harassment
 - The design or detailed information pertaining to explosive devices
 - Threatening or obscene material
 - Criminal activities or terrorist acts

Reporting and Review of Concerns

Any security concerns must be reported to the Administrative Committee immediately. Maplewood Academy staff may review files and communications to maintain system integrity and to ensure that users are using the system responsibly and appropriately.

The school's "Acceptable Use Policy" does not allow anyone to publish text, images, or any other information about Maplewood Academy and its students, faculty, or staff without the permission of the principal. Regardless of where a student accesses the Internet--at home, at school, or in any other place--the student is in violation of the school's policy if the student violates this prohibition.

Maplewood Academy's faculty and staff look forward to helping students get the best use out of the technology resources available. Please help us keep that experience safe and appropriate.

HEALTH SERVICES

ACCIDENTS

The EXCESS INSURANCE PLAN carried out by the school covers only in the case of an accident or injury sustained because of student participation in a school sponsored/ organized activity.

Our insurance is defined as "EXCESS COVERAGE" which pays for any expenses the student's personal policy does not cover up to a maximum of \$5,000. If students do not have insurance, they must send a letter to the office stipulating that they do not have health insurance.

Students must report the injury to the school nurse, dean, or appropriate faculty member within 24 hours for the school insurance to cover medical charges. This is the students' responsibility. Failure to report may result in loss of coverage.

Notice #1 – The Medical-Dental Expense Benefit of this Plan is an "excess" type benefit that picks up where other coverage leaves off. If the injured student's expenses or treatment are covered under any other individual, franchise, blanket, or group coverage which provides benefits or services for, or by reason of medical or dental care or treatment this Plan will pay only the medical expenses not provided or reimbursable under the student's other coverage, according to the school's insurance plan.

Notice #2 – If students or their families are not covered by their own personal insurance plans, then the following steps must be taken for a claim to be paid:

Step 1 – The physician, clinic, and/or hospital, etc., will bill the parent(s) or guardian directly.

Step 2 – The parent(s) or guardian is to pay all bills in full.

Step 3 – **Once the bills are paid and a receipt(s) obtained, the parent(s) or guardian must submit to the school's insurance carrier all receipts for the accident/injury episode.**

Step 4 – **The school's insurance carrier will issue a refund check for the appropriate insurance coverage for the episode.**

Accidents that occur while students are employed by the academy are covered by the State Workman's Compensation Act.

COUNSELING SERVICES

Maplewood Academy has a licensed school counselor available to support students and, if necessary, to assist in referring students for more in-depth personal counseling.

Christian Counseling Services are also available through the following local community offices:

North Star Counseling Center- (320) 234-3451

Lighthouse Counseling- (320) 234-7100

MWA reserves the right to require counseling as a condition of continued attendance in situations where the student is dealing with issues beyond his or her ability to control. These issues may not necessarily involve specific discipline situations. Routine counseling and student support is provided by the staff of the academy and by the school's licensed school counselor.

EXCUSE PROCEDURE

When students are on the absence list the dean will notify the work supervisor, Registrar's office, and cafeteria. If students become ill or injured during the day, they should contact the dean or administration. If illness or injury occurs at night, the student should report to the dean immediately.

ILLNESS GUIDELINES

When students are ill or have a problem, they should report to the dean or office. Maplewood does not have a full-time nurse on staff. Students with health concerns will be taken to Urgent Care or ER.

When students are on the absence list, they must remain in their rooms all day and evening with bathroom privileges only. Other students are not allowed to visit the room of a student on the absence list. Violations of this policy will result in unexcused absences from classes. Deans will deliver food from the cafeteria to a student on the absence list.

MEDICAL APPOINTMENTS

If students become ill while at school and need to see a physician, the dean or other designated staff member will make the appointment and arrange transportation at no cost. All routine medical appointments should be made to coincide with regularly scheduled home leaves. If transportation to routine and non-emergent appointments is needed, additional fees may be assessed.

NON-PRESCRIPTION MEDICATION

Students are expected to provide their own over-the-counter medications for routine use and are required to keep them in the Dean's office. Staff may dispense over-the-counter medications to students on an emergency or as-needed basis only with authorization from the parent/legal guardian.

PRESCRIPTION MEDICATION

Prescriptions may be charged at various pharmacies at the expense of students. If a staff member pays for a prescription for students, that expense will need to be reimbursed by the parent/guardian. Students should not share medications with other students. All prescription medications will be required to be kept in the Dean's office.

SUICIDE STATEMENT

Maplewood Academy believes in protecting every student that is on our campus. A student who attempts suicide or shows warning signs will be taken to the emergency room or psychiatric hospital. The parents/guardians will be contacted.

