



# ARMONA UNION ACADEMY

## OUR MISSION STATEMENT

Love God, Serve Others, Value Learning

## OUR CORE VALUES

Respect, Responsibility, Compassion

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### Office Hours:

Monday – Thursday	7:45 a.m. – 4:00 p.m.
Friday	7:45 a.m. – 1:00 p.m.

*Accredited By:*

**WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES  
ACCREDITING ASSOCIATION OF SEVENTH-DAY ADVENTISTS**



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## WELCOME

Armona Union Academy is committed to admitting students to AUA who already have a personal relationship with God and are living in a Christian lifestyle, as well as those who are willing to experience the same.

The purpose of this handbook is to provide information on school policy and procedures. If you have any questions or concerns regarding the information in the handbook, please contact Diana Meneses by calling the school office.

## EXPECTED SCHOOL WIDE LEARNING RESULTS

By the grace of God, Armona Union Academy students will:

Demonstrate academic success by:

- ◆ Successfully completing a course of study to prepare for higher education;
- ◆ Scoring at or above the minimum competency levels for English and Math standardized testing;
- ◆ Being able to think and communicate clearly;
- ◆ Acquiring the necessary tools to become a lifelong learner.

Improve physically by:

- ◆ Participating in physical education, sports and health classes;
- ◆ Meeting standardized fitness test goals;
- ◆ Practicing a healthful Christian lifestyle.

Grow spiritually by:

- ◆ Sharing personal spiritual beliefs;
- ◆ Participating in Christian oriented activities;
- ◆ Participating in spiritual applications as presented in Religion classes;
- ◆ Witnessing to those around them.

Be productive citizens by:

- ◆ Living AUA's core values: Respect, Responsibility, Compassion (Christ's Value System);
- ◆ Participating in community service activities;
- ◆ Demonstrating active participation in social settings;
- ◆ Maintaining a clean and safe campus.

*"I will instruct and teach you in the way you should go; I will counsel you and watch over you."  
Psalm 32:8 (NIV)*

## HISTORY

Armona Union Academy had its humble beginnings in a room in the Nis Hansen home in 1904. The school was later moved to the buggy house, then to a small cottage on the Hansen farm and finally to a permanent building on the present site in 1907 when Nis Hansen donated 5 acres to the Seventh-day Adventist church for the purpose of a church school. In 1956 the ten acres across Locust Street were acquired and later the Elementary School was located on this property.

Armona Union Academy (thanks to the support of the constituent Seventh-day Adventist Churches, school Alumni, and community members) has operated continuously through many challenges including fires in 1935 and 1998. As the years passed, buildings were constructed to meet the needs, including the elementary complex, the industrial arts complex, and the constituency center (gymnasium). Following the last fire, six new rooms including a new science lab were constructed to meet the needs of our high school

classrooms.

## **WHO IS ADMITTED**

*(Pacific Union Conference Education Code Sections C22-104 to C22-112)*

Students who express and demonstrate a sincere desire for a Christian education and who pledge to live by the standards of the Seventh-day Adventist Church are welcome.

**No religious test is required of any student upon entering, but it is expected that all who present themselves for enrollment will show respect and honor for the religious principles on which the school is founded, and pledge themselves to support the efforts of the teachers and fellow students.**

Armona Union Academy is not equipped to handle special scholastic, learning or disciplinary problems and will not knowingly accept or retain such students. All students enrolled in the school must be living with parents or responsible guardians. Students and parents will be expected to sign a statement of agreement with intent to comply with the philosophy, policies, rules and regulations of the school.

## **HOW TO APPLY**

Application to Armona Union Academy is made by presenting to the school office the completed application forms and registration fee, which includes a personal interview with the Principal and appropriate teacher. The office staff will supply the required forms upon request.

## **NON-DISCRIMINATION STATEMENT**

*(Pacific Union Conference Education Code Section A23-108)*

Non - Discrimination Policy: This school admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, ethnic background, country of origin, or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## **REGISTRATION**

1. Every student must make a formal application for admittance. Application shall include letter of reference from prior principal, teacher, and/or Pastor for new students.
2. An Admissions Committee must approve all applications, and final acceptance will be withheld until records from the previous school have been evaluated.
3. No student will be accepted who has an outstanding account at any Seventh-day Adventist school without prior arrangement with the Treasurer.
4. **All new students and those who are entering kindergarten, grades four, seven and nine, must have a physical examination within two weeks of the first day of attendance.** After this time they will not be allowed to attend class. **All new students, seventh graders and ninth graders MUST** have a medical examination and present a certificate of health to the school from the examining doctor **BEFORE** they are allowed to attend classes.
5. All students must show proof that they have been immunized according to the current California State and Kings County requirements when initially registering for school. In addition updated copies of student immunization records must be provided prior to the start of

a student's fourth, seventh, and ninth grade years. (*Pacific Union Conference Education Code Section A23-120*)

6. New students must be tested for placement by the classroom teacher.

## **FACULTY & STAFF**

(All staff can be contacted at the following extensions by calling the school at 582-4468.)

### Administration:

Erik Borges, BS <i>Principal</i>	xt. 11	Diana Meneses, BA <i>Registrar &amp; Secretary</i>	xt. 10
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### High School Instructional:

Danica Chandler, BA	xt. 14	Ed Phillips, MA	xt. 17
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Harry Rasmussen, MS	xt. 15	David Rowe, MA	xt. 12
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### Elementary Instructional:

Silvia Rascon, BS	xt. 24	Denise Johnston, BA	xt. 26
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Briana Stockdale, BS	xt. 28	LaRae Peifer, MA	xt. 31
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Kevin Thompson, BA, JD	xt. 27		
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### Support:

Cindy Hielscher, <i>Treasurer</i>	xt. 21	Larry Martella, <i>Booster Club</i>	xt. 21
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## **CONSTITUENT CHURCH REPRESENTATIVES**

Representatives are elected from the membership of seven constituent churches. Constituent churches are those which have joined with other church bodies in support of Armona Union Academy. The number of representatives from any one church is based on the total membership of that church. In addition to those elected, the church pastor is a member ex-officio of the School Board. Constituent churches are Armona, Corcoran, Hanford Bilingual, Hanford-Redington, House of Hope and Lemoore Seventh-day Adventist churches.

Board Meetings are generally held the last Monday of each month, at 6:30 p.m. Meetings are open to all members of the constituent churches, except when in executive session. Any constituent member may, in advance, suggest items for the agenda.

## **SCHOOL BOARD MEMBERS**

### **School Board Officers:**

Steven Bickner, Chairman      Erik Borges, Secretary

### **Members at Large:**

Roger Bernal	Joel Terronez	Raquel Segura	Ruben Thorbus
Mike Lewis	Larry Martella	Eric Lloyd	Jeni Crane
Alice Guhl	Edgar Gomez	Sean Simplicio	Edwin Perla
Michelle Bass			

### **Home and School Co-chairs:**

Kirsten Borges

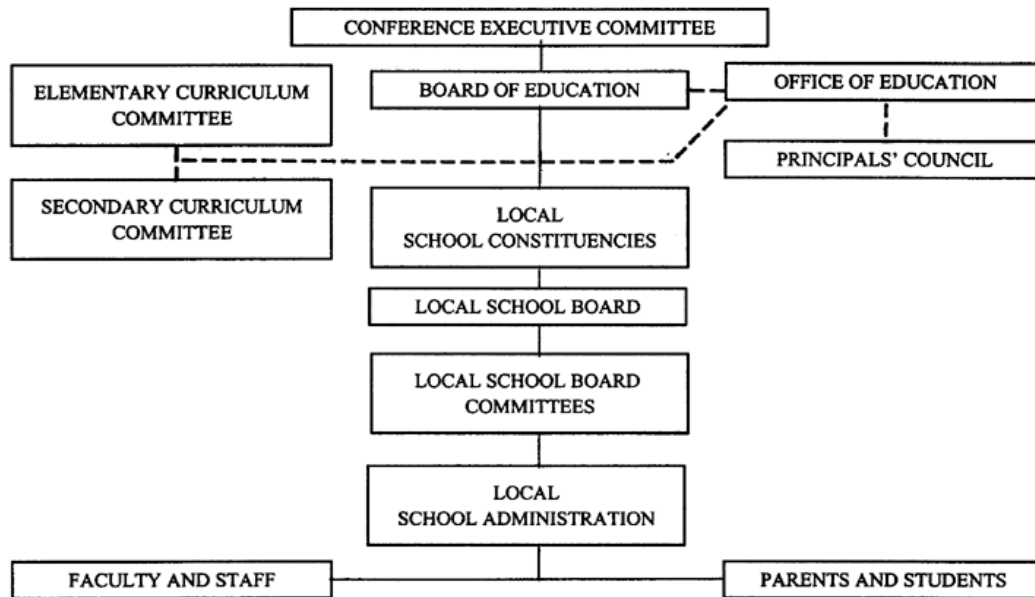
### **Central California Conference:**



Ken Bullington.....phone: 347-3052  
 Ramiro Cano.....phone: 347-3000  
**Pacific Union Conference:**  
 Berit von Pohle.....phone: 805-413-7314

David Gillham.....phone: 347-3000

## CENTRAL CALIFORNIA CONFERENCE EDUCATIONAL SYSTEM ORGANIZATIONAL FLOW CHART



### PARENTAL COOPERATION

As a condition of enrollment, each family agrees to contribute fifteen (15) hours of service to Armona Union Academy. In the alternative, each family will donate \$10.00 per each hour not contributed. Service benefits the service provider, their child or children, and Armona Union Academy. At registration, a contribution commitment form must be signed. Once an activity is completed, please record completion with the Administration Office. It is the responsibility of the parent to make sure hours are reported.

