

# HIGHWOOD STUDENT HANDBOOK

## PRINCIPLES AND AIMS OF HIGHWOOD COLLEGE

### THE OBJECT OF EDUCATION

Of all the institutions in our world the school is the most important.<sup>1</sup> The first great lesson in all the education is to know and understand the will of God.<sup>2</sup> The students in our school are to consider the knowledge of God as above everything else.

The true higher education is that which acquaints students with God and His work, and fits them for eternal life.<sup>3</sup> Our schools are the Lord's special instrumentality to fit the children and youth for missionary work.<sup>4</sup> God has given us a probation in which we may prepare for the higher school. For this school the youth are to be educated, disciplined, and trained by forming such characters, moral and intellectual, as God will approve.<sup>5</sup> They are to receive training, not in the customs and selfish amusements of the polluted society of the world, but in Christ's lines – a training which will fit them to be co-labourers with the heavenly.<sup>6</sup>

### THE TEACHERS

Every teacher should be under the full control of the Holy Spirit.<sup>7</sup> In educating the youth, there is need of that wisdom that comes only from God.<sup>8</sup> When God becomes the teacher, He will be acknowledged, His name will be magnified; the students will be influenced as were the young men in the school of the prophets, who caught the Spirit of God and prophesied.<sup>9</sup>

The youth are in need of educators who will keep the work of the Lord ever before them in living principles. If they will keep Bible precepts ever before them, and use the Bible as the textbook, they will have greater influence over the youth; for the teachers will be learners, having a living touch with God.<sup>10</sup>

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<sup>1</sup> Fundamental of Education Pg226

<sup>2</sup> Child Guidance Pg294

<sup>3</sup> Special Testimonies of Education p24

<sup>4</sup> Child Guidance p311

<sup>5</sup> Fundamental of Education p397

<sup>6</sup> Counsels to Parents, Teachers and Students p392

<sup>7</sup> Ibid p67

<sup>8</sup> Special Testimonies of Education p164

<sup>9</sup> Counsels to Parents, Teachers and Students p373

<sup>10</sup> Fundamentals of Education p387

<sup>11</sup> Counsels to Parents, Teachers and Students p61

The great work of parents and teachers is character-building - to restore the image of Christ in those who are placed under their care. A knowledge of sciences sinks into insignificance besides this great aim.<sup>11</sup>

### **MEANS OF INSTRUCTION**

The Holy Scriptures were the essential study in the schools of the prophets, and they should hold the first place in every educational system, for the foundation of all right education is the knowledge of God. Higher education is that which places the Bible as the very foundation of all education.<sup>12</sup>

Nothing should come between this Book and the students as more essential. A pure education for youth in our schools, undiluted with heathen philosophy, is a positive necessity in literary lines.<sup>13</sup> Books must be used for this purpose; but they should be in harmony with the Bible, for that is the standard. Books of this character should take the place of many of those now in the hands of the students.<sup>14</sup>

### **INDUSTRIAL EDUCATION**

Students sent to school for the purpose of receiving an education to become evangelists, ministers, and missionaries to foreign countries, have received the idea that amusements are necessary to keep them in physical health when the Lord has presented before them that the best way is to embrace in their education manual labour in the place of amusements.<sup>15</sup>

There should be work for all students, whether they are able to pay their way or not. The physical and mental powers should receive proportionate attention.<sup>16</sup> The children of the wealthy should not be deprived of the great blessing of having something to do to increase the strength of brain and muscle. Work is not a curse, but a blessing.<sup>17</sup> Some hours each day should be devoted to useful education in lines of work that will help the students in learning the duties of practical life, which are essential for all your youth.<sup>18</sup>

If the youth can have but a one-sided education, and it is asked which is of the greater consequence, the study of the sciences with all the disadvantages to health and life, or the knowledge of labour for practical life, we unhesitatingly say, the later. If one must be neglected, let it be the study of books.<sup>19</sup>

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<sup>12</sup> Ibid p422

<sup>13</sup> Ibid p389

<sup>14</sup> Ibid p426

<sup>15</sup> Manuscript Release Vol 8 p250

<sup>16</sup> Special Testimonies on Education p45

<sup>17</sup> Counsels to Parents, Teachers and Students p147

<sup>18</sup> Ibid p283

<sup>19</sup> Child Guidance p 358

## **SPEEDY PREPARATION FOR SERVICE**

Long years of preparation are not a positive necessity.<sup>20</sup> Those who come to the school should be speedily and thoroughly pushed through such a course of study as would be a practical value in the healthy development of the body and holy activity of the soul.<sup>21</sup>

