



Student Handbook

About DAA

Mission

Dakota Adventist Academy (DAA) cultivates a Seventh-day Adventist, Christ-centered life by providing academic and vocational education preparing young people for commitment to God, service to society, and citizenship in heaven.

History

DAA has a rich heritage beginning with the operation of Elk Point Industrial School in 1902 at Elk Point, South Dakota, later known as Plainview Academy when relocated to Redfield, South Dakota in 1911. Sheyenne River Academy, first named Harvey Industrial School, opened its doors in 1904 near Harvey, North Dakota. In the fall of 1977, students enrolled in a new consolidated school, still under construction, relocated north of Bismarck, North Dakota, named Dakota Adventist Academy. DAA was closed for the 1987-88 school year. With renewed dedication and sacrificial giving, DAA has been operating since August 1988.

Location

DAA is located on approximately 1,000 acres fourteen miles northwest of Bismarck, North Dakota, on the Missouri River. It is one of the northernmost academies in the continental United States, and has the distinction of being on the Lewis and Clark Trail. To locate DAA, drive north from Bismarck on Highway 83 to Highway 1804 and turn left. Continue for eleven miles on Highway 1804. DAA is on the right side of the highway just north of mile marker 94. Turn right onto Plainview Avenue and proceed up the hill. The administrative offices are located on the main floor through the center doors.

Philosophy & Objectives

Dakota Adventist Academy (DAA) has been established for the education of the whole person. The philosophy of Christian ethics, emphasis on the character development and Christian decision-making is held in common with other schools in the Seventh-day Adventist school system. Because prayer and Bible study can lead us to the Source of truth, students are encouraged to develop a devotional life that will lead them into a personal experience with the Master Teacher and Creator. DAA strives to provide not only mental discipline and physical training, but also emphasizes the development of character that is marked by integrity, courtesy, culture, loyalty to God and country, self-discipline, tolerance, reverence, civic responsibility, service, and good work habits.

True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come. - Ellen G. White, Education (p. 13)

Accreditation

DAA is accredited with the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities. DAA is one of the seven affiliated secondary schools operating in the Mid-America Union Conference of Seventh-day Adventists. It is also accredited by the National Council for Private School Accreditation, and is approved by the state of North Dakota as a secondary school.

Admission

Admissions Process

Students in grades nine through twelve who express and demonstrate a definite interest in receiving a Christian education are eligible for admission. No religious test is given; however, only students who show due respect for the Word of God, maintain a positive and reverent attitude toward that which is spiritual, and conduct themselves in harmony with the principles and standards of Seventh-day Adventist Christian education should apply for admission. A student who chooses to attend DAA is declaring that he/she has chosen to give proper respect and observance to the religious beliefs of the Seventh-day Adventist Church including attendance at required programs.

DAA is not equipped to handle young people who require major behavioral or scholastic support.

New Students who wish to apply should use the procedures outlined below.

- Submit a completed application form including:
 - A recent photograph
 - A copy of the transcript from the last school attended and/or eighth grade Certificate of Completion.
 - Three completed recommendation forms. (One reference should be from a former school administrator, pastor, or teacher.)
- When a written acceptance letter is received from DAA, submit:
 - A completed Medical Evaluation Record, including immunization dates,
 - A copy of the student's Birth Certificate.
 - An official transcript from the last school attended and/or eighth grade Certificate of Completion. Non-accredited school applicants (see "Transfer Credits" section) may be required to take a school placement exam.

Both new and returning students then need to complete the online re-enrollment process.

Registration can only be completed when the above items are completed and the student's accounts are paid or arrangements have been made.

International Student Admissions Policy

ESL courses are not offered; tutoring is the financial responsibility of the student's family.

Admissions Process

- Complete the Application Process
 - Submit complete application including three recommendation forms
 - \$125 application fee
 - Submit copy of passport
 - Submit transcripts/academic record
 - Submit a written admissions essay
 - Submit a verbal video essay
 - Submit TOEFL test scores for grade placement
 - A score of 71 or higher is the recommended minimum score for grade placement indicating a relative assurance of academic success. Scores of 55 or higher will be considered with the understanding that it may take students longer to meet the graduation criteria; grade placement with scores of 55 or higher will not be assured. Applicants with scores lower than 55 will be

considered with the understanding that the experience will be one of immersion with no guarantee of academic credit.

- Complete the Enrollment Process
 - Complete SEVIS/I-20 process and apply for student visa
 - Complete all required documents required for student registration
 - Pre-pay account for full year of tuition
 - Tuition and fees to be set by K12 Board
 - Additional tuition could cover part-time tutoring services
 - Submit official transcripts

Contact Information

Dakota Adventist Academy
15905 Sheyenne Circle
Bismarck, ND 58503-9256
www.mydaa.org
E-mail: info@mydaa.org
Telephone: (701) 258-9000
Fax: (701) 258-0110

Registration

Students are expected to register before regular classes begin in August. Those who register more than two weeks late for either semester will be permitted to carry a full course load only at the discretion of the Academic Standards Committee. Students who register late and receive full credit for the grading period are expected to pay full tuition.

What to Bring

To be better prepared for the life and activities at DAA, students should arrive with the following:

- Bible and personal devotional material.
- Bedding and blankets for a twin mattress.
- Sleeping bag and pillow.
- Bath and swim towels and modest swimsuit, as determined by the deans and administration.
- Toiletries, bath tissue, and cleaning supplies.
- 3 ring binders, notebook paper, and graph paper.
- Writing utensils.
- Scientific calculator appropriate to math and science.
- Personal clothing, including cold weather and church attire (see Dress Policy).
- Athletic clothing including gym shoes.
- Recommended: book bag or backpack.
- Recommended: flash drive.

NOTE: coffee makers or other resistance-type cooking devices are not permitted in dorm rooms

Fundamental Regulations

The following information is intended to clearly communicate to students, parents, and teachers the basic policies and guidelines that help DAA function in an organized, Christian manner.

Some policies are based on divine principles that never change and other policies help us to witness more effectively in an ever-changing society. Many policies are required by other agencies. Still other

policies are unique to DAA and apply to our particular environment. Policies and discipline are essential for our success and happiness, and encourage respect of self, others, property, and God.

The following behaviors and practices are disrespectful to one's self, to church standards, state laws, insurance regulations, and/or the common, ethical code of living. Students offending in these areas, whether on or off campus, may automatically forfeit membership as a student, incur a fine, be reported to law enforcement, and/or receive other disciplinary action as deemed necessary by the Ad Council and/or faculty.

