



MAXWELL
ADVENTIST ACADEMY

Bulletin and Student Handbook

A Comprehensive guide on the policies and requirements of
[Maxwell Adventist Academy](#)

2022-2024



MAXWELL
ADVENTIST ACADEMY

Bulletin and Student Handbook

A Comprehensive guide on the policies and requirements of
Maxwell Adventist Academy

©2022

PRIVATE BAG MBAGATHI 00503,
NAIROBI, KENYA



Reception Phone: +254-114-678731



Administration: admin@maxwellsda.org
Registrar: registrar@maxwellsda.org
Business Manager: roys@maxwellsda.org
Guesthouse: annettem@maxwellsda.org
Student Travel: travel@maxwellsda.org



www.maxwellsda.org

Disclaimer

Regulations adopted by the school administration, published or announced, during the school year will carry the same force as if printed in the school handbook.

This handbook covers a wide variety of situations that the students will face on a daily basis while attending Maxwell Adventist Academy. Because every circumstance cannot be covered, we rely on each individual's ability to practice common sense. Students will be held accountable for other contracts that are not part of this handbook.

Table of Contents

OFFICERS	7	Incompletes.....	19
Board of Directors.....	7	Adding or Dropping Classes.....	19
ABOUT	8	Required Testing.....	19
Mission Statement.....	8	Academic Probation.....	19
Philosophy.....	8	Independent Study.....	20
Objectives.....	9	Academic Challenge.....	20
ADMISSIONS	10	Criteria for Student Offices.....	21
Application & Re-Application		National Honor Society.....	21
Procedures.....	11	Facts SIS/Family Portal Access.....	22
New Applicants.....	11	Music Department.....	22
Returning students.....	12	General Music Information.....	22
Financial Information.....	12	ATTENDANCE POLICY	23
General Information.....	12	Attendance Records.....	23
Refund Policy.....	13	Absences and Class Credit.....	23
Student Bank.....	13	Attendance Codes.....	24
WORK PROGRAM	14	Absences.....	24
ACADEMIC PROGRAM	15	Tardies.....	24
Graduation Requirements.....	15	Attendance Grades.....	24
Basic High School Diploma.....	15	Excusing Absences and Tardies.....	24
International College Preparatory		Sickness.....	24
Diploma.....	15	Prearranged Absences.....	25
2022-2024 College Prep Curriculum....	17	School-excused Absences.....	25
General Academic Requirements		Make-up Work.....	25
Information.....	18	Perfect Attendance.....	25
Class Standing.....	18	Redeeming Points.....	26
Graduation with Honors.....	19	Consequences of Dropping below 16 Points.....	26
Grading Scale.....	19	Late Arrival to School.....	26

Table of Contents Cont.

BEHAVIOR.....	27
Academic Dishonesty.....	27
Quote for Reflection.....	28
Discipline Policy.....	28
Responsibilities cater to the welfare needs of the community.....	28
Minor Offenses.....	29
Major Offenses.....	29
CAMPUS LIFE.....	31
Spiritual Life.....	31
Expectations of All Students.....	31
Personal Decisions.....	31
Personal Health.....	32
Use of Leisure Time.....	32
Athletics, Sports and other Activities.....	32
Reading.....	32
Video and Computer Games.....	33
Movies.....	33
Entertainment.....	34
Movie/Video Selection.....	34
Social Relationships.....	34
MAA has a hands-off policy.....	34
Elementary Student Social Relationships.....	35
No Chewing Gum.....	35
Campus Visitations.....	35
Center Campus, Pink Zone, and Blue Zone.....	36
Open Weekends, School Breaks, and Requests for Leaves of Absence.....	37
Public Transportation.....	37
School Transportation.....	37
Student Vehicles.....	37
Cafeteria.....	37
Organization Meetings.....	38

DRESS AND APPEARANCE.....	39
School Day and Special Events Attire.....	39
General Dress Guidelines.....	39
Sabbath and Worship Service Attire – general guidelines for men and women.....	40
Women’s Dress – General.....	40
Men’s Dress – General.....	41

RESIDENCE HALLS/DORMITORIES.....	43
Room Décor.....	43
Rooms come equipped with.....	43
Students should supply their own.....	43
Clothes and other things to bring.....	43
Toiletries to bring.....	43
Dormitories Policies.....	44
Cooking and Beverages.....	44
Damage.....	44
Forbidden Items.....	44
Friday Evening.....	44
Keys.....	44
Laundry.....	44
Medicines.....	44
Noise.....	44
Responsibility for Property.....	44
Study Halls.....	44
Saturday Night and Banquet Nights.....	45
Worship.....	45
Campus Leaves and Off-Campus Visitation Policy.....	45
Overnight Leave Slips.....	45

COMPUTERS AND INTERNET ACCESS.....	46
E-Mail.....	47
Computer Acceptable Use Policy.....	47
Cell Phone/Laptop/Media/Music Policy.....	48



Maxwell Adventist Academy

Officers

Board of Directors

Chairman	Dr. Blasious Ruguri
Vice Chairman	Elder Paul Muasya
Secretary	Roger Dunder
	Pastor Musa Mitekaro
	Elder Jerome Habimana
	Dr. Andrew Mutero
	Dr. Tom Ogal
	Elder Yohannes Olana
	Joyce Cheruiyot
	Roy Salibio
	Florence Chanya
	Tom Ongaro (Non-voting Invitee)



Maxwell Adventist Academy

About

Maxwell Adventist Academy (MAA) is an international boarding school operated by the General Conference of Seventh-day Adventists, East-Central Africa Division which offers an international college preparatory curriculum. The academy was started in 1947 in Nairobi and has since moved to a sixty-acre country setting, twenty-five kilometers from the city center. The campus is three kilometers west of Ongata Rongai on Magadi Road.

Maxwell Adventist Academy is accredited by the Accreditation Association of Seventh-day Adventist, Schools, Colleges, and Universities and certified by the Kenyan Ministry of Education.

Mission Statement

The mission of Maxwell Adventist Academy is to educate exceptional Christian leaders who will follow Christ's example of loving service to God and others.

Philosophy

The object of Seventh-day Adventist Christian education, which is the work of redemption, is to restore in humanity the image of our Creator through the harmonious development of our physical, mental, social, and spiritual faculties.

Objectives

It is the goal of Maxwell Adventist Academy that its students will:

- Establish and deepen a personal commitment to Jesus Christ as Savior and Lord.
- Commit their talents to God and offer their lives to Him in Christian service
- Seek God’s will for them in all of life’s decisions
- Develop a strong and healthy self-esteem, based on the “**Golden Rule**” of putting others before oneself
- Develop strong, flexible, creative, and independent minds
- Develop the mental discipline required for academic success
- Develop the practicality and common sense that will prepare them for success in their chosen careers and in other important pursuits of life
- Develop self-discipline, ultimately making externally-imposed discipline unnecessary.
- Establish a balanced, healthful lifestyle which will lead to physical vigor and well-being throughout their adult lives
- Highly value the personal qualities of loyalty, honesty, and integrity.
- Develop social abilities so that their interactions with others may be deep, positive, and rewarding
- Maintain close ties with their families and develop a strong awareness of the importance of family for their own well-being and that of society
- Have ample opportunity to develop leadership abilities
- Grow in their appreciation for the Seventh-day Adventist Church – its teachings, its philosophies, and the lifestyle it encourages



Maxwell Adventist Academy

Admissions

Maxwell Adventist Academy offers a United States (US) curriculum. Applicants from Kenya and other countries that follow a similar system of education to that of Kenya are hereby advised that the Maxwell curriculum does not satisfy the entrance requirements of most government-operated universities in their respective countries. Students planning to study where the US curriculum is not generally accepted will likely need to consider a select number of private universities where it is accepted. Maxwell's diploma is readily accepted by universities in North America subject to a student's grade point average (GPA) and score on the ACT exam. However, if you are planning to attend university in North America, please consider the cost carefully before making a final decision. We welcome your application but need to make sure you are fully aware of the implications of your choice.

While we do our best to provide academic support for our students through the services of our Center for Student Success, it is important to note that Maxwell is not equipped to provide intervention for students who have serious learning challenges. Before applying, parents of children who have a history of very poor academic performance or who have a documented learning disability should consult with our registrar and our director for the Center for Student Success to determine if Maxwell is equipped to adequately meet their child's needs.

Maxwell Adventist Academy prioritizes acceptance in three tiers:

- **First Priority:** MAA will first consider admission for high school-age children of Seventh-day Adventist inter-division workers from the East-Central Africa Division or other workers from Seventh-day Adventist organizations. Also considered are the children of inter-division workers from outside this area.
- **Second Priority:** Consideration will be given to children of Seventh-day Adventist families living in the areas served by Maxwell Adventist Academy, even though they are not directly employed by the Seventh-day Adventist Church. Due to the changing enrollment demands of our constituency, non-constituent students will be admitted on a yearly basis only. Verification of Seventh-day Adventist status will be required through your local conference or union.
- **Third Priority:** Non-Seventh-day Adventist students may also be considered as space allows. And for this group, applications are considered on a "first come, first serve" basis.

Students who desire to show full respect for the Word of God, maintain a reverent attitude toward that which is spiritual, and conduct themselves in harmony with the standards of Adventist education as outlined by the Seventh-day Adventist Church are encouraged to apply for admission to Maxwell Adventist Academy.