It is not in the order of God that students are encouraged to take up many branches of study, which holds them for years away from the work which they are called to do.<sup>22</sup>

Long periods of continual study are injurious to physical, mental, and moral well-being.<sup>23</sup>

## **EFFECTS OF SUCH INSTRUCTION**

If the mind is set to the task of studying the Bible for instruction, the reasoning faculties will be improved. Under the study of the Scriptures the mind expands and becomes more evenly balanced than if occupied in obtaining general information from books which have no connection with the Bible.<sup>24</sup>

The result of such Bible study will be a well-balanced mind; for the physical, mental and moral powers will be harmoniously developed. There will be no paralysis in spiritual knowledge. The understanding will be quickened, the sensibilities will be aroused, the conscience will become sensitive, the sympathies and the sentiments will become purified, a better moral atmosphere will be created, and a new power to resist temptation will be imparted.<sup>25</sup>

## **NON-DISCRIMINATION POLICY**

Highwood College does not discriminate on the basis of race, sex, or colour, or of national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programme, or other school-administered programmes.

## **APPLICATION PROCEDURES AND ADMISSIONS INFORMATION**

- 1 Please read the College Handbook carefully.
- 2 Prayerfully complete the application form.
- 3 Send references from two individuals (not family members) who have known you for at least one year; for example, a self-supporting leader, a pastor, an elder, a deacon, a teacher, an employer, a school principal or a work supervisor. The person

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<sup>20</sup> Fundamentals of Education p337

<sup>21</sup> Ibid p338

<sup>22</sup> Special Testimonies on Education p112

<sup>23</sup> Fundamentals of Education p357

<sup>24</sup> Counsels to Parents, Teachers and Students p452

<sup>25</sup> Fundamentals of Education p433

should be asked to mail the reference as soon as possible to the College Registrar.

- 4 It is expected that all dental and medical care and elective surgery be taken prior to registration.
- 5 Please send copies of any educational or trade school certificate and transcripts which you possess.
- 6 All students are interviewed by phone or in person before being accepted. A contact phone number must be recorded on each application form.
- 7 Expect a decision on your application only after all the above materials, including a recent photograph, have been received, and the Admissions Committee has prayerfully considered the matter.
- 8 Overseas applicants, if accepted, will be admitted only if they possess a valid Australian student visa. Contact your local Australian High Commission, Embassy or Consulate to obtain this visa.

### **MINIMUM AND MAXIMUM AGES FOR ENROLMENTS**

Unless there are exceptional circumstances, no young man or young woman will be accepted for enrolment prior to his/her seventeenth birthday. There is no maximum age for enrolment.

### **ACADEMIC QUALIFICATIONS FOR ENROLMENT**

It is preferable that students will have completed twelve grades of education. However, dedicated, energetic and alert students who have not achieved this standard of education may be admitted. We recognized that God may be calling many sincere applicants to His end-time service, who, for various reasons, do not possess such academic qualifications.

### **DATES FOR COMMENCING THE TRAINING COURSE**

It is preferable for students to commence at the beginning of the year, or the beginning of a term.

### **ACADEMIC PROGRAMMES**

- A. Each lecturer has been commissioned to provide a classroom atmosphere in which the spiritual life of each student will be enhanced. Thus the precious truths of God will be applied to their hearts as well as their minds. Only as God's truths touch their hearts will our students be encouraged to earnestly seek God for the power of the Holy Spirit in their lives. We are

convicted that unless this aim is achieved, the teaching of truth – no matter how true it is to inspiration – will not suffice to prepare our students for the sacred work to which God is calling them.

- B. The certainties of the Scripture and the Spirit of Prophecy will be emphasized.
- C. Each unit of study will be assessed as follows:
  - i. An examination paper at the conclusion of the module and/or
  - ii. Written and oral homework assignments, quizzes, and practical applications where appropriate.

