



WALLA WALLA  
VALLEY ACADEMY

STUDENT  
HANDBOOK

# WHO WE ARE

Walla Walla Valley Academy has a wonderful history of providing an education that empowers students to tell the story of Jesus. This story has been our focus from the very first days of the school, then known as Milton Academy, to today.

While names, locations and facilities have come and gone, the core of our mission remains the same—to empower you for Christ. Each generation has contributed to the history and traditions we enjoy. We are excited that you are a part of this Walla Walla Valley Academy family, adding to its rich tapestry. We encourage you to awaken spiritually, grow from this distinctive academic experience, practice teamwork and collaboration, connect and serve your community, and to live a life of gratitude.

You are what makes this place special. Take time to enjoy developing life-long friendships, learning from talented and committed teachers, and engaging in the opportunity to know Jesus in a deeper and richer way.

This handbook explains how we live. It is a guide to help you succeed and meet your goals. Some topics in this printed version may have been summarized for space. If you would like to read a specific policy in full please visit [www.walla.org/handbook](http://www.walla.org/handbook). If you have any questions, please ask!

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Walla Walla Valley Academy (WWVA) is a Seventh-day Adventist co-educational high school and is accredited by the Accrediting Association of Seventh-day Adventist Schools Colleges and Universities and the Northwest Accreditation Commission. Our school is operated by the Upper Columbia Conference of Seventh-day Adventists and the following churches in the Walla Walla Valley: College Place, Milton-Freewater, Stateline, Touchet, Umapine, Walla Walla City, Walla Walla University, and Walla Walla Eastgate.



Our purpose is to provide students the opportunity, environment, and example of living a life with Christ. Through competent and compassionate teaching, we encourage our students to develop Christ-centered skills and habits. We believe each individual has a God-given potential for growth and that each has value regardless of race, color, religion, gender, physical ability, or social standing. The school does not engage in a policy of segregation or discrimination. WWVA seeks to assist each student's growth in the following areas:



**Spiritual Awakening:** Our goal for each student is that she/he will make and maintain a decision to accept Christ and experience putting Christianity into action through serving others. We strive to provide every student the opportunity to be involved in some form of ministry through our active spiritual programs and outreach.



**Academic Distinction:** Our faculty endeavors to inspire students toward developing basic skills of learning. Current Technology provides students the skills and competitive edge they need. While learning to work with today's technology, students must also develop good skills in writing, effective speaking, and sensitive listening skills, as well as the ability to relate to people from all walks of life. These are the basic building blocks in establishing productive working relationships with others. Our teachers are dedicated to finding new methods and activities to ensure that each student has the opportunity to develop these skills.



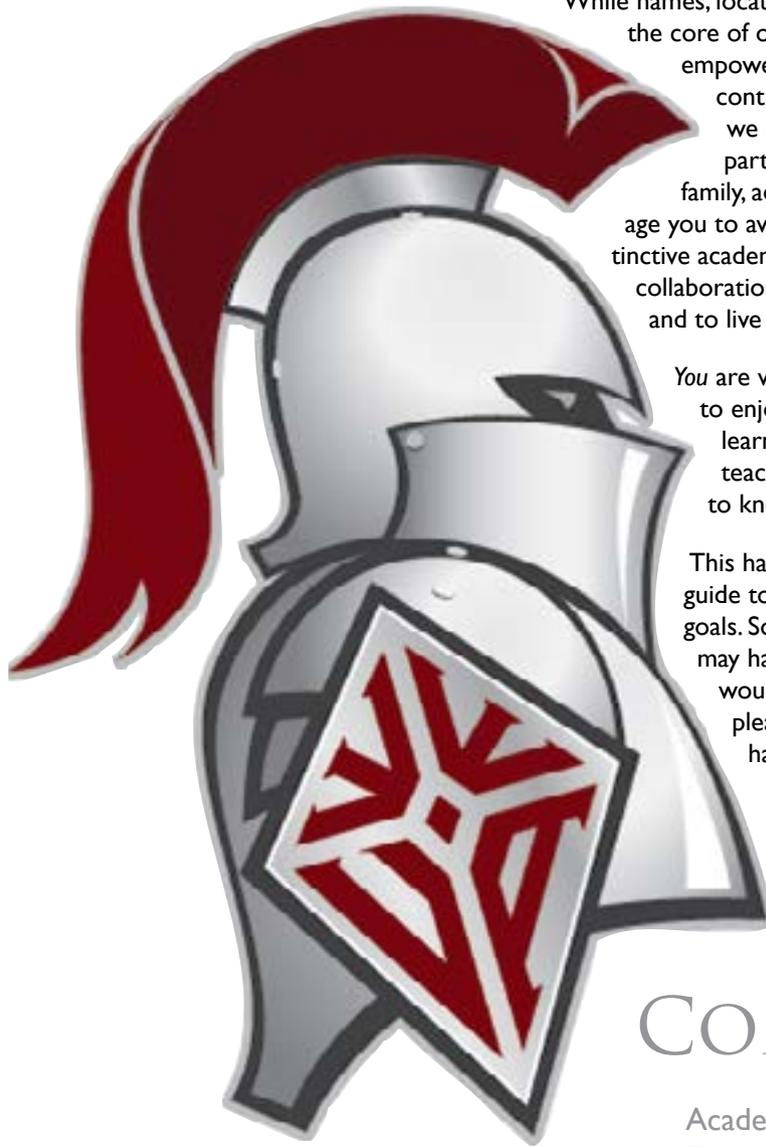
**Teamwork and Collaboration:** Students are encouraged to be involved in music and interest groups on campus, such as Choir, Band, Orchestra, Praise Ringers, Drama and Campus Ministries. These groups present programs for various church, civic, and school activities. There are weekend appointments with these groups. Students are also taught the importance of living a healthy lifestyle of good eating habits, vigorous exercise, and adequate rest. Each student has the opportunity to be involved in the campus intramural program, varsity/junior varsity sports, and the AcroKnights, an acrobatic team. We seek to instill in students respect for all people. We provide an environment where students can develop and enjoy healthy friendships. Students are expected to uphold wholesome social standards, be self-controlled and disciplined in their relationships with others.



