

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

Contact Information

Phone 559.582.4468

Fax 559.582.6609

Website www.quaweb.com

E-mail: office@quaweb.com

Address

14435 Locust St

P.O. Box 397

Armona, CA 93202

Office Hours

Mon.-Thur. 7:45 a.m. -- 4:00 p.m.

Friday 7:45 a.m.-- 1:00 p.m.

Summer Office Hours

Mon., Wed., Friday 9:00 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

WELCOME

At Armona Union Academy we are honored to offer a wholistic Christian education to any student who desires to pursue Christ in every facet of life. We seek to encourage students in their journey towards excellence as they prepare to smoothly transition to colleges and work places and ultimately heaven.

As such, the mission of Armona Union Academy is to inspire and mentor our students to love God, serve others, and value learning. These core values form the foundation of all that we do: respect, responsibility and compassion.

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.

Thanks to the support of the constituent Seventh-day Adventist Churches, school Alumni, and community members, Armona Union Academy, has operated continuously through many challenges including fires in 1935 and 1998. As the years passed, buildings were constructed to meet changing 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.

SCHOOLWIDE LEARNING GOALS

Armona Union Academy will provide students with the following opportunities:

Academic Objectives

- To complete a course of study to prepare for higher education.
- To score at or above the minimum competency for English and math standardized testing.
- To be able to demonstrate critical thinking through a variety of performance assessments such as labs, reports, projects, and portfolios

Spiritual Objectives

- To formulate personal spiritual beliefs
- To participate in Christian activities
- To share spiritual experiences

Physical Objectives

- To participate in physical education, sports, and health classes
- To meet standardized fitness test goals
- To practice the principles of healthful living

Social Objectives

- To develop acceptable social behavior
- To fulfill civic responsibilities such as attendance, following dress code, keeping environment clean, and participating in student government
- To participate in community service

ACCREDITATION

Armona Union Academy is accredited through the Western Association of Schools and Colleges (WASC) and Accrediting Association of Seventh-day Adventists (AAA).

ARMONA UNION ACADEMY LEADERSHIP

Faculty and Staff

ADMINISTRATION Ext.

Randy Bovee, MS 11
Principal
 Diana Interiano, BA 10
Registrar, Secretary

HIGH SCHOOL FACULTY

Danica Mason, MA 17
 Nancy Mészáros, B.A. 12
 Basil Williams, MS..... 15
 Jared Cook, BA 14
 Bradley Saunders 32

ELEMENTARY FACULTY

Denise Johnston, BA 26
 Dana Bickner, BA..... 24
 Wendy Saunders, BA 31
 Barbra Tabura, MA 27
 Fallon Vigil, BA 28

SUPPORT STAFF

Tricia Bico
Morning & Afterschool Care

Luis Gutierrez
Maintenance

Cindy Hielscher 21
Treasurer

Larry Martella
Booster Club

School Board Members

SCHOOL BOARD OFFICERS

Bonnie Villegas, Chairperson
 Steven Bickner, Vice Chairman
 Randy Bovee, Secretary

MEMBERS AT LARGE

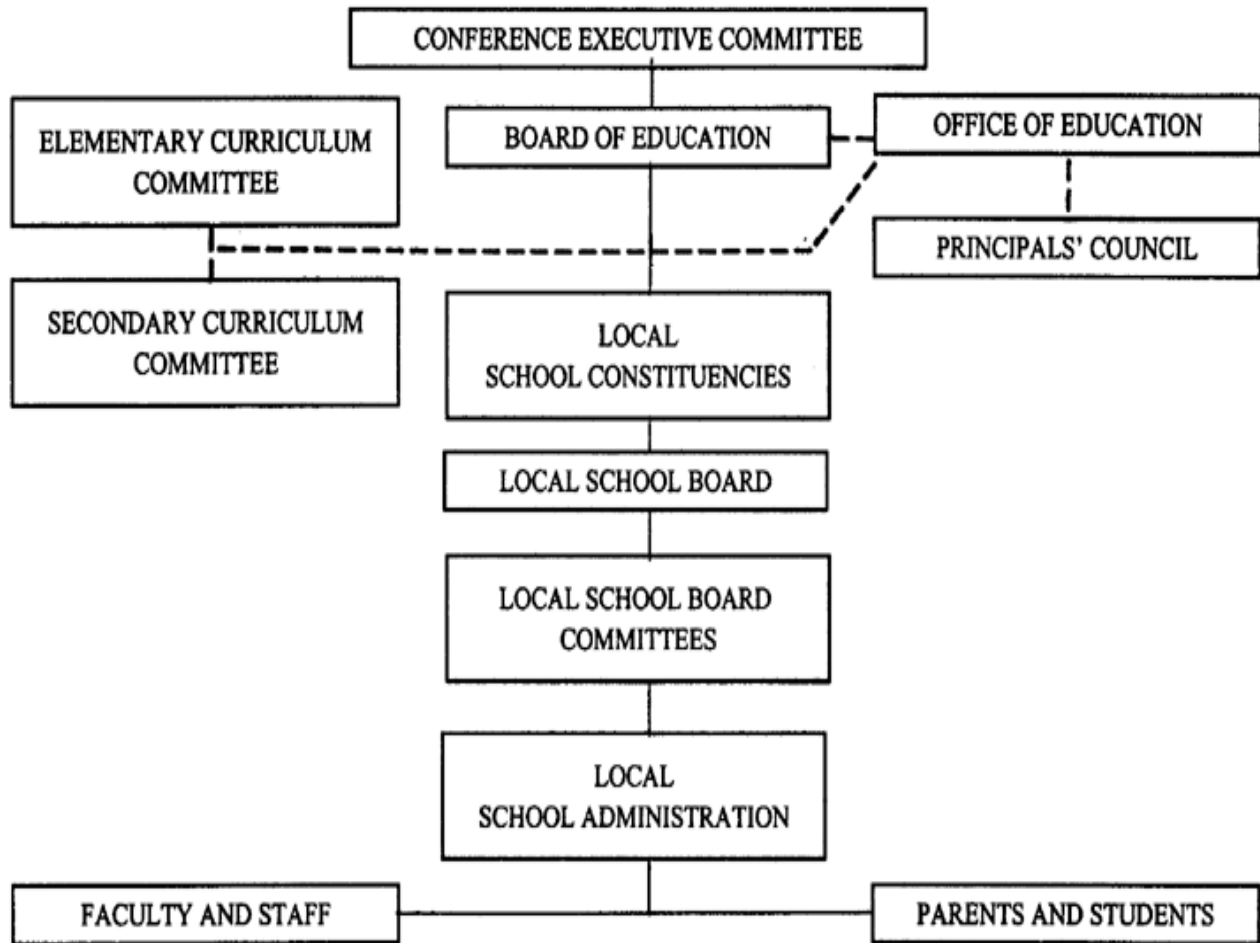
Pr. Jose Alarcon	Erik Lloyd
Michelle Bass	Erika Lloyd
Justin Bond	Larry Martella
Roger Castillo	Pr. Abel Pangan
Cameron Danie'r	Valentina Selby
Jose Flores	Elizabeth Serrano
Rebecca Flores	Pr. Sean Simplicio
Pr. Wanda Flowers	Ken Sollars
Everardo Hernandez	Pr. Joel Terrones