### **MODULES FOR ACADEMIC YEARS**

Summer Term	10	weeks
Autumn Term	10	weeks
Winter Term	10	weeks
Spring Term	10	weeks
<b>Course Total</b>	<b><u>40</u></b>	<b>weeks</b>

### **WORK EXPERIENCE AVAILABLE WILL INCLUDE:**

1. Door-to-Door Witnessing
2. Assisting in an Evangelism Outreach
3. Organic Gardening and Fruit Growing
4. Cooking and Kitchen Practices
5. Grounds Maintenance
6. Building Maintenance
7. Simple Health Checks, including Blood Pressure Screening, Checking Blood Sugar, Checking Lung Capacity
8. Massage and Hydrotherapy
9. Housekeeping

### **VOCATIONAL TRAINING**

Physical labour is a vital part of God's plan for His children. In the Genesis record of Creation, Adam and Eve were given physical labour to draw them closer to their Creator and to develop and promote satisfaction, good health and a balanced spiritual life. In the schools of the prophets, students were assigned physical labour as a regular part of their curriculum.

Our Saviour demonstrated Heaven's interest in physical labour as an integral part of the educational curriculum by making it part of His own education. Along with a study of the Word of God, He learned the carpenter's trade.

For these reasons Highwood College has integrated vocational training into its core curriculum. Vocational training is required of all students for the duration of their stay at Highwood. We recognize that not all the vocational training positions lead directly to the knowledge of the trade. Students are encouraged to make known their desire regarding vocational training positions.

Students will rotate through different vocational training areas. They may also be asked to assist in the training of less-experienced workers. As general rule students will be required to work 14 hours per week at their vocational training assignments, and all students are required to participate in outdoor activities for a minimum of 4 hours per week.

## **ADMINISTRATIVE POLICIES**

### **Academic Policies**

Students must attend a minimum of 80% of their classes for any module in order to receive credit for the course. Absences due to illness must have medical verification. Other legitimate absences are granted at the discretion of the teacher and/or the Director of the College. Classes can be made up and examinations re-scheduled for excused absences.

### **Credits and Accreditation**

It is the aim of Highwood College to train youth for self-sacrificing, soul-winning ministry, which means that a graduate's area of service may or may not follow the more traditional line. He or she may perhaps find employment in a traditional occupation, or they may be led into dynamic, fulfilling, non-traditional missionary service where they must learn to trust in God for His sustaining grace. Many will have the opportunity to develop their own self-supporting ministry independent of other organizations. We counsel graduates to make every effort to find employment within existing dedicated ministries, in order that necessary experience may be gained. The graduation student may anticipate the possibility of a self-sacrificing income in order to fulfill God's calling.

## **Diploma Requirements**

The general requirements for the award of a diploma are:

1. A demonstrated evidence of Christian growth, commitment, and social maturity. This will be assessed by the College Director and Work Supervisors by means of the Student Character Assessment form.
2. Satisfactory completion of all evangelistic ministry requirements.
3. A GPA of 2.0 for academic courses.

## **Grading System**

The following system of grading and grade point value is used

A = 4.0	A - = 3.7	B+ = 3.3
B = 3.0	B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7	D+ = 1.3
D = 1.0	D- = 0.7	

## **Students Records Policy**

Highwood College will maintain appropriate confidentiality of student education records. With the exception of faculty and administrators, who have legitimate educational interest in the students and need access to the records, no information other than directory information will be given to a third party without the written consent of the students, or the parent or legal guardian of the dependent student. Personally-identifiable information, including grade reports, financial status, and medical information will be released to parents or legal guardians of dependent students without prior written consent of the student. Each student is considered dependent unless the student submits adequate evidence of independent status which has been accepted by the College Committee. Students have the right to inspect and review information contained in their records kept by any office of the College.

## **Financial Policies**

Highwood College does not participate in any government scholarship or grant programmes, nor does it intend to become involved in securing or receiving direct or indirect financial aid from Federal, State, or other government sources. The College may occasionally receive funding support from private sources to assist students with their fees. Such assistance is awarded on the basis of academic results, need, worthiness, and commitment to specific service requirements. The individual who is persuaded that God is calling him/her to become a student at Highwood College must participate with the College in obtaining the resources which God will provide to enable him to respond to that call.

## **Married Students**

Married students are responsible for finding and maintaining their own housing off-campus, as married students' quarters are not available on campus. Married students must have the consent of their spouses to attend Highwood College.