- Using, possessing, or furnishing narcotics, drugs, controlled substances, or any of the paraphernalia (including e-cigarettes or hookahs) associated with their use or distribution without a prescription or not according to prescription directions.
- Possessing, using, or furnishing alcohol, e-cigarettes, or tobacco in any form.
- Gambling, betting, or using gambling devices; playing cards; games and videos with satanic influences.
- Using profane language, indulging in lewd or suggestive conduct, or possessing or displaying obscene literature or pictures.
- Possessing inappropriate videos, DVDs, or other forms of movies. All PG-13 and stronger ratings are considered inappropriate.
- Engaging in acts of dishonesty or deception, stealing, protecting violators of school policies, or cheating in any phase of school life, including plagiarism.
- Vandalism of any kind including defacement of school or private property in any way.
- Sexual, verbal, or physical harassment – DAA is committed to providing a school environment free from harassment or bullying of any kind. Students and employees who violate policies are subject to prompt corrective action in accordance with applicable school policy at that time.
- Improper social conduct as listed under “Social Guidelines”.
- Disseminating ideas that are in opposition to Seventh-day Adventist beliefs or undermining ideas and policies of the school by continuous criticism.
- Conspiring to or participating in bullying, hazing or initiation; committing any act that injures, degrades, or disgraces a fellow student.
- Making or possessing pass keys for school buildings or equipment, picking or jimmying locks, or breaking locks, doors, or windows to enter locked places.
- Tampering with school lights, computers, wiring, telephone lines, fire alarms/extinguishers, or other safety equipment.
- Entering or leaving any school building by means other than regular entrances (including climbing on the roof) except in case of emergency or upon instruction from a staff member.
- Leaving campus without proper permission.
- Repeatedly violating school regulations.
- Being disrespectful or insubordinate to staff and policies.
- Possessing or using firearms or replicas (toy or otherwise – Nerf type exempted) of firearms, weapons (including knives), BB guns, paint ball guns, firecrackers, or incendiaries of any kind, including matches, candles, and lighters. North Dakota statutes require a student who brings a firearm to school be expelled from school for one year.
- Being in any building or area unsupervised or without permission.
- Swimming, wading, or playing in the pond or river without staff permission and supervision.
- Bringing pets into the school building.

Policies adopted by the school administration and publicly announced will have the same force as if printed in the student handbook.

Academic Policies

Academic Load

A minimum of 5 credits is required each year with at least 2.5 credits each semester. Between 5 and 7.5 credits constitute a full scholastic program. A student wishing to register for more than 7.5 credits must petition the Academic Standards Committee. All uncompleted online/distance education is considered part of the credits for determining class loads.

Academic Success

It is our desire for every student to be successful. In order for that desire to be encouraged, the following process will help ensure academic success. In general, Academic Radar will be used first quarter before students are placed on probation; however, the Academic Standards Committee may place students on Academic Probation at any time as deemed necessary.

DFI List

DFI reports are created weekly. A student with any D's or F's will be named on the DFI Study Hall List. A student can be removed from the DFI List upon the next weekly posting of the list by raising all grades to a minimum of a C-. Student participation in extracurricular activities will be dependent upon grades. A student who remains on the DFI list (because of failing grades) for more than 3 consecutive weeks may not be allowed to participate in varsity sports or in other selected extracurricular activities until the next such grade report with no F's and no more than one D is issued.

A student who remains on the DFI list for the majority of a quarter (5 weeks) will be asked to meet with the principal and the teacher(s) of the class or classes in which the low grades are earned. Together the team will plot a course of action to assist the student in achieving removal from DFI. A copy of the strategy will be given to the student and another copy will be sent to the parents.

Acceleration

Students in secondary schools should normally take four years to complete requirements in preparation for graduation. This time is necessary to:

- Complete credits needed for graduation without undue and detrimental external and internal pressure to achieve.
- Develop social, physical, and emotional maturity and the breadth of experience, knowledge, and wisdom necessary to be adequately prepared for college.
- Progress with other students of the same age group.

A few students may benefit from an accelerated program through which they can graduate in three years. Such students must make application to do so in the fall of their sophomore year and must have a cumulative GPA of 3.5 or higher and meet the guidelines for acceleration, as set forth by the Mid-America Union Education Code and the State of North Dakota. These guidelines must be followed and are available upon request. Accelerating students will maintain a minimum GPA of 3.00, with no semester grade below 2.00.

ACT/PSAT/SAT/ITED

The PSAT test is a nationally administered test given to students in October of the junior year. This is the test from which National Merit scholars are chosen and is considered to be a practice test for the SAT. Parents can visit the PSAT website at www.collegeboard.com/student/testing/psat/about.html for further information and study help. Juniors at DAA are required to take the PSAT.

The ACT and SAT are nationally administered tests given to students applying to college. DAA is a Sunday testing center for both the ACT and SAT exams. Students who do not take the ACT or SAT test during their junior year will be encouraged to take it in the fall of their senior year.

Additional preparation information for the ACT, SAT, and PSAT exams can be obtained through local colleges; self-help courses can be obtained through various bookstores and/or online.

The ITED (Iowa Test of Educational Development) exams are given each year to all freshmen and sophomores.

Attendance Grade

Each student will be allotted 100 points at the beginning of each semester (the equivalent of a perfect attendance grade). For each unexcused absence, three points are deducted; for each unexcused tardy, one point is deducted.

When a student's attendance grade falls below 60 points, he/she must work off a \$25 fine to restart the attendance grade at 75 points (C). If the student's posted attendance grade again falls below 60 during the same school semester, disciplinary action up to and including immediate withdrawal from school may be in order.

Consequences

- Drop to a letter grade of C (79.9 – 70) – An e-mail will be sent to the student and parents with a reply request.
- Drop to a letter grade of D (69.9 – 60) – A letter will be sent to the student and parents with request for a response.
- Drop to a letter grade of F (59.9 or less) – The student will be required to work off a fee which would raise the attendance grade to 70 points. Notice will be sent home about the action being taken and the student will be informed that allowing the grade to drop to this level again could mean automatic withdrawal from school.

Change of Classes

Written or verbal (to administration) permission to add or drop a class must be obtained from the student's parent or legal guardian, the teacher, and the registrar/principal. No student is considered enrolled in a class or dropped from a class until a properly signed Add/Drop Form is returned to the office. Students are usually not permitted to join a class after the second week of the semester.

Withdrawal grades (WP – withdrew passing or WF – withdrew failing) are issued when a student withdraws from a course after the first two weeks and before three weeks until the end of the course. Withdrawals require parental permission and are not allowed in the last three weeks of a semester. All core course changes must be submitted to the Academic Standards Committee for approval before adding or dropping a core course.

Class Standing

Class standing is determined by the number of credits completed based on the official transcript at the beginning of each school year.

- 9th grade - 8th grade diploma
- 10th grade - 1 full year plus at least 5 credits
- 11th grade - 2 full years plus at least 10 credits
- 12th grade - 3 full years plus at least 15 credits

To be considered a four-year senior, a student must have attended DAA for eight semesters.

Community Service

Community service is required so that each student can explore the joy of giving both time and energy back to church and society.

Requirement... Twenty hours of verified community service (defined as: service of a Christian nature, without pay or credit, to a non-profit agency/ organization, an individual, or a group in need) are required for each year in attendance at DAA. Students are responsible to select, perform, and document community service time. The school provides numerous opportunities for service but students are strongly encouraged to conduct community service activities in their own home communities and churches.

Verification... Documented community service hours will be evaluated as to whether they meet the definition of Christian community service, if the time period claimed is reasonable for the activity, and if the document is complete with date and description of activity and supervisor's signature. Only ten hours per year will be accepted from the same activity.

Online or Distance Learning & Summer Courses

All online/distance courses and summer school course work must be approved by the Academic Standards Committee before credit may be applied toward graduation requirements. Requests need to be made in advance of taking course work to be assured that the credit will be accepted. Only administrative or certified DAA staff (or the supervisor approved at the time of enrollment) will be approved to supervise online/distance testing. Seniors enrolled in online/distance work should have a plan to meet the deadlines set by the proctor or instructor to complete in a timely manner before graduation.

Diplomas

Three diplomas are offered by DAA:

- **General:** Students who complete the minimum course requirements and meet other criteria as listed in the "Eligibility for Graduation" section receive the General diploma.
- **Enriched:** Students receiving the Enriched Diploma must meet minimum graduation requirements and complete an additional two credits in social studies, science, English, math, or foreign language and have a minimum cumulative GPA of 3.00. Application can also be made for any diploma to be enriched in visual arts according to the criteria established by the Academic Standards Committee.
- **Vocational:** This diploma is available for those who take additional vocational classes to total at least four credits, including the highest level course available in any one discipline. Students must maintain a minimum 2.00 GPA in classes counting toward this diploma.