MEMBERS EX-OFFICIO

Ken Bullington, Vice President
 Gerald Corson, Associate Superintendent
 Vicky Lauritzen, Associate Superintendent
 George Bronson, Associate Superintendent

HOME AND SCHOOL

Valentina Selby, Chair
 Tricia Bico
 Sheri Champlin
 Stephanie Elick
 Olga Jimenez
 Heidi Koppenhaver
 Fatima Mora-Calvario
 Lizelle Simplicio
 Salina Sprague



CONSTITUENT CHURCH REPRESENTATIVES

Representatives are elected from the membership of eight 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 the Ark Community, Armona, Corcoran, Caruthers, Hanford Bilingual, Hanford-Redington, House of Hope, and Lemoore Seventh-day Adventist churches.

Board Meetings are generally held the last Tuesday 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.

STUDENT COOPERATION

It is understood that every student at Armona Union Academy agrees to adhere to the school regulations both on and off campus and to uphold the Christian principles upon which the school is founded regardless of personal preference or beliefs. The students will also commit to perform and complete all assigned duties in connection with the school.

Nurturing positive intrinsic values enables students to navigate life's successes and failures. For this reason, we require that all students practice and exemplify positivity in word and deed.

Ideally, good behavior is motivated from within. Realistically, standards are necessary in order to maintain an atmosphere conducive to academic learning and character training despite personal feelings.

PARENTAL COOPERATION

Research shows that the more a parent is involved in his/her child's learning, the better that child performs. Thus, Armona Union Academy seeks to work alongside parents in order to ensure student success. And so, parents, we ask that you facilitate nightly uninterrupted study time to supplement what students are learning in class. We welcome your calls and emails with questions or concerns and strongly encourage you to attend parent-teacher conferences (other arrangements can be made with advance notice).

To facilitate learning, parents are expected to ensure the daily attendance of their students to classes, field-trips, musical performances and other school programs, all vital parts of the AUA experience. We hope that work schedules, vacations or other personal activities will be arranged in a way that will not hamper this need. Please note that activities not directly associated with the classroom are designed to enhance educational and personal growth. These activities may involve service-learning projects, fundraisers, social events, and spiritual events. We strongly request your support, at times your presence, and your assistance at these programs.

Should a disciplinary problem arise, the school desires to partner with you in addressing resolving the issue. However, we expect that you will respect and cooperate with the final administrative decision and take any required steps in a timely fashion.

ADMISSION POLICY AND PROCEDURES

ADMISSION STATEMENT

(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 to apply for admission.

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.

APPLICATION PROCEDURE

Prospective students must submit the following documents to the school office:

- Student application
- Standardized test results
- Two letters of recommendation--no family member recommendations
- Current grades
- Previous year's report card
- Health records—immunization record and physical
- A copy of the birth certificate or passport
- Signed financial agreement

All necessary documents and information must be submitted to the office in order for the admissions committee to review the application. No student will be accepted who has an outstanding account at any Seventh-day Adventist school without prior arrangement with the Finance Manager.

The Admissions Committee will review the application after considering the following items:

- Is Armona Union Academy able to offer an adequate program to ensure progress and development of the applicant?
- After reviewing the applicant's records, does it appear that the student's behavior and deportment is compatible with the goals of Armona Union

Academy?