## **Payment Plan**

Payment for each term is due by the beginning of the term. If financial circumstances demand an alternative plan, the student must negotiate such a payment plan with the Business Office. Students who have outstanding financial obligations to Highwood College by the end of the course, will be permitted to take final examinations if all their class works is completed and current. However, their grades will not be issued until the students' account has been paid.

## **Refund Procedure (Withdrawal from College)**

The cost for tuition, room, and board is set periodically. Charges related to student vehicles, textbooks, supplies, medical screening, health services, and similar living and personal items are not included. The room fee does not cover charges for remaining on campus during autumn, winter, spring, or summer vacations.

Meals eaten away from the College are at the students' own expense.

## **STUDENT INFORMATION AND POLICIES**

### **Environment**

Highwood College is nestled on the slopes of the Great Dividing Range is a beautiful region North-East of Melbourne, Victoria. The beauty and quietness of the surroundings reflect much about the character of God.

### **Fees**

As posted. Fees may vary from year to year, though every effort is made to keep them to the minimum.

### **Meal Charges**

Students living off campus may obtain a mid-day meal at the cafeteria.

## **Other Fees and Costs**

Textbooks are the responsibility of the student.

## **Personal Property Loss**

The College cannot accept responsibility for any loss or damage to personal property of any student.

## **Student Accommodation**

During vacations students may be requested to store their personal effects in a designated area on the college grounds if rooms are required for other purposes.

## **Service Charges**

It is Highwood College's policy to apply finance charges to accounts receivable that are 60 days or longer past due as shown on the monthly statement. The finance charge is 1% per month (12% APR) or part thereof.

## **Statement of Accounts**

Student financial statements will be issued each term. The College operates on a cash basis and is dependent upon prompt payments. Students whose accounts are not paid in full at the beginning of the term may not be permitted to enroll in full-time classes.

## **Transportation Charges**

Regular full-time dormitory students will be charged on a flat-rate basis for transportation to or from Highwood College on the following basis:

Melbourne Airport	\$65
Lilydale Railway Station	\$25

## **Your Commitment**

1. You need to have accepted Jesus Christ as your personal Saviour and Lord, and realize that only with His Spirit can the fulfillment of His goals for your life be reached. He must have your full allegiance.
2. You need to focus on Jesus to find true fulfillment and to achieve personal growth. Others should be allowed the freedom to grow as you have grown without being judged. You are encouraged to maintain an environment of unconditional love and affirmation while you grow in the Lord. There may be times when you will experience

- pain in learning to face yourself in light of God's claims, but the resulting victory of self-surrender is most rewarding.
3. The curriculum is deeply spiritual, intellectually demanding, and practical. You will be challenged to highest levels of excellence, not for your own honour, not for personal satisfaction, but that God may be glorified and your service be acceptable to Him.
  4. The Gospel commission to go into all the world begins right where you are. You, as a student of Highwood College, will take personal initiative in the areas of service and witnessing. Jesus desires a teachable, willing, and adaptable spirit.
  5. You must be willing to work faithfully and honestly in whatever position of responsibility you may find yourself, being willing to learn the basics thoroughly before reaching for advancement to greater responsibilities.
  6. God never allows you to face more trials than He has made provision for you to bear. As a Highwood College student, you must seek to develop a maturity that endures difficulties and sees you through whatever challenges He allows you to meet to prepare you for the end-time.

## **STUDENT GUIDELINES**

Before completing the Student Application for admission, all prospective applicants are requested to read the following guidelines with great care.

Highwood College is a community of people similar to a family living in close proximity to each other, and therefore must respect the rights of each other. The following regulations are designed to allow the fullest possible mental, physical and spiritual growth and to protect individual rights.

### **1) Computer and Internet Use**

Our modern age has made it possible to access valuable information through advanced technology and to communicate at very high speeds. This technology can be used to great benefit to the cause of God, but like any other part of life it must be managed according to God's principles. Computer usage requires a high level of self-control.

In order to maintain high Christian standards the following guidelines and rules are in effect:

- a) Students are permitted to have their own computers. Computer games, inappropriate graphics, and any programme incompatible with high Christian standards are not acceptable. Inappropriate use of a computer may result in the loss of privilege.

- b) The internet is only to be accessed in the school building.
- c) Internet access may involve a fee for use.
- d) Only material acceptable to the Christian is to be accessed from the internet. Use of inappropriate material may be considered a cause for dismissal.