Extracurricular Participation

Student participation in extracurricular activities will be dependent upon grades. A student with two or more D's or one or more F's on any 2 week or semester grade report may not be allowed to participate in sports teams or in selected extracurricular activities until the next such grade report with no F's and no more than one D is issued. Basketball tournament eligibility will include the first semester grades.

1. All students on Sports Restrictions may continue to practice.
2. If a student lands on the sports restrictions list two times within the same sports season, they are removed from the team for the remainder of the season.
 - Definitions: volleyball season – start of school year through Union College's tournament, basketball season – beginning of November through Union College's tournament.
3. Students must not be on the sports restriction list at the time of a tournament. A \$200.00 sports fee and a sports physical exam are required in order to participate in sports teams (i.e. Acrolights, basketball, and volleyball).

Grading Periods and Reports

The academic year is divided into two semesters. Only the final grades issued at the end of each semester are official grades. Grades issued at the end of each semester are recorded as permanent grades on the student’s transcript and are part of the cumulative GPA. Grade reports are available online at any time through Jupiter grades.

Grading System

Grades issued are based on a 4.00 point scale and percentages (rounded to the tenths) as follows:

Grade	Points	Percent	Grade	Points	Percent
A	4.00	93-100	C-	1.67	70-72
A-	3.67	90-92	D+	1.33	67-69
B+	3.33	87-89	D	1.00	63-66
B	3.00	83-86	D-	0.67	60-62
B-	2.67	80-82	F	0.00	0-59
C+	2.33	77-79	WF	0.00	
C	2.00	73-76			

Additional grade codes may be used:

WP	Withdrawn Passing	I	Incomplete
P	Pass (60% or above)	AU	Audit

A grade of incomplete is given when, for legitimate reasons such as illness, work, or emergencies, the student is unable to complete requirements. Full credit is given when the work is completed and a change of grade is turned in to the registrar by the teacher. “Incompletes” must be removed no later than two weeks from the time the incomplete is issued.

Graduation

Eligibility: To be eligible for graduation, students must:

- Complete 22.5 semester credits of class-work according to the minimum requirements listed.
- File official transcripts from secondary school(s) previously attended with the registrar’s office. In compliance with MidAmerica Union Education Code, students will not be able to march at graduation without an official transcript on file.
- Attend the second semester of the senior year.
- Complete and document the required 20 hours of community service for each year in attendance.
- Pay their school account according to financial policy.
- Pass a keyboarding proficiency test with a minimum of 30 words per minute and 90% accuracy.
- Pass a civics exam.

Note: Any senior lacking 1 or fewer credits of diploma requirements may participate in the graduation exercises; however, he/she will not receive their diploma until all requirements are met.

Honor Roll

All students with a GPA of 3.50 or above are listed on the official honor roll at the end of each progress and semester grading period.

- Students who have a cumulative GPA of 3.50 to 3.74 graduate with honors.
- Students who have a GPA of 3.75 to 4.00 graduate with high honors.

National Honor Society

To become a member of the National Honor Society, the student must meet and maintain all of the requirements listed below:

1. Hold a minimum of sophomore class standing.
2. Have a cumulative GPA of 3.50.

3. Exhibit academic achievement, leadership, honorable and admirable character, and willingness to serve others for the improvement of society by participating in individual and chapter projects.
4. Attend meetings and participate in individual and group projects.
5. Submit an application for membership and receive Ad Council's approval.

Members will be subject to dismissal if any of the above requirements are not met and maintained.

Residency

Seniors must be enrolled as full-time students at DAA during the semester prior to graduation.

Semester Exams

The semester test schedule provides students (with satisfactory financial arrangements) to have the maximum opportunity to prepare for writing exams. Students are expected to take semester exams at the time they are scheduled, except for in case of illness or by special request from the parent. Parents should submit a written request to the registrar at least one week in advance for their student to take the test(s) early or late. A \$10 fee for each early or late test taken must be paid to the business office before the test is administered.

Semester Unit of Credit

All classes are either 40 minutes daily or 50 minutes, daily. A half-credit is earned each semester. Classes that meet half that amount earn a quarter-credit per semester. Private music lessons earn .1 credits per semester, however, a student must apply for this credit as some would like to take private lessons, but do not desire the credit. A total of 22.5 credits are required for graduation.

Transcripts

Requests for transcripts must be made in writing to administration by the parent of a student who is 17 years of age or younger, or by the student who is 18 years of age or older. The school reserves the right to withhold diplomas and transcripts of students whose accounts are not paid. These requests are to be made to the office in a written format with the full name and address of the intended recipient of the transcript. There is a form on the website at under both, the current students and alumni tabs. DAA does not charge a fee to process transcripts.

Transfer Credit

Students transferring from a home school, a non-accredited school, or an unapproved correspondence/distance education school may be granted credit based on an evaluation of appropriate documentation. In some cases, credit by examination may be required. Transfer grades should be recorded on a pass/fail basis with no GPA computed unless they are from an accredited school.

Graduation Requirements

Minimum Requirements

The following listing indicates minimal requirements for graduation as set forth by the Mid-America Union, the State of North Dakota, and DAA. The numbers represent semester period credits. Exceptions are subject to the approval of the appropriate committee.

	General	Advanced	Vocational
Religion* <small>(1 credit per year in attendance at an SDA secondary school.)</small>	4	4	4
English	4	4	4
Mathematics	3	3	3

Science[^]	3	3	3
Social Studies (<u>1</u> U.S. History, <u>0.5</u> Government, <u>0.5</u> Economics credits required)	3	3	3
Fine Arts	0.5	0.5	0.5
Physical Education (Acrolights can count for PE for up to two years; a PE course must be taken each year in attendance.)	2	2	2
Health	0.5	0.5	0.5
Computer Education#	0.5	1	0.5
Vocational Technology	1.5	1	3.5
Choice (Choice of foreign language, Native American language, fine arts, or career and technical education courses. A foreign language is recommended.)	0.5	0.5	0.5
		<u>2</u> (complete an additional 2 credits: a proposal must be submitted to the Academic Standards Committee in writing by the end of the fifth semester)	
Minimum GPA		3.00	2.00

* This requirement may be substituted by 0.5 elective units for each semester attendance in a non-Seventh-day Adventist secondary school.

[^] At least one each of physical and life sciences are required in order to meet the graduation requirements; physical science as a class does not count towards this requirement. If a Chemistry class is taken, students must complete one full year of Chemistry or Survey of Chemistry or a combination of Chemistry and Physics.

A minimum of 0.5 computer credits are required to be completed by the end of the freshman year or proof of equivalent secondary computer class credit. Transfer students must complete this requirement by the end of their senior year.

Course Offerings

Course Offerings

The following course lists suggest a schedule of classes that can be taken for each of the four years in attendance.

Freshman
Algebra I (or Pre-Algebra)
Bible I

Sophomore
Bible II
Biology I

Computer Applications	English II
English I	Geometry
Health	Physical Education
Physical Education	Vocational Technology
Physical Science	World History
Study Skills	
Junior	Senior
Algebra II	Bible IV
Bible III	Choice (see Graduation Eligibility)
Chemistry	English IV
English III	Fine Art
Physical Education	Government/Economics
U.S. History	Physical Education

Electives: Acrolights, Band, Choir, Dakota Ringers, Dakota Strings Ensemble, Private Lessons, Anatomy and Physiology, Chemistry, Survey of Chemistry, Biology II, Physics, Psychology, Auto Tech 1, 2, and 3, Construction Tech 1, 2, and 3, Computer Coding, Gymnastics, Journalism, Art 1-4, Foreign Language, Pre-Calculus, Calculus, Topics in U.S. History, Dakota Studies, Introduction to Business, Home Arts.