Because MAA strongly agrees with the inspired counsel that it is best for children to remain at home during their younger years, and because of their tender age where they are easily influenced, Maxwell Adventist Academy will not consider for admission elementary boarding students below grade 7 and age 12 except in occasional rare cases. The school administration reserves the sole right to determine whether a case is rare or not.

For a student to do well, he/she must be the age of

- Twelve (12) to enter seventh grade
- Thirteen (13) to enter eighth grade
- Fourteen (14) to enter ninth grade (or will turn fourteen during the first semester),
- Fifteen (15) for tenth grade,
- Sixteen (16) for eleventh grade,
- Seventeen (17) for twelfth grade.

Any difference in age is subject to Academic Standards Committee approval.

Any student applying to Maxwell will be required an academic assessment through the Measure of Academic Progress (MAP) test. The purpose of this assessment is to gauge the applicant's strength academically and though the previous academic records help to determine grade placement, MAP results may also influence grade placement. Should the performance in the assessment indicate very low academic strength, the admissions committee may consider the applicant for a grade level lower than what is indicated in their application or deny admission altogether. Students may also be placed

at a grade level lower than their age group due to language or educational system challenges.

All applying and enrolling students must make a formal application or re-application/re-enrollment online and receive an acceptance notice before coming to school.

Application & Re-Application Procedures

New Applicants

New applicants are required to complete the following:

- Submit a completed online application form
- Have the following documents in PDF format before you start the online application:
 - A clear picture of the applicant
 - Previous school transcripts
 - Ninth grade: Eighth-grade diploma and transcript
 - Tenth - Twelfth Grade: Transcripts of all high school level classes taken
 - A copy of the birth certificate
 - Two email addresses from the following people for references
 - A current teacher
 - A Pastor of the home church
 - Application fee of USD 20 (payment instructions to be emailed immediately after submitting the application).
- Upon acceptance to Maxwell, the following documents will be required:
 - A copy of the applicant's international health certificate or immunization record
 - Medical history or information (well explained) that could prevent normal participation in the school program - such as Personal Fitness classes, dining in the cafeteria, etc.

Returning students

Acceptances are for one year only – re-enrollment and acceptance will be necessary for each year. Acceptance followed by general fee payment by the deadline provided by the business office will guarantee a spot for all returning students. A student who does not earn a diploma after four years may or may not be re-accepted pending Academic Counsel and administration review.

Students who are re-enrolling to MAA for the following year must:

- Have a GPA of at least 1.50 cumulative GPA.
- Have had satisfactory citizenship during their time at Maxwell.
- Complete and submit the re-enrollment process online.
- Submit any information regarding known problems, which could prevent normal participation in the school program - such as Personal Fitness classes, dining in the cafeteria, etc.

Financial Information

The Basic Fee is composed of the entrance fee, tuition, and board. The total amount for a student for one year is made up of the Basic Fee plus any additional fees that apply to the student.

General Information

- For the latest fee structure, please email [*business@maxwellsda.org*](mailto:business@maxwellsda.org)
- All students must pay an entrance fee that covers things such as Uniforms, ASB fee, club dues, registration, computer lab/Internet/network, etc. On occasion, there may be an additional development fee for board approved projects.
- Families employed by the SDA Church will be billed through their employing organizations. Other families will pay for each quarter in full before each quarter begins. Failure to make payment or to arrange payment when contacted by the business manager may result in the student being asked to withdraw from school until payment is received.
- Transcripts and diplomas will not be issued until the student's account has been paid in full.
- When necessary, additional charges will be assessed for music lessons, music books, key replacement, camping fees, Mt. Kenya climb, medical trips, airport transportation, etc.

Note: Tuition, boarding fee, general fee, and all other fees may change without notice.

Refund Policy

- Tuition will be charged for all academic credit given. A student leaving early or entering late will not be granted a refund if full credit was given, even if the work was done off campus. Boarding fees will be charged only for the time present at Maxwell.
- If a student leaves MAA before the end of the school year, a refund will be given as follows:
 - Entrance Fee: No Refund
 - Tuition: No Refund
 - Boarding: The amount charged less a service fee, the balance divided by 63 days in the quarter, with a refund for each day from the time of withdrawal to the end of the quarter.
- MAA reserves the right to withhold refund payment of any student's account for a period of two weeks after he/she leaves school. This ensures that all charges have been recorded on the account.

Student Bank

- Parents may arrange for an allowance to be given each month by signing a form supplied to them, authorizing the amount of the allowance.
- All private (cash-paying) students must have a positive credit balance before an allowance will be released.



Maxwell Adventist Academy

Work Program

Work is one of the divinely appointed avenues for the restoration of man to God's image. The work program instills the positive attitudes of service for others, punctuality, thoroughness, faithfulness, and a sense of achievement experienced in a job well done. For our students to enjoy the benefits of useful labor, MAA provides work experiences for all students. Each student is expected to work two or more hours a week as required by the work supervisor for his/her job.

The ASB Spiritual Vice, *Zamani* editor, Ivory Tusks editor and Maxwell Mirror editor are considered full-time work positions so the students holding these positions do not need to have other jobs.

Tardies and absences in the workplace are calculated with class attendance and affect the attendance points as outlined in the attendance policy. A student who is up to fifteen minutes late to work will receive one tardy. After 15 minutes, a student becomes absent.

Student preference will be considered in assigning jobs; however, students are expected to accept whatever work they are assigned.

Work supervisors will give weekly and semester work grades. The student's pay scale will be determined by the weekly grade and the semester grades will be recorded on the student's grade report. A student with an unsatisfactory work grade may lose his/her job and be reassigned.



Maxwell Adventist Academy

Academic Program

Graduation Requirements

A diploma is granted to a student whose conduct and attendance have been satisfactory and who has completed in a satisfactory manner the minimum requirements listed below. In general, students will need to have been in attendance for the final semester of the year in which they will graduate; however, students from non-American schools will be required to be in attendance for their eleventh and twelfth-grade years unless testing shows exceptional performance.

Basic High School Diploma

24.5 credits are required for this diploma. Students must have a cumulative grade point average of 1.50. Credits will need to fall into the categories as shown in the table on Page 16.

International College Preparatory Diploma

A total of 26.5 credits are required for this diploma. Students must have a cumulative grade point average of 2.00. Credits will need to fall into the categories as described on Page 16:

Course	College Prep	Basic	Details
Religion	4	4	1 credit for each year of attendance in an SDA school
English	4	4	Grammar & Composition, Literature & Composition, US Literature & Composition, British Lit & Composition
Mathematics	3	3	Must include Algebra I, Geometry, and Algebra II. In some countries and for some degree programs, a fourth year of math is required. We strongly recommend Precalculus.
Science	3	3	College Prep diploma must include Biology, Chemistry, and either Physics or Environmental Science; however, Physics is strongly recommended and preferred by universities.
Social Studies	3	2.5	World History, US History, US Government. Economics, Other social studies electives when taught. All students must take World History, US History and US Government.
Foreign Language	2	1	French I & II, Or other language if taught
Health	0.5	0.5	
Physical Education	2	2	Personal Fitness
Computer	1	1	Computer Applications
Fine Arts	1	1	Prep-Band, Choir, Chorale, Wind-Ensemble, art, piano lessons. A maximum of 1.5 credits may be applied towards graduation.
Applied Arts	1	1	Home Ec, Tech Ed, Video Production, Web Design, Yearbook
Study Skills	0.5	0.5	
Electives	1.5	1	Intro to Business, Personal Finance, Accounting, Video Production, Yearbook, Precalculus, Online Advanced Algebra
Electives	26.5	24.5	

2022-2024 College Prep Curriculum

9TH GRADE	Credits	Course
	1	Bible I
	1	English I (Grammar & Composition)
	1	Math - Algebra I
	1	Physical/Earth Science
	1	Computer Applications
	½	Personal Fitness
	½	Music/Music Lessons
	½	Study Skills
	6.5	Total Credits

10TH GRADE	Credits	Course
	1	Bible II
	1	English II (Literature & Composition)
	1	Math - Geometry
	1	Biology
	1	World History
	1	Intro to Business/ Personal Finance
	½	Personal Fitness
	½	Music/Music Lessons or Art
	7	Total Credits

11TH GRADE	Credits	Course
	1	Bible III
	1	English III - US Literature & Composition
	1	Math - Algebra II
	1	Chemistry
	1	French 1
	1	US History
	½	Accounting or another Elective
	½	Health
	½	Personal Fitness
½	Music/Music Lessons or Art	
8	Total Credits	

12TH GRADE	Credits	Course
	1	Bible IV
	1	English IV - British Lit & Composition
	1	Math - Pre-Calc (Strongly recommended but not required) or Online Adv Algebra
	1	Physics or Environmental Science
	1	French 2
	½	US Government
	½	Economics, another Soc Studies elective
	1	Home Ec, Tech Ed, Video Prod, Web Design, Year Book
	½	Personal Fitness
½	Music/Music Lessons or Art	
8	Total Credits	

General Academic Requirements Information

- MAA uses the Carnegie Unit of Credit. One credit is given to a class that meets 200 minutes per week for 36 weeks. One-half credit is given to a class that meets 100 minutes per week.
- Numbered courses must be taken in sequence.
- Math and science sequence:

GRADE	Grade 9	Grade 10	Grade 11	Grade 12
MATH	Algebra I	Geometry	Algebra II	Precalculus (Pre Rec: Alg II with B-)
SCIENCE	Physical Science	Biology	Chemistry (Pre Rec: Alg II with B- or taken concurrently)	Physics (Pre Rec: Alg II with B-) or Environmental Sci

- Keyboarding is integrated in Computer Applications throughout the year.
- A student must be enrolled in five (5) core classes throughout the school year.
- Private Music Lessons require one 30-minute lesson with four 40-minute practice periods per week to receive 0.5 credits for the year.
- A student may not enroll for more than ten credits worth of classes in one year.
- The Academic Standards Committee considers special curricula problems as needed.