## 2) **Cosmetics Policy**

Our personal appearance gives a decided message to others. In order to show the natural beauty with which God has created us and to avoid drawing undue attention to one's external features, cosmetics are not permitted except for medical reasons. Jewelry is not permitted. Male and female haircuts should be neat and appropriate for their gender, without faddish styles. Hair is to be left its natural colour.

## 3) **College Residence Policies**

- a) Whenever a student leaves campus for any reason he/she is required to notify the appropriate dean.
- b) Whole or partial week-end leave will require the submission of a week-end leave form and be approved by the dean or College Supervisor. Completed week-end leave request forms should be submitted to the registrar by Wednesday evening.
- c) Television sets are not permitted on campus. Radios, cassette players, CD players, and other media players may be allowed if they do not interfere with the lives of other students, and are not used in a way inconsistent with high Christian standards.
- d) Eating in the dorm rooms is not permitted unless permission is obtained from the dean. Normally this would only be in cases of illness.
- e) The dormitory serves as a home for many students. Each person's privacy must be protected in the form of a quiet environment with space sufficient for one's needs. The dormitory also functions as the primary study area. For these reasons, a quiet period is enforced in the dormitories each evening at 7:00 pm.
- f) 8:00 pm is considered check-in time for all students to be in their dormitories - unless they are required at a work station or attending previously arranged College or ministry meetings.
- g) Lights should be out by 10:00 pm. If a student is out later than 10:00 pm permission must be obtained from the appropriate dean. Five unexcused occurrences of having lights on after 10:00 pm will result in a recorded reprimand.
- h) Pets are not permitted.
- i) The College is not responsible for any damage or loss of the student's personal property. Any items not properly identified or left in storage for an extended period will be donated to a charity.

j) Cell phones are not to be taken into the classroom or work areas

#### 4) **Dress Policy**

Highwood College views its role as training young people for leadership in the finishing of God's work. Your choice of dress, on or off campus, should inspire others with confidence in your maturity, professionalism, personal responsibility, and depth and breadth of commitment to Christ. Current trends reflect the growing casual, loose morals in society. Because our clothes affect our thoughts and actions, and because casual clothing often decreases propriety between men and women, we uphold the following standards of dress.

a) As a general rule, clothing must be **identifiably feminine or masculine**. (*"The woman shall not wear that which pertaineth unto a man; neither shall a man put on a woman's garment. For all that do so are abomination unto the Lord thy God,"* Deut 22:5.) Refer to 4T 634, 1T 6, 132, 459

b) Clothing should be **neat and pressed**, not sloppy, worn or disheveled. Shirts and tops should be tucked in at all times unless they are specifically cut and fitted professionally to be worn outside slacks or skirts. The exception applies only to outdoor work. (See below under Campus Attire for Physical Work.)

#### c) **Sabbath Attire:**

Special clothes should be set aside for the Sabbath hours:

**Men:** Tie, dress shirt, trousers and dress shoes. It is recommended that men wear a suit and tie for all Sabbath services.

**Women:** Attractive dress, or skirt and blouse with dress shoes. A tailored coat for the colder seasons.

#### d) **Classroom, Office, Health Centre Attire:**

**Men:** Dress pants, neat collar shirt, clean shoes, and suitable jacket. No jeans, hats, dirty or untidy work clothes are allowed indoors. Those leading out in worship should dress to the glory of God. (Black slacks and white shirts are required for therapy work in the Health Centre.)

**Women:** Neat dresses or skirts with suitable tops. All skirts must reach well below the knees when standing or sitting, and must be full enough to allow freedom of movement. Long splits are not permitted. (Black skirts and white blouses are required while assisting with therapy in the Health Centre).

### e) **Campus Attire for Physical Work, & Recreational/Leisure Activities**

**Men:** Casual long pants and shirts are acceptable. Shorts and ragged denim wear are not permitted.

**Women:** Dresses or skirts with appropriate tops and comfortable, 'suitable for the occasion' footwear are acceptable. For outdoor activities where modesty would rule out the wearing of a skirt, long pants may be worn providing the hips are covered with a long-line top.

f) **Shoes** are required at all times outside the dormitories.

g) **Inappropriate writing**, pictures or graphics on clothing is not permitted. For example - sporting logos, and religious slogans and verses which cheapen Christian witness.