After MWA notifies a parent of their child's risk of suicide and provides referral information, the responsibility falls upon the parent to seek mental health assistance for their child. We will take all threats seriously. As mandated reporters, MWA staff are expected to report (without parental permission) any attempts made to harm oneself or others.

Before the student returns to school, a letter or the document treatment plan from a mental health facility or licensed mental health provider stating that the student is not at imminent risk for harming him/herself or others shall be provided to the school.

FINANCES

It is the objective of Maplewood Academy to operate the school as efficiently and economically as possible to offer a quality Christian education to our youth. The major source of income for the school is the student charges. Therefore, in the best interests of students and the school, it is important that Maplewood Academy adheres strictly to the financial policies as stated below.

1. The account for the previous year's schooling must be paid in full or adequate written arrangements made with the Vice Principal for Finance before students can be permitted to register for the current school year. Any delinquent accounts remaining from siblings who have previously attended Maplewood must be settled in like manner before another student from the same family may be admitted.
2. If an account has an unpaid balance equivalent to one month's charges, that student will not be permitted to continue classes until adequate arrangements have been made. All students will need a test permit to take their semester tests. Test permits for semester tests will not be issued to any student whose account is not current.
3. Students will not be authorized to participate in graduation exercises until their bill has been paid in full or a promissory note signed with an appropriate financial institution to clear the balance. Any request or deviation from this policy must be submitted to the Academy Board on or before May 1 of the current school year. The diploma will be granted only when the bill is paid in full. A possible financial institution is Citizens Bank.

STUDENT ACCOUNT

Student charges include tuition for both community and dormitory students. Cafeteria and dorm charges are added for boarding students. Other charges for extracurricular activities such as sports, tournaments, and trips must be paid in advance. Statements will be mailed or emailed at the beginning of the month and payments are due BY THE 20TH OF EACH MONTH. Parents who fall one month behind in making payments may be asked to withdraw their student.

REGISTRATION FEES

Registration and entrance fees must be paid on registration day in August. The \$1,000.00 entrance fee is not refundable after Labor Day. The entrance fee includes such things as: books, library fees, supplemental accident insurance, yearbook, activity fees, club dues including ASB, boys' or girls' club, technology, and others.

STUDENT CHARGES SCHEDULE:

<i>Dormitory Student</i>	<i>Monthly Charges</i>	<i>Community Student</i>	<i>Monthly Charges</i>
<i>Entrance Fees</i>	<i>1000.00</i>	<i>Entrance Fees</i>	<i>1110.00</i>
<i>August</i>	<i>1810.00</i>	<i>August</i>	<i>1000.00</i>
<i>Due on Registration Day</i>	<i>2810.00</i>	<i>Due on Registration Day</i>	<i>2110.00</i>
<i>September</i>	<i>1810.00</i>	<i>September</i>	<i>1110.00</i>
<i>October</i>	<i>1810.000</i>	<i>October</i>	<i>1110.00</i>
<i>November</i>	<i>1810.00</i>	<i>November</i>	<i>1110.00</i>
<i>December</i>	<i>1810.00</i>	<i>December</i>	<i>1110.00</i>
<i>January</i>	<i>1810.00</i>	<i>January</i>	<i>1110.00</i>
<i>February</i>	<i>1810.00</i>	<i>February</i>	<i>1110.00</i>
<i>March</i>	<i>1810.00</i>	<i>March</i>	<i>1110.00</i>
<i>April</i>	<i>1810.00</i>	<i>April</i>	<i>1110.00</i>
<i>May</i>	<i>1810.00</i>	<i>May</i>	<i>1110.00</i>
<i>Total Dormitory Charges</i>	<i>19100.00</i>	<i>Total Community Charges</i>	<i>12100.00</i>
<i>• Single Occupancy room Charge</i>	<i>500.00 / year</i>		

**** International students have the added cost of approximately \$1145 for medical insurance**

PREVIOUS BALANCES

A student's account for the previous year's expenses at MWA or any other Seventh-day Adventist school must be paid before any student can enroll for the new school year.

DISCOUNTS

A discount of \$150 per semester will be given to any students paying full tuition if the semester's tuition is paid in advance and \$350 per year if the year's tuition is paid in advance.

No discount will be given if paid with a credit card.

This discount is for fully paying students only.

A discount of \$800 per student will be given to all families with two or more dorm students in regular attendance or \$500 for community students.

FACTS TUITION MANAGEMENT SYSTEM

Maplewood Academy contracts with the FACTS Management Company to provide the following services:

1. Grant and Aid Assessment Program:

A program where families provide their relevant financial information directly to FACTS. Information gathered by FACTS remains confidential and is not shared. The FACTS information is compiled to evaluate the financial need status of each applicant and is used by Maplewood Academy to determine the families' financial need for tuition assistance.

The FACTS Privacy of Information Statement is available through the Business office.