**Community Connection and Service:** We want to inspire our students to show respect for authority and to understand that democracy depends on the personal integrity of each citizen. Each student is encouraged to be aware of and involved in the community. All enrolled students, together with all faculty members, are members of the Associated Student Body. This association is the general organization for the student body and is responsible for social, spiritual, and cultural activities. Class organizations provide leadership opportunities for students. Class officers are elected in the fall of each year. Officers and sponsors are responsible for planning class activities. In addition to local community service projects, each year during Spring Break students spend vacation time helping others. Mission service groups have traveled to places such as Africa, Latvia, Canada, Costa Rica, Honduras, Jamaica, Mexico, and Peru. Through these opportunities each student can have the experience of serving God.



**Culture of Gratitude:** We are grateful for our students, families, faculty and staff. We are thankful for the daily blessings that God has provided us. In response, our goal is to live in a state and culture of gratitude, giving thanks for His sacrifice, love and attention, for each other and for the things we have. As a school, we focus on making this a part of everything we do.



WALLA WALLA VALLEY ACADEMY:

# ACADEMIC PROGRAM



It is the desire and purpose of WWVA faculty to provide quality instruction and excellence in scholastic standards. Each student will be given a class program that fits his/her interests and ability level. In addition, every student is expected to maintain positive academic growth each semester in order to retain attendance privileges.

The academic program is based on a four-year sequence. A general diploma requires a student to have a minimum of 240 credits and meet the specific criteria in each area of study. A College Prep Diploma requires 270 credits with a minimum 3.25 GPA along with meeting the CADR's and successful completion of two college-level courses. To earn enrichments on their diplomas students must earn 270 credits with a minimum 3.25 GPA as well as a specific number of credits in the area of study.

Students should be aware that graduation requirements are not the same as college entrance requirements. This is why careful planning is necessary for the selection of yearly coursework.

Units of Credit: Five credits are granted for a class that meets for a minimum of 225 minutes per week for 18 weeks. Ten credits are equivalent to one Carnegie unit.

English	40	Social Studies	30- US History, Government, Electives
Health & Fitness	20 (5 Health)	Fine Arts	20
Science	30	World Languages	20
CTE	10	Math	30- Algebra I and above*
Bible	40**		
Personal Finance	5		

\* Students who work with the SPED resources may take other math classes to fulfill these requirements.

All students must have taken a course covering the WA State history topics required by the state of Washington.

\*\*Every student must earn five credits of bible for each semester she/he is enrolled at WWVA. Bible classes are to be taken from a WWVA instructor.

## College Prep Diploma

### CADR: College Academic Distribution Requirements

**English:** 40 credits. 30 credits must be college preparatory composition or literature or college level work in composition or literature.

**Mathematics:** 30 credits. Algebra I, Geometry, and Algebra II or higher, or college mathematics course with intermediate algebra as a prerequisite.

**Science:** 20 credits of lab-based science, one of which must be Algebra-based and one must be in Biology, Chemistry or Physics; A single class could satisfy both of these requirements.

**Senior year math-based quantitative course:** Algebra II, Pre-Calc or higher math course, statistics, an algebra-based science course such as Chemistry or Physics, or the comparable college courses.

**World Languages:** 20 credits of the same world language or the equivalent college courses.

**Social Studies:** 30 credits in history or social sciences or the equivalent college courses.

**Fine Arts:** 20 credits

**College Level Courses:** Students must take two (2) college level academic courses that are approved by the Registrar.

### Enrichments

Enrichments are earned when a student studies above and beyond in one or more subject areas and apply to Regular or College Prep Diplomas

Mathematics	40	Science	40
Social Studies	40	World Languages	20
Music	40	Fine Arts	40
		Drama	7.5

**Community Service Award:** Any student who accumulates a minimum 75 hours of community service per year during high school will be eligible for a community service award. Forms to document service are available in the office.

**Class Eligibility:** Students expecting to join a class must have the following number of credits at the start of the current school year: Sophomores 60, Juniors 110, and Seniors 170.

A senior who comes to WWVA needing more than 70 credits will be classified as a junior until grades are re-evaluated at the end of the first semester. At that time if she/he is passing appropriate courses and on track to graduate, she/he will be moved to senior class status.

**Class Load:** A full class load is six classes per semester. Students who want to take more than six classes or 60 credits per year should seek the advice of parents and the Registrar. If a part-time student takes three or more classes, one of the classes must be a Bible class.

**Graduation Services Participation:** Juniors and seniors involved in any major discipline during the last quarter may forfeit participation privileges in graduation services. Participation in commencement is contingent upon a student successfully completing all required and elective courses necessary to earn the minimum number of credits for a general diploma. Seniors must be taking a minimum of six classes, exclusive of teacher assistant, work assignments and off-campus credits, during the second semester to participate in graduation services. The Academic Standards Committee must approve exceptions to this policy.

A maximum of 55 credits of music and physical education/health may be allowed toward meeting minimum graduation requirements, no more than 35 credits are allowed in either area.

## Grading Policy

Grade reports are emailed to students and parent(s)/guardian(s) each week and are available through the MyWWVA account portal for each class. Parents are invited to examine these reports and to contact teachers or the Vice Principal for Academics with any questions concerning the grades received. Only semester grades earned by the student are final and recorded on his/her transcript.

Grade	GPA points						
A	4	B	3	C	2	D	1
A-	3.7	B-	2.7	C-	1.7	F	0
B+	3.3	C+	2.3	D+	1.3		

Honor cords, College Prep diplomas, and Enrichments will be determined by the academic standing at the end of the seventh semester. High honor cords are earned by those with a cumulative 3.75 and above, Honor cords are earned by students with a cumulative GPA of 3.5 to 3.74.

## Academic Policies

**Acceleration Policy:** Acceleration is reserved for students who will be 19 years of age before graduation. Additional policy information is available from the Vice Principal for Academics.

**Class Add/Drop:** Written permission to drop or add a class must be obtained from the student's parent or guardian, the teacher(s) involved and the Vice Principal for Academics. A class is not considered dropped until a completed form has been returned to the office. Students should continue to attend until that process is finalized. A class may be added to a student's schedule only during the first two weeks of a semester. No class can be dropped after the date listed on the online master calendar for each semester.