1. Not only are students called upon to actively support the objectives of the school, but parents are also asked to contribute to the success of the student and the school by upholding the work of the faculty.
2. Parents should guard sacredly the evening study hour. While the school aims to have the students do as much of their studying as possible at the school, necessity requires that a considerable amount of work must be done at home.
3. Parents are urged to call the teachers if they have questions.
4. Parents are also asked and expected to cooperate in assuring student's attendance and participation in field trips, musical presentations and other school programs. These activities are as much a part of the total program as the classroom activities and should not be encroached upon by work schedules, vacations or other activities. Activities not directly associated with the classroom are designed to enhance educational and personal growth. These activities may involve construction projects, grounds beautification, fund-raising projects, social events, off-campus performances, etc. Parents are expected to support these programs by not using those times to take students out of school or allowing students to

- remain at home.
- Parents are encouraged to attend Parent-Teacher conferences, or make other arrangements.

## GRIEVANCE PROCEDURE

Because communication sometimes breaks down and misunderstandings can result, a grievance procedure has been established in harmony with the council of Jesus in Matthew 18. The student is our prime concern. The following steps are offered with this in mind. It is recommended that the steps be followed in sequence.

- A parent-teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of the problems. Parents should not approach teachers during the school day unless prior arrangements have been made.
- A parent-teacher conference with the principal may be held if the concerns remain unresolved at the first meeting.
- Before further action is taken, a second parent-teacher-principal conference should be held with the problem area stated in written form. Only first hand information which is current for this year and which directly affects the individuals concerned should be considered.
- Any unresolved problems should be brought before the Personnel Committee through the principal or board chairman.
- If any of the parties involved still feel that the problem is unresolved, they may request that it be brought before the School Board. This is done by requesting that the matter be placed on the agenda for the School Board.

## FINANCIAL INFORMATION

### REGISTRATION FEE: (NON-REFUNDABLE)

GRADE	1st Semester (due at registration)	Billed in 12 monthly payments
Kindergarten	\$252.00	\$21.00
Grades 1 – 4	\$252.00	\$21.00
Grades 5 & 6	\$480.00	\$40.00
Grade 7 & 8	\$576.00	\$48.00
Grade 9& 10	\$600.00	\$50.00
Grade 11 & 12	\$756.00	\$63.00

### MONTHLY TUITION CHARGE (First month due at registration):

GRADE	12 Month Plan (1 Child)	12 Month plan (2 or more children)
Grades K – 4	\$350.00	\$336.00
Grades 5 - 8	\$375.00	\$360.00
Grades 9 – 12	\$500.00	\$480.00

**MULTIPLE CHILD DISCOUNT:** 2 or more children ~ 4% per child.

**NOTE:** An additional sports fee, for high school students, of \$85.00 will be added for each team a child participates in. The fee for elementary is approximately \$25.00 per team a child participates in and will also be added to your monthly invoice. This will be added to your monthly invoice. There will also be a \$25.00 uniform fee for basketball and football. After school care charges of \$3.50 per hour and will be charged each month according to use. Additional fees may be applied for required school supplies.

## SCHOOL SUPPLY LISTS

### Kindergarten

*Please see Kindergarten teacher for supply list.*

1. **Grades 3 & 4**
2. Pack of #2 Pencils
3. \*\* Three packages of 1/4" graph paper (not wire bound or on a pad)
4. \*\* One package of red ball point pens
5. \*\*450 sheets wide ruled paper (3 packages of 150) **(keep in package)**
6. \*\*Two boxes of Kleenex (large)
7. Composition notebook (hardcover)
8. Markers for coloring
9. **NO** large pencil boxes
10. Bible – **Children’s International Version Only (red cover)**
11. 4 pocket folders (**NO Binders**)
12. \*\*Box of 48 forks (3<sup>rd</sup>), box of 48 spoons (4<sup>th</sup>)

### Grades 7 & 8

1. #2 Pencils
2. Ruler
3. Bible
4. College ruled binder paper (not wire bound)
5. Weights: girls 5lbs.; boys 8 – 10lbs.
6. 2 Boxes of Kleenex
7. Calculator

### Grades 1 & 2

1. One package of #2 Yellow Pencils
2. Three large erasers (no pencil tops)
3. Crayons or colored pencils
4. 2 Boxes of Kleenex (large)
5. **Small** pencil box

### Grades 5 & 6

1. 2 Pack of #2 mechanical pencils
3. \*\*1000 sheets college ruled paper **(keep in package)**
4. \*\* 1 package of red ball point pens
5. \*\* 2 boxes of Kleenex
6. **Calculator**
7. USB Flash Drive
8. **3 Large Erasers & 3 Pencil Top Erasers**
9. **NO** large binders please (there is no room)
10. **NO** large pencil boxes (there is no room)
11. 1 pack of extra lead for mechanical pencils
12. 1 inch 3 ring binder
13. Scissors
14. Box of plastic forks

### Grades 9 – 12

1. USB Flash Drive
2. Scientific Calculator / Metric Ruler
3. Protractor / Compass (Math Classes)
4. Pens & pencils
5. Two boxes of Kleenex (turn in to office)
6. Graph Paper (Math Classes)
7. Colored Pens
8. College ruled binder paper
9. Composition book (hardcover)
10. Colored pencils (Bible Marking)
11. 6" flexible ruler (Bible marking)
12. Bible w/marginal space
13. Highlighters
14. 3 ringed binder (English Classes)
15. Post-it Notes (AP Students)
16. 3x5 or 4x6 Lined Note Cards (English 4)

**\*\* Keep in package and turn in to teacher.**

## **FINANCIAL POLICIES**

### **Financial Aid**

Should you require financial assistance, please contact the school office to schedule a meeting with our finance office.

### **Billing and Payment Calendar**

All payments on an account are considered late if not received by the 10<sup>th</sup> of the month following the billing date. If an account becomes delinquent (45 days past due) including, but not limited to, tuition, any deferred tuition, fines, lab, and special fees, it is considered sufficient cause, until the debt is settled with the Academy, to:

1. Bar the student from classes or examinations.
2. Bar the student from any travel involving classes, varsity, or school-sponsored activities.
3. Withhold diploma

### **Final Exam Clearance**

Academy students will not be permitted to take their semester finals until their accounts are in good standing. The students will receive an incomplete in their classes until final exams are taken.

### **8<sup>th</sup> Graders and Seniors Account Standing**

8th graders and seniors will be unable to participate in graduation services if their accounts are not in good standing.

### **Previous Year's Balance**

The account for the previous year's expenses at Armona Union Academy must be settled before the student is permitted to enroll for the current school year. Any delinquent accounts remaining at Armona Union Academy from siblings who attended must be cleared before another member of the family is admitted as a student.

### **Transfer Students**

If students are transferring to Armona Union Academy from another school, the student's account must be cleared or in satisfactory standing with his/her former school before he/she will be admitted.

## **SCHOOL-WIDE BEHAVIOR GUIDELINES (K -12)**

### **Disciplinary Mission:**

It is the purpose of Armona Union Academy to create an environment that allows each student (K-12) to reach his or her God-given potential spiritually, mentally, physically and socially; and to successfully participate in and complete the educational programs implemented at AUA. To accomplish this mission, the school has established the following classroom and school-wide behavioral system:

### **Classroom and School-wide Behaviors --- The students will:**

- Respect God.
- Respect self.

- Respect others.
- Respect property.
- Dress appropriately.
- Be present and on time to class.
- Listen carefully to and follow instructions.
- Complete class work and homework as assigned.
- Walk to all appointments while on campus.

**Discipline Policy:**

Armona Union Academy expects its students to strictly comply with the regulations it has adopted and to otherwise be models of Christian behavior, both in relationship to the school and otherwise. Failure of a student to comply with this standard of behavior will result in the imposition of appropriate discipline. The overall goal of Armona Union Academy in this regard is to work with parents in addressing unacceptable behavior and assisting students in correcting problems and achieving success in life with the minimum discipline reasonably necessary. To help minimize a number of issues AUA has instituted a hands-off policy. Therefore, all physical contact is prohibited, and violations will be addressed through our referral process.

**Citizenship Referrals:**

Infractions will be noted with a citizenship referral. These may be completed by any staff member. Referrals will be given to the Registrar for processing. The Registrar will then input it into the student’s disciplinary record, make copies for the student’s file, staff member who wrote the referral, and student’s homeroom teacher. The original will then be mailed home.