2. Tuition Management Program

This is a service that allows families to pay tuition monthly through an automatic payment. Benefits of this program include:

- Assurance that payments will be received on time.
- Choice of payment processing dates.
- Convenience of managing tuition accounts online from home or office.

3. All tuition accounts must be paid through the FACTS tuition payment plan unless they are paid in advance for the year or semester by Aug 17 or January 4, respectively.

Please Note: The FACTS Management Company is not a grant or scholarship provider.

FINANCIAL AID

Students who have a financial need may apply for assistance from the Maplewood Academy Scholarship Council (MASC). There are three programs available to students.

1. Students working at an SDA summer camp or megabook program will receive up to \$2,000 matching.
2. Maplewood will match the amount given by a local church to aid a specific student up to \$2,000 per year for dorm students and \$1,000 for community students, depending on the financial need of the family.
3. Students who need further financial assistance should make an application through FACTS Grant and Aid, or as far in advance of registration as possible. This can be done at <http://online.factsmgt.com/aid>. Scholarships are limited, please apply early.
4. Applications for church matching funds must be signed by the pastor and the treasurer of the local church. Criteria for providing aid are financial need and students' willingness to pay a portion of their tuition costs by

faithfully working at their assigned jobs. Students receiving financial aid must demonstrate responsible citizenship, attendance, and academic effort. Failure to do so may result in a reduction or removal of financial aid.

EDUCATIONAL WORK OPPORTUNITIES

Work is an important part of the educational program at Maplewood Academy. Students need to learn about the world of work and gain experience in employment. All dormitory students must hold a part-time job assigned by the school administration. Non-dormitory students are encouraged to work if jobs are available, even if it is not required.

Students sixteen years of age or older are expected to work in one of the areas on or off campus if an opening exists. Assignments are made based on needed workers in campus departments, skills needed for the job, and the student's financial need.

Students are expected to perform their work as efficiently as possible. Supervisors will evaluate each student worker and assign a letter grade for each grading period. Students whose work is not acceptable or who are not cooperative in their job assignments may be asked to withdraw from school. Students must continue their work assignments during the school year and may not quit their job before school closes.

For employment purposes, students MUST bring adequate documentation to complete the I-9 form.

The Academy cannot guarantee a specific amount of labor to any students. The amount will depend upon the students' ability, faithfulness, and willingness, and upon the amount of work available.

Possible Areas of Work

Cafeteria – Duties in the Cafeteria include the preparation and serving of meals, washing dishes, and general cleaning. Meals are prepared under the direction of a competent food service director.

Dormitories – Students are employed as resident assistants, groundskeepers, and custodians, to assist the dean in whatever tasks are needed.

Grounds/Maintenance – The care of the grounds and campus of the academy requires several students each year to keep the lawns tended, snow removed, and the campus looking attractive. Under faculty supervision, several students care for the repair, painting, and general maintenance of the buildings.

Janitors – The buildings of the academy are all cared for by student janitors under supervision of staff members.

Northwoods Elementary Teacher Assistants– Students help elementary teachers with classroom preparation, cleaning and working with elementary students.

Readers – Assist teachers with clerical work.

Secretarial – The Business Office, Registrar's Office, and the Development Office employ students to do office work.

Student Tutoring – Students are employed as tutors to help others with their homework and with building better study skills.

Off Campus Labor – Some students have taken jobs at local businesses within walking distance of the school. Students must have administrative permission before taking a job. Dorm students in off-campus jobs are not allowed to work during Sabbath hours.

LABOR CREDIT

One purpose of the work program is to provide an opportunity for students to help students learn a quality work ethic and to help defray the cost of their school expenses. Students' earnings apply to their accounts; therefore, students should not expect to receive cash for labor performed on campus or in industries. Students requesting admittance to the academy do so with this provision.

Students who work on campus will earn minimum wage.

The minimum wage for each job is based on the minimum national or the state wage for the industry. The average student cannot work more than twenty hours weekly while carrying the usual amount of schoolwork. Students who are fourteen or fifteen years old are limited to fifteen hours of work per week during the school year.

TITHE

The Seventh-day Adventist Church encourages its members to return tithes on all increases. In harmony with this, it is recommended that students make arrangements to have their tithe withheld. If authorization is given, the academy will forward the tithe to the Minnesota Conference of Seventh-day Adventists.

SEMESTER EXAMS/PROJECTS PERMITS

Semester exams/projects will be given in all courses at the end of each semester. Exam/project permits are issued to students only after they are financially cleared through the business office. Students are expected to take or complete their exams/projects during the assigned exam period. Students who miss an exam/project due to illness or other valid reasons are responsible for arranging missed tests directly with the teacher. If a student skips a semester exam/project, he/she will not be allowed to make it up later.