Class Standing

Junior

A student is considered a member of the Junior Class if he/she has completed thirteen and one-half (13.5) credits at the time of registration and seventeen and one-half (17.5) credits by the beginning of the second semester. To be officially established, MAA transcripts indicating class standing must be supported by official transcripts for any other school attended that verify courses taken and credits earned. (Note: Credit Recovery and Missing Credits policy still applies).

A student must be officially recognized as a member of the Junior Class to participate in Junior Class activities.

Senior

A student is considered a member of the Senior Class if he/she has completed eighteen (21) credits at the time of registration and twenty credits (24) by the beginning of the second semester. (Note: Credit Recovery and Missing Credits policy still applies).

At the close of the first semester, the registrar will verify Senior Class standing. For Senior Class standing to be officially established, all authorized correspondence courses necessary for graduation must be completed, and the registrar must be in possession of all official transcripts from every other schools the student has attended.

A student must be officially recognized as a member of the Senior Class to participate in Senior Class activities such as the Senior Class trip and graduation ceremonies.

Graduation with Honors

To graduate with High Honors, the student must have a cumulative GPA of 3.75. A GPA of 3.50 - 3.74 is required for Honors.

Grading Scale

The school year is divided into two grading periods. At the end of each period, a report card will be given to each student and a copy will be sent to parents or guardians. Semester grades are recorded on the student's transcript. The following grading and honor system is used.

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

Incompletes

At the end of a semester, a teacher might issue an incomplete or "I", followed by the student's current grade. The letter grade following a hyphenated "I" is the highest grade the student will receive if the missing work is not completed within four weeks. If the work is made up, the grade could possibly be higher. No incomplete may be given at the end of the year except by approval of the Academic Standards Committee.

Adding or Dropping Classes

During the first two weeks of each semester, a student may add or drop a class without penalty. Forms for this purpose are obtained from the registrar. No class may be added or dropped after the second week of a semester except by action of the Academic Standards Committee.

Required Testing

Maxwell Adventist Academy is an official center for American College Test (ACT). ACT is a standardized test that high school students in the US curriculum are expected to take before graduation. The results of this test play a role in college applications and admissions.

Maxwell also administers Measure for Academic Progress (MAP) assessments twice in the school year, one during the 1st semester and the other in the 2nd semester. These assessments are crucial to helping teachers know how well their students are progressing academically, and where their weaknesses and strengths are in a particular subject.

Test allocations are as follows:

- Freshmen & Sophomores Pre-ACT (when offered by the ACT Headquarters)
- Freshmen, Sophomores & Juniors MAP
- Juniors & Seniors ACT (American College Test)

Students are required to take the ACT before they graduate. The cost of taking it once is included in the school fees. As students generally improve each time they take the exam, it is strongly recommended that they take the exam more than once. However, they will have to pay to take it subsequent times.

Academic Probation

The goal of academic probation is to help a student improve his/her grades. Students are placed on academic probation when they:

- Have one “F” or three “D”s
- Have poor English skills
- Have a history of poor academics, are new to Maxwell, and in need of monitoring

If the student fails to show improvement in the areas of concern, a student might:

- Be dismissed from MAA
- Move backward a grade
- Have extra-curricular activities curtailed
- Be placed in special study hall where attendance is taken and reported as a regular class

Probation is to be reviewed every four (4) weeks and the end of each quarter. Any student with a cumulative GPA below 1.50 at the end of the school year may not progress to the next grade level. Any student with one full credit of core failures during an academic school year will be referred to the Academic Standards Committee to have their class status decided. Students who fail first semester of a course have until the end of second semester to make up that credit. If a student fails in second semester, they have until the end of July to make up that credit. Two or more failures in full-credit courses will result in an automatic repeat of the school year. Students who are repeating a school year are not eligible for any class officer positions and will not be allowed to participate as a member of their former class.

A new school year cannot be started if a student has unrecovered credits except in the case of repeating the year. In such cases, the parent will be asked to withdraw their child or have them repeat the previous school

year. If, despite these measures, a student continues to fail and the parent wants them to remain in Maxwell, they will be asked to sign a statement of understanding and acceptance that their child will only receive a certificate of attendance at graduation time.

Seniors who fail a required course during the first semester will not participate in any of the following until the credit is made up: Senior Dedication, Senior Class Trip, or Graduation. The school requires official proof of credit recovery two week before graduation.

Independent Study

Coursework taken by correspondence must have the prior approval of the Academic Standards Committee for the credit to be recorded on the official transcript. This is allowed when there is a conflict of schedule or other extenuating circumstances.

No correspondence courses will be allowed during the senior year except in extreme emergencies. Transcripts of such work must be in the Registrar’s office before graduation for a diploma to be granted.

Academic Challenge

Students may request to challenge a class by taking the end of course assessment. The request to challenge must be made with written instructor permission and parental approval. The Academic Standards Committee will review all challenge requests. Students may take the challenge exam for a specific course only once. A course may not be challenged for which a passing grade was already earned.

Students may challenge a course to:

- Receive credit without taking the course.
- Receive credit after failing a class to recover credit.

To recover credit in a course in which a failing grade was previously earned,

a student may challenge the course by examination.

- The student must inform the Registrar and Instructor in writing within one semester (one-half year) of earning the failing grade in the course.
- The student must pass the exam with an 85% or better.

Upon passing the test with an 85% or better, the student will be awarded credit for the course and a grade of a “CR” (Credit Recovery) will replace the failing mark. A 0.00 will be used to calculate the GPA for the course. Students who wish to not have to take a class and but desire to receive credit for the course by testing out must inform the Registrar and instructor of the course within two weeks after the beginning of the course. Upon passing the test with a B or better the grade will be recorded and the GPA included for the course. Students who do not pass the test-out exam will be required to continue the course as enrolled.

Students should be aware that a letter grade of “CR” (Credit Recovery) may not transfer to other colleges or be accepted by other institutions for certification or degree requirements. Students will assume responsibility for determining if the challenge credit is transferable to another institution.

Criteria for Student Offices

Students may not be elected to more than one major office at one time and must maintain a cumulative 3.00 GPA and a B grade in attendance in their term of office. The major offices are:

- ASB President (must be Seventh-day Adventist)
- ASB Spiritual Vice President (must be Seventh-day Adventist)
- ASB Vice Presidents
- Women’s Club President
- Men’s Club President
- Newspaper Editor

- Zamani Editor
- Yearbook Editor
- Senior Class President
- Junior Class President

If a student is involved in a major discipline problem or it is felt that he/she is unable to maintain and support the standards of the school, he/she may be removed from student office or responsibilities by action of the Management Committee and will not be eligible to hold any office for the next two consecutive quarters of attendance at MAA.

Students holding minor offices must have a cumulative 2.50 GPA and a B grade in attendance for the preceding semester and maintain it each semester during their term of office.

Students may not hold more than two offices and only one of those may be a major office.

National Honor Society

The National Honor Society of Maxwell Adventist Academy is a duly chartered and affiliated chapter of the United States National Honor Society. The objectives of the society are to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in secondary school students.

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member faculty council.

To be eligible for membership a student must be a sophomore, junior, or senior, have attended MAA for at least one semester, and have a cumulative GPA of 3.25 or above on a 4.00 grading scale.

Facts SIS/Family Portal Access

Maxwell Adventist Academy uses FACTS SIS to share student grades, attendance and other important information with parents and students. Please contact the Registrar (registrar@maxwellsda.org) for your FACTS SIS access.

Music Department

The MAA music department provides a variety of music education opportunities. The following classes are offered each year:

- **Choir:** This is an elective vocal group but required for those enrolled in Chorale.
- **Chorale:** This is a select vocal group with membership by audition. All students in Chorale are also members in Choir.
- **Prep Band:** This is an elective instrumental group providing instruction for beginners. It is required of those planning to enroll in Wind Ensemble.
- **Private Lessons:** Piano lessons are offered on a space-available basis. Lessons on band instruments are available to highly motivated students, also on a space-available basis.
- **Wind Ensemble:** This is a performing instrumental group for experienced woodwind, brass, and percussion players. Membership is by audition.
- **Bell Choir:** This is a small group selected by interview. Ability to read music is a prerequisite.

General Music Information

- Except for private lessons, credit for music classes is available only on a yearly basis. Single semester classes are not offered.
- Students and parents are asked to recognize certain limitations regarding the choice of a band instrument. Because of personal physical characteristics, instrument availability, or needs in the band, it is not always advisable or possible for a student to play the instrument which would be his / her first choice. This decision must be made in consultation with the music teacher.
- MAA provides instruments though supplies are limited. Students who have completed a year or more of instrumental instruction are strongly encouraged to obtain their own instruments so that beginning students may have the use of school-owned instruments. The music teacher will gladly provide assistance when requested with the purchase of instruments.
- A uniform is required for every performance for all music groups, both elementary and academy, and will be supplied by the school and charged to the student's account.
- The music department provides specific guidelines regarding the use of facilities, materials, and instruments, and regarding rehearsals and private lessons. These are covered in music classes and a copy of these guidelines can be obtained from the Music Department.