Once an applicant is admitted, the applicant will be tested for placement by the classroom teacher. In addition, all new students must have a physical examination within two weeks of the first day of attendance, but it is highly preferred that the physical examination be done prior to the first day of school. After this time the student will not be allowed to attend class.

HOME SCHOOL STUDENTS

Armona Union Academy provides an academic program that allows students, in grades 7-12, who are home schooled to participate in after school activities such as athletic teams and handbell choir. However, the Home School students will need to be enrolled in at least one class per semester, excluding the Physical Education class. The home school student will need to submit all necessary documents for enrollment. Please see our application procedure. In addition, students will be interviewed by the principal and must attend a short orientation session, outlining the behavioral expectations and policies of the AUA student handbook, and review the school schedule before beginning classes/activities. Certain classes require previous knowledge or prerequisites and the principal reserves the right to place students accordingly.

Home school students will pay basic registration fees, including student insurance and pay \$180 a class per semester. The home school student will be considered a part-time student at AUA.

RE-ADMITTANCE--FOR RETURNING STUDENTS

All students who wish to return to Armona Union Academy must submit a registration packet. All students are evaluated at the end of each academic school year. A letter will go out via mail once a decision has been made by the Admissions Committee. If your student is not re-admitted, you can appeal the decision by contacting the office to set up a meeting with the principal

In addition, all students entering 1st, 7th, and 9th grades must have a medical examination prior to the start of school. No returning student will be allowed into the classroom without providing proof of the medical examination.

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)

NON-DISCRIMINATION STATEMENT

(Pacific Union Conference Education Code Section A23-108)

Non - Discrimination Policy: This school admits students of any race, nationality, 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, ethnic background, country of origin, or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

FINANCIAL POLICIES AND PROCEDURES

FINANCIAL POLICIES

Armona Union academy attempts to keep the school fees and charges as low as is consistent with good fiscal management.

FINANCIAL CONTRACT

Financial agreements must be signed and submitted to the finance manager before students can attend class.

FINANCIAL AID

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

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.

BILLING AND PAYMENT CALENDAR

Registration, tuition and after school care fees are due by the 10th of each month. The charges for registration, tuition and after school care charges will reflect in your monthly statements.

All payments on an account are considered late if not received by the 10th 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:

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

Checks or money orders should be made payable to Armona Union Academy. All payments should be delivered or mailed to:

Armona Union Academy
P.O. Box 397
Armona, CA 93202.

Any check that is returned to the school due to insufficient funds must be replaced in cash for the amount of the check plus an additional \$35.00 check-handling fee.

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.

8TH 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.

EXTRACURRICULAR FEES

During the school year, there are a variety of other charges, both mandatory and optional for activities and events. These charges include but are not limited to: sport fees, camping trips, off-campus field trips, class events, testing fees, banquets and social events. Many of these events are optional and students are not required to attend or pay for the extracurricular activity. However, we do encourage students to participate in order to develop the spiritual, emotional and social aspects of their lives.

REGISTRATION RATES: (NON-REFUNDABLE)

GRADE	1st Semester	Billed in 12 monthly payments
Transitional Kindergarten	\$288.00	\$24.00
Kindergarten	\$288.00	\$24.00
Grades 1 – 4	\$288.00	\$24.00
Grades 5 & 6	\$516.00	\$43.00
Grade 7 & 8	\$624.00	\$52.00
Grade 9 & 10	\$660.00	\$55.00
Grade 11 & 12	\$816.00	\$68.00

MONTHLY TUITION RATES (First month due on or before August 10):

GRADE	12 Month Plan (1 Child)	12 Month plan (2 or more children)
Grade TK	\$260.00	\$245.00
Grades K – 4	\$371.00	\$356.00
Grades 5 - 8	\$398.00	\$383.00
Grades 9 – 12	\$530.00	\$509.00

MULTIPLE CHILD DISCOUNT: 2 or more children ~ 3% per child.

AFTERSCHOOL CARE FEES

There is a fee associated with after school care. The fee for this service is \$4/hour per student for any portion of an hour. Late fees begin after end time and are applied to after school care charges. Please see our Before/After School Care Policy (pg. 39). Please see the chart below for late fee charges:

1-10 min	\$10
11-20 min	\$20
21-30 min	\$30
31-40 min	\$40
41-50 min	\$50
51-60 min	\$60

ATHLETIC PARTICIPATION FEE

Armona Union Academy's Athletic Department is a self-funding organization. In order to participate in AUA athletics, students must pay the fees. This fee covers expenses such as equipment, travel costs, official's fees, uniforms, food, lodging, etc. Please see our athletic directors for detailed information regarding the fee per sport. All sports fees must be paid in cash in the office prior to practicing and participating in a sport.

MUSIC FEES

Students in 7th-12th grades are able to join the high school band or choir classes. Both classes have a uniform fee. The band fee is \$30. The choir fee is \$15. Please contact the teachers should you have questions regarding the fees.

Students in 3rd and 4th grade will need to place an order for a recorder with our music teacher or purchase the recorder from your preferred store.

SCHOOL VOLUNTEER

All volunteers at Armona Union Academy must complete a background check via Verified Volunteers before you are certified to volunteer. All volunteers need to provide emergency contact information to the school.