The stages of the citizenship referral procedure are as follows:

- Referral #1: Staff member who wrote referral discusses disciplinary procedure with Principal and parent/guardian is notified.
- Referral #2: Principal contacts parent/guardian to discuss parental cooperation with student’s behavior modification.
- Referral #3: Child and parent/guardian meet with Principal; one day suspension will be assigned.
- Referral #4: Child and parent/guardian meet with Principal; two day to one week suspension will be assigned. Child will be ineligible for the remainder of the year.
- Referral #5: Administrative council will meet to determine if a request for dismissal is appropriate.

Types of behavior that may lead to a referral include:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Bullying/Harassment (see pg. 35)</li> <li>• Inappropriate classroom conduct</li> <li>• Violations of dress code</li> <li>• Violations of the campus hands-off policy</li> <li>• Unsafe behavior</li> <li>• Inappropriate language</li> <li>• Truancy</li> <li>• Violations of gum/food policies</li> <li>• Violations of electronics/cell</li> </ul> | <ul style="list-style-type: none"> <li>• phone policies</li> <li>• Dishonesty/Cheating</li> <li>• Vandalism</li> <li>• Irreverence</li> <li>• Fighting/Intimidation</li> <li>• Disrespect</li> <li>• Insubordination/Lack of cooperation</li> <li>• Other behaviors as identified by the staff.</li> </ul> |
|---|--|

Some misconduct is so serious that it may lead to suspension, expulsion, or non-re admittance of the student. Examples of such misconduct include, but are not necessarily limited to:

- Willfully causing, attempting to cause, or threaten to cause physical injury to another person.
- Possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm, knife, explosive, firework or other dangerous object, or attempting to do so.

- Possessing, selling, offering, arranging, negotiating, or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine containing product, or any controlled substance, without a doctor's prescription, or Possessing, selling, offering, arranging, negotiating, or otherwise furnishing drug paraphernalia, or attempting to do any of the above.
- Committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property. This also includes cheating.
- Willfully causing or attempting to cause damage to real or personal property of others.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors, school officials, or other personnel engaged in the performance of their duties.
- Engaging in or conspiring to engage in hazing or any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to harm any person. (*Pacific Union Conference Education Code Section A23-160*)
- Serious or continued sexual or other harassment as defined in this school's harassment policies.
- Willfully engaging in the disruption of the school's religious environment through negative comments or by negative attitudes.
- Becoming or causing someone to become pregnant.

**Suspension (*Pacific Union Conference Education Code Section A23-148*):**

Suspension is removal of a student from classes or school activities for disciplinary reasons. Suspension may be on or off campus at the discretion of the administration. Suspensions will not exceed ten (10) consecutive school days. A student will not be suspended for a total of more than twenty (20) days during a school year. Suspension may be appealed to the administration for review. Generally the student will remain suspended until the review is conducted. If the suspension is not upheld, the remainder of the suspension is removed and all records of the suspension shall be removed.

**Dismissal or Expulsion of Students (*Pacific Union Education Code Section A23-152*):**

The school board is the ultimate authority in the dismissal or expulsion of a student upon the recommendation of the administration. As a general rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct or the parent does not, or will not voluntarily withdraw the student.

Expulsion is removal of a student from the school program. The student must not be on campus for any reason (including school and non-school functions) for at least one semester, without permission from the principal. This may be enforced using law enforcement if necessary. When administration believes expulsion is warranted, an investigation will take place. Students involved will be given the opportunity to tell their account of the incident. After the facts have been gathered, if the behavior warrants expulsion the parents will be notified and asked to remove the student from the campus immediately.

In the case of expulsion, the student will be suspended until the School Board can be convened for the hearing. The Principal, or designee, shall conduct an investigation, including questioning all parties involved. The Principal shall give periodic, reasonable, verbal notification of the status of the investigation to the student and/or the student's parents. If, as a result of the investigation, the Principal recommends that the student be expelled, the Principal shall prepare a written report regarding the facts of the investigation, and any other relevant factors, and the recommendation. The report shall be presented to the school board with a copy being sent to the Conference Superintendent of Schools.

If the Principal recommends expulsion, he/she shall provide immediate written notification, personally

delivered or sent by certified mail to the student and his/her parents of: the proposed expulsion; the reason(s) therefore, the date, time and place of the scheduled hearing of the school board; and the right of the student and the parents to appear and be heard at the hearing, to inspect and obtain copies of all documents to be used at the hearing, to ask questions of persons present at the hearing, to question evidence presented at the hearing, and to present oral and documentary evidence, including witnesses, on the student's behalf. The notice shall be accompanied by a copy of these guidelines and the Principal's written report to the disciplinary committee. A copy of the notice shall be sent to the Conference Superintendent of Schools.

The school board shall hold a hearing on the principal's recommendation for expulsion at least three (3), but not less than seven (7) working days after the Principal has submitted his/her report and recommendation and provided the student and his/her parents with the notification described in the previous paragraph; provided, however, if the notice is sent by mail, the hearing shall be held at least five (5) working days after the mailing. (Scheduling of this hearing should be sufficiently flexible to reasonably accommodate the schedule of the student and his/her parents).

The school board hearing shall embody the principles set forth as follows:

1. The hearing is closed. Only members of the board/committee may attend. The parents/legal guardian and student may be present until the conclusion of the evidence. The student may have persons who have relevant evidence speak to the committee. They shall be excluded except during their testimony. No party shall be allowed to be represented or accompanied in the hearing by an attorney who is not otherwise entitled to be present at the hearing. No verbatim transcript or other recording of the hearing shall be made. The hearing will not be conducted in accordance with any formal rules of procedure or evidence and witnesses need not be sworn. The body conducting the hearing may rely on any matters of the type on which people normally rely in the conduct of their everyday affairs.
2. The hearing should be collegial. No verbatim transcript or other recording of the hearing shall be made.
3. The school board shall consider all evidence relevant to the charges adduced at the hearing and of the kind upon which reasonable persons are accustomed to rely in the conduct of everyday affairs. The board's decision shall be based upon relevant, substantial evidence (that is, reasonable and credible evidence of solid value).

The decision of the school board shall be in writing and shall be personally delivered or sent by certified mail to the student and his/her parents within five (5) working days from the conclusion of the hearing. A copy of the decision shall be provided to the Conference Superintendent of Education, if the decision is not in favor of expulsion, the decision shall notify the student and his/her parents of when the student may return to school. A decision to expel the student shall contain the reasons for the decision (including a summary of all of the evidence on which the committee relied) although the committee need not adopt formal findings of fact; provided, however, the decision shall be based upon a written finding that the school either substantially complied with these guidelines and its disciplinary policy as to the student and matter under consideration or that any substantial deviation from these guidelines was reasonably necessary under the circumstances.

The decision of the school board shall be a final decision except insofar as the Seventh-day Adventist denomination may from time to time provide for applicable appeals or dispute resolution processes. Parents will have the option to withdraw the student from school before the expulsion hearing is held. The student and his/her parents may be present at the expulsion hearing.

If the Board votes expulsion, the student will not be eligible for re-admission to AUA for at least one semester. The school is required to report to the public school superintendent of schools the expulsion or suspension beyond ten days, or other reason for terminating attendance of all students between the ages of eight and eighteen.

### **Expulsion of Students Due to Disruptive Parents**

A parent or guardian's continued refusal to cooperate with the staff, faculty and/or administration of the school or the serious misconduct of a parent or guardian may form the basis for expulsion of the parent or guardian's students when the principal or school committee, considering the totality of circumstances, including the history of the parent or guardian, determines that the parent or guardian's continued presence at the school constitutes a threat to the safety or welfare of the school's students or employees or is likely to cause a substantial disruption of the school environment.

### **Student's Withdrawal from School (*Pacific Union Education Code Section A23-156*):**

Following the withdrawal of any student who is required by state law to be enrolled in school, the school principal is to ascertain that the student has entered another school as stipulated by state law. If the student fails to do this within the required time period, it is the responsibility of the school principal to notify the attendance officer of the local public school district.

### **Severance of Students (*Pacific Union Education Code Section A23-156*):**

The school is to report to the public school superintendent of schools where required by state or county regulation, the severance of all students between the ages of eight and eighteen. Severance includes expulsion, exemption, transfer, suspension beyond ten days, or other reason for terminating attendance.

## **DRESS CODE FOR ARMONA UNION ACADEMY**

### **Student Dress Code**

Armona Union Academy is committed to establishing a positive educational atmosphere in class, on campus, and at school-sponsored events. The dress code policy represents this commitment. The following guidelines are intended to define appropriate student attire and personal grooming at school and school-related activities.

### **Appropriate Dress and Grooming**

Any apparel, hairstyle, cosmetic or accessory, even if not specifically mentioned below, that creates a safety concern, distracts from the educational process, or causes disturbances among the other students cannot be worn at school or at school-related activities. Additionally, the following specific standards apply:

### **Modesty and Appropriateness:**

All clothing must be neat, clean, and in acceptable repair. Torn, cut-off, and frayed clothing is inappropriate. Edges must be hemmed. All clothing must be worn within the bounds of decency and good taste as appropriate for school. Garments must be sufficient to appropriately cover undergarments at all times. Tight or revealing clothing is not permissible. Midriff areas must be covered at all times.