**Online/Correspondence Courses:** In order to assure credit for home-school, online, and other courses not taken at the Academy a student must have the approval of the Academic Standards Committee. Online courses are only allowed for a limited number of the credits required for graduation. Choice of online schools must be approved by the Registrar in order to receive credit. Seniors should complete all correspondence work needed for graduation by April 30 in order to have confirmation that each course is completed and passed.

**Home School Transfers:** Students transferring from home school programs must have coursework approved by the Vice Principal for Academics and/or Academic Standards Committee before credit can be given.

## Attendance Policy

WWVA recognizes that consistent school attendance, academic success, and school completion are all positively related. The goals of this attendance policy are;

- To ensure the continuity of classroom experiences for all students
- To raise student achievement for all students
- To identify patterns in behavior in order to mitigate their negative outcomes in the future
- To know the locations of all of the students and ensure their safety
- To verify that all students are in compliance with the laws in regards to compulsory attendance

Parents are notified each day of a student's attendance. Students will have 2 school days to clear any unexcused absences starting with their first day back. Parents can send a note, email (attendance@wwva.org), or call the office to excuse a student's absence.

An unexcused absence for one period will be counted as one unexcused absence. Three unexcused tardies will equal one unexcused absence. An attendance code of LC (Left Class) means that the student left class without the teacher's permission.

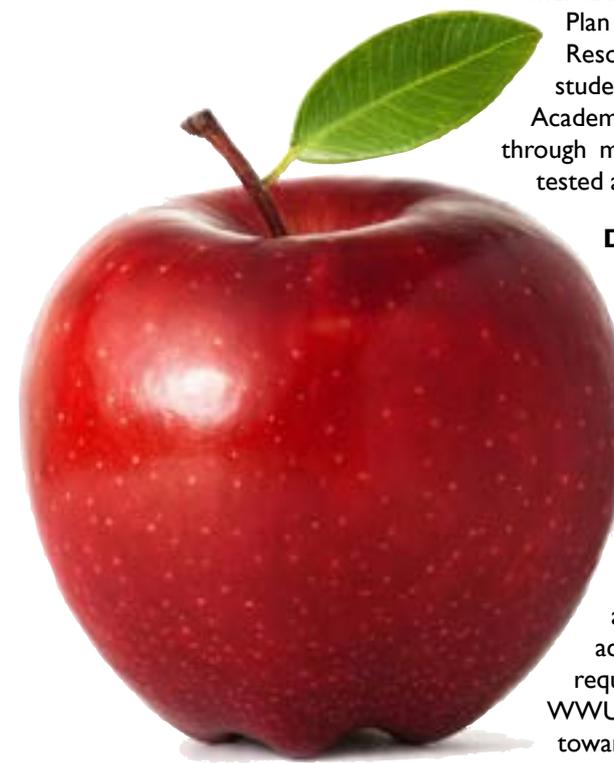
Administration will contact a student's guardians regarding each of these actions.

**Early Dismissal:** When a parent/guardian finds it necessary to pick up their students before the end of the school day, they must sign out the student in the office. The student must then sign out in the office as well.

**Leaving Campus:** Students who leave campus before their regular school day is completed must get permission from a parent/guardian to the office before they are allowed to leave. They then need to sign out in the office.

**Loss of Credit:** If a student accumulates 15 or more absences in any class during a semester they will lose credit for that class for that semester. School related absences, hospital stays, and court appearances do not count towards this total but all other excused and unexcused absences are included in this policy. This loss of credit can be appealed to the Administrative Council.

**Special Education Resources:** Our Resource Program is designed to assist students with academic challenges and identified learning disabilities. Students, teachers, and parents work together to develop an Individualized Education Plan (IEP) or a Modified Academic Plan (MAP) to promote student academic success. The Resource Room provides individualized instruction for students under a Certified Special Education Teacher. Academic needs are met within the resource room or through modifications in regular classrooms. Students are tested and assessed before being admitted to the program.



**Dual Credit:** Curricular opportunities are further expanded through course offerings at Walla Walla University, Walla Walla Community College, as well as our concurrent enrollment program with Central Washington University.

**Walla Walla University Classes:** Academy seniors may enroll in one course at WWU per quarter. These courses do cost the senior \$75 per credit. Students must have a 3.25 GPA, good attendance record, and meet other selected criteria. College level /Dual credit classes taken at WWU must not conflict with the students' academy class schedules and will count toward their required course load at WWVA. Credits earned at WWU may also be credited to their WWVA transcript towards graduation. The Registrar has a list of selected courses as well as enrollment forms for this program.

Approval by the Academic Standards Committee must be obtained before receiving credit for a WWU course at WWVA.

**Transcripts:** All new students applying to attend WWVA must furnish a record of their previous schooling. Entering freshmen must show evidence of completion of the eighth grade. Acceptance will be probationary until these records are on file.

If you have questions about our Academic Program, class availability, schedules or policy, contact Erik Borges Principal/Registrar at borger@wwva.org or call 509-525-1050 x212.



WALLA WALLA VALLEY ACADEMY:

# FINANCIAL POLICY

Application and entrance fees, as well as tuition rates, are set by the finance subcommittee of the WWVA Board of Trustees in collaboration with the Financial Vice Principal. They are based on projected expenses and enrollment for the next school year and approved by the Board of Trustees. For current rates, visit our website at [wwva.org/tuition-and-fees](http://wwva.org/tuition-and-fees).

Families with students at WWVA should plan for the following expenses:

- Application fee which is due when a student application is submitted.
- Entrance payment which is due by the first day of school. The Entrance Payment includes, but is not limited to: Associated Student Body (ASB) fee, Senior Survival fee, Campus Ministries fee, Student Accident Insurance, Student publications including the Mugbook, Newspaper and Yearbook, library fee, technology fee (includes iPad) and Class dues. Note: the iPad remains the property of the school and the student is responsible for loss or damage.
- Monthly tuition starting with August, is due by the 25th of each month.
- Uniform costs. Most families find that costs closely match the amount generally spent preparing their student for school. Costs decrease from year to year as students build their wardrobe. If you would like more information on prices, visit Graphic Apparel, 860 NE Rose Street in College Place or call them at (509) 525-7630.
- Sports Team Dues will be charged to the student's account and are subject to the school's collection policies.
- Extracurriculars are not included in tuition and are subject to additional fees. Some of these include AcroKnight and apparel, trips, lunches, private music lessons, ASB activities and other elective courses.