It is recommended that volunteers who work with children have a current negative TB test.

It is requested that volunteers attend the volunteer training session and familiarize themselves with the volunteer handbook. Volunteers that will be assisting on overnight field trips must attend the training session.

Volunteers need to be familiar with the student handbook so they are aware of any student behavior that is considered unacceptable. Since no handbook can cover all items, please read all additional materials, listen to verbal instructions, and keep the teacher informed.

ATTENDANCE POLICY AND PROCEDURES

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.

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.

RELIGIOUS SERVICE

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 him/her under this requirement.

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.

School related activities such as class field trips or retreats do not count against student's attendance grade because the student is participating in an educational and school-sponsored activity. However, the student will be responsible for obtaining missed class work or scheduling a time to make up quizzes, exams or classwork. In certain instances, it may be necessary to complete work prior to leaving on an activity.

EXCUSED ABSENCES

Excused absences are defined as:

- Verified medical/dental/optical appointments.
- Personal illness/injury (after 3 consecutive absent days a medical notification must be provided to the office).
- Death in the immediate family.
- Court appointments, with verification.
- 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:

- Meet the definition list above.
- Have parent/guardian verification.
- Excuses may be written or telephoned in to the school office. Please include:
 1. First and last name of student.
 2. Date(s).
 3. Reason for absence or tardy.
 4. Parent's signature.
- **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:

- Too tired after school activities.
- Appointments other than those mentioned above.
- Oversleeping (failure of alarm to go off).
- Family business or problems (need further explanation).
- 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

Truancy is any intentional, unauthorized or illegal absence from compulsory education. It is absences caused by students of their own free will, and usually does not refer to legitimate "excused" absences, such as ones related to medical conditions.

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.

PLANNED ABSENCES—SCHOOL SPONSORED TRIPS

Participation in activities that take the student out of class implies that the student has accepted the responsibility of the additional workload and is able to meet the demand. Proper planning and preparation will be required to successfully meet the demands of that activity, as well as being out of class. It is important that students who are in extracurricular activities understand how being out of class, or participating in an event may present a challenge in meeting academic demands.

COLLEGE VISITATIONS

In addition to La Sierra University and Pacific Union College visits that are part of the regular scheduled program, a student is allotted 4 school days for college visits. Any extra missed school days will not be excused for college visits.

DRESS CODE

STUDENT DRESS CODE

Armona Union Academy is committed to upholding Christian ideals both in and out of the classroom. Our guidelines are as follows:

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 retrieved **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** (fist size) 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.

Modesty and Appropriateness

- All clothing must be neat, clean, and in acceptable repair. Garments must sufficiently cover undergarments at all times. The midriff areas must be covered at all times.
- The following is not permissible: torn, cut-off, frayed, distressed or bleached, tight or revealing clothing, tattoos, extreme hairstyles and unnatural colors, with the exception of pre-announced school activities such as Spirit Week.

Pants

- Pants must meet the modesty and appropriateness standard as mentioned above. Slacks, jeans or pants must at least touch the knee.
- No leggings, jeggings, athletic shorts, athletic pants, pajama pants, sweats, or yoga pants are permissible on campus or during a school related events with the exception of pre-announced school activities such as Spirit Week

Shirts

- All shirts must be collared polo or oxford and must have sleeves.
- Shirts made of translucent fabrics must be worn with camisoles that conceal undergarments and the midriff.
- Shirts must remain buttoned, concealing the chest area, at all times
- No writing is permissible on shirts except AUA logos and pre-announced school activities such as Spirit Week
- **Males in grades 9-12 must tuck in their shirts and wear belts**

Shoes

- All shoes must be closed-toed and closed-heeled.
- Dress, casual or sneakers are fine.
- It is imperative that sandals or flip-flops are not worn. This is a critical safety issue. Shoes must fit securely.

Shorts

- Shorts must conform to the modesty and appropriateness standard mentioned above.
- Shorts are acceptable for males and females as long as they touch the knees when standing.

Skirts and dresses

- Skirts and dresses must touch the knees
- Dresses must have sleeves or must be paired with a cardigan or shirt that has sleeves.
- Strapless dresses are not permissible.
- The front and back neckline of the dress must be no longer than the line of the armpit.

BANQUET ATTIRE

For Girls: Must adhere to our Modesty and Appropriateness clause

- The front and back neckline of dresses must be no lower than the line of the armpit. **Strapless dresses are not permissible.**
- Dresses and skirts made of sheer fabrics must be lined accordingly from the armpit to the knee (must touch the knees).
- The front and back neckline of blouses must be no lower than the line of the armpit, must cover the midriff, and must have sleeves or straps.
- All undergarments must be concealed.

For Boys: Must adhere to our Modesty and Appropriateness clause

- Dress shirts, ties, socks, and dress shoes are required. Suit jacket and sweaters are optional. All clothing must adhere to the modesty and appropriateness policy stated above.

In order to attend the school event all clothing must be approved by the school administration at least one week before the event.

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.