* Not all classes are offered in the same calendar year.

Course Descriptions

Course descriptions are available on the DAA website at www.dakotaadventistacademy.org on the "Current Students" page.

Concurrent and Dual-Credit Courses

Several classes are available for credit through Washington Adventist University and through Andrews University. ACT/SAT scores, GPA, and the teacher's endorsement may determine whether or not a student qualifies for these credits. To receive the college credit, the student is responsible for any fees charged by the university for the credits, prior to enrolling in the course. High school credit is applied through DAA and there is no additional fee for this credit, however, students may be responsible for additional materials such as college textbooks.

2019-2020 Yearly Fees

Entrance Fee (non-refundable)	<u>\$1,050.00</u>
Tuition	<u>\$10,500.00</u>
Room Rent	\$1,600.00
Board	\$2,450.00
Textbook Fee	\$150.00
Total Costs	<u>\$15,750.00</u>

Tuition, room rent, and board are basic flat-rate fees which are charged in ten equal increments through the year (monthly: August to May). Entrance fee, textbook fee, and the first month of fees are expected at registration.

Additional Fees:

Dorm Room Deposit	\$100.00
Room Key Deposit/Replacement	\$5.00

*Private Music Lessons	Arranged
Acrolights	<u>\$200.00</u>
Each Athletic Program	\$200.00
Transportation Fees (\$8 to Bismarck)	Arranged
Special Event Fees	Variable
Property Damages and Fines	Variable
Cafeteria Guests	\$5.00 per meal
Art II-IV Fees	\$40.00/semester
Level II & III Vocational Courses	\$100/semester
Village Student Day Room Use	\$50.00 per month
Hosted Student Fee	\$1,100.00

*DAA Private Music Lessons No Charge

Financial Policies

Financial Goal

The financial goal of DAA is to operate the school and each of its departments efficiently and economically in order to offer SDA Christian education to our youth at the lowest possible cost. The school reserves the right to change the rates charged at any time in order to meet government regulations and/or changing economic conditions.

Financial Accountability

- An account for an applicant's (and siblings) previous expenses at DAA must be arranged for and settled before a student is permitted to enroll for the current school year.
- Students who enter late or are absent for a portion of a school year, but who make up the back work and receive full credit, will be charged full tuition.
- A student must have his/her account paid in full before a diploma or official transcript will be issued.
- A student entering school at an irregular time will be charged for room and board from the day he/she enters.
- A student leaving school at an irregular time will be charged to the day he/she officially withdraws.
- A student leaving school early will be expected to pay full tuition if he/she is given permission to complete their scholastic assignments.

Payment of Accounts

All student accounts are due within ten days of receipt of the statement. By Dakota Conference K-12 Board of Education action, no student may accumulate a balance more than sixty days past due. Students whose accounts exceed this maximum may be asked to withdraw from classes until payment or arrangements are made with the Dakota Conference K-12 Board of Education Finance Committee. Parents whose income is at irregular intervals shall approach the administration to prepare a written agreement which may be presented to the Dakota Conference K-12 Board of Education Finance Committee.

- Any amount over thirty days past due will be subject to a 1.5% service charge.
- No transcript of credits will be issued for any student until the account is paid in full.
- No diploma will be issued to a graduate until the account is paid in full.

All checks or money orders should be payable to DAA. A \$25 NSF (Non-Sufficient Funds) fee will be charged for a check received with insufficient funds. Payment may be made with Visa, MasterCard, or Discover.

Entrance Fees

The following dues are included in the entrance fee:

- Student Association
- Boys' Club
- Girls' Club
- Freshman, Sophomore, Junior, and Senior Classes

Dorm Room Deposits

Each dormitory student will be charged a room deposit of \$100 at the time of registration. The \$100 deposit will be refunded in full when the following is true:

- The key assigned to him/her is returned to the appropriate deans (\$5 charge if not returned). If a key is lost during the year, it may be replaced for a cash charge of \$5. If a key is returned after the \$5 has been paid or charged, a \$3 refund will be given.
- A statement signed by the dean is brought to the business office certifying that the room is in proper order.

Discounts

Multiple-Student Family

Every billing cycle, each family having more than one student enrolled will receive a tuition discount of \$25.00 per month per student.

Recruitment Bonus

A student who recruits another paying student who stays a minimum of one year, will receive a credit to their bill equal to 1/10th of their tuition for the year, up to \$1000.

Year-in-Full

If the entire year is paid-in-full at registration time by cash or check, a 6% discount on tuition will apply. When paying the entire year at registration time with a credit card only, a 5% tuition discount will apply.

Financial Aid

Worthy student funds are allocated on a monthly or yearly basis dependent on the student completing work obligations and the financially responsible party doing his/her part. Some worthy student funds are given with the stipulation of satisfactory academics, work, and citizenship. Students receiving financial aid should plan to average six hours of work per week. The amount of financial aid granted is at the discretion of the Dakota Conference K-12 Board of Education Finance Committee.

Refunds

Flat rate payments for nine months of school expenses are distributed over a ten-payment period. If a student withdraws, the flat rate is pro-rated and any additional charge or refund is made.

Book Returns

Textbooks are expected to be returned in good condition. Students may be charged for textbooks that are damaged or experience excessive wear.

Student's Personal Cash

Sufficient money for transportation, clothes, and personal needs should be arranged between parents and students before such money is needed. DAA will disburse money to students in emergencies only. Students should arrange with parents for spending money as needed. Students wanting to withdraw cash on a debit card will pay a 5% service fee.

Student Bank

Students are encouraged not to keep money in their rooms or on their person. DAA cannot be responsible for money left in the student's room. Parents may send money directly to the business office or students may bring money to the office. This money will be receipted to the student's bank account. Money will be disbursed only upon signature of the student involved, and the amount withdrawn will be charged to his or her bank account. Students wishing to cash large checks need to allow at least one banking day for this service.

Work Program

Work experience develops self-confidence. Besides the advantage of teaching skills and receiving training that may be helpful in future services, DAA's work program also helps to defray a portion of expenses. The administration will provide each student with work opportunities for these reasons. Nevertheless, if the student fails to accept the offered work opportunity, the parent must assume full responsibility for the unpaid balance. School dress code applies in the work place.

NOTE: Students must have passed their fourteenth birthday before working at DAA. Students must be 16 or older to work more than three hours per school day or 18 hours per school week in order to comply with the Federal Child Labor Law. Those under 16 must fill out an Employment and Age Certificate—Minors for North Dakota.

Student Earnings

Many students earn approximately \$1,500 each school year in on-campus jobs. Not every student will work the same number of hours. Pay may vary according to seniority and level of responsibility. More specific wage and hour information is available in the business office. The Dakota Conference K-12 Board of Education reserves the right to adjust yearly rates to reflect changes in the minimum wage laws.

Social Security Card

A student who expects to work at DAA must present his/her Social Security card, or a statement from the Social Security Administration stating that he/she has applied for one, before receiving a work assignment. Photo ID and other forms of ID are required to complete I-9 forms needed in the business office before new students may begin work; a W-4 form will need to be filled out as well.

Work Termination or Dismissal

Students are not to drop their work assignment except with permission from the work supervisor, work coordinator, and parent. If a student quits or is dismissed from employment, he/she will not be re-employed until the work coordinator has evaluated the reason or cause for the termination of employment. The parents of the student will then be contacted to discuss the employment situation with the work coordinator.