## Discounts

**Advance Payment:** If the entire year's full tuition is paid in advance, on or before the first day of school, a discount of \$250 will be granted. If you are an employee of the conference or one of their entities in which you receive a tuition subsidy and you pay your portion of the year's tuition in advance by the first day of school you will receive a discount of \$175. **Projected student labor is not considered for this discount.**

**Family Discount:** Students who are in attendance for a full year may be eligible for the following discounts granted at the end of the school year:

A \$500 per student annual discount is available to families supporting two or more students attending WWVA if the accounts' yearly charges are paid in full before Graduation. This discount is credited on the June billing.

A \$200 per student discount is available for families with two or more students attending WWVA and a SDA Elementary School if the WWVA account's yearly charges are paid in full before graduation. The \$200 granted for the siblings in attendance elsewhere will be applied to the WWVA Account. This discount can be applied for after April and will be credited on the June billing.

### Travel Distance Discount:

A semester discount of \$400 is offered to any family with students enrolled at WWVA who commute 25 miles or more one way (50 miles round trip) each day to attend.

A semester discount of \$600 is offered any family with students enrolled at WWVA who commute 50 miles or more one way (100 miles round trip) each day to attend.

Applications will be emailed in **December** and **April** and will be applied to accounts during that month.

For full criteria, please call the business office at (509)525-1050. Note: Discount not available if WWVA is making transportation available to your area.

**New Convert:** A special discount is available to families of new converts who joined the Seventh-day Adventist Church through baptism or profession of faith within the 18-month period prior to school enrollment. This benefit is for students entering an Adventist school for the first time. Please contact the Financial Vice Principal or your local pastor for further details.

## International Students

International students from countries who are not working through an agency will be responsible for additional costs associated with international study.

A WWVA-generated I-20 form requires a non-refundable \$1,000 international student fee must be paid in advance before the process of obtaining the I-20 can begin. Once the paperwork is complete and the student has met criteria set forth by State and Federal jurisdictions, full tuition is due in order to begin attendance. The students will be billed at the Upper Division tuition rate.

International Students who are enrolled in our English as a Second Language (ESL) courses will be charged an additional \$1000 ESL fee to offset associated teaching expenses.

For more information, please see our website at [wwva.org/international-program](http://wwva.org/international-program).

## Student Financial Aid

WWVA, Upper Columbia Conference and local churches participate in a three-way matching plan where the school and the conference will each contribute \$500 for the year if the local church will grant a minimum of \$500. The combined total scholarship is a minimum of \$1500. The WWVA/Conference portion is applied monthly, September through April. Please contact the Business Office or review our website for details at [wwva.org/financial-aid](http://wwva.org/financial-aid). Non-returning students with a credit balance will forfeit the portion of that credit that represents financial aid. Contact your local church to see if you qualify for their financial aid program.

## Work Opportunities

On-campus work opportunities are available for a limited number of students. In addition to providing a means for your student to help invest in their education, he or she has an opportunity to learn responsibility and good work habits. Therefore, the school considers the work program as much a part of education as any other aspect of school life. Students enrolled with less than full-load status will not be eligible for academy-affiliated work. The student's monthly earning will be credited to the student's school account. At the student's request, tithe can be deducted. As required by law, each student who works for the school must present a social security card, a birth certificate and proof of citizenship. Work Application must be completed before one is to be considered for employment. Some special work opportunities may require a yearly commitment. Graduating students may be asked to cease employment once account charges for the year have been satisfied.

## Summer Outreach Programs

Walla Walla Valley Academy awards scholarships to students who participate in SDA Church-affiliated summer outreach programs. This employment will be matched at 25% up to a \$400 maximum. Students must provide copies of the employment check and the school will only match the portion applied to the student's account. The WWVA matching portion does not apply to Upper Columbia Conference programs that are designed as a partnership between the conference and the local church.

## Business Office Policies

**Late entry and extended absences:** Students who enter late, or are absent for an extended period of time but make up back work and receive full credit, will be charged full tuition.

**Non-refundable entrance fees:** The portion of the entrance fee that covers school insurance, publications, class dues, library and technology fees, etc. is nonrefundable.

**Fees subject to change:** All charges are subject to change due to economic factors.

**Financial aid and transfers:** When a student receiving financial aid graduates or transfers to another school and has a credit account balance, such credit will be forfeited up to the amount of financial aid received.

**Trip participation:** ASB activities, mission trips, and trips costing over \$150 are contingent on the student's account being current through the previous month's ending balance. Refunds for trips/activities not taken will be applied to the student's account.

**Late or missing textbooks and technology:** A fee is charged for textbooks returned after the last day of the current semester and a replacement fee is charged for unreturned textbooks at the end of the year. This same policy applies to library books and technology.

**Accident insurance:** Secondary accident insurance coverage will be provided for each student. It is the parent's/guardian's responsibility to file claims with this secondary carrier as well as their health/accident plan for a student's injury which occurred during the school day or a school approved activity.

## Unpaid Accounts

The Walla Walla Valley Academy Board Finance Committee will review the accounts at regular intervals. Students who have unpaid accounts remaining from the previous school year will not be registered until the account has been paid. Financial accounts from previous years must be satisfactorily settled before other members of the immediate family will be permitted to enter for the current school year. In order for students to take January semester exams, the ending balance on the December billing statement must be paid in full.

For students to write June semester exams, the ending balance on the May billing statement must be paid in full. Walla Walla Valley Academy will charge non-current students interest on account balances that are 30 days past-due or more. The interest rate is set within the rates allowable by the laws governing the State of Washington.

It is important to us that any student who is interested in attending WWVA has an opportunity to explore the financial assistance available. Custom payment plans are available to help you prepare your budget.