STUDENT DISCIPLINE AND CONDUCT

DISCIPLINARY MISSION

It is the purpose of Armona Union Academy to create an environment that allows each student 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. An organization can function effectively only if its members abide by its rules. Rules and discipline are essential for young people to be successful and happy. Discipline is only for the good of the student and is administered in love. AUA is a witness to its community. We all proclaim to those around them the lifestyle and faith of the Seventh-day Adventist church. To accomplish this mission, the school has established the following classroom and school-wide behavioral system:

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 and 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 sent home with the student or mailed home. The stages of the citizenship referral procedure are as follows:

1. Referral #1: Staff member who wrote referral discusses disciplinary procedure

- with Principal and parent/guardian is notified.
2. Referral #2: Principal contacts parent/guardian to discuss parental cooperation with student's behavior modification.
 3. Referral #3: Child and parent/guardian meet with Principal; one day suspension will be assigned.
 4. 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.
 5. Referral #5: Administrative council will meet to determine if a request for dismissal is appropriate.

BEHAVIORS THAT LEAD TO A REFFERAL

Types of behavior that may lead to a referral include:

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

A student may be subject to disciplinary action whenever they are involved in behaviors which are deemed to be serious threats to the safety and well-being of the student body and violations of the laws of the country, and/or violations of the principles of the Seventh-day Adventist Church and AUA. Some misconduct is so serious that it may lead to suspension, expulsion, or non-readmittance of the student. Examples of such misconduct include, but are not necessarily limited to:

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

GRIEVANCE PROCEDURE

If a student and/or parent has an academic complaint, or believes that he or she has been harmed by an inequitable or inappropriate implementation of the academic regulations and procedures of the academy the following is the grievance procedure, which is 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.

1. 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.
2. A parent-teacher conference with the principal may be held if the concerns remain unresolved at the first meeting.
3. Before further action is taken, a second parent-teacher-principal conference should be held with the problem area stated in written form. Only firsthand information which is current for this year and which directly affects the individuals concerned should be considered.
4. Any unresolved problems should be brought before the Personnel Committee through the principal or board chairman.
5. 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.

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.

CELLPHONES AND 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.

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.

STUDENT TREATMENT OF PROPERTY

Students are expected to show school spirit by taking pride in the campus and treating it accordingly, by using walkways and stairs so that lawns, flowerbeds, and planters remain attractive, by upholding a no littering policy and actively discouraging vandalism. The student will pay for or replace any property that has been destroyed willfully or foolishly. Students are expected to leave alone any personal property that is not their own.

HEALTH AND SAFETY

ACCIDENT INSURANCE

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

ADMINISTERING MEDICATION

(Pacific Union Conference Education Code A23-124)

Teachers are not to diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement.

Any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school has on file the following.

- A written statement from such physician detailing the time schedules, amount, and method by which such medications is to be taken and,
- A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by the member of the medical profession.

All medication must be stored safely and securely. A strict system of logging administered medications must be maintained. All medications should be returned to the parent at the end of the school year. New medication documentation (as stated above) is required for each school year.

Authorized students may need to carry emergency medication e.g. asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants. Documentation required for students who are allowed to carry and self-administer medication must include the signed consent of the physician, parent and student. The school office shall maintain a list of all students on medication.

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.

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.

STUDENT HEALTH RECORDS

(Pacific Union Conference Education Code Section A26-116)

A school health record for each student is to be maintained in the health folder. This record is to be kept up-to-date by school personnel in cooperation with medical personnel. Arrangements for the services of medical personnel are the responsibility of the school administrator and school board.

IMMUNIZATIONS

(Pacific Union Conference Education Code Section A23-120)

Immunization requirements of the respective states apply to Seventh-day Adventist schools. Proof is required for entry to the elementary and secondary schools in the union and must be presented to the school office when the student initially registers.

It is the responsibility of the principal to enforce the immunization regulations and to ensure that an up-to-date record is maintained for each student.

Immunization requirements will be provided by the local superintendent of schools/designee for each school in the local conference

INFECTIOUS DISEASE BLOOD BORNE PATHOGEN

(Pacific Union Conference Education Code Sections A26-128)

The schools shall strive to protect the safety and health of students.

Preamble

The evidence is overwhelming that the risk of transmitting infectious blood borne disease, including but not limited to human immuno-deficiency virus (HIV), acquired immuno-deficiency syndrome (AIDS), and Hepatitis B and C, is extremely low in school settings when current guidelines are followed. The presence of a person living with or diagnosed with a blood borne infection poses no significant risk to others in school or school athletic settings.

The Christian response to someone with an infectious, blood borne disease should remain personal, compassionate, helpful, and redemptive.

School Attendance

A student with an infectious, blood borne disease shall be given the same opportunity to attend school as any other student, and will be subject to the same rules and policies. Any decision that would affect a student's attendance or participation in any school-sponsored activity shall be based on the same criteria as for any other chronic health problem and shall be made in consultation with the student's physician and parent or guardian and shall respect the student's and family's privacy rights.

Employment

The schools of the union do not discriminate on the basis of HIV infection or association with another person with HIV infection. In accordance with the Americans with Disabilities Act of 1990, an employee with an infectious, blood borne disease is welcome to continue working as long as able to perform the essential function of the position, with reasonable accommodation.

Privacy

Pupils or staff members are not required to disclose HIV infection status or any other medical information to anyone in the educational system. HIV antibody testing is not required for any purpose.