Employment Opportunities

Assignments in work are made by DAA as closely as possible to the student's preference; however, the age and capabilities, as well as the school needs, will help determine the assignment.

Administrative Offices

Students assigned to these offices learn skills that can help them in the future job market. Telephone response, keyboarding, filing, and general office tasks are a few of the many skills to which students may be exposed.

Cafeteria

The cafeteria provides students with the learning experiences of food preparation. All aspects of the food service industry can be experienced. Close supervision and skilled student labor combine to produce meals that are pleasant and nutritional.

Custodial

Students working in the custodial department will have an opportunity to learn that keeping a clean and presentable building is of extreme importance. Students clean in all areas of the school plant and receive training that will be valuable to them in the future.

Dormitory

Students working in the dormitories may acquire a varied range of skills. Resident Assistants supervise dormitory students. Other work opportunities include telephone response and custodial duties.

Instructional

Students are hired by the various academic departments to aid the teachers in keeping their rooms presentable, grading papers, and performing general clerical duties.

Maintenance Department

The maintenance department is organized to care for the repair and upkeep of the school buildings and grounds. Students who work in this department are given an opportunity to develop a knowledge of carpentry, painting, plumbing, electrical work, mechanical repairs, and care of the grounds.

Off-campus Employment

Students who qualify may be employed at an approved local business in the Bismarck-Mandan area. Guidelines and expectations are provided to encourage communication and preserve the privilege of being off campus for employment opportunities. Both school administration and parental permission is required. Work assignments are not to interfere with classes.

Tithe

DAA wishes to impress the youth of the church with the significance of returning tithe to the Lord as well as in giving offerings. Students are encouraged to personally participate in the act of tithing at the Dakota Adventist Academy Church or their home church.

Student Accident Insurance

DAA provides an “excess” accident insurance policy for each student enrolled. This insurance coverage is restricted to medical expenses resulting from accidents on campus or during school activities. Student accident insurance will pay the “excess” or the balance of medical costs only after personal insurance coverage has paid its limit. “Excess” medical bills may be submitted by parents to the student insurance company along with the claim form available in the business office.

Medical Care

The school provides nursing attention for its enrolled students. This does not include prescriptions, doctor’s fees, or transportation. Medical treatment requiring the care of a physician, even though

arranged by the school nurse or administration, becomes the responsibility of the parent. Charges will be billed to the parents from the physician's office.

General Policies

There are expanded policies available in the office.

Attendance

All classes, music and work appointments, morning worship, chapels, and required study halls are part of attendance records. For satisfactory completion of a course, the student must meet at least 85% of the class appointments regardless if the absences are excused or unexcused. Any student with a total number of absences equaling 15% of the class time in a semester may receive an automatic failing grade at the discretion of the teacher and the Academic Standards Committee. Classes missed on the day of home leave or the day after will count as double absences. Missing performances will cause a drop in course grade.

Excused Absences

According to Mid-America Union Education Code, "Reasons for excused absences include sickness, attendance at a funeral, doctor appointments, and unique family situations for which prior arrangements are made." In case of illness, excuses will be issued by the registrar based on the sick list log submitted by the dean. Village students should have a parent call the registrar's office if they are sick and bring a note upon their return to classes. Illnesses lasting more than 3 days require a doctor's note to be excused. Students should schedule dental and non-emergency medical appointments to occur prior to the opening of school or during home leaves.

Assignments missed due to an excused absence or school-sponsored trips/activities may be made up without penalty; however, students are responsible to acquire information on school work missed. Up to an equal number of school days [as the number of days missed], but not more, may be granted to turn in the missed work. Excused absences do not count against the attendance grade, however, a student with a total number of absences equaling 15% of the class time in a semester may receive an automatic failing grade at the discretion of the teacher and the Academic Standards Committee.

Arranged Absences

Absences for which reasonable excuses exist, but which do not fit the description of an excused absence, can be previewed by the Ad Council to determine whether they will be recorded as excused or unexcused absences. Students may make up work that is missed for an excused arranged absence. A student who misses classes, whether excused or unexcused, will have difficulty performing his or her best academically. All teachers have the discretion to ask a student to complete work before an arranged absence or school-sponsored trip/ activity or to wait until after returning to take a test, etc. Ideally, all work is to be completed before the absence occurs.

Appropriate arrangements for absences must be made with the registrar using the following procedure:

1. Provide to the administration approved permission from a parent/guardian that includes date(s) and time(s) of the expected absence(s).
2. Obtain an Arranged Absence form from the registrar that shows parental permission has been granted.
3. Acquire staff signatures as explained on the form. (Dormitory students must also obtain a dean's signature and check out of their dorm.)
4. Turn in the completed form to the registrar.
5. The Ad Council then reviews each case to determine whether these absences are recorded as excused, arranged, or unexcused absences.

Unexcused Absences

An unexcused absence is recorded when a student does not make proper arrangements to be absent. Students may not be allowed to make up work missed related to an unexcused absence. Unexcused absences may result in disciplinary consequences. Any absence that has not been excused within three school days may be recorded as an unexcused absence.

Tardiness Policy

"On-time" is defined as being at your appointment with all required materials when the bell rings. A student who is late to an appointment because of a teacher, work, or the administration must take a note from the person keeping him/her beyond the regular dismissal time to his/her next appointment. The tardy note should then accompany the teacher's attendance record for that period to the office for evaluation as to whether the tardy is excusable.

A student who is late to an appointment for reasons of his/her own choosing will receive an unexcused tardy. If a student receives an unexcused tardy three times this is equal to one unexcused absence. A student who is more than ten minutes late to class or work will be marked absent.

Campus Leave

A student may leave campus with a parent, legal guardian, staff member, sibling, or other individual designated by the parent on the special permission sheet on file in the administrative office, after appropriate arrangements have been made. Students may not, at any time, ride with a driver who is less than 21 years of age except when on home leave or when riding with a member of the immediate family, if parents have given such permission. Students are expected to remain on campus for weekend activities. Those planning to leave for a weekend and missing classes are expected to turn in an Arranged Absence form to the registrar with the appropriate authorization from parents to leave campus. If permission is not acquired in advance, the student's attendance grade may be affected.

Weekday leaves are strongly discouraged except for specific medical or educational purposes. Arrangements to miss class(es) must be made with the parents, deans, administration, and teacher(s).

Chapel/Assembly

The Chapel/Assembly time is an important part of a student's total education program. A regular chapel/assembly period is built into the weekly schedule; however, special chapel/assembly periods will be announced if necessary. In respect for the speakers, students will:

- Turn off electronic listening devices when entering the chapel, and keep them turned off and put away until the end of the chapel/assembly program.
- Not bring books, backpacks, computers, and/or school supplies into the chapel.
- When seats are assigned, sit in assigned places.
- Maintain a quiet and respectful atmosphere.

Computers/iPads

With the changing of technology in the classroom, it is to the student's advantage to have access to a laptop computer or tablet devices. These devices are for instructional use only and will be limited by restricted internet access. Devices that are equipped with DVD or CD capabilities must be used according to the electronics policy.

Confiscated Items

Items such as electronic devices taken from students will be given to the principal and returned according to policy. Inappropriate items such as fireworks, reading material, or drawings will be disposed of.

Disciplinary Action

Classroom or Dorm Level

Definition: disciplinary actions related to minor infractions administered by the dean or classroom teacher.