Maxwell Adventist Academy

Attendance Policy

There is a positive relationship between class attendance and academic success. Irregular attendance is one of the prime factors associated with student failure and frustration with the school experience. Maxwell Adventist Academy attendance policy has been designed to encourage regular attendance in classes and reflects these underlying aspects of school philosophy:

- Regular attendance at all appointments is required of every student. This includes classes and work appointments.
- Community and business surveys regarding educational goals continually stress the development of reliability and responsibility as a high priority objectives.
- Students in this age group should be expected to exercise self-discipline and responsible behavior.
- Students who attend classes regularly learn better and get better grades.
- Attendance is the responsibility of the student and parents.

Irregular attendance affects a student's standing in the school, the opportunity to hold office, and the ability to receive special privileges associated with good attendance.

Attendance Records

Every day, record is taken for each appointment. Absences in the academic and work areas will be reflected in the student's attendance grade on the permanent transcript. All unexcused absences and tardies are considered in computing a student's attendance grade. Attendance information is available on FACTS SIS and students are expected to check their attendance regularly and correct any mistakes within three days of the recording. Tardies and absences accrue and reset quarterly. Students will receive 21 points at the beginning of each semester.

- Unexcused tardy (less than 10 minutes late to a class) will deduct one attendance point,
- Unexcused absence (more than 10 minutes late to class or missed class) will deduct three attendance points.

Absences and Class Credit

Unexcused absences/tardies may result in loss of credit for academic work missed. Excused absences will allow for makeup work. It is the responsibility of the student who has been absent to ask the teacher about work he/she may have missed and to find out how best to quickly make up the assignments.

Attendance Codes

Absences

Each unexcused absence deducts three attendance points. Codes indicating absences:

AE = Excused Absence

AU = Unexcused Absence

AS = School Absence – any absence excused because of a school-sponsored event.

Tardies

Each unexcused tardy deducts one attendance point. Generally, tardies are unexcused unless a student is detained by a staff member. In that case the student must present a tardy slip from the staff member to the teacher of the class to which he/she is tardy, and the tardy may be excused. If a staff member has not arrived at an appointment or sent word for the students to wait, they may leave ten minutes after the starting bell rings.

TE = Excused Tardy (less than 10 minutes late to a class)

TU = Unexcused Tardy

Attendance Grades

Every student may not be capable of an A grade in every subject; but every student is capable of an A in attendance. Attendance grades are given each quarter based on the following scale:

Grade Points

A 20-21

B 18-19

C 16-17

D 14-15

F 0-13

Excusing Absences and Tardies

If a student has unexcused tardies or absences and wishes to have them excused, the following procedure should be followed:

- The appropriate teacher, parent/guardian, or work supervisor must call or send an email to the registrar requesting that the absence or tardy be excused and explain the reason for the absence or tardy.
- The registrar will review the request and determine whether the absence or tardy may be excused or not.
- For medical appointments, the student must bring an official signed doctor's note to the registrar.
- If any unexcused absence or tardy is not cleared within three days it will remain unexcused.

Sickness

If a student is sick, the dean and the school nurse must be notified and the student is required to stay in the dorm until the next morning unless the nurse gives other instructions. If the student is out of the dorm without permission, his/her absences for being sick will not be excused.

Playing sports on the same day as one was signed in sick is not allowed. If any student leaves the dorm while on sick list, they will be disciplined by missing recreation time for a week. Day students who go on sick list are not to come/return to campus for the entire day. Parents of day students must send a note/email to the registrar explaining the situation.

Prearranged Absences

In considering whether to request a prearranged absence, students and parents should realize that . . .

- The teachers will not be held responsible for the loss of learning experiences and the consequent likelihood of reduced grades.
- Excessive absences from class may contribute to the loss of credit due to inability to meet the academic requirements of the class.
- The student will be responsible for lecture material given, quizzes missed, and all homework or other activities associated with every class.
- The parent and student will suffer loss of student labor earnings as a result of missing work.
- Even excused absences result in a loss of perfect attendance during a given quarter.
- The student should obtain Management Committee approval before making irreversible plans for trips requiring absence from required school activities.

To request approval for a prearranged absence, the student should . . .

- Review with the registrar his/her current attendance status.
- Obtain a Management Committee request form.
- Submit the completed Management Committee request form for possible approval.
- Make arrangements with each teacher for making up missed work.
- Find a substitute for work and make arrangements with the work supervisor for the missed work time.

School-excused Absences

Participants in required school-sponsored activities will be excused from the classes they miss.

Make-up Work

Teachers are not required to accept students' makeup work missed resulting from unexcused absence.

Perfect Attendance

Perfect attendance is defined as no absences or tardies, excused or unexcused, (except for school sponsored activities) for the grading period. An award will be given at the end of 1st and 2nd Semester to any student who has perfect attendance for that semester. An additional award will be given at the end of 2nd Semester to any student who has perfect attendance for the entire school year.

Redeeming Points

Two weeks of no unexcused tardies or absences will add three points. (Total points will never exceed 21 points).

Consequences of Dropping below 16 Points

- **Deduction of 6 points within the quarter:** the student will be referred to Management Committee and will lose any minor office held.
- **Deduction of 12 points within the quarter:** the student will pay a KES 2,500 fine, payable in cash only, and lose any major offices held plus there will be an email sent to parents.
- **Deduction of 18 points within the quarter:** the student will pay an additional KES 2,500 fine paid in cash only, they will appear before Management Committee, they will render 3 hours of community service, and there will be a call to parents.
- **Deduction of all points:** the student will be asked to withdraw from school and there will be a conference between parents, student, and Management Committee. The student may reapply with a KES 5,000 fee paid in cash only. If the student is reaccepted, 9 points will be added to their record. However, if the student returns to a failing grade, he/ she may be asked to permanently withdraw from the school.

Late Arrival to School

Admitted and enrolled students who do not report to school on time at the start of the school year, the start of the second semester, and following long weekends and breaks will be charged a penalty of USD 10 per class period missed. Students who miss orientation will be charged a USD 50 penalty fee.

When a semester exam is missed due to an excused leave, there will be an examination fee of USD 25 charged for each missed exam. Exams missed due to unexcused absence may not be made up.

If a student misses fifteen percent (15%) or more of a class, whether excused or unexcused, he/ she may not receive credit in that class. The Academic Standards Committee will decide each case.



Maxwell Adventist Academy

Behavior

Academic Dishonesty

Academic Dishonesty or cheating will not be tolerated. Cheating includes, but is not limited to:

- Copying another student's work in any form
- Claiming work from another student as your own
- Having another student do your work for you
- Using notes of any kind during quizzes, tests, or exams except by permission of the teacher
- Communicating with others through any means during, tests, or quizzes
- Plagiarizing any published material: i.e. using printed or online material without proper documentation
- Allowing other students to copy your work

1st Offense

- The student will receive a zero (0) on the academic work in which cheating was involved and the incident will be documented in the online grade book.
- An incident report will be filed with the Academic Standards Committee.
- The student will compose a one-page handwritten reflection on the following quote before he/she is readmitted to the class in which the incident occurred. This is to be turned in to the teacher before the next class.
- Parents will be informed of the incident by the teacher via email or phone.

2nd Offense

- The student will receive a zero (0) on the academic work in which cheating was involved.
- An incident report will be filed with the Academic Standards Committee.
- The student will meet with an administrator and/or Management Committee.
- Parents will be informed of the incident by the administration via email or phone.

3rd Offense

- The student will receive a zero (0) on the academic work in which cheating was involved.
- The student will be suspended.
- The student will be assigned to a special study hall/strict study hall for 2 weeks

4th Offense

- Additional academic dishonesty may result in the student being asked to withdraw.



Quote for Reflection

“Every human being, created in the image of God, is endowed with a power akin to that of the Creator—individuality, the power to think and to do. The men in whom this power is developed are the men who bear responsibilities, who are leaders in enterprise, and who influence character. It is the work of true education to develop this power, to train the youth to be thinkers and not mere reflectors of other men’s thought. Instead of confining their study to that which men have said or written, let students be directed to the sources of truth, to the vast fields opened for research in nature and revelation. Let them contemplate the great facts of duty and destiny, and the mind will expand and strengthen. Instead of educated weaklings, institutions of learning may send forth men strong to think and to act, men who are masters and not slaves of circumstances, men who possess breadth of mind, clearness of thought, and the courage of their convictions.”

– {**Education 17.2**}

Discipline Policy

The MAA discipline policy is based on the belief that all individuals have rights which are balanced by responsibilities.

The following rights are an acknowledgement of the individual’s needs and desires:

Equality – Every Student is created in God’s image.

- Students have the right to an equal educational opportunity.
- Students can expect that their individual needs will be appreciated.

Freedom – Students have the power to choose

- Although students have the power to choose, their choices carry consequences and must be in harmony with school policies and Seventh-day Adventist principles.

Justice – Students have the right to expect both justice and grace as exemplified by Christ’s death (demonstrating both God’s love, and the price paid in consequence of our sin).

- Students have the right to expect school rules and consequences that, as far as possible, are fairly applied to every student.

Responsibilities cater to the welfare needs of the community.