h) **This is a cold climate so come prepared for winter with coats, woolen caps, gloves and scarves.**

For further reading on the subject of dress, please refer to the following Spirit of Prophecy statements:

1T 131-137, 162, 188-89, 274-279, 420-422, 424-426, 456, 466, 521-25

2T 66, 243, 298, 530-533

3T 74, 171, 366-67, 370, 374-380, 564-65

4T 142-43, 628-648

5T 130-131

6T 96, 170, 355

TM 130-131, 179-80

MYP 346-360

### **Honour Code**

Each student is required to represent the College, not only during the school term, but also during vacations. The College reserves the rights to suspend, dismiss, or refuse to reaccept any student who chooses not to represent the Lord's principles in the following areas:

1) **Honesty:** Highwood students will not be found cheating, plagiarizing or knowingly giving false information.

2) **Respect for Personal Rights:** Highwood students will not verbally or physically abuse any person or animal, or engage in conduct that threatens or endangers health, safety, or the life of others. Consideration of others means not obstructing or disrupting the study or performance of duties of fellow students and staff.

3) **Respect for Personal Property:** Highwood students will respect the property of others as they would their own. It is always important to get permission before using anyone else's property, no matter how small the item.

Respect for institutional property is essential. All Highwood property should be treated as the Lord's and respected as much as one's own. Never use the phones for personal calls without permission and payment. Never use the photocopier for personal use without permission and payment. All equipment, including vehicles, musical instruments, computers, books, kitchenware etc should be well cared for and returned to its proper place when finished with.

4) **Purity:** Highwood students will follow God's counsel and abstain from all sexual relations outside of marriage. This also means that students will not view pornographic literature in books, magazines, or on the internet. This will result in instant dismissal.

5) **Respect for Authority:** Highwood students will respect the authority vested in campus regulations, deans, faculty and work supervisors. They will use mature Christian principles in dealing with personal conflicts with authority. It is never appropriate to undermine the confidence of other students in this authority by expressing complaints openly or publicly. Genuine grievances should be addressed to the appropriate faculty member such as a dean or supervisor, or, if still unresolved, to Adcom.

6) **Influence:** Highwood students will use their influence to encourage and strengthen the loyalties of fellow students.

7) **Harmful Substances:** The use of tobacco, alcohol, or mind-altering drugs on or off campus (including vacation periods), will result in suspension or dismissal.

8) **Explosives or weapons:** Firearms, fireworks, or weapons of any kind are not permitted on campus.

### **Music Principles and Policies**

Music is one of God's great gifts to man, and an important element in spiritual development. It is an avenue of communication with God, and *"is one of the most effective means of impressing the heart with spiritual truth,"* (Education 168). Because music affects our moral nature, it is essential that its tremendous power be kept clearly in mind. It has power to uplift or degrade; it can be used in the service of good and evil. *"It has the power to subdue rude and uncultivated natures; power to quicken thought and to awaken sympathy, to promote harmony of action and to banish the gloom and foreboding that destroy courage and weaken effort,"* (Ed 168).

Therefore those who select music for Highwood students to sing or perform must exercise a high degree of discrimination in its choice and in its use. In our endeavour to meet these ideals more than human wisdom is needed. In terms of general principles, music should adhere to the following principles:

- 1) Bring glory to God and complement worship – 1 Cor 10:31
- 2) Ennoble, uplift and purify Christian thought – Phil 4:8; PP 594
- 3) Effectively influence the Christian in the development of a Christ-like character – Ms. 57, 1906.
- 4) Impress spiritual truth upon the heart and proclaim the gospel message for this time - R&H, June 6, 1912.
- 5) Avoid mixing the sacred with the common. Care must be exercised to avoid mixing worldly values and styles into music, and thus fail to express the high ideals of the Christian faith.
- 6) Shun theatrics and prideful display – Ev 137, FE 253
- 7) Give precedence to the message of the text which should not be overpowered by the volume of accompanying musical instruments – GW 357-58.
- 8) Be appropriate for the occasion, the setting, and the audience for which it is intended – Ev 508.

### **Application of Musical Principles at Highwood College**

- 1) In preparing and presenting music for religious functions, Highwood College administrators and teachers will work with students in a way that will uphold the music standards of God's Word.
- 2) Witnessing and musical groups going out from the campus should receive guidance in the choice and performance of music selections from those appointed by the school administration.
- 3) Music teachers should make positive efforts to teach music composition that may be used in church, in soul-winning activities, and in personal development.
- 4) It is one of the primary objectives of Highwood College music to teach discrimination in light of divine revelation and include information in making qualitative judgments in the area of religious music.