All personal health information, including that related to blood borne infections, is confidential. No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or legal guardian of a minor). The written consent must specify the name of the recipient of the information and the purpose of the disclosure. All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to emergency medical personnel and to those whose names appear in written permission from the person (parent or legal guardian). Information regarding HIV status will not be added to a student's permanent educational or health record.

Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and field trips. Schools will operate according to the standards promulgated by the U.S. Occupational Safety and Health Administration (US-OSHA) for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. A school staff member is expected to alert the person responsible for health and safety issues if a student's health condition or behavior presents a reasonable risk of transmitting an infection. If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

HIV and Athletics

School authorities will make reasonable accommodations to allow students living with HIV infection or other infectious blood borne diseases to participate in school-sponsored physical activities. General health, not HIV status, will help determine a student's eligibility for participation in athletic activities. Physical education teachers and athletic program staff will be instructed in first aid and injury prevention, including implementation of infection control guidelines.

HIV Prevention Education

The goals of HIV Prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring infectious blood borne diseases. The educational program will:

- Be taught at every grade level, 7 through 12.
- Be consistent with Seventh-day Adventist standards.

- Follow content guidelines prepared by the Centers for Disease Control and Prevention.
- Build knowledge and skills from year to year.
- Stress the benefits of abstinence from sexual activity and drug use.
- Include accurate information on reducing risk of infectious blood borne diseases.
- Address students' personal concerns.
- Involve parents and families as partners in education.

Parents and guardians will be given opportunity to preview curricula and materials to be used in instruction of infectious blood borne disease prevention. If a parent or guardian submits a written request to a principal that a student not receive instruction in specific infectious blood borne disease prevention topics at school, the student shall be excused without academic penalty.

Hepatitis B Vaccination

Any employee considered to be at risk of acquiring Hepatitis B due to an occupational exposure to blood borne pathogens, will be given opportunity to be vaccinated with Hepatitis B vaccine at no charge to the employee.

If an exposure to blood borne pathogens should occur, a comprehensive post exposure evaluation and follow-up process will be followed to ensure that employees receive the best and most timely treatment.

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.

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 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 ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

STUDENT MEDICAL EXAMINATIONS

(Pacific Union Conference Education Code A23-116)

Physical examinations are required of all students as follows:

- Upon entering school for the first time.
- At grade 7 (this shall include the scoliosis examination).
- At least once in grades 9 through 12.
- At other grades, when required by the local conference office of education.

A physical examination shall be considered current, except scoliosis examination, if taken not more than twelve months prior to any of the above dates and the report is submitted to the school.

When a student transfers, the receiving school should request the health record from the former school of attendance. Verification should be made that a physical examination was done within twelve months of the above required times.

VISITORS

Visitors are welcomed to our campus. However, the visits must be pre-arranged and must not disrupt classes or programs in progress. Students are not to invite guests to the campus without prior arrangements with the administration. The following guidelines must be followed:

- Prearrangements for **full day** visitors must be made at least one week in advance
- Full day visitors will not be permitted immediately before or after holidays or during Test week
- Short term guests must obtain a temporary visitor's pass from the office
- Students are to inform guests of regulations and dress policies and the visitor must conform to these policies. A visitor's pass may be revoked at any time for any reason.
- Visitor's passes are to be returned to the office at the conclusion of the visit

BEFORE/AFTER SCHOOL CARE

We hire an adult to supervise students who arrive earlier than 8:00 a.m. or leave later than 15 minutes after their school day ends. **Students should not arrive at the school before 7:15 a.m. and should leave the school before 5:15 p.m. Monday-Thursday or 2:00 p.m. on Fridays.**

Morning Care Schedule (Monday-Friday)

7:15 a.m.-7:55 a.m. Gym Foyer (K-12)

7:55 a.m. 8:00 am. Line up outside of classroom (Elementary)/ Walk over to chapel (High School)

Afterschool Care Schedule (Monday-Thursday)

3:15 p.m.-5:15 p.m. Picnic Tables in Front of 1st & 2nd Grade Classroom (Elementary)

3:50 p.m. -5:15 p.m. Picnic Tables in Front of 1st & 2nd Grade Classroom (High School)

Afterschool Care Schedule (Friday)

12: 20 p.m.-2:00 p.m. Picnic Tables in Front of 1st & 2nd Grade Classroom (K-12)

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 near the Kindergarten building between 7:50 a.m. – 7: 59 a.m. Students in grades 1-12 will be dropped off in front of the gym or close as possible. Please do not park in the crossing areas.

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.

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 Driver's 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.

LOCKER REGULATIONS

At registration, each ninth - twelfth grade student is assigned a locker. 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.

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 or call the office.

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 7:45 AM. If you must call during this time please leave a detailed message and we will return your call when we are able.

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:

- 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.
- 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.
- Vehicles are not to be used during school hours except by permission from the school office.
- Students are not to sit in the cars for visiting or studying during school hours, including before or after the school day and lunch.
- A student may not borrow another student's motorized vehicle.
- 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.
- 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.
- 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.

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.

ACADEMIC POLICY AND PROCEDURES

ACADEMIC INTEGRITY

Armona Union Academy strives to maintain an atmosphere of trust and integrity. Accordingly, students should conduct themselves in an honest and responsible manner because dishonesty, in any form, will not be tolerated. Scholastic dishonesty is equally treated as a very serious matter. Parents will be notified of all scholastic dishonesty.