Administrative (Ad) Council Level

Definition: disciplinary actions of repeated, chronic, and/or more serious nature, including attendance and social relationships. Previous disciplinary record will be considered when deciding disciplinary actions. Typical types of Ad Council actions include:

- Redemptive Discipline – Discipline designed to provide the student with an experience that is constructive and thought-provoking for developing their character; may be major or minor discipline and may be adjusted to fit the particular situation.
- Probation – Probation is considered major discipline. Each individual will be treated separately and probation may vary considerably. Probation will be defined and the details of the punishment explained at the time of discipline. Infractions during this time may yield stronger discipline than for a student not on conditional acceptance.

Suspension – Suspension, a major discipline, is for a set length of time as determined by the Ad Council and communicated to the student and his or her parents following conduct that is not in harmony with the mission, standards, or policies of the school. If the suspension is for an extended length of time (one or more semesters), the suspended student may choose to be dismissed by withdrawing or by ignoring Ad Council agreements or attempts to communicate. Students or parents may appeal Ad Council decisions to the K-12 Board which then acts as a disciplinary committee.

In-School Suspension (ISS)

- ISS may be assigned as an alternative discipline for infraction of any rule listed in the Student Handbook and/or because of other disciplinary issues.

- Students assigned to ISS will be required to work on class assignments provided by each teacher, and part of the ISS day will be spent working on a School Improvement Project.

Operating Board Level

- Dismissal – The removal of a student from DAA is only by action of the K-12 Board. A student with a history of expulsion or suspension can only be readmitted by special arrangements with the K-12 Board under conditional acceptance (probation) for a minimum of one semester.
- Direct Disciplinary Action – In most instances, students will be disciplined by the Administrative Council; however, the K-12 Board reserves the right to directly discipline students if the K-12 Board, in its discretion, determines that discipline is necessary and/or desirable.

Dorm Policies (each dorm has a handbook that details dorm specific regulations)

The dormitories at Dakota Adventist Academy are the residence areas for boarding students and the assistant deans. As such, they need to be treated in a way that is respectful to those residents. What follows are the policies for visitors:

Visitors

- All visitors must check in with the dean on duty upon arrival at the dormitory.
- No visitors are allowed beyond the fire doors in the hallways without permission of the dean on duty.
- No opposite gender visitors will be allowed beyond the fire doors (exception – immediate family).
- Visitor allowed in the hallways and rooms may only stay for a few minutes.
- No visitors may spend the night in a resident's room (exception – same gender immediate family under the age of 18 with prior arrangements with the dean on duty).
- No visitors will be allowed in the hallways or residents rooms past lights out.
- All visitors spending the night must be in the dorms when the doors are locked. Doors are locked and alarmed at 11:00 p.m. or ½ hour after lights out, whichever comes later.

Lights Out

- Dormitory doors will be locked and alarmed at 11:00 p.m. or ½ hour after lights out, whichever comes later.
- Lights out may be delayed during weekends when significant numbers of parents and/or guests are on campus.

Late Returns

Doors will be opened for students or visitors:

- Returning from school events using school transportation.
- Who are late returning from regularly scheduled events (ie: work, class). (If no emergency existed, disciplinary action may be taken.)
- Students who are late returning from an overnight leave (if prior arrangements have been made or in case of an emergency).
- If acceptable prior arrangements have been made.

Doors will not be opened for students or visitors:

- When it was reasonably possible to be on time.
- When prior arrangements could have reasonably been made.
- When specific instruction concerning return times has willfully been disregarded.

Guest Rooms

- During the school year guest rooms are reserved for use by families of current students, guests of Dakota Adventist Academy, and guests of the Dakota Conference of Seventh-day Adventists. Exceptions may be made by applying to the Administrative Council.
- Rooms are for short visits only.
- Rooms are for guests and their immediate family. Opposite gender students who are immediate family may be invited to visit if the dean on duty gives consent.
- Gatherings of students who are not immediate family may be permitted if the door is left open.

Common Areas

- Common areas in the dorm are defined as the lobbies, recreation room, kitchenette, and chapel.
- Guests may use common areas after they have checked with a dean or while they are staying in a guest room.
- Lobbies are the preferred gathering area for guests who wish to mix with groups of students.

Dress

In harmony with our school's mission, DAA's dress policy is based on the principles of modesty, simplicity, cleanliness, health, safety, and respect for cultural norms. Students are to conscientiously consider the message being communicated to others by their actions and appearance. DAA recognizes that our physical bodies are the dwelling place of the Holy Spirit (Eph. 2:21, 22). Therefore, we will uphold this position in Christ by wearing clothes that are modest, clean, and in good condition.

Dress becomes a concern of the school when grooming and dress patterns create a disruptive influence upon the educational program of the school, endanger the health and safety of the student body, or result in the destruction of school property. Furthermore, good personal appearance is conducive to a positive learning environment and a strong positive school culture reflective of adopted school values. All clothing is expected to be appropriate for the setting and occasion. Violation of the dress policy for class or work may result in an unexcused absence. The administration and staff reserve the right to interpret matters regarding all dress code; any exceptions will be dealt with by administration. Students and parents are expected to respect and support dress code enforcement.

Students, when choosing their dress for the Sabbath hours, are encouraged to take special care to dress in a manner to show proper respect for the sanctity of the Sabbath as they remember that they are coming before their creator. For this reason, there is a special dress code for vespers, Sabbath school and church, and through the Sabbath lunch period. This code shall be in effect except when we are celebrating in nature (e.g. on campouts) in which case school attire will be acceptable. In general, appropriate clothing is identified in three categories as defined by the school administration.

1. Sabbath services dress

- Ladies
 - Dress, skirt or dress pants, with appropriate tops
 - Dress shoes
- Gentlemen
 - Dress pants
 - Dress shoes
 - Button-up shirt
 - One additional dress accessory for the church service (suit jacket, dress/sport coat, tie, vest, or sweater)

2. School or casual-dress
 - Pants/jeans and shirts (should be clean, neat, well-fitting without being too tight, and have no holes)
3. Athletic dress
 - Modest shorts (no less than 3" inseam) or appropriate sweats
 - Leggings are not to be worn alone as pants
 - Students may wear recreation attire starting at supper

General Policies

The staff reserves the right to request any student to change what is being worn, if it is deemed inappropriate, or to confiscate any item, clothing or otherwise, from a student.

1. Clothing is to be clean, modest, and in good repair (rips, holes or tears are not allowed). Immodest and ill-fitting clothing is not allowed. Examples include: tight clothing, or any clothing which shows undergarments including tank tops, racer-back tops, midribs, and cleavage. Sleeveless apparel is allowed. Shoulder straps should be at least three fingers wide as measured by the wearer. Fabric on the side under the arm must be intact and fitted enough to be modest. Pants must be worn at the top of or above the hip bones. Excessively baggy clothing is not allowed. Pajama clothing is not acceptable attire outside of the dormitories. Skirts, and dresses are to be, at minimum, knee length. Leg length of shorts may vary, but it is expected that they will extend to within a couple inches of the knee. The privilege to wear shorts, hats, etc. may be revoked if abused. Leggings may be worn with skirts or dresses mid thigh or longer in length.
2. Hair shall be neat and clean.
3. Students are to have some form of footwear on any time they leave the dormitories. Work supervisors and instructors may have additional requirements as to the type of footwear required.
4. For any and all field trips, footwear and outerwear (jackets, etc.) must be in keeping with the season.
5. Modest swimming suits or trunks are appropriate at swimming functions.
6. Icons, accessories, logos, advertisements, and written messages which are in opposition to SDA Christian principles, or which identify with groups or subcultures known to be in opposition to Christian or health principles, are not acceptable.
7. Tattoos and body modifications should not be visible.
8. Nonfunctional jewelry is not permitted.
9. Hats or head coverings may be worn except in class or instructional settings, in chapel or indoor worship settings, at work (unless approved by the employer), and in the cafeteria.