You can explore your options by contacting our Financial Vice Principal, Rachele Ellis, at 509-525-1050 or [ellira@wwva.org](mailto:ellira@wwva.org).



# CAMPUS LIFE

## Campus Support Services

**Campus Visits:** All prospective students and their parents are invited to visit WWVA. There are tours, programs, and other activities planned to help acquaint visitors with the school. For more information, please contact the Marketing and Recruitment office.

**On-campus Counseling Department:** Counseling services are available to our students as needed through our school counselor. In addition, our Counseling department offers referral and resource services relating to health and wellness.

**Hot Lunch:** Hot lunch is available Monday through Thursday for an additional fee. Contact the school office for more details.

## Student Involvement Opportunities

**Associated Student Body:** All enrolled students, together with the faculty, are members of the ASB. This association is the general organization for the student body and is responsible for social, spiritual, and cultural activities.

**Class Organizations:** Class organizations provide leadership opportunities for students. Class officers are elected in the fall of each year. Officers and sponsors are responsible for planning class activities.

**Community and Mission Service:** In addition to our regular community service projects, each year during Spring Break, students spend vacation time helping others. Mission service groups have traveled to places such as Africa, Arizona, Baja, California, Canada, Costa Rica, Honduras, Jamaica, Latvia, Mexico, and Peru building churches and schools. Through these opportunities, each student can have the experience of serving God.

**Music Groups:** WWVA has several music groups suited to the varied musical interests of students. Among these groups are the Concert Band, Praise Ringers, String Orchestra, and Choir. These groups present programs for various church, civic, and school activities. There are weekend appointments with these groups.

**Religious Activities:** The goal is to provide every student the opportunity to be involved in some form of ministry. Students can participate in mission trips, local area church worships, programs for area nursing homes and retirement centers, and organized community outreach projects.

**Sports Program:** Students have the opportunity to participate in the school intramural program playing various sports. In addition, students can try out for the following varsity sports: girls volleyball, boys and girls varsity and junior varsity basketball, cross country, track. We also offer soccer, baseball and golf. Good sportsmanship is expected and required of all participants and fans.

**Publications:** *The Mugbook*, a get-acquainted picture book of students and faculty, is published during the first month of the school year. *The Delphian* is WWVA's yearbook and is issued during the last month of the school year. *The Page* is a student-produced newspaper produced by the publications class. Each publication provides an important training opportunity for students who wish to develop journalistic and related skills. Fees for all publications are included in the financial package.

**Drama:** Students can enhance their theatrical skills and knowledge through plays and other dramatic opportunities. Ways to participate include performance, costumes, hair and make-up, set construction and design, backstage management, lighting, sound and other technical artistry.

**WWVA AcroKnights:** Students may also enroll in AcroKnights acrobatics team. The team performs at local schools as well as on trips throughout the Northwest and a mission trip every three years.

## Participation Criteria

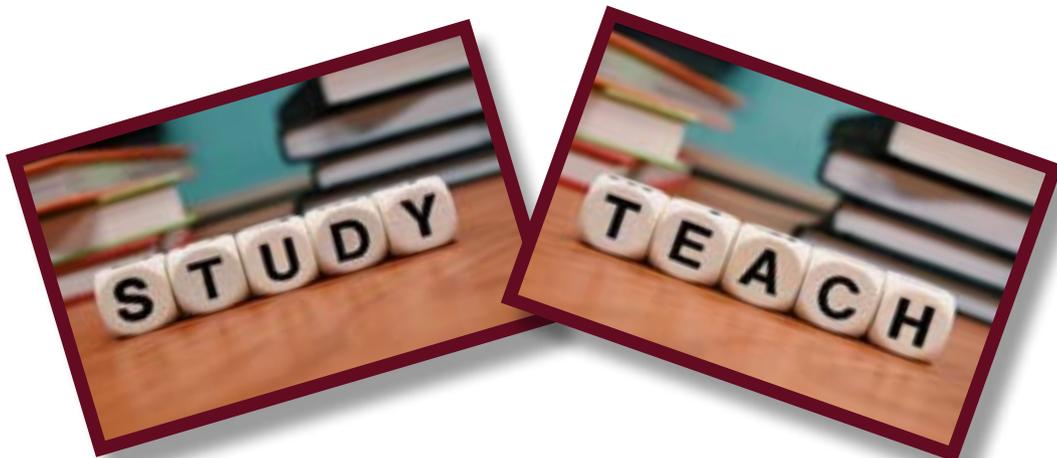
Those participating in extracurricular activities such as ASB weekend trips, mission excursions, backpacking trip, etc, must be enrolled full time, maintain a minimum 2.0 GPA with no current D's, F's, or incompletes, have an acceptable attendance record, no major disciplinary action, have clearance by the Academic Committee and the Financial Vice Principal, have a signed medical release form, and meet activity payment(s) on time. League sports will also follow the WIAA's eligibility guidelines along with the aforementioned criteria. Refunds for any trip not taken will be applied to the student's account.

## Leadership Criteria

All candidates for office must have observable positive Christian behavior and not be involved in a major disciplinary action and enrolled full time to run for office. In addition, a candidate for any office must remove any incompletes received prior to the last grading period. A student desiring to run for an elected position who does not meet GPA requirements may appeal to the faculty. The term of office for an ASB position is one year.

**Major office leadership:** These offices include president, vice president, and spiritual vice president of ASB; and junior and senior class president. A student may hold only one major office position during a school year. A student seeking a major office must have at least a 3.0 GPA based on the previous quarter, not cumulative, and maintain a 3.0 GPA while in office. These GPAs are computed separately. In addition, the candidate must have attended WWVA the semester prior to holding a major office.

**Minor office leadership:** All offices other than those listed above are considered minor offices. Candidates must have at least a 2.0 GPA based on the previous semester, not cumulative, and maintain a 2.0 GPA while in office. These GPAs are computed separately.