Tattoos are not acceptable. Extreme hairstyles and unnatural colors are not permissible, with the exception of pre-announced school activities such as Spirit Week.



**Jewelry/Accessory Policy:**

Jewelry is not to be worn at any school-sponsored function on or off campus. If worn, these items will be confiscated. The school will not be held liable for loss of confiscated items. Items may be picked up at the end of the school year.

NO unnecessary accessories are allowed, such as: bracelets made of rubber, cloth, or metal; chains on pants, shirts, or around neck or limbs. Hats, hoods, or sunglasses may not be worn inside buildings.

**Logo Policy:**

No writing or logos on clothing is allowed, except for the small logo or tag of the brand. This “no-logo” policy, with its exceptions for AUA logos, applies to jackets, sweatshirts, sweaters, coats, hats, belts and all outerwear.

**Apparel**

**Shirts** must adhere to the no writing and no logo policy described above. They must be either polo-style collared shirts of any color and sleeve length (no sleeveless), OR oxford style button-down shirts any color and sleeve length (no sleeveless). Shirts must remain buttoned, midriff must be covered at all times and **all shirts must be tucked in for boy’s grades 9-12.**

**A belt is required boy’s grades 9-12.**

**Pants** must meet modesty and appropriate clause above. Skirts and dresses are acceptable for females. At a minimum, skirts and dresses must touch the top of knees when standing (even if wearing leggings underneath). Capri pants are also acceptable for females. Shorts are acceptable for males and females as long as they touch the top of the knees when standing. **NO ATHLETIC SHORTS. NO SWEAT PANTS. NO DISTRESSED OR BLEACHED.**

**Shoes must be-close-toed and close-heeled** dress, casual, or sneakers; **NO SANDALS OR FLIP-FLOPS.** This is a critical safety issue. Shoes must fit securely.

**Banquet and Graduation Wear:****For Girls:**

Banquet and graduation attire should have modest front and back necklines. No strapless dresses.

**For Boys:**

Dress shirt and tie, socks, and dress shoes are recommended. Suit jacket and sweaters are optional. Must adhere to the modesty and appropriateness policy stated above.

School administration will approve all banquet and graduation outfits prior to the event with consideration given to modesty and appropriateness philosophy stated above.

**Dress Code Violations:**

We wish to avoid embarrassment for any student. Dress Code Violations for non-compliance with the dress code will be documented by the school faculty/staff. Dress Code Violations are considered a violation of our discipline policy. As such, dress code violations will be subject to disciplinary action through the citizenship referral procedure. Further violations generally involve a student’s personal attitude toward authority and other discipline will be administered.

## **ATTENDANCE POLICY** (*California State Education Code Section 46010*):

The attendance policy of AUA is based on the convictions that classroom learning incorporates far more than the assigning of worksheets or daily assignments. Professional teachers have invested a great deal of their lives in training for this profession, and on a daily basis, they invest a great deal of time in the development of meaningful lesson plans and classroom activities, hence there is no adequate replacement for what is missed when a student is absent from class. If students are tardy, they not only miss out on the morning announcement and instruction for the first period class, but they also disrupt classroom activities, especially worship. Habitual absence and/or tardiness affect a child's achievement and may set the stage for a lifetime of punctuality problems.

### **Attendance:**

Armona Union Academy requires a minimum of 85% attendance per semester. When a student misses more than 15% of the school days in a semester (13 days), or 13 classes in a semester for academy students, it will be necessary for parents to meet with their child's teacher and school administration before enrollment of the student can continue. Academy students who have accumulated 15% or more absences in one semester may lose credit in the class. If the attendance problem is unresolved, the student may be retained in the same grade or be asked to seek an academic environment that will allow them the flexibility they need. This policy relates to **total absences**, excused and unexcused combined.

### **Excused Absences:**

Excused absences are defined as:

1. Verified medical/dental/optical appointments.
2. Personal illness/injury.
3. Death in the immediate family.
4. Court appointments, with verification.
5. Quarantine.

Because of our required minimum of 85% attendance, in both the Elementary and Academy grades, it is important that appointments be scheduled (when possible) so that they do not interfere with school attendance.

### **Clearance of Excused Absences:**

For an absence to be excused, it must:

1. Meet the definition list above.
2. Have parent/guardian verification.
3. Excuses may be written or telephoned in to the school office. Please include:
  - a) First and last name of student.
  - b) Date(s).
  - c) Reason for absence or tardy.
  - d) Parent's signature.
4. **Excuses must be received in the school office within three days** before attendance points are made permanent (please see Excessive Tardies and Absences – Consequences for Grades K-12 for more information).

### **Unexcused Absences:**

Any absence which does not meet the conditions of an excused absence is automatically considered unexcused. In most cases, schoolwork missed due to an unexcused absence cannot be made up.

Examples of absences that are not excusable:

1. Too tired after school activities.
2. Appointments other than those mentioned above.
3. Oversleeping (failure of alarm to go off).
4. Family business or problems (need further explanation).
5. Failure to obtain transportation.

### **Tardies:**

If a student is tardy, he/she should go directly to the school office and obtain an admission slip before going to his/her class. Academy students will not be admitted into class without the admission slip.

### **Truancy:**

Students are not permitted to leave the campus during school hours except when accompanied by a parent or staff member, or with specific parental and staff permission. A student is considered truant if he/she is any place on or off the campus that is not in accordance with school regulations or without knowledge of the parent(s) or school authorities.

### **Excessive Tardies and Absences - Consequences for Grades K-12:**

Because our industrial society is highly time dependent and we must prepare our students to function in it, because we can only hope to educate students who are in class, and because interruptions caused by tardiness are a serious drain on effective teaching time, we take class attendance very seriously.

Students will be given an attendance grade at the end of each quarter based on a point system. Students have three days to get any attendance points for absences or tardies cleared before they become permanent. The points at the end of the quarter determine the grade. Attendance points will be figured according to the following grade scale:

Unexcused absences are 1 point each; unexcused tardies are 0.33 points each.

A = 0-1.33 points;

B = 1.34-2.67 points;

C = 2.68-4.33 points;

D = 4.34-5.99 points;

F = 6+ points.

Students will be given warnings and notices will be mailed home by the Registrar or Principal when they reach the C and D levels. There is a \$20 fine for a D that is permanent. The first F has a \$50 fine and a contract that is presented to the Discipline Committee. The second F in a year has a \$100 fine and another contract with the Discipline Committee. The third F will result in withdrawal from school.

### **Excessive Tardies and Absences – Redemption Provision:**

A student who has reached 4 or more inexcusable points may redeem one point at a time by maintaining perfect attendance for 4 consecutive school days. This can enable the student to re-establish a grade level that allows eligibility for holding a student office or participating in sports. The student must notify the Registrar in advance of the day he/she plans to begin trying for the redemption of points. Notifying the Registrar after the fact will not count.

## **RELIGIOUS SERVICES**

All students are expected to attend all school religious services, including chapels and worships, in keeping with the philosophy and objectives of Christian education at AUA. Required attendance is not an infringement of personal liberty since by registering to attend AUA, the student voluntarily places himself/herself under this requirement.

## **SCHOOL HOURS**

School begins at 8:00 A.M. Monday – Friday end times vary depending on grade level and individual high school class schedule. Please contact the office for clarification of your child’s dismissal schedule. Friday school dismisses at 12:05 P.M. **Students should not arrive at the school before 7:15 A.M.** There is to be no loitering about campus or school buildings during class and work hours, or during any program or religious service. When a student’s day of study and work is finished, he/she is expected to leave the campus.

After school supervision fees will be charged to parents whose children are not picked up within fifteen minutes after the school day ends. After school care charges of \$3.50 per hour will be charged each month according to use.

### **Foggy Day:**

School will begin on time. If you feel it is unsafe for you or your child to drive, please send a note with your child when he/she comes to school.

### **Faculty Worship:**

Because our faculty worship period is a vital part of our school program, there will be no one to answer the phone until 8:00 AM. If you must call during this time please leave a detailed message and we will return your call when we are able.

## **LEAVING SCHOOL PREMISES**

Students who must leave campus during the school day for doctor’s appointments, illness, or other excusable absences must have parental permission and sign out in the office. Permission for leaving school must be approved by a parent and/or the administration for each leave. Students who leave campus without permission will be considered truant and the proper authorities will be notified along with notification to parents.

Juniors and Seniors are permitted to leave school premises in their own vehicle for lunch if they have parental permission, sign-out in the office upon leaving, sign-in upon returning, are academically eligible and have a valid California Drivers License. Leaving at lunch is considered a privilege. Students may not leave with other students during school hours, even if otherwise eligible. If a student returns late to campus or leaves campus with another student the privilege is revoked for one quarter and other disciplinary actions may be taken.