Specific dress for the weekend programming will be written on the weekend schedule or announced in the dorms. Students attending school programs will also be asked to change if their clothing is not appropriate. DAA expects village students to follow the school dress code when attending any school sponsored activity, whether it is on or off campus. From time to time, students will have opportunity to represent the school in the community. The communication of our mission is of utmost importance on these occasions. The sponsoring organization will give specific guidelines for appropriate attire that will facilitate that communication.

Village students participating in campus activities are expected to meet all dress standards outlined above.

Educational Guarantee

DAA is committed to providing an SDA Christian value-based educational experience for its students. If a parent believes that this has not been provided to his/her student, please let the school administration or any school board member know of your concern.

Electronics

The use of electronic devices, including but not limited to cell phones and personal listening devices, will be allowed using the following guidelines:

Cell Phones/Wearable Smart Electronics

These devices are not to be used in classrooms, assemblies, or religious services except as a tool for the activity at hand (e.g. calculator for math or look up verses for Bible or in church). Devices may be used in the work-place at the discretion of the immediate work supervisor. Students are not to loan their electronic devices to others. If the honor system is violated by a student using a borrowed electronic device, appropriate consequences apply to both, the user and the owner of the device. Devices are not to be heard outside of the immediate user. When listening is allowed, ear phones, head phones, or ear buds may be used, such as in dorms, work areas (if supervision has given permission), outside while exercising, or in the fitness room. Other devices used in the circle area should be used acceptably for scholastic purposes only. Students in all areas should be responsible to remind others who are violating this rule.

Dorm students are allowed only one cell phone; which along with other wearable smart electronics, must be registered with the deans. Students found to be using a “decoy” or second phone will be subject to major discipline. Students who are late to morning worship or to first class will lose their phones for a minimum of the immediate 24-hour period. Students who are on the DFI list may be required turn their phone in at study hall time each evening and do not receive the phone back until after morning worship. Note: the privilege of keeping a phone is dependent on grades (not on DFI), not using phones late at night, not lending a phone to someone who has lost the privilege of having a phone, and making it to appointments, classes, etc., on time. Phone privileges may be revoked at the discretion of the deans and the principal.

Listening Devices

Listening devices may be used during the Sabbath hours with appropriate and uplifting Christian music. Music that is determined to be inappropriate (contains degrading, obscene, Satanic, or violent lyrics) by the staff will be confiscated and only returned to parents by the end of the school year. Any student who continues to violate the music policy will be subject to Ad Council discipline.

School Computer Network

Students and parents must annually sign the Internet and Electronic Mail Permission Form before a student may use the school network and access the Internet.

Extracurricular Trips

School sponsored extracurricular trips are privileges granted to those students who meet the following requirements.

Financial Obligations

All financial obligations, including trip and school accounts, must be met prior to the trip, or arrangements must be made prior to the trip date.

Citizenship

The student must have a good “citizenship record.” Students with chronic discipline problems will be exempt from the trip. Students with any drug and/or alcohol problems during the school year will be exempt from the trip.

Attendance

Students with chronic attendance and/or tardiness problems will be exempt. A good attendance record is defined as meeting the 90% attendance requirement per semester as defined by state law.

Fighting

Fighting is an indicator that one has lost respect for themselves and others and is out of control. DAA will be a safe place for all students. The following will apply to all students.

- Level I: Fighting that leaves marks (redness, scratches, etc.) on another individual.
 - First Time: The Principal will assign appropriate ISS.
 - Second Time: The Ad Council will assign appropriate school suspension (2-4 days).
- Level II: Fighting of any type that creates bodily injury involving open wounds, unconsciousness, or other physical trauma.
 - First Time: The Ad Council will assign appropriate school suspension (3-5) days) or may ask for the student to withdraw.
 - Second Time: The student will be asked to withdraw from school.

Grievance

DAA policies are recommended by staff committees and/or the Dakota Conference K-12 Board of Education sub-committees and confirmed by the Dakota Conference K-12 Board of Education. Implementation of policies and rules is the responsibility of the school staff and administration.

Anyone has the right to appeal a decision made by the staff and/or administration. The appeal routes are as follows:

- Talk first to the individual staff member or administration as appropriate.
- In the case of a decision made by an individual teacher or committee, the decision may be appealed in person to the principal (use conflict form).
- Issues that continue to be unresolved will be presented to the Dakota Conference Educational superintendent for council and resolution (use conflict form).
- In the event that the conflict cannot be resolved on these levels, the issue may be appealed to the Dakota Conference K-12 Board of Education for resolution.

Harassment and Offensive Conduct

DAA promotes a school climate that encourages respect for each person. Mutual respect is essential to promote a sense of community and to encourage one another. Words, looks, or acts that devalue another are detrimental to achieving the mission of the school.

Hazing/Initiations

Students have the right to feel safe from demeaning and degrading treatment which is, or is deemed to be, hazing or initiation. Involvement in any such conduct is unacceptable and may be subject to discipline up to and including suspension or expulsion.

Bullying

Bullying, intimidating, or offensive conduct includes, but is not limited to: jokes, gestures, demeaning comments, name calling, drawings, pictures, writings, or offensive conduct which is or can be interpreted to be offensive to the recipient or observer. Involvement in any such conduct is prohibited. Cyber bullying, whether on or off campus, may lead to major discipline.

Sexual Harassment

No one should be placed in a position of embarrassment, harassed because of gender, or subjected to sexually-harassing behavior. Sexual harassment of any student by another student, employee, or other person under the supervision of DAA is unlawful and prohibited. Students who sexually harass others are subject to discipline up to and including expulsion. Employees who engage in sexual harassment are subject to discipline up to and including termination. Discipline and/or legal involvement shall fit the conduct and age of the offender. Progressive discipline shall be used unless the first offense is of a more serious nature.

Sexual harassment involves such conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment. Improper conduct includes, but is not limited to: unwelcome or offensive sex-oriented comments (e.g., kidding, teasing, joking, degrading, etc.); requests or pressure for sexual activity; unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body, etc.); displays of sexually suggestive pictures, drawings, or objects; suggestions, threats, or demands for sexual favors; or making submission to sexual conduct a condition of academic status, progress, services, benefits, honors, or activities.

Complaints

Those who believe that they have been harassed or bullied should immediately take the following steps:

- Make it clear that such conduct is offensive and should be stopped immediately.
- For cyber bullying, save or print off all incidents.
- Report the incident to a teacher, principal, or dormitory dean immediately. The harassment complaint will be kept in confidence, except as necessary to investigate or rectify the matter. All complaints of harassment will be taken seriously and investigated promptly. If necessary, immediate actions shall be taken to protect the safety of students. Instances of child abuse or any other criminal acts shall be immediately reported to the proper authorities in accordance with the law.

Administration will review the results of the investigation with the victim and offender separately and explain the corrective action that has been taken. The investigation and response should be age appropriate. The victim will be encouraged to report any further incidents. The administration will prepare the investigation report to document the incident, conclusions, and appropriate disciplinary actions, if any.

DAA prohibits retaliation against those reporting harassment or offensive conduct. Anyone who believes they have been subjected to retaliation should report the conduct to the principal, vice-principal, or Dakota Conference Educational Superintendent.

Health Services

DAA arranges for health care services for those students who become sick, require medication, have doctors' appointments, or are involved in an accident while at school.