Rights must be denied or moderated when a student’s actions interfere with the welfare needs of others. God gives us rules through the Ten Commandments. All students at MAA are expected to:

- Treat all property with respect.
- Take responsibility for learning.
- Act in a safe and healthy way.
- Respect the rights and needs of others.

Invariably what students do out of campus or even on social media influences what they do in school and their impact on fellow students. Thus, the school’s role in guiding, intervening, and disciplining students regarding improper behavior is not limited solely to the campus or to school-sponsored events.

When a student's behavior does not respect the rules and philosophy of Maxwell, the following categorization will guide the administration in their response:

Minor Offenses

Minor offenses are defined to be any type of disruption that interferes with the needs and rights of others, at worship, work, school, or recreation. Such offenses can vary greatly; therefore, each case is dealt with based on the unique circumstances of the situation. Irrespective of the circumstances, the staff member addressing the matter should record the incident in the FACTS student information system (FACT SIS). The following are factors that are taken into consideration when determining disciplinary action:

- Was the incident deliberate and premeditated or a spontaneous reaction to another event?
- Is it a first offense or a repeat offense?
- Was the student previously cautioned or disciplined for the same issue?
- When confronted on the matter, was the student respectful, truthful, and apologetic or disrespectful, dishonest, and unrepentant?

In many cases all that is needed is a word of caution reminding the student of the school's expectations. In other cases, parents may be contacted, and the student may be asked to write a personal reflection on the issue at hand. In yet other cases, especially for repeat offenses, the student may need to appear before the Management Committee where additional measures may be taken. It's important to note that a minor offense can turn into a secondary major offense if the student becomes rude or insubordinate when approached on the issue.

Major Offenses

Many behaviors sanctioned and promoted by the popular culture do not represent a Christian lifestyle and pose hidden dangers. Major offenses occur for behaviors of a more serious nature that are directly opposed to Christian principles and the standards upheld by the Seventh-day Adventist Church and Maxwell Adventist Academy. While all such behaviors are forbidden, some behaviors are considered more serious than others. The following categorizations are useful in helping the reader understand the culture and expectations of MAA; however, they should not be considered comprehensive.

Major Offenses - Level One

- Taking God's name in vain (Saying OMG or similar uses of God's names)
- Improper conduct in friendships that have turned into romantic relationships
- Loud, rude behavior that disturbs others and the serene Maxwell environment
- Chasing or attempting to harm the campus wildlife
- Use of profane, rude, or vulgar language
- Possessing or viewing pornography
- Making obscene gestures
- Possessing music or literature that is sexually explicit, promotes hate or an ideology or lifestyle that is contrary to Biblical teaching

Major Offenses - Level Two

- Intimate Sexual Behavior between any individuals regardless of gender
- Use or possession of drugs, alcohol, tobacco, or illegal substances in any form or any attempt to bring these to campus or to assist another in the same.
- Use or possession of a firearm or an explosive device/material or other weapons
- Any attempt to facilitate or conceal another's involvement in any of the above
- Bullying another student whether verbally, physically, or online
- Falsely accusing or implicating another person
- Fighting/Physical Assault
- Vandalizing property
- Stealing
- Lying
- Involvement with the occult or satanic objects/materials
- Engaging in any activity or possessing any illegal items for which the student could be formally charged by law enforcement authorities
- Tampering with, disabling, or damaging any fire safety equipment, video cameras, WIFI access points, or alarms. This can result in a fine of up to USD 500 in addition to other discipline.
- Failure to report any known activity in any of the above offenses

Depending upon the circumstances, when a student commits a Level One Offense, he/she may be called to appear before the Management Committee, with the possibility of further discipline. In other cases, a verbal

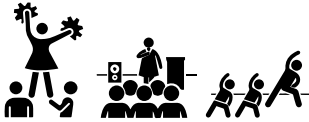
warning or another lesser discipline may be all that is called for. All such actions should be recorded in the FACTS SIS system.

Maxwell Adventist Academy seeks to be redemptive when it disciplines students. Nevertheless, many Level Two Offenses pose a serious risk to other students and require decisive action to protect the rest of the student body.

When a student commits a Level Two Offense, he/she will be called to appear before the Management Committee and the parents will be notified. Following a preliminary investigation, the student will likely be suspended while further investigation is undertaken. Depending upon the outcome of the investigation, the parents may be asked to withdraw their child from school. If they refuse, expulsion may be necessary. It is important to note that when a student is expelled, this fact becomes a permanent part of their academic record, while a withdrawal does not.

When enrolling a child in Maxwell Adventist Academy, both the parents and the student sign a statement affirming that they fully agree with and accept the rules and policies of MAA, including the consequences for Level Two Offenses.

The policies of Maxwell Adventist Academy have been reviewed by our legal team and are consistent with the Kenya Education Act. MAA administration will not be intimidated by those who later defy school policies in contradiction to their signed statement.



Maxwell Adventist Academy

Campus life

Living in a school environment with many other people can be very rewarding and at the same time, very challenging. Treating others as you would want them to treat you is the best practice, but not always the reality. It is for this reason and in keeping with our goals to help each student develop a healthy self-esteem, positive social relationships, and self-discipline, that the following guidelines for student behavior are presented. Staff members have the responsibility and right to address a student concerning these guidelines.

Spiritual Life

A fundamental reason for the existence of Maxwell Adventist Academy is the goal of aiding students in personal spiritual growth. Ultimately, personal spirituality is a matter of individual decision and the Holy Spirit's leading. It cannot be created by rules and regulations. There are, however, certain expectations that, when met, can help create an atmosphere conducive to spiritual growth.

Expectations of All Students

Maxwell has the following expectations for all students.

- A reverent atmosphere will be observed in all religious meetings, and especially in services held in the dormitory chapels and the church.

Talking and other activities which divert others from a spiritual focus will be consistently avoided.

- Recognizing the Holiness of God and His command to keep His Name Holy, speech should be free from slang uses or thoughtless derivatives of His name such as OMG.
- The Sabbath is God's time for man to meet with Him in an atmosphere free from distractions. To facilitate this, MAA gives primary attention to worship, rest, Christian fellowship, and service from Friday sundown until Saturday sundown. During these hours, students will refrain from secular activities including secular entertainment, music, and games; shopping, sports, school studies, and similar activities.

Personal Decisions

In addition to these general expectations, students who desire a close personal relationship with the God are encouraged to involve themselves in pursuits which are important in fostering spiritual growth. Such pursuits include:

- Practicing respect for the convictions of others. Students will not be involved in deriding or belittling others for their beliefs. An attitude of respect for the convictions of others, even in cases where one's own

feelings or beliefs differ, is an important element in creating a positive atmosphere.

- Setting aside a regular time for personal devotions. This is very important for a growing relationship with God. A consistent, daily pattern of personal Bible study and prayer will do more than any other single activity to bring one closer to God.
- Actively participating from the heart in public worship through singing, prayer, and other personal involvement. Such participation has a unique role in lifting one's heart to God.
- Sharing in an experience of close personal fellowship with other Christians. This brings strength and encouragement in one's spiritual journey. Participating in organized small group Bible studies, getting together informally in dormitory rooms for spiritual discussion and prayer, and enjoying spontaneous spiritual interactions with fellow students and faculty members, all lead to an experience of growth in Christ.
- Actively involving oneself in service to others. This takes one's mind away from self and provides an opportunity to cooperate with God in meeting genuine human needs. Organized opportunities are provided, especially on Sabbath afternoons, in which students may share God's love with others. An attitude of selfless service can also be put into practice every day in a multitude of personal ways.

Personal Health

Physical health and well-being has a direct and important impact on intellectual, moral, and spiritual development. Because this is the case, students are encouraged to develop a well-balanced lifestyle that includes a good diet, regular exercise, and adequate rest.

Use of Leisure Time

No one should study or work every waking moment. It is recognized at MAA that everyone needs some time for relaxation and recreation. It is also recognized that students need to develop good personal skills in time-management. For this reason, students are given opportunity to make many of their own decisions about how they will use their leisure time. Students are asked to use the following guidelines as they make their choices.

Athletics, Sports and other Activities

Regular vigorous exercise is encouraged. It not only results in a healthy body, but also fosters a keen mind and a heightened ability to comprehend spiritual realities. As they are involved in sports and other physical activities students are asked to remember the following:

- Because of the potential for distraction during academic classes, the athletic field and the basketball and volleyball courts should only be used during assigned times where supervision is present.
- Those walking or running for exercise should go with a friend of the same sex. Girls may go out in the morning on even calendar dates and boys may go on odd calendar dates. When going out, make sure to sign out and then to sign in on return. The dean must always be informed.
- Participants in organized intramural sports should use the opportunity to develop not only their physical abilities, but also the qualities of good sportsmanship, camaraderie, fair play, and grace under pressure.

Reading

Few activities can lead to more personal growth than reading. Students are encouraged to regularly read a wide range of good material. Students should also keep in mind that the impact of their reading can be a powerful force for either good or evil. The following reading materials are not allowed:

- Pornographic material, and any reading material which gives rise to sexual fantasy or which promote an unscriptural view of sexuality.
- Reading materials which emphasize violence contain profane or vulgar language, or which celebrate other activities that run counter to a Christian lifestyle.
- Material relating to the occult, spiritualism, astrology, and any other philosophies which can lead to fascination with the devil and the “underworld”.