## **AUTOMOBILES**

The following regulations apply to all motorized vehicles. Any infraction of these rules may necessitate the student being deprived of his driving privileges for school purposes:

1. **ALL** motorized vehicles, must be registered with the school at registration time. Any vehicle not

registered at that time must be registered at the school office before it is used for school transportation.

2. Vehicles are to be parked in the parking areas assigned by the school, and remain there during the entire school day. The school does not assume responsibility for damage to them.
3. Vehicles are not to be used during school hours except by permission from the school office.
4. Students are not to sit in the cars for visiting or studying during school hours, including before or after the school day and lunch.
5. A student may not borrow another student's motorized vehicle.
6. The school office must have parental permission for a student to leave school at the close of the school day with anyone other than parents or immediate family.
7. No student drivers may take student passengers with them without consent of the parents of the driver as well as the parents of the passenger.
8. Students are to drive carefully and legally at all times and are held responsible for the manner in which they represent the school by driving habits and the use they make of the vehicle.

## **STUDENT DROP-OFF AND PICK-UP PROCEDURES**

Student Drop-off and Pick-up will be done as follows for the safety of our children. Kindergarten parents will park on the South side of Locust and walk their child to the Kindergarten classroom. Grades 1 – 8 parents will drive their students by the East wall of the gym, drive around the gym, and drop-off their children on the East side of the Elementary wing. This procedure will provide a safer way to drop-off your student. Pick-up will occur in the same fashion. Please wait patiently as children are being dropped-off or picked-up.

## **LOCKER REGULATIONS**

At registration, each ninth - twelfth grade student is assigned a locker and a combination lock. Students are urged to keep their lockers locked at all times. All changes in lockers must be made through and by permission of the office. **The school reserves the right to inspect student lockers at any time.** Students may use their own lock, but they must provide a copy of the key or combination to the office. The school assumes no responsibility for damage to or the loss of books, clothing, musical instruments, cars, bicycles, or other personal property left by anyone on the school grounds or in the school buildings either during or after school hours.

## **CONSENT TO SEARCH**

The school administration (and their agents) has the right and responsibility to conduct, in the presence of an adult witness, and the student must submit to, a search of his/her person, automobile, backpack, and/or locker at any time of the day or night. Students are required to cooperate with this process. A search can be held with or without a warrant, warrant of arrest or reasonable cause. A search of a student's person would occur only in rare cases with appropriate same sex supervision and with reasonable suspicion. Parents will be notified of any search.

## **ATTITUDES**

It is the purpose of both the faculty and students to maintain a spirit conducive to strong spiritual growth. All intimidation and group pressure to cause an individual to go contrary to right principles must be considered a serious offense and be dealt with accordingly. Students at AUA should feel free to

disseminate good, moral, Christ-centered ideas among their fellow students, and will also set an example of patriotism to America.

When it is clear that the student's connection with the school is no longer profitable to him, that his influence is detrimental to others, or that his attitude toward learning is negative, he may, after counsel with the parents and/or guardian, be dismissed from school. Boycotting of classes and/or teachers will be grounds for immediate discipline, which may include dismissal.

## **CELL PHONES & OTHER ELECTRONIC DEVICES**

Prerecorded tapes, CDs, radios, TVs, MP3 players, Ipods, recorders and other electronic equipment are not permitted at school or on school-sponsored activities unless otherwise specified. If these items are confiscated, a parent/guardian must come to the office to pick up the item. The school is not responsible for any loss or damage of confiscated items.

Students may carry cell phones and other electronic communication devices while on school grounds and at school activities. However, these devices are to be turned off during the school time. Students are not to leave class to take or make a call. Any use of and/or disruption caused by electronic communication devices during instructional time (e.g.: incoming/outgoing calls, paging, text messaging, electronic games) will be considered a violation of this policy resulting in disciplinary action, which may include referrals, confiscation and other appropriate actions. These devices may be turned on and used before/after school and during lunch time only, but not to be used for videos, games or music. Parents please call the office if you need to reach your child during the school day.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health related purposes.

## **SKATEBOARDS AND ROLLERBLADES**

Skateboards are not allowed on school property, or at any school activities. Roller blades may be used **only** during designated physical education activities or under direct supervision of a teacher.

## **STUDENT LEADERSHIP REQUIREMENTS (ASB, Senate, Offices, Clubs)**

To be eligible to run for an office in student leadership, a student must have:

- No D's, F's, or I's.

If a student fails to maintain the above criteria for a period of four weeks, he/she will forfeit any offices held. Depending upon the time of year an office is vacated, the faculty will determine whether an election will be held to fill it.

## **FRIENDSHIP GAMES REQUIREMENTS**

To be eligible for participation in Friendship Games or extracurricular activities, a student must have:

- No D's, F's, or I's.
- Attend all classes the day of the game.

If a student fails to meet the above criteria, he/she will forfeit membership on any teams.

## **RETENTION**

Grade level retention is intended to provide an opportunity for a student to master basic skills required for academic success before proceeding to the next grade level, or to provide an extension of time for a student to complete the work of a single grade in two years. The decision to retain a student is given careful consideration, evaluating a variety of factors. Decision for retention will be made on or before the date set by the Conference Education Office each year.

### **ACCELERATION OF A STUDENT** (*Pacific Union Conference Education Code Section C15-112*):

Criteria for acceleration of a student are to be based on the following minimal requirements:

- A. On the most recent standardized achievement test battery available a student is expected to have a composite score which places him/her at the 90<sup>th</sup> percentile or above.
- B. The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.
- C. Prior written requests for acceleration of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to the conference office of education. Written approval from the conference office of education must be on file at the school.
- D. The student must maintain an average or above average level of achievement on the accelerated program.

### **Approval Procedure for Acceleration of a Student** (*Pacific Union Conference Education Code Section C15-116*):

Procedures for acceleration of a student are as follows:

- A. To initiate this program the faculty and principal must submit a form/letter of application to the conference office of education. This application must include the written consent of the parent/s.
- B. An implementation plan showing how the student will demonstrate mastery of the subject areas in the grade levels being accelerated shall accompany the application.
- C. The application must be approved by the conference office of education and made a matter of record before a student is permitted to accelerate.

### **EIGHTH GRADE COMPLETION REQUIREMENTS** (*Pacific Union Conference Education Code Section C15-124*):

The following subject areas must be passed with a D or higher both semesters for successful completion of the eighth grade:

- A. Bible
- B. Mathematics
- C. Language Arts (English, Handwriting, Spelling, Composition)
- D. Reading
- E. Physical Education
- F. Science-Health
- G. Social Studies
- H. Fine Arts

## **SCHOLASTIC INFORMATION – FOUR YEAR HIGH SCHOOL PROGRAM**

In harmony with the recommendation of the Pacific Union Education Code, each student is expected to spend four full years in high school. Ordinarily, summer school courses, correspondence work and extra courses in the regular school program will be regarded as an enrichment of the student's education. Classes taught as a regular part of the curriculum may not be taken elsewhere for credit without permission.

Students on an "acceleration plan" must meet the requirements as outlined by the education code and have the approval of the faculty (*Pacific Union Conference Education Code Section C15-112, C15-116*). A graduating senior, except under unusual circumstances, must complete the entire last semester of the senior year at AUA.

### **Class Load**

Proper registration procedures must be followed for all courses taken. Students are required to carry a minimum load of 30 semester periods each semester and maintain a program that will ensure timely graduation.

### **Progress Reports**

The school year is divided into two semesters of approximately 18 weeks each (Grades 9-12). Progress reports are available through ParentsWeb or can be requested. At the halfway point of each semester, progress reports will be given to parents at the scheduled parent-teacher conference. A permanent record, or transcript, will consist of the accumulation of grades received at the end of each semester. The semester grade reports will be mailed within ten business days after the semester ends.

### **Incompletes**

Incompletes are rarely given, and only at the discretion of the teacher. Incompletes not removed 4 1/2 weeks into the next semester will become an F. Incompletes will not be given the last quarter of the school year except under very unusual circumstances.

### **Change in Class Schedule**

To add, drop, or audit any class a student must request a "Schedule Change Request" form from the registrar. The form must be signed by: school registrar, student, parent/guardian and all teachers involved. The form must be returned to the registrar once all signatures are obtained.

First semester requests to add, drop, or audit a class may be made during the first two weeks of the first semester without penalty. Second semester requests to add, drop, or audit a class may be made prior to the beginning of the semester, but no later than the last day of the first week without penalty.

Students requesting to drop a class after the first two weeks of the first semester or the first week of the second semester will be given a W, WP, or WF. A WF may affect GPA. All requirements for graduation must be met and class size must be considered before a schedule change request will be approved. Any schedule change request must be consistent with a full class load.



## **Correspondence and Transfer Credits** (*Pacific Union Conference Education Code Section C26-104, C26-108*)

Credits for classes taken at institutions other than Armona Union Academy will be accepted only as outlined below:

- A. Transfer students will be granted credit based on receipt of an official transcript from the school(s) previously attended.
- B. Continuing students may receive credit for work taken at institutions other than Armona Union Academy based on the following criteria:
  1. Courses must have prior approval in writing.
  2. Credit must be for classes not available at Armona Union Academy.
  3. Courses taken for purposes of enrichment may not take the place of requirements for graduation at Armona Union Academy.
  4. Courses repeated for low grades must be taken at Armona Union Academy, or as approved by the academy faculty and administration.