Sickness

A dormitory student who is too ill to go to work or to class must notify their dean personally prior to the first period class or work appointment. The dean will place the student on the sick list and will notify the school nurse and/or school office of the illness. Those on sick list are expected to remain in their own rooms for the entire day, until the next morning. They are not to permit other students to visit with them

in their rooms. Students who become ill during the day and find it necessary to be excused from class or work should report directly to the dean or, in his/her absence, to administration and follow the above procedure. Those on the sick list will have food and/or fluids served to them in their rooms. Failure to follow these instructions may result in unexcused absences for missed work and classes.

Medication

School personnel are not permitted to dispense medication unless it has been prescribed by a doctor. The prescription medication, in its original container with specific directions for taking the medication, must be given to the dean who will dispense the medication to the student at the prescribed time and dosage. Over-the-counter medications (Tylenol, Advil, etc.) when provided by parents may be given by the dean (dorm students) or in the Principal's Office (day students).

Medical Appointments

A designated staff member will arrange to take a student to his/her medical appointment. Students should not make appointments to see doctors in town without permission. Repeat appointments should be scheduled to avoid missing the same class each time.

Counseling Services

The school does not employ a certified counselor. Therefore, students that are referred for counseling will be charged an additional fee to cover the counseling charges and transportation.

Accidents

Accidents should be reported immediately. An accident report will be completed by the supervising staff member. The VP of Finance then files a copy of the accident report and sends the original report to the parents who can then submit the report to the insurance company to receive insurance benefits.

Homeleave Transportation

Transportation to Dickinson/Fargo is a privilege. Charges are \$15 to Dickinson and \$25 to Fargo. Parents must inform the school ahead of time should they decide to take their students back to school. Failure to inform the school office of change in plans will result in charges still being applied.

Horse Barn

DAA values a safe and friendly environment, even for your horse! To participate in the program, you will need:

- A riding release – signed by parent/guardian and student before riding,
- Immunization records for all horses boarded at DAA,
- And arrangements made before any horse arrives on campus.

For more information, ask for the DAA Horse Barn Handbook.

Insubordination

Insubordination is contrary to the spirit of obedience. Repeated offenses will be dealt with as per the Discipline Policy (see page 20 of the handbook).

Non-Discrimination

DAA admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students. DAA does not discriminate on the basis of race, color, religion, gender, or national/ethnic origin in the administration of its educational and admissions policies, scholarship programs, athletics, or other school-administered programs.

DAA prohibits students from engaging in sexual conduct/activity. Sexual conduct/activity includes any consensual sexual behavior that occurs outside of marriage. This includes sexual intercourse, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same sex relationship, pornography, and actions (for example, spending the night with someone of the opposite sex), that may lead to situations of temptation, regret, and immoral conduct.

Personal Property

The school is not responsible for money or other valuables kept by the student. To insure safety, all money should be deposited in the student bank at the business office. DAA is not responsible for property left by departing students or for items stored for the summer. The school administration reserves the right to search rooms, computers, phones, vehicles, and/or any other personal property.

Qualifications to Hold Offices

A student elected to an office is to be known for his/her faithfulness to the principles of SDA Christian living as carried out at this school. Hard work, fair representation, and cooperation should be the aim of every officer. Those who do not fulfill the responsibilities of the office may be replaced. Any student holding a student office is expected to be present at all meetings and functions of that organization and to carry out the duties of their office. Students running for and those elected to an office must meet and maintain the following criteria:

Major Office

President, Spiritual Vice President, Social Vice President, or Spiritual Vice President of the Student Association or a class President must have:

- a cumulative GPA of at least 2.70
- at least a C- in attendance and in work
- no major discipline issues for the previous semester

Minor Office

All other officers must have:

- a cumulative GPA of at least 2.25
- at least a C- in attendance and in work
- no major discipline issues for the previous semester

Multiple Office Holders

Students may hold no more than ten point-related offices in one school year. (See the “Leadership Points” handout available from the administration.)

Recreation Rules

Gymnasium & Fitness Center

- The fitness center or gymnasium can be entered only under direct authorized supervision.
- Any equipment needed should be checked out with a staff member or gym worker and all safety and equipment rules observed.
- Tennis shoes are required for recreational activity on the gym floor.
- Students who are participating in or observing recreation activities need to stay in the gymnasium. All other students need to be under dorm supervision.
- The parallel bars, climbing rope, and gymnastics equipment may not be used unless directed and supervised by appropriate staff.

Jogging/Walking

DAA has designated areas for jogging and walking. These activities are restricted to the daylight hours in the campus area, not to extend beyond the circle drive without specific permission.

Sabbath Observance

The Sabbath should be observed in a quiet, reverent manner befitting the sacredness of the day. All activities and materials that are secular in nature should be laid aside and the conversation should be directed to themes suited to the sacred spirit of the day. The edges of the Sabbath hours are to be carefully guarded.

Social Guidelines

DAA wishes to promote positive social development, encouraging participation in various cultural and recreational activities which provide opportunities for wholesome association.

- The basic policy for association between young men and young women is “hands off” (i.e. hand holding, back rubs, etc. are not appropriate).
- Students returning from the gym or chapel areas are not to loiter.
- The “upper circle” and “front lawn” are designated areas for students to meet for studying and socialization during school hours.
- During daylight hours, seating on the bus shall be directed by the sponsor(s) of the trip. When travel occurs before sunrise or after sunset, seating will be separated by gender, to front and back. Sleeping on the floor or in the racks of the bus is prohibited. Mixed seating in vans may at the sponsors’ designation, be allowed in the row immediately behind the driver.
- The dorms are always off limits to students of the opposite sex (vacations included) unless specific permission is granted by the administration. The dorm area begins at the double doors of the center circle and includes the stairway.
- It is inappropriate for students to lounge about in a reclining position in the buildings or on campus.
- Students must be in a supervised area.

Student Vehicles

Students who have a car on campus must have a student Vehicle Registration form, including proof of licensure, registration, and liability insurance, on file in the school office. Dorm students must leave their cars parked behind their respective dorms (unless special arrangements are made) and must turn in their car keys to the dean upon returning to the campus. Loitering in vehicles or in the parking areas is not allowed.

Written permission for a student to use their car must be on file in the office. Confirmation from parents must be acquired each time a dorm student wishes to go home for a non-home leave weekend or to meet educational or medical appointments.

The maximum speed limit on campus is 20 miles per hour. Failure to abide by DAA, state or city driving, and parking rules may result in restrictions or loss of driving privileges, a fine of up to \$25, and/or towing with all associated costs being the responsibility of the student.

Village Students

Students living within reasonable driving distance to DAA may register as village (non-resident) students. Village students must live with a parent or legal guardian while attending DAA. The Dakota Conference K-12 Board of Education may grant other accommodations for special circumstances.

Village students are encouraged to participate in all extra-curricular activities. As a rule, all school policies apply to village students. The following policies specifically apply to the non-resident student:

- Students not residing in the dormitories are urged to take full advantage of all opportunities provided by DAA. Village students should project an image consistent with the standards and principles of DAA and the Seventh-day Adventist Church.
- Village students wishing to occasionally stay in the dorm overnight must make arrangements with the respective dean. A per night charge may be made. Dormitory rooms are available for use during the day for a charge of \$50 per month.
- Village students who drive to school must abide by the same rules as dorm student drivers except that they are not required to turn in their keys to the deans.

Weekend Meetings & Programs

Weekend meetings include Friday evening vespers, Sabbath School, the church service, sundown vespers, and Saturday night programs. All dorm students are expected to attend these various appointments. Village students are encouraged to come and are required to attend scheduled events and abide by the same guidelines that govern dorm students while on campus.