Students are also asked to consider the importance of balance in their personal reading habits. It is possible, for example, to escape into an unreal world of adventure, science fiction, or romance to such an extent that “real life” takes a back seat to the fictional world that is created in the book. It is possible for reading material which is not directly harmful to consume so much time than more important things, such as time alone with God, or personal responsibilities, are neglected. Therefore, students are encouraged to pursue balance and to include a significant spiritual component in their reading choices whether printed or online.

Video and Computer Games

Students come to MAA to study and grow both academically and spiritually. Things that distract them from these primary objectives are undesirable on our campus. For this reason, electronic games and gaming devices should be left at home. They are not allowed on our campus.

Music

Music is a powerful force in every culture. Its power can promote both good and evil. The following guidelines have the purpose of making it possible for students to enjoy the benefits of good music while limiting the negative

effects.

- Students should choose only music that enhances their spiritual life.
- The dormitory deans have the authority to monitor students’ choice of music at any time.
- Their evaluation of the music will be based on the following criteria:
 - It must not be blasphemous or vulgar.
 - It must not be racist, sexist, degrading or defamatory of any group
 - It must not deal with the occult
 - It must not encourage violence, self harm, or suicide
 - It must not encourage a negative or rebellious spirit
 - It must be sexually pure, without reference to illicit sex or relationships that are not in harmony with scriptural principles
- Both the lyrical content and musical style combine to determine the acceptability of music. Many songs with Christian lyrics remain unacceptable due to the worldly musical style. Worldly musical style should not be mixed with Christian lyrics.
- If a student’s choice of music is found to be inappropriate, and if after receiving counsel the student willingly removes the flagged music from his/her collection, no further action will be taken.
- If the student does not willingly and consistently cooperate with the dean’s counsel, or if there is a violation of any other part of this policy, the device may be confiscated.

MAA students are encouraged to participate in, as well as listen to, wholesome, uplifting music. Out of respect for their fellow students, those participating in music are asked to play instruments or sing at times or in locations that will not be distracting to the study of fellow students or their need for rest. Any music played must not be heard outside a student’s room.

Entertainment

Saturday night is usually a time for appropriate and pleasant diversion from the rigors and responsibilities of the school week. Event planning is to be done by the Associated Student Body (ASB) Social Vice-President in coordination with their Social Committee and their faculty sponsors. A wide variety of activities are planned to appeal to as many different student interests as possible. Students are encouraged to involve themselves in these activities.

Movie/Video Selection

Videos are sometimes shown at MAA for entertainment. Any movie to be shown must be submitted for screening to the Music/Movie Review Committee not less than one full week prior to the event. This allows some time for alternative plans in the event the movie is voted down.

When previewing a video, the committee will take the following factors into consideration:

- Is God's name taken in vain? Is there foul, vulgar, language? Does the movie contain crude sexual humor?
- Is there excessive or graphic violence?
- Is sexual immorality encouraged or promoted either explicitly or by implication?
- Is dishonesty or other unethical behavior encouraged?
- How does the movie treat the subject of religion? Is Christianity or any other religion derided, belittled, or otherwise cast in a negative light?
- Does the movie treat with disrespect any group of people? (E.g., the elderly, law enforcement officials, etc.)
- Is the story uplifting, inspiring, or just a useless waste of time?

Social Relationships

The teenage years are an important time for students to develop social skills which will make their lives productive, successful, and enjoyable. The multi-cultural atmosphere of MAA provides rich social opportunities.

MAA students are encouraged to develop a wide circle of friends from many cultures and both sexes. It is not considered the best for a student to limit himself / herself to only one or two friends to the exclusion of all others. Those who have a romantic attraction for each other must limit their time together so that their academic studies, healthful physical activities, friendships with others, and spiritual priorities are not compromised. There should never be an appearance of evil nor should it appear that a courtship is underway.

Socializing between special friends should only take place at a time and place where supervision is present. Usually this is in the center campus.

MAA has a hands-off policy

Students involved in inappropriate displays of affection or physical contact will immediately be placed on Social Restriction. The same applies to a couple found in an unsupervised area or in a hidden place. A student found in the vicinity of the opposite gender's dormitory, within the established perimeter of privacy (Blue Zone or Pink Zone), may be placed on social restriction from all members of the opposite gender. The staff member observing the behavior will notify the students involved that they are placed on social restriction and then notify the administration and all other staff of the action taken. Note that an inappropriate display of affection or physical contact is not the same as intimate sexual behavior, which is a Level

Two Offense. In the first case, the couple has strayed a little from the path, while in the second case, they have gone way out-of-bounds.

During a period of Social Restriction, the students involved are forbidden to have any communication with each other. They may not sit at the same table, exchange notes, or connect with each other in any other way. Phone calls or text, email or other communication are strictly forbidden.

Although the seriousness of the offense greatly influences the length of the consequence, the following will generally apply:

- **1st Offense:** A student couple involved in a first offense will generally be placed on social restriction for 7 days. The incident will be reviewed by the Management Committee and further discipline may be applied if deemed necessary. The event will be recorded in the FACTS SIS system and parents will receive notification.
- **2nd Offense:** Students involved in a second offense will generally be placed on 14 days of social restriction. This time they will also appear before the Management Committee and their parents will be called. Again, the event will be recorded in the FACTS SIS system.
- **3rd Offense:** Students involved in a third offense will meet with the Management Committee where additional discipline will be determined up to and including suspension. Again, the event will be recorded in the FACTS SIS system and parents will be contacted.

Elementary Student Social Relationships

Elementary students are not to be involved in any romantic relationships while at MAA. If discovered, any such relationship must end.

No Chewing Gum

Maxwell has a **NO CHEWING GUM** policy. In many cultures, chewing gum in public is considered to be in poor taste. Singapore, as a country, totally banned chewing gum. MAA has banned chewing gum, since it continued to show up under church benches, cafeteria chairs, tables, desks, on cafeteria trays and the like.

Campus Visitation

For the safety of our students and residents of the compound, we have a strict visitation policy. We do not intend to prevent parents from seeing their children, but we must be sure they are who they claim to be when they arrive at the gate. For this reason, any guest coming to campus to visit with a student must seek permission from the administration. They should contact the Vice-Principal or Principal before they travel to campus. Where possible, any guest other than a parent, should first be confirmed to the administration by the parent. When arriving at the main gate, please have the guard call the administrator with whom you have made arrangements for your visit. The security guards are under strict orders to hold guests until this contact has been made and permission for entry granted. The guards are only doing their jobs so please help us by being fully cooperative. Students should inform their dean that they have a guest coming to campus before their arrival. Please observe the following visiting hours:

Sabbath: 10:00 AM to 6:00 PM

Sunday: 2:00 PM to 5:00 PM

All visitors must have their visitor's pass signed by an administrator or the dean before they leave campus.

Center Campus, Pink Zone, and Blue Zone

Students are welcome to socialize on the center of campus (In the common Zone. during open campus hours while supervision is present. At other times throughout the school day or weekend, Boys are restricted to their

own Blue Zone near their dormitory and Girls are restricted to their own Pink Zone near their dormitory. Following supper in the evening, students are not to linger and visit. They are to proceed straight to their dormitory.



Open Weekends, School Breaks. and Requests for Leaves of Absence

When MAA declares an Open Weekend, those students who live locally can make arrangements to go home. Throughout the school year, weekends not marked as open, will automatically be closed and all boarding students will be expected to remain on campus. MAA considers the weekend programming to be an essential component of our curriculum. It is not optional. Please help us continue with our programming by following these simple guidelines for leave requests:

- All leave requests for students to be absent on closed weekends, requests for absences on school days, and other unique leave requests must be submitted to the Vice-Principal. You can email to: ***viceprincipal@maxwellsda.org*** by Monday morning so that the request can be placed on the Management Committee agenda.
- Requests for college entrance exams and embassy visits must be scheduled for weekdays or a Sunday. If a test falls on a Sabbath (Saturday) please seek an alternative test date. If properly requested and approved by the Management Committee, class appointments will be excused accordingly.

Public Transportation

We do not allow our students to take public buses and matatus. Generally, we require that the parent or parent-appointed driver transport the student.

Ubers can be used where the driver is a known person to the parents and we receive written confirmation with the driver's ID and picture that can be confirmed by the security guards at our gate and by the dean when the student is leaving.

School Transportation

While traveling on school transportation, students will be segregated by gender. If the guys sit in the front of the bus, the girls will sit in the rear and vice versa. Generally, on the return trip the seating arrangement is reversed.

Student Vehicles

MAA does not allow students to bring their vehicles to campus. In addition, students are not permitted to drive school vehicles.

Cafeteria

The MAA Food Service is dedicated to serving healthful and nutritious vegetarian meals to the school family and guests. Food is not to be taken from the dining areas without first obtaining permission from the cafeteria director. Dormitory R.A.s will be responsible for taking meals to students who are on the sick list.

No meat or caffeinated products are allowed in the cafeteria. Meat products are also not to be prepared or served for school functions on campus.

The following behavior standards are to govern conduct in the cafeteria:

- Dirty clothes, tank tops, slippers/shower sandals, hats, hoodies with head covered, and pajamas not to be worn in the cafeteria.
- Shouting, loud laughing, jeering, or other forms of disrespectful behavior are not allowed in the cafeteria.
- Wait your turn in line to receive your food. Do not cut into the queue.
- No leaning back on the chairs is allowed. Violators will be fined.
- Take only enough food to eat. Wasting of food is not allowed.
- Keep your table clean and leave it clean.
- Those working in the cafeteria are to report on time and must wear closed-toe shoes.
- The only time sandals and slides may be worn is for breakfast on Sabbath and Sunday.
- Visitors may eat in the cafeteria by making payment arrangements with the cafeteria director or by purchasing a meal card from the business office.