Acts of scholastic dishonesty will be referred to the discipline committee and noted in the students record.

CHEATING

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to the following behaviors:

- Glancing during a test or quiz
- Non-sanctioned “team” work on an assignment
- Habitual absenteeism on test/assignment days
- Failure to cite sources adequately on assignments
- Copying a research paper or assignment, changing answers
- Possession or use of cheat notes
- Stealing a paper, test, or answer key
- Carrying a test out of a room
- Copying from someone else’s paper or test
- Excessive “outside assistance” on an assignment
- Allowing another student to copy from one’s examination
- Communicating in any way with another student during the examination
- Including the use of digital message devices
- Taking photographs of a test or quiz
- Inventing or altering data for a lab experiment or field project
- Submitting another person’s work as your own
- Changing academic records outside of normal procedures
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error

Students who cheat will receive a grade of 0 (zero) on the work and a prompt phone call to the parent or guardian. A student who continually cheats may lose credit for the class and may also be suspended or expelled from school.

EXAMINATION BEHAVIOR

Any use of external assistance during an examination shall be considered scholastically dishonest unless expressly permitted by the instructor. The following are examples of unacceptable examination behaviors:

- Communicating in any way with another student during a test
- Copying from another student's test
- Allowing another student to copy one's test or work
- Using unauthorized notes, calculators, mobile or other devices

FABRICATION

Any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity and a student will receive a grade of 0 (zero) on the assignment. The following are examples of academic dishonesty involving fabrication:

- Inventing sources for research projects
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error when, in fact, the work has been altered from its original form
- Inventing or altering data for a laboratory experiment or field project

Students who fabricate information will receive a grade of 0 (zero) on the work and a prompt phone call to the parent or guardian. A student who continually fabricates information may lose credit for the class and may also be suspended or expelled from school.

PLAGIARISM

Plagiarism is a form of academic dishonesty/cheating that involves submitting another person's ideas, words, images or data without giving credit or proper acknowledgement. A student has plagiarized when he or she has done the following without providing the author or source information:

- Used another person's phrase, quotes, words or ideas
- Paraphrased any part of a work
- Provided facts and figures that are not common knowledge
- Submitted a purchased paper that originates from an essay-writing service of some kind
- Submitted another person's work even if they have given permission

Students who plagiarize will receive a grade of 0 (zero) on the work and a prompt phone call to the parent or guardian. A student who continually plagiarizes may

lose credit for the class and may also be suspended or expelled from school.

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:

- On the most recent standardized achievement test battery available a student is expected to have a composite score which places him/her at the 90th percentile or above.
- The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.
- 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.
- 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:

- 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.
- An implementation plan showing how the student will demonstrate mastery of the subject areas in the grade levels being accelerated shall accompany the application.
- The application must be approved by the conference office of education and made a matter of record before a student is permitted to accelerate.

CHANGES 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. No class can be withdrawn, dropped, added or audited after midterms.

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.

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.

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 **60** semester periods as of the beginning of the new school year will be classified as sophomores.

Junior: Students who have successfully completed **120** 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 **180** semester periods have been successfully completed. In order to graduate, a student must meet the requirements for graduation.

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:

- Transfer students will be granted credit based on receipt of an official transcript from the school(s) previously attended.
- Continuing students may receive credit for work taken at institutions other than Armona Union Academy based on the following criteria:
 - Courses must have prior approval in writing.
 - Credit must be for classes not available at Armona Union Academy.
 - Courses taken for purposes of enrichment may not take the place of requirements for graduation at Armona Union Academy.
 - 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.

EIGHTH GRADE COMPLETION REQUIREMENTS

(Pacific Union Conference Education Code Section C15-124)

The required subject areas for the completion of the eighth grade are:

- Bible/Religion
- Computer Education
- Fine Arts
- Mathematics
- Physical Education
- Reading/Language Arts (English, Handwriting, Spelling, Composition)
- Science and Health
- Social Studies

In the event that a course in United States History and Civics is required by state law and is not available to an eighth-grade student, the school is to provide for the fulfillment of this requirement by correspondence work.

HIGH SCHOOL GRADUATION REQUIREMENTS

240 S.P. – General Diploma

285 S.P. – College Prep Diploma

295 S.P. – Advanced Honors Diploma

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.

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	

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.

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.

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.

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:

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.

DIPLOMAS OFFERED

A diploma is awarded to students who present evidence of elementary school clearance, have successfully completed the last semester of their senior year at AUA and whose conduct and attendance have been acceptable.

Armona Union Academy offers these three diplomas:

- **General Diploma:** This academic track represents the minimum graduation requirements for the State of California and the North American Division of Seventh-day Adventists. Students graduating with this diploma are seeking to attend a community college or trade school.

- **College Prep Diploma:** This academic track is recommended for students who are pursuing studies at any four-year accredited college or university (e.g. California State University, Adventist University or other state or private university). The minimum recommended GPA is a 3.0. However, it is important to consider that the higher the GPA and SAT/ACT scores, the greater consideration will be given to that student for admission. State schools will not accept any grade lower than a C in a core-subject area.