### **Personal Health and Fitness**

God desires that we take care of our bodies because they serve as the temple of His Holy Spirit. We encourage each student to establish a personal fitness programme that incorporates all of God's health-producing agencies. By these means students can be in better health upon completing their studies than when they enrolled.

Highwood does not have the resources to assist students with deep emotional problems.

### **Health and Accident Insurance**

Students are responsible for their own health care, medical, and dental insurance plans. Highwood College accepts no responsibility for student health care beyond assistance for minor outpatient care by Highwood Health.

### **Entertainment**

It is expected that Highwood students will find pleasure and relaxation in satisfying recreational activities such as hiking and camping, rather than through entertainment which drains the energies and does not refresh. (See Education p 202-213). In accordance with these principles television, fictional videos, video games, computer games, broadcasts of sporting events, card games, and all forms of dance are forbidden.

### **Recreation**

Highwood College teaches that the highest form of recreation comes from enjoying the blessings of nature. Competitive sports are artificial and destructive. They develop a spirit of rivalry and detract from the development of a Christ-like character by encouraging pride and arrogance. They also engender strife. (Phil 2:3). Participation in any recreation should meet the following criteria:

- 1) Is it the best use of time?
- 2) Is it inexpensive and the best use of finances?
- 3) Are the surrounding influences and environment encouraging to spiritual growth?
- 4) Would I welcome Jesus to participate with me?

### **Religious Life**

All aspects of Highwood College life are designed to uplift the soul heavenward. Whether it is a vocational training station, a classroom lecture, a personal fitness programme, or dormitory or corporate worship, all are considered spiritual opportunities for students to learn about the sovereignty, love and redemptive power of God and to develop a mature, balanced outlook on life.

### **Evangelism Ministry**

The witnessing and community service activities of Highwood College are a regular part of each student's curriculum. These develop the student's communication and soul-winning skills as he ministers to the spiritual and physical well-being of his neighbours through community health programmes,

Vocational Bible Schools, Bible Studies, Evangelistic campaigns, and in ministering to Highwood Health guests.

### **Personal Devotions**

A personal, vibrant walk with God demands a close, constant, and active communication with Him. Each student is expected to establish a personal devotional time. Open communication in this aspect of a student's life is encouraged. The faculty and staff are happy to assist the student in developing deep communion with God.

### **Sabbath Services**

Highwood does not have a regular campus church, but rather seeks to join and support the Seventh-day Adventist churches in the surrounding communities. Students are asked to attend a regular church, whether self-supporting or a faithful denominational church, and are encouraged to become active in that church.

### **Residence**

Highwood College single students are required to live in Highwood-provided housing. Off-campus housing is not permitted except during field experience. Student accommodation will be equipped with all necessary furniture. It is the student's own responsibility to provide their own doonas (quilts), towels, linen, pillows, lamps and accessories. However, some bed linen and blankets are available. Overseas students will be given preference for these.

It is the responsibility of the students to maintain their living quarters and to keep them clean and orderly. The assessed value of any damaged or destroyed property will be charged to the student responsible. The deans have the right to inspect students' living quarters at any time. If it is ever deemed necessary, permission to search the rooms can be granted by the Director of Highwood College.

Upon departing Highwood, students are expected to remove all their belongings and to thoroughly clean their rooms. Rooms must be inspected by the housekeeper before departing Highwood.

### **Guests**

Guests may be allowed to share a room with a student provided the dean has given prior approval. Financial arrangements should be made with the business office by the host student or the guest. Students are responsible for the cost of guest meals, payable in advance.

## **SOCIAL RELATIONS – PRINCIPLES AND POLICIES**

Highwood desires to follow God's special counsels in the area of social development. We believe that those called to Highwood College by God have been called to prepare for a distinctive ministry. Any distractions from that preparation may delay or permanently turn away the student from the work God wants him or her to do. We take God's calling of each student seriously, realizing that God wants to mould and shape each one to be a worker for Him. Teachers and administrators therefore desire to assist each of their students in achieving these high goals set by God Himself.