Organization Meetings

All organization activities, programs, and meetings must be planned and coordinated with the faculty sponsor. A sponsor must be present at all meetings. Activities must be approved by the administration after the student leaders and sponsors for the organization have developed their ideas. These activities may not be planned to conflict with evening study periods unless special provision has been made. They should be arranged in advance so that the appointment can be placed on the weekly schedule.



Maxwell Adventist Academy

Dress and Appearance

Clothes and appearance are very powerful nonverbal communicators. They reveal not only social, economic, and educational levels, but also moral character. What students wear is a visible and silent testimony of their Christian values. One cannot say, "What I look like is no one's business but my own!" because what one looks like reflects on the Lord. When Christ enters the life, He cleanses by working within. This inner renewal is reflected in the outward appearance.

School Day and Special Events Attire

The school's uniform is required on all school days from breakfast until 4:30 PM or later if you still have a class. Sometimes the administration may grant an exception based on your work assignment. The uniform is to be kept neat, clean, and in good repair. The Maxwell logo is to be clearly visibly when you wear the uniform.

Unless announced otherwise by administration, the school uniform polo, sweater, or fleece, with school logo clearly visible, must be worn throughout school town trips or other off-campus events. Maxwell students are to be easily recognizable when off campus.

MAA uses a vendor in Nairobi to supply the components of the uniform. These components are available through the school and will be made

available to students when they arrive on campus. Specific components of the uniform may be required for special events; but in general, students are free to choose what elements they wear together from day to day.

General Dress Guidelines

The following guidelines apply to all students, at all times:

- All clothing must be appropriate to the occasion and modest.
- Outside the dormitory, students must wear shoes or sandals
- Slides may not be worn on school days. They are only allowed on weekends.
- Clothing must not have suggestive pictures or messages, skulls, profane wording, or symbols, logos, or wording from music groups or other organizations that are inconsistent with Christian principles and Maxwell standards.
- Torn, frayed, or slit clothing is not allowed. Likewise, clothing with see-through "windows" or sheer material is not allowed.
- Your school uniform should be kept neat and clean.
- Shorts must not be shorter than 3 inches above the knee.
- Jewelry of any material must not be worn. This includes but is not limited to rings, chains, studs, bracelets, anklets, earrings, or necklaces of any type of material. Lanyards are acceptable as key holders.

- Tattoos or tattoo-like markings, including those drawn on, are not allowed. Pre-existing permanent tattoos must be covered at all times. Students drawing on their arms or hands is also not allowed.
- Trousers must be sized appropriately and worn at the waist, not hanging down and revealing underwear.
- Sleepwear style clothes are not to be worn outside the dormitory.
- Caps, hats, and hoods must not be worn in places of worship, in class, in the administrative building, or in the cafeteria.
- The PE uniform may be worn just before PE class and just after class or to recreation. Briefly passing through the administration building or a classroom is allowed so long as you are in route to or from PE class.
- All garments must keep shoulders covered. Sleeveless dresses or tops are not allowed. Undergarments must not be seen either at the shoulder or under the arm.
- No spaghetti straps are to be worn.
- The length of dresses and skirts is to be to the center of the knee and just above the kneecap when seated. Slits in skirts should be no higher than three inches above the knee.
- Tight-fitting body shirts may not be worn.
- Tight-fitting pants and shorts may only be worn with a long **loose-fitting top** that hangs down and **fully covers** the seat and crotch.
- Shirts and blouses must cover the midriff at all times even when stretching.
- Necklines should not reveal any cleavage or breast.
- Only clear nail polish is allowed for either fingers or toes.
- Acrylic/artificial nails are not allowed.
- Hair should be kept neat and clean in a professional manner.
- Hair is to be of only one color. The allowed colors are the individual's natural hair color, jet black, black, and very dark brown. Do not mix colors.
- Braids are allowed but only of the above-mentioned single colors.
- No ornamentation is allowed in the hair/braids such as metallic sparkles, beads, threads etc.
- Braids are not dreadlocks. Artificial dreadlocks are not allowed.
- Ladies are allowed to wear their **natural hair** in dreadlocks or twists, but it must be neatly maintained in a professional looking manner. Some of our staff ladies have modeled these for the girls to make sure they are clear on what is expected.
- Hair length, whether natural or braided, is to be no longer than waist length. Waist is defined as where a belt would be worn with pants.
- No shaved patterns are allowed in the hair

Sabbath and Worship Attire – general guidelines for men and women

Sabbath clothing should be the person's best and reflect the Christian's commitment to honor and revere God. What each individual considers their "best" can vary enormously; therefore, to avoid possible confusion, the following guidelines are provided as a minimum standard for Friday vespers and Sabbath morning services. Students should keep in mind that the fact an item is expensive does not necessarily mean it is appropriate for Sabbath wear at MAA. ***All Sabbath attire is to be tasteful and dressy. When selecting Sabbath clothing it is recommended that students choose items of clothing they don't generally wear during the week.***

Women's Dress – General General Appearance

- Clothing should be loose fitting.
- Wearing men's clothes is not allowed.
- Exchanging clothes with boys is not allowed.
- Only dress hats may be worn in places of worship.

Friday Evening and Sabbath Morning: Formal ethnic costumes, such as punjabis, are allowed if pre-approved by the dean. Modest dresses, loose fitting dress slacks, pantsuits, skirts, and blouses are also acceptable. Dress boots and sandals that would not be used for casual wear are also suitable. **Note: Dress slacks and pant suits may only be worn on Friday evening.** Be careful to always observe principles of modesty.

Sabbath Lunch: Church dress is expected through Sabbath lunch. Only those on cafeteria dish crew are allowed to change before eating and must wear closed-toe shoes.

Sabbath Afternoon Attire

Sabbath afternoon dress can be casual but always modest. However, there are times when vespers dress may be required such as the Q&A time at the conclusion of a week of prayer.

Unacceptable Sabbath Worship Service Attire:

- Denim fabrics
- Jeans of any color, jean-cut pants, or cargo pants
- Jean shirts, T-shirts or Polo shirts
- Winter coats and coats or jackets that are worn for everyday wear.
- Tennis shoes, other sports shoes, work or hiking boots, slides, crocks, slippers, flip-flops, and other casual footwear
- Caps and all other non-dress hats

Banquet and 8th Grade/Senior Graduation Attire

The guidelines for graduation and banquet attire are interpreted by the two women's deans and the hostel mother. The outfit for each event must be approved. Together with the guidelines specified for women's general attire, the following guidelines apply:

- The back should be covered.
- Modest sleeveless outfits and spaghetti straps are allowed if worn with a non-sheer bolero shrug that will keep the shoulders covered at all times.
- Pants outfits should be formal. This means a fabric of dressy material with an elegant style and fit that is not tight.
- Tight-fitting, bodysuit style clothing is not appropriate.
- Fabrics must be modest – no sheer, see-through fabrics.

Swimwear – Only modest bathing suits that include a swim short or skirt are allowed. The breasts and midriff must be fully covered at all times, even when stretching or jumping.

Men's Dress – General

General Appearance

- Hair should be kept combed, clean, and fairly short in a professional manner.
- No dreadlocks, braiding, twisting, or coloring of hair is allowed.
- Patterns or designs cut into the hair are not allowed.

- Hair should be one's natural color.
- Durags, bandanas, or similar headgear are not allowed.
- Boys may wear beards and mustaches if neatly trimmed.

Friday Evening and Sabbath Morning Worship Attire (See the previous page for General Sabbath Guidelines)

- A turtleneck or a tab-collar shirt with a vest, sweater or sports jacket is only allowed for Friday evenings.
- Long or short sleeve Oxford shirts or dress shirts with collar are allowed for all Sabbath services. All shirts must be tucked in.
- A tie or bow tie is required for Sabbath morning but optional on Friday evening.
- Dress pants that are neatly pressed are required for all Sabbath services.
- Suit jackets are encouraged but optional for all Sabbath services.
- Closed-toe dress shoes are required for both Friday evening and Sabbath morning.
- Formal ethnic wear is permitted if pre-approved by your deans.

Sabbath Lunch: Church dress is expected through Sabbath lunch, however, ties may be removed. Only those on cafeteria dish crew are allowed to change.

Unacceptable Sabbath Worship Service Attire:

- Denim fabrics
- Jeans of any color, jean-cut pants, or cargo pants
- Jean shirts, T-shirts or Polo shirts
- Winter coats and coats or jackets that are worn for everyday wear.
- Tennis shoes, other sports shoes, work or hiking boots, slides, crocks, slippers, flip-flops, and other casual footwear
- Hats and caps

Banquet and 8th Grade/Senior Graduation Attire

Banquet and graduation attire is to be formal. Formal clothing for men is defined as:

- Dress shirt with tie, dress pants, and closed-toe dress shoes.
- A suit or sport jacket, dress shirt, dress pants, and dress shoes.
- A vest or dressy sweater, dress shirt, dress pants, and dress shoes.
- If the banquet has a specific theme, dressing in the theme requires that the outfit to be worn be approved by the dean. Otherwise formal clothing must be worn.