# GENERAL POLICY

The following are the procedures and regulations consistent with a Christian secondary school setting. Some are based on Seventh-day Adventist Christian standards. Others are merely “traffic” rules, while still others are based on common courtesy toward fellow human beings. In essence, students are asked to honor God and uphold school standards in whatever they do at all times, on or off campus. Students who behave inappropriately off-campus during non-school hours may be disciplined by the school for such behavior.

This list should not be construed to be all-inclusive, and announcements, written or verbal, may alter or amend what is listed below. It should also be noted that such announcements will carry the same authority as those printed in this bulletin.

**General Standards:** WWVA is a drug-free and weapon-free zone; therefore students are to abstain from the use of alcohol, tobacco, illegal drugs, and to have no weapons (mock or real) on campus or at school activities off-campus. All participants in curricular or extracurricular activities (non-athletic & athletic) are subject to disciplinary action for the use of controlled substances, including the use of steroids and mind-altering substances. A student who possesses, carries or displays a weapon or any object which can be mistaken for a weapon to intimidate or harm another person, shall be subject to discipline. This may include expulsion from school and the involvement of law enforcement as appropriate. State and local laws are to be followed. Students are expected to be honest. Language appropriate in a Christian setting should be used at all times. Possessing pornographic literature or behaving in a manner that degrades oneself or others is not tolerated. Students are encouraged to form positive relationships with others.

**Attendance Policy:** Students are expected to meet their daily appointments on time. For an absence to be excused, a note written by a parent/guardian stating the reason for the absence must be received in the office within two days of the student’s return to school. Regular and prompt attendance to classes/other school appointments is expected and is the responsibility of the student and parent/guardian. Excessive absences will be dealt with through the attendance policy.

**Application Procedures:** Students wishing to attend WWVA, must submit an application. Once accepted, students will begin the enrollment process which includes receipt of transfer grades, health and other paperwork from the student’s previous school and financial clearance. All new students will interview with the Principal as part of the enrollment process. Students are not admitted for the final grading period of the school year except under special circumstances. For detailed information, please visit [wwva.org/apply](http://wwva.org/apply).

**Cars & Parking:** WWVA extends to students the privilege of driving and parking their vehicles on campus. During school hours, students are not to be in or use their vehicles unless given clearance by office personnel. Student vehicles must be registered in the office and parked in designated areas. Cars improperly parked may be towed. Reckless driving on campus may be referred to local law enforcement.

**Chapel:** All students are required to attend chapel and sit in their assigned seats. Books, notes, phones, backpacks, etc., are to be left outside the auditorium.

**Cheating:** Cheating includes but is not limited to...

- Copying homework, using notes/electronic devices of any kind during a quiz or exam except with permission of instructor
- Communicating with another student through any means during a quiz and/or exam
- Copying from another test paper
- Claiming papers from another student as one’s own
- Plagiarizing (using printed material without proper documentation) from any printed or Internet material sources.

Should it be discovered that a student has cheated, there will be a student-teacher consultation, the grade may be reduced, parents may be contacted, and notification will be given to the office. Repeated involvement in such activity will result in a conference with an administrator and parents. It is possible that enrollment in the class may be terminated and no credit given.

**Church Membership:** WWVA is open to young people who want to develop a love for God and service, whether or not they are members of the Seventh-day Adventist church. Students will be expected to respect and uphold the principles and regulations of the school.

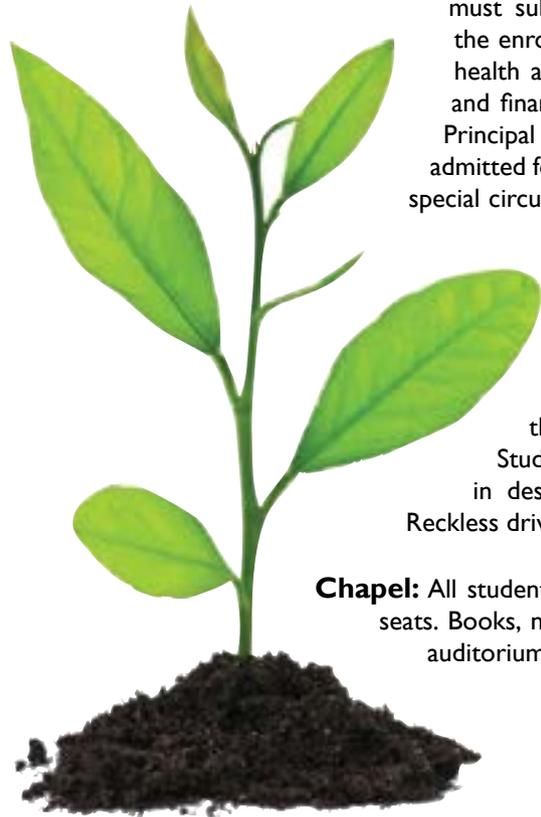
**Computers and iPads:** iPads are assigned to each student. In addition, on-campus computers are available for student use. Computers and iPads are subject to all elements of the WWVA computer user agreement as signed by the student during the enrollment process. If conditions of the agreement are violated, disciplinary action will be taken. Personal laptops may be used only for educational purposes at school. Teachers determine when iPads, computers and personal laptops may be used in their classroom.

**Discipline Policy:** Discipline at WWVA is based on Christian rules of conduct. It is designed to create in the student a desire to become self-disciplined and successful. If a student is unwilling to live within the rules governing the school, she or he may be asked to withdraw or be subject to other disciplinary action. Parents will be involved with, and informed of, any disciplinary actions. For more information on discipline, please contact Principal Erik Borges at [borger@wwva.org](mailto:borger@wwva.org).

**Dress/Uniform Code:** Dress/Uniform Code: The uniform dress code policy has been created to support Walla Walla Valley Academy’s commitment to excellence and will be enforced. Graphic Apparel is the one source to purchase approved uniform clothing to be worn during the regular school day. All students must wear an approved and properly logoed polo, V-neck sweater, or dress shirt. The colors for the polo shirts are maroon, black, white, and grey. The V-neck Sweater is maroon and the dress shirts are white. All students must wear uniform-style skirts, shorts, or pants. These may be purchased at a store that sells your size and fit. These are to be either black or khaki. There is an approved plaid skirt for ladies (available at Graphic Apparel). Cold weather attire worn inside the building must be uniform jackets or sweaters. Outerwear that is not uniform approved must be removed and stored inside the student’s backpack or locker.