Seniors taking approved correspondence work must arrange for an official transcript of such work to be submitted to the registrar's office by May 1, when graduation is contingent upon completion of correspondence work. It is the student's responsibility to secure such transcripts if he/she expects to take part in commencement exercises.

## **Class Standing** (*Pacific Union Conference Education Code Section C23-104, C23-108, C23-112, C23-116*)

- Freshman:** Students who have graduated from the eighth grade or who are otherwise qualified will be classified as freshmen.
- Sophomore:** Students who have successfully completed at least 50 semester periods as of the beginning of the new school year will be classified as sophomores.
- Junior:** Students who have successfully completed 100 semester periods as of the beginning of the new school year will be classified as juniors.
- Senior:** Students may join the senior class when all credits from schools previously attended have been accepted, and when 150 semester periods have been successfully completed. In order to graduate, a student must meet the requirements for graduation. (See below)

## **Granting Credit**

One Carnegie unit is equal to ten semester periods (10 S.P.). One-half Carnegie unit is equal to five semester periods (5 S.P.). Ten semester periods (10 S.P.) of credit is defined as a minimum average of 200 minutes of class per week for two semesters, with lab classes a minimum average of 240 minutes of class per week for two semesters. Credit is granted for each full semester a course is taken.

The four-point system is to be used to determine the grade point average. It is as follows:

A = 4.0	B+= 3.3	C+= 2.3	D+=1.3	F=0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = .7	

## Graduation Requirements

240 S.P. – General Diploma

285 S.P. – College Prep Diploma

295 S.P. – Advanced Honors Diploma

Armona Union Academy offers three diplomas: the General high school diploma, the College Preparatory diploma, and the Advanced Honors diploma. The requirements for these diplomas are listed below. A diploma is granted to a student who has been in attendance the last semester of the final year and who presents evidence of elementary school clearance, whose conduct and attendance have been acceptable and who has completed in a satisfactory manner the following subject requirements:

	General Diploma	* College Prep Diploma	** Advanced Honors Diploma
<b>Religion</b> 10 S.P. required for each year in attendance at a SDA secondary school. Religion I, Religion II, Religion III, Religion IV	40 S.P.	40 S.P.	40 S.P.
<b>English</b> English I, English II, English III, English IV, AP English and Composition, AP English Literature	40 S.P.	40 S.P.	40 S.P.
<b>Modern Language</b> Two years of the same language required for the college prep diploma. Spanish I, Spanish II	N/A	20 S.P.	20 S.P.
<b>Mathematics</b> Three years beyond Pre-Algebra for college prep and advanced honors. Students must demonstrate satisfactory performance and placement may be determined by testing. Pre-Algebra, Algebra I, Algebra II, Geometry, Pre-Calculus	20 S.P.	30 S.P.	30 S.P.
<b>Sciences</b> AP Biology, Anatomy & Physiology. Biology, Chemistry, Physical Science, Physics, (10 S.P. must be a physical science and 10 S.P. must be a biological science. Advanced Honors diploma requires Biology, Chemistry, & Physics (30 SP lab sciences).	20 S.P.	30 S.P.	30 S.P.
<b>History</b> World History or AP World History, US History and one semester each of US Government and Economics	30 S.P.	30 S.P.	30 S.P.
<b>Physical Education</b> Three years of formal Physical Education classes. 5 S.P. of Health required.	35 S.P.	35 S.P.	35 S.P.
<b>Fine Arts</b> Choir, Select Choir, Band, Hand bell Choir, Drama, Music Appreciation, Art	10 S.P.	20 S.P.	20 S.P.
<b>Work Experience</b> 100 clock hours of work.	5 S.P.	5 S.P.	5 S.P.

**Practical Life Skills**

5 S.P. of Computer Applications and 5 S.P. of Career Education required. Plus an additional 10 S.P. of an additional Practical Life Skills course.	20 S.P.	20 S.P.	20 S.P.
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**Electives**

	20 S.P.	10 S.P.	10 S.P.
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**Outdoor Education**

Required attendance on Outdoor Education Trip for every year in attendance	per/yr	per/yr	per/yr
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**Service Credit**

Twenty-five clock hours of community service is required per year	25 hrs/yr	25 hrs/yr	25 hrs/yr
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**Proficiency Requirements**

Standardized test score minimum competency levels for English and Math	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	12 <sup>th</sup> Grade
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**Take SAT or ACT Test**

	12 <sup>th</sup> Grade	12 <sup>th</sup> Grade	12 <sup>th</sup> Grade
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\* In addition students wishing to receive the College Prep diploma must receive a C or higher in every course.

\*\*In addition students wishing to receive the Advanced Honors Diploma will be required to complete the following:

- ◆ A grade B or higher in every course.
- ◆ 10 S.P. of an Advanced Placement Level course.
- ◆ Senior Project or Performance Demonstration, for details please contact the administration office.
- ◆ A cumulative grade point average of 3.5 or higher.

**Waiver of Requirements**

Under extenuating circumstances certain requirements may be waived. These circumstances may include physical incapacity; differing requirements involved in transferring from out of state, and other such situations. Waiver of requirements will rest solely with the administrator and the registrar, is not subject to appeal, and will be considered on an individual basis without comparison to past decisions regardless of apparent similarities.

**Course Descriptions - English****Advanced Placement (AP) English Language and Composition (10 S.P.)**

Prerequisites: at least a “B” in English I, English II and score at 10<sup>th</sup> grade reading level on ITED/standardized test and/or by permission of the teacher.

This course will engage students in becoming skilled readers of prose written in a variety of rhetorical contexts, and in becoming skilled writers who compose for a variety of purposes. Both their writing and their reading should make students aware of the interactions among a writer's purposes, audience expectations, and subjects as well as the way generic conventions and the resources of language contribute to effectiveness in writing. Students will be admitted at the discretion of the Registrar only after prerequisites are met. This course will prepare students for the A.P. English and Composition exam scheduled for the spring (testing fee is approximately \$90.00). Colleges and universities may choose to grant credit, placement, or both to A.P. students based on their A.P. test scores.

**Advanced Placement (AP) English Literature and Composition (10 S.P.)**

Prerequisites: at least a “B” in English I, English II, and English III (or AP English and Composition) and score at 10<sup>th</sup> grade reading level on ITED/standardized test and/or by permission of the teacher. This year-long, rigorous, college-level course is designed for the 12<sup>th</sup> grade year. Students will study a broad body of classic literature and learn how to write essays based on their reading. The course will incorporate much additional reading in literature. This course will prepare students for the A.P. English Literature exam scheduled for the spring (testing fee is approximately \$90). Colleges and universities may choose to grant credit, placement, or both to A.P. students based on their test scores.

### **English I (10 S.P.)**

An introduction to the basic concepts of American English grammar, vocabulary, and use of the library and the dictionary. A beginning understanding and appreciation of literature through selected reading assignments. Writing exercises emphasize the ability to write clear, concise sentences and cohesive paragraphs.

### **English II (10 S.P.)**

Prerequisite: Completion of English I

Development of the basic concepts of American English grammar with particular emphasis on advanced sentence structure and paragraph structure. Emphasis is placed on standards for choosing reading material, development of reading skills, and the practical application of communication skills through vocabulary drill and speech making. English II introduces research application through expository and persuasive writing.

### **English III (10 S.P.)**

Prerequisite: Completion of English I and English II

Includes basic speech skills and further skill development in sentence and paragraph structure and in vocabulary word building. Includes the writing of poetry and short stories, and the practical application of communication skills and American literature. Further research application comes through writing of a research paper.

### **English IV (10 S.P.)**

Prerequisite: Completion of English I, English II and English III

Includes English literature, advanced writing skills, which include advanced research paper techniques, and the practical application of communication skills. Further vocabulary word building for college continues.

## **Course Descriptions – Fine Arts**

### **Art (10 S.P.)**

During this class, students will grow as artists by practicing drawing and painting skills and techniques. Students will study the elements and principles of Art and will learn to incorporate these components into their own pieces. The focus of this class is primarily hands-on. Students will explore a variety of mediums, including pencil, charcoal, pen and ink, scratchboard, watercolor, and acrylic.

### **Band (5 S.P.)**

Students enrolled in band should have at least 1 – 2 years of experience playing their respective instruments. Attention is given to intonation, tone quality, and rhythm; band members perform a variety of musical selections. Attendance at performances is required.

### **Choir (5-10 S.P.)**

The choir is an organization where students learn to work cooperatively within a group setting while

studying fundamentals of vocal technique. Emphasis is placed upon correct posture, vocal production, breath control, and intonation. Regular attendance at weekend and other performances is required.

### **Drama (5 S.P.)**

This organization is intended to give its members a cursory introduction to a variety of drama skills. These skills include improvisation, pantomime, and acting.