Athletic Activities and Swimwear

- Sleeveless shirts and tank tops may only be worn while participating in an athletic event. They are not allowed in the cafeteria. Following the event, the student must go straight to the dorm and change.
- Only modest board short swimming trunks may be worn for swimming activities.



Maxwell Adventist Academy

Residence Halls/ Dormitories

Each room in the dormitories is arranged for two students only. Students are expected to keep their rooms neat and clean. To help achieve this, there will be daily room checks.

Room Décor

When selecting wall decorations – pictures, posters, etc. – keep in mind that “by beholding we become changed.” Therefore, choose items that will create a positive, uplifting influence and avoid those that depict items or individuals that do not uphold and exemplify Christ. To prevent defacing walls, all decorations should be fixed to the wall with “sticky tack.”

Rooms come equipped with:

- Bunk Bed
- Bookcase
- Study Light
- Mattresses
- Closet
- 4 Drawers per student
- Curtains
- 240v Wall Outlets
- Desk

Students should supply their own:

- Bedding
- Warm Blanket
- Pillow
- Towels
- 2 Sets of pillowcases
- Wash cloths
- 2 Sets of bed sheets
- Mattress Protector (can purchase from MAA)

Clothes and other things to bring:

- Casual Attire
- Sabbath Attire
- School Attire
- Bible
- Banquet Attire
- Slippers
- Sweater
- Watch
- Sports Shoes
- Warm Jacket
- Curling Iron
- Raincoat / Umbrella
- Flip-flops
- Alarm Clock (Battery Powered/Wind up)
- Sleeping Bag
- Flashlight
- Clothes Hangers
- Hair Dryer
- Room Decorations
- Throw Rug(s)

Toiletries to bring

- Soap
- Shower Cap
- Toothbrush Shampoo/Conditioner
- Toothpaste
- Personal items as desired

Dormitories Policies

Cooking and Beverages

No cooking of any kind is allowed in the dormitory rooms. If hot water is needed, students can heat water in the dorm lobby. Caffeinated energy drinks, tablets, etc. are not allowed to be consumed or possessed on campus.

Damage

It is the student's responsibility to maintain his / her room at the same level of repair as when he/she first moved in. Damage incurred will be the student's financial responsibility.

Forbidden Items

- Any items with an open flame are not allowed in the dorm rooms.
- Any weapon including knives, pocket knives, razor blades, other sharp instruments
- Explosives of any type, including fireworks

Friday Evening

Students should return to their dorms at 4:30 PM to prepare for the Sabbath.

Keys

A student who loses his room key will be charged Kshs. 2000. The charge is Kshs. 4000 for an RA key.

Laundry

Laundry services are provided for all students. All clothes should be clearly marked with the owner's name or number. MAA does not take responsibility for lost or damaged articles. Expensive or delicate items should be cared for by the owner.

Medicines

All medicines are to be kept by the school medical officer or by the deans. No medicines of any kind are to be kept in dorm rooms except with special permission given by the medical officer.

Noise

Noise pollution can be a serious problem in the close quarters of a dormitory. Residents are asked to respect the rights of others and refrain from yelling, screaming, and loud, boisterous laughter. A certain amount of noise is expected from vigorous, active young people, but when the noise level disturbs others, it is unacceptable.

Responsibility for Property

The school cannot be held responsible for the loss of or damage to personal property. All valuables and money should be placed in the office or student bank for safekeeping. All dorm rooms should be kept locked when the student is not present.

Study Halls

Study halls are Sunday through Thursday evening. They last for roughly 2 hours and start about 8:00 PM. Students are expected to use this time wisely.

Saturday Night and Banquet Nights

Students are to be in their dorms within ten minutes of the time the activity is dismissed.

Worship

Recognizing the importance of worship in a person's life, morning and evening worships are required. Students are encouraged to develop their own spiritual life through personal devotions as well.

Campus Leaves and Off-Campus Visitation Policy

The Maxwell Adventist Academy campus is defined as the area within the Maxwell Gates. This does not include the Advent Hill community including East Central Division of Seventh-day Adventist offices or housing, Adventist University of Africa offices or housing, or Advent Hill Primary School, all of which are considered as off campus areas.

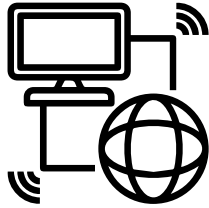
A student wishing to leave the Advent Hill compound or to visit an off-campus office or home, including homes at ECD or AUA, must have the following:

- Written permission from their own parents that specifies the place to be visited and the persons involved.
- A written invitation from the host including specific dates, times, and people involved.
- A gate pass from their dean, if leaving the compound.

Permission must be a signed letter, fax, or e-mail. Before leaving the dorm, students must sign out and when they return, they are to sign in. The deans must always know the whereabouts of dormitory students.

Overnight Leave Slips

A student who wishes to be gone from campus overnight, must complete a leave slip before departure. Weekend or overnight leave slips must be completed and turned-in to the office twenty-four hours before expected departure. Extended break leave slips must be turned in forty-eight hours before departure or at a time announced by the dean.



Maxwell Adventist Academy

Computers and Internet Access

On the campus of MAA, various access points for students to have internet access are available. The dormitories each have WIFI access for students. Access provided elsewhere on campus for students is limited to academic needs. Each dormitory has several computers in the lobby for students to use for academic and communication purposes.

The Administration Building has a full-service Computer Lab and the Media Center has desktops and laptops for student use. These are for academic and communication purposes only. Students are not to install, modify or attempt to fix any computer unless directed specifically by the IT Director. The Computer Lab and Media Center will be open regularly during posted hours.

To gain network and computer access to the lab, all students will be required to read and sign that they have read, understood, and agree to comply with the Acceptable Use Policy (AUP) for the Maxwell Adventist Academy Computer Network. Students are encouraged to use it for doing research and assignments.

Upon signing the AUP, each student will have an account on the computer network. The school reserves the right to periodically check the contents of each student's folder. School email account contents may be searched as deemed necessary by the IT Director or Administration.

The same principles that guide choice of music, reading material, and other entertainment should guide a student's use of the Internet, email, and other computer programs. This includes, but is not limited to the fact that

students should not be creating or viewing anything:

- Profane
- Pornographic
- Racially Derogatory
- Satanic
- Illegal

Misusing the computers could result in the loss of all lab and computer privileges. If there are any questions about procedures, students should ask the IT Director, computer teacher or lab assistant.

E-Mail

- Each student and staff member has his/her own email account. Please see the IT director for your email account.
- The school reserves the right to periodically check the contents of the email account.

Computer Acceptable Use Policy

Students enrolling at MAA and wishing to use computers at the school must agree to the following contract as part of their application process.

1. NO food or drink is allowed in the lab. Water bottles must be left outside.

2. The computer lab supervisor is to be obeyed at all time and treated with respect.
3. Fighting, wrestling or running around the machines is not allowed.
4. Loud talking or noisy behavior is prohibited in the lab.
5. Visiting inappropriate sites such as those that are profane, pornographic, racially derogatory, satanic, illegal, or promote hatred, is not allowed.
6. Do not share inappropriate materials with your classmates.
7. Do not share any of your passwords or try to crack other people's passwords.
8. Do not let other people use your accounts.
9. Theft of any computer equipment, software or hardware will not be tolerated.
10. Hacking the network server will not be tolerated.
11. Priority of using a computer goes to those in an ongoing class. Ask permission prior to entering the lab if a class is in session. Please be quiet when a class is ongoing.
12. Being in Maxwell Adventist Academy is a privilege. Therefore, do not write negative comments in social media about this school. If you don't want to be here, there are others who will gladly take your place.

Cell Phone/Laptop/Media/Music Policy

- Cell phones may only be used for travel purposes and are not allowed on the campus. When arriving to school, check your phone in with the dean and have it registered. Any other phone is illegal and will be confiscated and become the property of Maxwell Adventist Academy and the owner will be sent to the Management Committee.
- Laptops, tablets, and other electronic devices are not allowed. Leave them at home. If found, they too will be confiscated and become the property of Maxwell Adventist Academy and the owner will be sent to the Management Committee.
- Maxwell will provide several cell phones in the dean's office for communication with family. Parents may call in to these phones and students may call out using Wi-Fi or they can purchase airtime to call directly. Time spent on calls should be limited so all can have access.
- Music that is violent, sexual, hateful, vulgar, or dark and depressing in nature is not allowed. Only wholesome, uplifting music that is in harmony with Biblical principles is allowed. Much of what is called Christian music is also not appropriate.
- Ear Buds/Head Phones are not allowed outside your dorm room.
- Playing of computer games on school computers is not allowed. They are for academic use.
- Changing the settings on school computers is not allowed.
- Installing VPNs or any software on school computers is not allowed.
- Trying to bypass the school's content filter system is a serious violation of the MAA computer use policy and will result in the offender being sent to Management Committee.
- The deans and administration reserve the right to search the contents of any device found in your possession whether legally registered or not.

*“Finally, brethren, whatever things are true, whatever things are noble,
whatever things are just, whatever things are pure, whatever things are lovely,
whatever things are of good report, if there is any virtue and if there is anything
praiseworthy—meditate on these things.”*

- Philippians 4:8 NIV



Engaging Minds • Building Character • Preparing for Eternity

Advent Hill Magadi Road, Ongata Rongai Nairobi, Kenya
T. (+254) 114-678731 | E. info@maxwellsda.org
www.maxwellsda.org