Please remember that not all clothing available is modest for all students. All clothing should fit appropriately. Ladies’ leggings or tights must be knee-length or longer and must be worn under all skirts. Leggings or tights are to be opaque (not able to be seen through) and colors are to be black, burgundy, or grey (no designs, patterns, or netting). Shorts are to be no shorter than mid-thigh. Any clothing worn under the uniform shirt must be free of graphics, designs, or logos and be white, black, burgundy, or grey in color. Jackets are not a replacement for a uniform shirt. Sweatshirts with hoods should not be worn inside (including wwva logoed sweatshirts) Uniform shirts must be worn at all times. Hats are not to be worn during the regular school day in the classroom. By state health law, footwear (e.g. shoes, sandals, flip-flops) must be worn at all times. Students must be in uniform to attend classes.

Uniforms are required for PE/Health/Acro classes and are to be worn only for such classes and only in the gymnasium or playing fields. No jewelry is to be worn on the face (lips, nose, eyebrow, etc.) Studs or earrings no more than 1” in length may be worn in the earlobes. Tattoos are not allowed. Hair color is to be kept a natural hair color. Hairstyles must not be faddish or draw undue attention to a student



Banquet attire will need to meet the Banquet Attire Code as developed by the ASB officers and sponsors and approved by the faculty. Clothes worn for school events outside of the regular school day should reflect Christian values and be appropriate and modest. Logos, graphics, or words that are in any way offensive, that depict violence, drugs, illicit substances, alcoholic beverages, sexually suggestive topics, and musical groups are not acceptable.

Repeated infractions or an unwillingness to comply with directives from a faculty member relative to the Uniform Dress Code will be cause for disciplinary action.

**Eating Areas:** Eating is to be limited to the multi-purpose room, designated classrooms or outside. Students are expected to clean up after themselves.

**Electronic Devices:** Electronic devices such as but not limited to computers, MP3 players, iPods, CD/DVD players, electronic games, laser pointers, or cell phones are not to be used while classes are in session unless given specific permission by a teacher in the classroom. Such items, if used inappropriately and taken by a teacher, will be brought to the office for safe-keeping. An Administrator will return item at an appropriate time depending on circumstance and number of infractions.

**Fire Safety:** In harmony with school safety and state laws, fireworks, firecrackers, candles, matches, cigarette lighters, etc., are not permitted on the school premises. Unauthorized ringing of the school fire alarm constitutes a false alarm and is punishable by the law as a misdemeanor. A minimum fine of \$150 will be imposed upon anyone tampering with the fire alarm system and/or fire extinguishers. Students are expected to follow posted procedures.

**Leaving Campus:** WWVA operates as a closed campus. When students arrive on campus after the school day has started, they are required to go to the office and check in. Students are not to leave campus during their school hours without the permission of office personnel. Juniors and seniors wishing to leave campus during the noon hour or before their school day has ended must have Administrative permission, a signed parental permission slip on file in the office, and be in good academic standing. Freshmen and sophomores may leave campus during the noon hour only with a parent/guardian. Students needing to leave school before their school hours are finished must check with office personnel before doing so.

**Library:** The library houses an increasing number of selected books for study, reference, and reading interest. In addition, there are computers with Online databases for student use. Most books and magazines may be checked out of the library. The library is open during the school day.



**Harassment:** Planning or participating in any action that injures, degrades, or disgraces another person will not be allowed. Hazing, initiating, or embarrassing others are examples of inappropriate behavior. All forms of harassment (sexual, physical, verbal, electronic, etc.) on or off campus is expressly forbidden and will not be tolerated. Students involved in such activity will be disciplined. Harassment by parents/guardians towards students, other parents/guardians, WWVA employees or volunteers will not be tolerated. Parents/guardians who engage in such behavior may be asked to withdraw their student(s) from WWVA.

**Housing:** Since WWVA is a day academy and has no accommodations for boarding students, it is the school policy that students must reside with parent/guardian. Students planning to attend while residing in homes other than those listed above must obtain approval from the administration before full acceptance can be granted. This must be done on a yearly basis. Any change of residence, other than with the immediate family, must receive the approval of the administration.

**Immunizations:** Washington state law requires that no student be admitted to school without written evidence of immunizations, signed by a licensed health care provider.

**Intimidation/Threats:** WWVA is to be a safe environment for all individuals connected with it as well as our guests. Intimidating or threatening remarks or actions towards the WWVA community or property will be promptly addressed. Disciplinary action will be taken.

**Lockers:** Students are expected to maintain their assigned locker. Inappropriate pictures or other items are not allowed inside or outside the locker. Lockers are school property and may be searched by school personnel as deemed necessary and conducted by an administrator. Contraband or the possession of anything which violates school rules, or is hazardous to the safety of the school, will be confiscated by school administrators. A student's personal effects (purse, book bag, coat, etc.) may be searched if suspicion exists that a student is in possession of the types of articles mentioned above. Student cars parked on WWVA property may also be searched if required. A student who refuses a reasonable search may be subject to discipline, remanded to parents' custody or law enforcement personnel if appropriate.

**Music:** Music is expected to meet Christian standards and be played or performed at an appropriate volume. Students should avoid identifying with the lifestyle, clothing, grooming, or language of musical groups who are not Christian by their message or performances.

**Parental Cooperation:** Parent/guardian(s) are urged to cooperate with the school in upholding its policies. We invite parents to be aware of all regulations. A great responsibility rests upon them to carry out the Christian principles upon which the school operates.

**Publications:** Books, pictures, magazines, or posters not in harmony with Christian principles are not to be brought to school or school functions.

**Respect for Property:** Areas of general student use at WWVA are classrooms, multi-purpose room, auditorium, gym, main office, etc. All staff and students' personal property is to be respected. A student will be subject to discipline should she/he be involved in stealing, vandalism, graffiti, etc. or any unauthorized entry of a WWVA building.

**School Telephones:** The school phones are used mainly for business. There is one phone provided for student use. Students will not be called out of class to answer the phone except in cases of emergency. Messages will be delivered.