### **Hand bell Choir (5 S.P.)**

The Hand bell choir is open to students who exhibit minimum competencies in note reading and rhythm skills, and who desire to learn to work cooperatively within a group setting. Emphasis is placed on proper ringing technique and development of basic music skills. Regular attendance at weekend and other performances is required. Membership is by approval of the director.

### **Music Appreciation (5 S.P.)**

Music Appreciation is an overview course. Students will learn about different types and styles of music. It is a look into the history of music and where these different styles originated. Through this course the student will gain an appreciation for the various styles and forms of music.

### **Photography (5 S.P.)**

Students will learn practical skills of the camera. Making prints and enlargements.

### **Select Choir (5 S.P.)**

Membership is by invitation only subject to audition by the choral teacher. Members must be in at least one other school-sponsored choral organization. Select Choir is a touring choral group that performs sacred and secular repertoire. In addition to the elements emphasized in choir, emphasis is also placed on choral blend and musicianship. Students are expected to stay enrolled in the class for the complete school year.

## **Course Descriptions - Mathematics**

### **Algebra I (10 S.P.)**

Prerequisite: Students must demonstrate satisfactory performance before entering Algebra I.

This course is a modern approach which retains the valuable elements of the traditional Algebra course. The properties of numbers and the axioms governing their use are developed and applied to the solution of simple equations. Skill in manipulating positive and negative numbers, fractions, factoring, graphing, and solving systems of linear equations are developed. An understanding of the language and use of sets, relations, functions, and variation is also gained.

### **Algebra II (10 S.P.)**

Prerequisite: "C" or higher in Algebra I.

A more penetrating and complete study is given of the topics introduced in Algebra I. The various number systems and their respective properties are distinguished and used throughout. This course gives an integrated study of both Algebra and trigonometry with both analytical and numerical aspects.

### **General Math (10 S.P.) (Does not count toward math graduation requirement)**

Enrollment in Pre-Algebra will be determined by performance on an math aptitude test. A basic level math course to reinforce the basics in math such as fractions, multiplication, division, order of operations and the like. Prepares the student for pre-algebra and high school level math courses

**Geometry (10 S.P.)**

Prerequisite: "C" or higher in Algebra I.

A unified study of the principles of plane, solid, and analytical geometry with emphasis on the fundamentals of logic as used in mathematical proofs. Analytical thinking is stressed and necessary for the solution of problems and constructions dealing with simple plane figures, logic, the fundamentals of trigonometry, vectors, and three-dimensional concepts.

**Pre-Algebra (10 S.P.)**

Enrollment in Pre-Algebra will be determined by performance on a math aptitude test. The language of algebra, integers, solving one-step equations, factors, fractions, rational numbers, solving equations and inequalities, graphing equations and inequalities, proportions and percent, statistics and graphs, and probability are covered in this course.

**Pre-Calculus (10 S.P.)**

Prerequisite: "C" or higher in Algebra II and Geometry.

A fourth year mathematics course for the senior or advanced mathematics student. Course study includes analytic geometry, statistics, advanced algebra, trigonometry, and pre-calculus.

**Course Descriptions - Modern Language****Spanish I (10 S.P.)**

The principal emphasis of the first year of Spanish is understanding the language and learning to speak it through the study of grammar and vocabulary. This class also attempts to build a better understanding of the customs, language, and peoples of the Hispanic world.

**Spanish II (10 S.P.)**

Prerequisite: "C" or higher in Spanish I

The second year of the language seeks to expand the student's knowledge of grammar and vocabulary so that they may communicate and understand the language on a more advanced level.

**Course Descriptions – Physical Education****Health (5 S.P.)**

A general course covering personal hygiene, family relationships, emotional and mental health, physical maturation, disease and disease prevention, diet, drug abuse, first aid and personal safety. This course is taught to complement the biology and religion courses, to present a well-rounded approach to physical, mental, and spiritual health.

**Physical Education (10 S.P.)**

A course in which the rules and skills of both team and individual recreation activities are taught. Strong emphasis is placed on personal development, group cooperation, and development of Christian ethics for recreation. P.E. uniforms are required for this class.

**Course Descriptions – Practical Life Skills****Auto Shop (5 S.P.)**

An introduction to the concepts of practical automotive mechanics. Course material includes basic maintenance, repair and care of today's automobiles and the structure and function of the automotive

components. Will also provide an opportunity to motivate students who are seriously interested in developing their skills to a greater degree in areas relating to maintenance, repair, and care of today's automobiles.

### **Career Education (5 S.P.)**

In this course students will learn how to succeed in the world of work by researching careers, developing an individual career plan, and listening to professionals as they come and speak to our class. We will explore how to find a job, which includes creating a resume, interviewing, beginning a new job and workplace ethics. We will finish the semester by learning about the stock market, technology in the workplace and time management.

### **Computer Applications (5 S.P.)**

This class teaches history of computers, the selection of computer equipment and software, basic programming techniques, along with instruction and hands-on experience in Word Processing, database, and spreadsheets.

### **Desktop Publishing (5 S.P.)**

This class will study the principles and production of print publications. Class assignments will be used for the student newspaper, and other informational media. Page layout, feature writing, caption writing, and digital production skills will be emphasized. The course is designed to introduce students to desktop publishing, computer generated design, and news, feature, and editorial writing.

### **Drivers Education (5 S.P.)**

Driver's Education is the classroom instruction phase which covers DMV rules and regulations. Both driver's education and driver's training are needed in their respective sequence in order to be eligible for a California driver's license before age seventeen and a half.

### **Developing Critical Thinking Through Writing (5 S.P.)**

Through the use of interesting reading materials, lectures, class discussions, and writing assignments students will sharpen their thinking and writing skills.

### **Keyboarding (5 S.P.)**

An introductory course in the techniques of touch typewriting using computer typing software with emphasis on skills for personal and vocational use.

### **Life Skills (10 S.P.)**

This course will be divided into sections. Sections will include Career Education, Home Arts and SAT Preparation.

### **Woodshop (5 S.P.)**

Students plan and produce useful wood projects. Safety and efficiency is emphasized in the demonstrations and lectures covering topics which include planning, wood selection, machine operation, assembly, and finishing techniques. Most class time is spent in the shop. There will be a small lab fee with this class.

### **Yearbook (5-10 S.P.)**

Students in this class will learn the basics of planning and producing a publication by working on the staff of the Adobe Sketches. Page layout, feature writing, caption writing, and digital production skills will be emphasized. Students will be taking pictures on digital cameras and will be working with desktop

publishing software. Admittance is by teacher permission for students who want to produce an excellent yearbook and are willing to do the necessary work to get it done.

## **Course Descriptions - Religion**

### **Religion I (10 S.P.)**

Each quarter of the Religion I year of Bible class is drawn largely from the books of Genesis and Matthew. The first quarter focuses on God's Word, explores some of the major worldviews on God, and addresses the issues involved in the origin of all things. The second quarter follows the families of Adam, Noah, Abraham, Lot, and Joseph. Third quarter is an introduction to the Gospel story and covers the early years of Jesus' life and His early ministry and teachings. The final quarter deals with Jesus' later ministry, the rejection by the religious leader, and culminates in a study of Jesus' trial, death, and resurrection.

### **Religion II (10 S.P.)**

Each quarter of this year in Bible class takes up a different phase of church history (HIS Story). Unit one traces the history of God's people from the Exodus through the period between the Old and New Testaments. Unit two deals with the development of the New Testament Church. The third unit covers the history of the church from A.D. 70 to the early 1800s. The last unit focuses on the Millerite movement in the early 1800s, detailing the development and growth of the Seventh-day Adventist Church up to the present time.

### **Religion III (10 S.P.)**

Teaching of the Bible, subject by subject, with emphasis upon not only knowing what the Bible teaches but also seeing the personal relationship of the student to his God and to fellow men. This course leads to the ability to support one's religious views from the Scriptures.

### **Religion IV (10 S.P.)**

This course is designed to help prepare Christian young people for life as adults. The subject matter deals with jobs, money, marriage, parenting, witnessing and the Christian home as they pertain to spiritual, cultural and social development.

## **Course Descriptions - Science**

### **Advanced Placement (A.P.) Biology (10 S.P.)**

Prerequisites: Biology with a minimum "B" grade, Algebra I with a minimum "B" grade and score at 10<sup>th</sup> grade reading level on ITED/standardized test and by special permission of the teacher.

This is a year-long rigorous college level course. Students will be admitted at the discretion of the Registrar only after prerequisites are met. Students will master a broad base of biological knowledge in preparation for the AP Biology Exam in May (testing fee is approximately \$90.00). Colleges and universities may then choose to grant credit, placement, or both to A.P. students based on their test scores.

### **Anatomy and Physiology (10 S.P.)**

Prerequisite: Biology I with a minimum "B" grade or by special permission of the teacher.

A course designed to familiarize students with body structure and function. The course will include a survey of the skeletal, muscular, nervous, respiratory, digestive, circulatory, lymphatic, and endocrine systems. Demonstrations and experiments will help students understand some of the physiological actions of the body.