### **Social Guidelines**

While at school, students should not allow their minds to become confused by thoughts of courtship. They are there to gain a fitness to work for God, and this thought is ever to be uppermost. Let all students take as broad a view as possible of their obligation to God.

*"In our schools in Battle Creek, Healdsburg, and Cooranbong, I have borne a straight testimony concerning these matters. There were those who thought the restraint too severe; but we told them plainly what could be and what could not be, showing them that our schools are established at great expense for a definite purpose, and that all which would hinder the accomplishment of this purpose must be put away. Again and again I stood before the students in Avondale School with messages from the Lord regarding the deleterious influence of free and easy association between young men and young women. I told them that if they did not keep themselves to themselves, and endeavour to make the most of their time, the school would not benefit them, and those who were paying their expenses would be disappointed. I told them that if they were determined to have their own will and their own way, it would be better to return to their homes and to the guardianship of their parents. This they could do at any time if they decided not to stand under the yoke of obedience, for we did not design to have a few leading spirits in wrong doing demoralizing the other students." (CT 100-102)*

### **Objectives of Highwood College Social Policies**

- 1) To provide a social atmosphere conducive to the spiritual goals pursued by Highwood College.
- 2) To provide a training environment in which young men and women may learn and experience God's standards of Christian deportment free from the pressure of dating or courtship.
- 3) To protect young and inexperienced students from the bewitching and often overwhelming influence of free and easy association and to help them focus on their high calling.
- 4) To promote growth in character, responsibility, and maturity.

5) Mature students will recognize the importance of setting an example to younger students in this and all areas of social life.

### **The Social Rules for Highwood College**

The principles guiding the association of young men and young women while attending Highwood College (see CT 100-102), prohibit focused emotional or romantic relationships between men and women while preparing for the service of God. Students should maintain wise reserve and transparency in their relationships so as to avoid any unnecessary misunderstandings.

1) Based on counsel from the Spirit of Prophecy, dating or courtship with another student or non-student is not in harmony with God's plan while enrolled at Highwood College, and is therefore not permitted. Such activities take up time necessary for adequate preparation for God's service, and can cause distracting emotional turmoil. Failure to abide by this rule, once cautioned, will result in instant dismissal.

2) Emotional attachments between men and women are not appropriate until one has completed his/her educational preparation for God's service.

3) While sincere Christian fellowship is always appropriate, Christian men and women will not linger in each other's presence, engage in light and trifling conversations, or select special friendships with the opposite gender, but will seek to develop broad, general, Christian relationships with many students of both genders.

4) Mixed groups leaving campus must have prior permission from the dean. Group outings will require a chaperone and should be planned in consultation with the deans.

5) All students are to be in their respective dorms by 8:00 pm (7 pm during winter months) on school nights, or immediately following worships and work commitments if ending after 8:00 pm.

6) Young men are never to be in the ladies' dorm, nor are young ladies to be in the men's dorm without the presence of a dean or faculty member. (This includes lingering on the verandah.)

7) Student fellowship is provided in group settings under the guidance of the college faculty. Communication between men and women of a romantic nature via the internet, email, telephone, letters, or other media is not permitted between students, or between students and non-students.

8) Because the students do not completely understand the power of emotional attractions, the faculty may find it necessary to counsel students regarding their associations. Students should accept this counsel prayerfully and cooperate fully.

### **Campus Association**

If invited, students may join faculty-initiated home activities, campus-planned hikes and town visits with permission from the respective deans.

*“In all our dealings with students, age and character must be taken into account. We cannot treat the young and the old alike. There are circumstances under which men and women of sound experience and good standing may be granted some privilege not given to the younger students. The age, the conditions, and the turn of mind must be taken into consideration.”* (Education 17-18).

### **Campus Leave**

Before leaving the campus students must receive permission and sign-out on the appropriate forms provided. Permission is automatically granted for church and college outreach activities. Permission for all other leaves must be approved by a dean or college supervisor. The dean may request that staff supervision be required for campus leaves.

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On the completion of a two-year course of study, students may obtain a **DIPLOMA OF EVANGELISM**. The urgency of this hour of earth’s history demands that last-day workers be trained speedily. Each student is destined to play a vital role in finishing God’s work on earth, and therefore must possess the practical, intellectual, and spiritual talents needed to successfully win souls to Christ. To help to develop such students is Highwood’s aim.