**Social Behavior:** Displays of affection are not allowed on campus or during school-sponsored activities.

**Sportsmanship:** All students and adults attending WWVA extracurricular activities on/off campus are expected to demonstrate a Christian example of good sportsmanship.

**Staff Authority:** A student is expected to respectfully follow the directions of a staff member or other adult supervisor.

**Visitors:** Non-WWVA students are not eligible to attend classes. Prospective students are welcomed to meet with administrative personnel and tour the building. All visitors must check in and receive clearance from office personnel upon arrival on campus.

# Alcohol, Drug, and Tobacco Policy

## I. Philosophy Statement

Within a Christian educational setting the use of alcohol and drugs should not be found. Problems surrounding alcohol and drug use don't occur in isolation. The ripple effect cannot be denied. For this reason all activities and students connected with Walla Walla Valley Academy (WWVA) are to be alcohol and drug free.

WWVA is a designated drug and alcohol-free environment. Each student is expected to abstain from the use of such substances while enrolled at WWVA. The Board of Trustees and WWVA faculty are committed to helping each student be successful by providing a program of education, prevention, intervention, and support.

## II. Guidelines and Procedures

This policy has been established to provide support and assistance for students affected by their own or someone else's alcohol, drug or tobacco related problems. In addition it is designed to be rehabilitative but also redemptive with the goal of helping young people to live without addictions.

The possession, use, delivery, transfer, or sale of alcoholic beverages or illegal drugs by students while enrolled at WWVA is expressly forbidden.

**First Offense:** Parents and law enforcement personnel will be contacted upon verification of such violation. The student will be suspended for a minimum of 5 school days and be ineligible to participate in all extracurricular activities for a period of time to be determined by the administrative council.

The student and family agree to a drug and alcohol assessment provided by an approved drug/alcohol agency in the area and conducted by a certified drug/alcohol abuse counselor, and will follow any resulting recommendations. Such assessment will be done within a time frame approved by the administrative council and any costs incurred for the assessment will be the parents' responsibility.

A student determined by the administrative council to present a risk to him/herself or others may be removed from the school.

**Second Offense:** Parents and law enforcement personnel will be contacted upon verification of the violation. The student will be placed on indefinite suspension and remain so until a meeting can be arranged with the family and faculty. Whether or not the student is asked to withdraw from school will depend partially on the student and family, who once again agree to a drug and alcohol assessment and the following of the agency's recommendations. Conditions relative to the time frame and costs will be the same as for the first offense.

**Third Offense:** The student will be asked to withdraw from attendance at WWVA.

1. All staff members are expected to refer to the principal:
  - a. A student who exhibits a pattern of unacceptable school performance
  - b. A student they witness in violation of Section I
  - c. A student manifesting signs, symptoms, or indications of an alcohol or drug-related problem
  - d. A student whose self-disclosed alcohol/drug-related behavior places them or others at risk or in imminent danger.

It is understood that referral of a student to the principal does not indicate allegation that a student does have an alcohol or drug-related problem.

2. A student self-referral or referral by parents to the principal or a staff member will be handled sensitively and responsibly. Should an initial screening prove negative and no appreciable personal or performance problem is indicated no further action will be taken. The student who is referred in this manner and is making satisfactory progress shall not be liable to disciplinary action unless the disclosed behavior had already been witnessed under Section I. It is also understood that lack of satisfactory progress will be a basis for disciplinary action. "Satisfactory progress" will be determined by the administrative council and/or the faculty.

3. Should a screening indicate the need for referral, such referral may be made to:
  - a. An approved alcohol/drug abuse community agency for professional assessment
  - b. A chemical dependency treatment on an in-or-out-patient basis
  - c. A community service such as Alateen, Alcoholics Anonymous, Narcotics Anonymous, etc.
4. When either the parent(s) or student do not cooperate in following the needed recommendations, the student's status in school will be re-evaluated, taking into account the nature of the problem, the interests of the student and the health, safety and rights of other students and staff.
5. Walla Walla Valley Academy considers chemical dependency to be a chronic, progressive illness which may be fatal if left untreated. Therefore, refusal of parents to seek treatment for a chemically dependent child under the age of 18 will be reported to the Department of Social Service as suspected child abuse or neglect.
6. A student's successful participation in a treatment program will not become part of the student's permanent record or cumulative folder. Diagnostic labels or pejorative words are not to appear in documents or conversations by any staff member when dealing with a third party about a student.
7. The appropriate use of prescription medications by the student for whom they are prescribed will not be construed as a violation of this policy.
8. Staff members will be protected from personal liability to the extent that they act in good faith, in accordance with this policy and other voted policies approved by the Board of Trustees.

## III. Tobacco/Vaping Product Policy

The use, possession or transmission of tobacco/vaping products by a WWVA student is expressly forbidden. Violations will be reported to the respective parents and the student will be subject to disciplinary action that may include any or all of the following:

- a) student & parent conference with school personnel
- b) professional evaluation
- c) participation in a tobacco cessation program
- d) suspension from school
- e) being asked to withdraw from school
- f) other action as determined by school personnel



## WWVA MISSION

*Empowering Students for Christ*



### **Spiritual Awakening**

The core of our mission is for our campus to be fully *awake* so Christ will shine on and through us. Then we can share the story of Jesus to all.

***Ephesians 5:14***



### **Academic Distinction**

We know GOD has given each of us incredible talents. Those talents can be academic accomplishment, creativity in the arts or physical ability. We celebrate those talents while giving glory to Jesus for creating each one!

***Colossians 3:23-24***



### **Teamwork and Collaboration**

We are a community of collaborators to accomplish great things! This Biblical principle is also an essential life skill.

***Ecclesiastes 4: 9-12***



### **Community Connection and Service**

We value connecting with, and serving, our community. We look for ways to put our service mission into practice in our world.

***1 Peter 4:10***



### **Culture of Gratitude**

Jesus gave everything, His life, for us! Because of this we believe the only appropriate response is extreme gratitude. It infuses our everyday interactions with each other in the classroom, hallways, athletic courts, everywhere!

***Psalms 118:24***