**Biology I (10 S.P.)**

Co requisite: Algebra I

This class is designed to teach the student the principles and laws of nature and how to apply them to his own life and life around him. The material is presented with the realization of God as creator of all life.

**Chemistry (10 S.P.)**

Prerequisite: at least a “C” average in Algebra I and Biology

A study of axioms and molecules and their reactions to form all types of matter. Oxygen, hydrogen, acids, plastics, alcohols, radioactivity, crystals, solutions, colloids, and fuels are a few of the interesting topics studied. Many mathematical relationships governing the behavior of matter will be learned and used.

**Physics (10 S.P.)**

Prerequisite: at least a “C” average in Algebra I and Biology

Lecture, demonstration, discussion and individual laboratory experience are combined in learning the nature of matter and energy, and the laws that govern each. Topics studied include: force, motion, radioactivity, heat, light, sound, electric currents, electronics and machines which apply these phenomena. A good understanding of mathematics and a willingness to study hard are essential.

**Physical Science (10 S.P.)**

A freshman year science course providing a general coverage of physics, chemistry, geology, and astronomy.

**Course Descriptions – Social Sciences****Advanced Placement (AP) World History (10 S.P.)**

Prerequisites: English I with a minimum “B” grade and score at 10<sup>th</sup> grade reading comprehension level on ITED/standardized test and/or by special permission of the teacher.

Chronological survey that traces the development of societies from the emergence of cities to the present, focusing primarily on the period after 1000 C.E. The AP course is designed to be an introductory college course with the potential of receiving college credit. To this end, the course devotes considerable time to the evaluation of primary and secondary sources, the analysis of historiography, essays, and document-based questions (DBQs). AP students will also be prepared to take the AP World History exam in May offered by the College Board. There will be a \$90 charge for the AP Exam that takes place in May.

**American History (10 S.P.)**

A comprehensive course tracing the development of America from the age of discovery to the present day. The role of God in history and the principles of Christianity form a backdrop for our analysis of historical events and trends. Students are assisted in developing critical thinking skills which will help them become more intelligent American citizens.

**World History (10 S.P.)**

A careful and thought-provoking overview of world history from ancient times to the 20<sup>th</sup> century. This class is taught from a Christian perspective, emphasizing the active role of God in the affairs of men. Areas to be studied include: great issues, inventions, people, and ideas, which made the past and shaped the present. Geography studies are integrated with this world history class.

**U.S. Government/Economics (10 S.P.)**

A study of economics and our federal, state and local governments with comparisons to governments of

other leading nations. Critical thinking and problem solving are encouraged, and students are challenged to explore the meaning of being a Christian citizen of the United States, and a responsible steward of economic resources.

## **ADDITIONAL REGULATIONS**

Financial policies, academic policies, or other regulations adopted by the school management and publicly announced will have the same force as though they were printed in the school bulletin.

### **AIDS** (*Pacific Union Conference Education Code Section A27-128*):

Acquired Immune Deficiency Syndrome (AIDS) and persons with HIV positive test results in the school pose significant concern for others. We are committed to maintaining a safe and healthy school environment for all students. Based on overwhelming medical and scientific opinion, the AIDS virus is not casually transmitted in ordinary school settings. Therefore, subject to changes in available medical information, students with AIDS or any of its related conditions may continue to attend as long as they are able. Reasonable accommodations will be provided to students to allow them to continue to attend and participate in school activities. Other students who refuse to work with, harass, or otherwise discriminate against any AIDS afflicted student may be subject to discipline. Courts have only upheld exclusion of students from school with AIDS in young students where the student bites others and/or have open sores thus exposing other students to blood.

Employees at Armona Union Academy are trained in and use the universal precautions for the prevention of transmission of blood-borne pathogens. Students are given age appropriate instruction regarding precautions surrounding blood. Instruction regarding AIDS is part of the curriculum including its transmission and safety precautions. Students or parents of students who have AIDS or are HIV positive and who wish to disclose this fact to the school should discuss it only with the Principal. Information about a student having AIDS or HIV positive is confidential. It is our goal to respond to an AIDS afflicted student as Jesus would; personally, compassionately, helpfully, and receptively.

### **Accident Insurance**

Accident insurance is provided for all students in attendance at AUA. Claim forms available upon request at time of accident.

### **Asbestos Notice**

Asbestos-containing building material (ACBM) has been located in our school. If you have questions, please come in at your convenience and look over the management plan. This report will be made available to you so that you can more fully understand what plans or actions are in progress concerning inspections, response actions, post-response action activities, periodic re-inspection, and surveillance activities.

### **School Student Sexual Harassment Policy** (*Pacific Union Conference Education Code Sections A23-168*)

**Armona Union Academy** is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so

school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

**Definition:**

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment. Sexual harassment also occurs when the offensive or material causes a hostile school environment.

**Reporting Procedures:**

Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher in grades K-8 or to any teacher in grades 9-12. The student may also report to the principal. If the harassment comes from an adult, the student shall report directly to the principal or another responsible adult.

**Resolving Sexual Harassment Complaints:**

Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal or, if the principal is allegedly involved in the harassment, the Central California Conference Superintendent of Schools. The school will investigate the matter promptly, thoroughly and confidentially. If harassment is found to have taken place, such appropriate corrective action will be taken as reasonably necessary to end the harassment. After the investigation and response, the alleged victim will be informed that appropriate action has been taken. The school will also make appropriate follow-up inquiries to insure that harassment has not resumed and that the alleged victim has not suffered retaliation.

**School Harassment (Bullying) Policy**

Armona Union Academy is committed to providing a school environment free of, and to protecting our students, faculty and staff from sexual harassment, as well as harassment based on such factors as race, color, religion, national origin, ancestry, sexual orientation, marital status, age, medical condition, disability, or other legally protected classification. Harassment includes verbal, physical, and visual conduct (including electronically transmitted acts – i.e. cyberbullying, through the use of internet, cell phone, computer, or wireless handheld device) that creates an intimidating, offensive or hostile school environment or that interferes with work or the education process. Harassment can take many forms and includes, but is not limited to, the following: slurs, jokes, or statements; gestures; assault, impeding or blocking another’s movement, or otherwise physically interfering with normal school activities; and pictures, drawings, or cartoons. Sexual harassment can include any of these prohibited actions as well as other unwelcome conduct, including requests for sexual favors, conversation containing sexual comments and unwelcome sexual advances.

Any student who believes he or she is the victim of harassment and persons who have observed or become aware of harassment involving a student should immediately report the harassment to the principal, a faculty member, or the Central California Conference Superintendent of Schools. Every complaint of harassment will be investigated thoroughly, promptly, and in a confidential manner. If a student is found to be in violation of the harassment policy the case will be reviewed by the discipline committee. In addition, Armona Union Academy will not tolerate retaliation against any student for cooperating in an investigation of harassment or for making a good-faith complaint or report of

harassment. If an investigation reveals that an employee of Armona Union Academy is guilty of harassing a student, that employee shall be subject to discipline, up through and including termination, in accordance with the employee policies of Armona Union Academy. If an investigation reveals that a student is guilty of harassment, that student shall be subject to discipline, up through and including expulsion.

## **School Lice Policy**

The policy of Armona Union Academy regarding head lice is that no student will be dismissed during the school day for live lice or nits. If a student is reported to have head lice the School Administration will do the following:

1. The student will be examined to determine if there is an active infestation; live lice or any nits less than one-quarter inch from the scalp. (Due to the rate of hair growth nits that are farther away from the scalp will not hatch or have already hatched)
2. If the School Administration determines that there is an active infestation the student's parent/guardian will be notified but the student may remain in school until the end of the school day.
3. It is the responsibility of the parent to make arrangements with the School Administration for the student to be examined before re-entry into school. The parent must accompany the child to school for this examination so that the school administration can check the student for the presence of live lice, review treatment, and provide any needed instructions or support.
4. Only 1 day will be allowed as an excused absence for the purpose of treatment. More time out of school than this will be considered unexcused absences due to parental/guardian non-compliance and will be referred to the Principal for follow-up. It is recognized that no child should routinely be excluded from school due to head lice and parents will be encouraged to treat promptly if needed and return the child to school the next day.
5. In the case of repeated head lice infestations the child may be excluded from school as long as the case is active (live lice) and until effective treatment has been provided.
6. Parents should examine all members of the family for head lice and all close contacts should be notified.
7. The School Administration will provide educational materials and resources to parents/guardians, students, and school staff regarding head lice infestations, management, and treatment.

## **Visitors (K-12)**

Visitors to the campus are expected to register at the office upon arrival to obtain a visitor's pass. Prior arrangements are to be made with the office before visiting classrooms. Students are not to invite guests to the campus without prior arrangements with the administration. Students are to inform guests of regulations and dress policies. A visitor's pass may be revoked at any time for any reason.

## **High School Transcripts**

Senior unofficial transcripts are mailed to Pacific Union College and La Sierra University to help with a smooth college application. Please contact the school Registrar if you would like the transcripts to be withheld and we will honor your request. We value our student's privacy.

*Last Revised on June 2014*