- **Advanced Honors Diploma:** This academic track is recommended for students who are pursuing studies in a University of California school or other selective institutions. AUA requires a minimum cumulative GPA of 3.5 to be eligible for this diploma. It is important to consider that various University of California entrance requirements may be more stringent than others.

Below are the requirements for each diploma designation. Students must satisfactorily complete the following subject requirements in order to be awarded one of the above diplomas.

GENERAL DIPLOMA
240 Semester Credits

4 years of English (40 S.P.)

- English I
- English II
- English III
- English IV
- Ap Literature & Composition

2 years of Fine Arts (20 S.P.)

- Choir
- Band
- Art
- Drama

1 year of Foreign Language (10 S.P.)

- Spanish I

3 years of History (30 S.P.)

- World History
- U.S. History
- 1 Semester Economics
- 1 Semester Government

2 years of Mathematics (20 S.P.)

- Algebra I
- Geometry
- Algebra II
- Pre-Calculus

3.5 years of Physical Education (35 S.P.)

- PE I
- PE II
- PE III
- Health (required) (1 semester)

2.5 years of Practical Life Skills (25 S.P.)

- Computer applications (required)(1 semester)
- Life Skills (required)(1 semester)
- Driver's Education
- Study Skills

- Careers (required) (1 semester)

4 years of Religion (40 S.P.)

- Religion I
- Religion II
- Religion III
- Religion IV

2 years of Science (20 S.P.)

- Physical Science
- Biology
- Chemistry
- Physics

Electives (20 S.P.)

- Work Experience
- Yearbook
- Spanish II
- Other courses not needed to satisfy previously mentioned requirements

Additional Requirements

- Standardized test score minimum 9th grade competency level for English and math
- 25 Hours of Community Service each year in attendance at AUA
- Required attendance in Outdoor Education each year in attendance at AUA
- Take the SAT or ACT before March of the student's senior year
- Submit one scholarship by April of student's senior year

COLLEGE PREPARATORY DIPLOMA
280 Semester Credits

4 years of English (40 S.P.)

- English I
- English II
- English III
- English IV
- Ap Literature & Composition

2 years of Fine Arts (20 S.P.)

- Choir
- Band
- Art
- Drama

2 years of Foreign Language (20 S.P.)

- Spanish I
- Spanish II

3 years of History (30 S.P.)

- World History
- U.S. History
- 1 Semester Economics
- 1 Semester Government

3 years of Mathematics (30 S.P.)

- Algebra I
- Geometry
- Algebra II
- Pre-Calculus

3.5 years of Physical Education (35 S.P.)

- PE I
- PE II
- PE III
- Health (required) (1 semester)

2.5 years of Practical Life Skills (25 S.P.)

- Computer applications (required) (1 semester)
- Life Skills (required)(1 semester)
- Driver's Education
- Study Skills
- Careers (required)(1 semester)

4 years of Religion (40 S.P.)

- Religion I
- Religion II
- Religion III
- Religion IV

3 years of Science (30 S.P.)

- Physical Science
- Biology
- Chemistry (required)
- Physics (required)

Electives (20 S.P.)

- Work Experience
- Yearbook
- Other courses not needed to satisfy previously mentioned requirements

Additional Requirements

- Standardized test score minimum 10th grade competency level for English and math
- 25 Hours of Community Service each year in attendance at AUA
- Required attendance in Outdoor Education each year in attendance at AUA
- Take the SAT or ACT before March of the student's senior year
- Submit one scholarship by April of student's senior year
- **ALL GRADES MUST BE C OR HIGHER****

ADVANCED HONORS DIPLOMA
295 Semester Credits

4 years of English (40 S.P.)

- English I
- English II
- English III
- English IV
- AP Literature & Composition

2 years of Fine Arts (20 S.P.)

- Choir
- Band
- Art
- Drama

2 year of Foreign Language (20 S.P.)

- Spanish I
- Spanish II

3 years of History (30 S.P.)

- World History
- U.S. History
- 1 Semester Economics
- 1 Semester Government

3 years of Mathematics (30 S.P.)

- Algebra 1
- Geometry
- Algebra II
- Pre-Calculus

3.5 years of Physical Education (35 S.P.)

- PE I
- PE II
- PE III
- Health (required)(1 semester)

2.5 years of Practical Life Skills (20 S.P.)

- Computer applications (required)
- Life Skills (required)
- Driver's Education
- Study Skills
- Careers (required)

4 years of Religion (40 S.P.)

- Religion I

- Religion II
- Religion III
- Religion IV

3 years of Science (30 S.P.)

- Physical Science
- Biology
- Chemistry (required)
- Physics (required)

Electives (20 S.P.)

- Work Experience
- Yearbook
- Other courses not needed to satisfy previously mentioned requirements

Additional Requirements

- Standardized test score minimum 12th grade competency level for English and math senior year
- 25 Hours of Community Service each year in attendance at AUA
- Required attendance in Outdoor Education each year in attendance at AUA
- Take the SAT or ACT before March of the student's senior year and score at least a minimum of 1200 on the SAT or 28 on the ACT
- Submit one scholarship by April of student's senior year
- 10 S.P. COLLEGE PREPATORY ELECTIVE**
- 20 S.P. of AP COURSE and/or HONORS COURSE; FINAL GRADE MUST BE 'B' OR HIGHER**
- MINIMUM 3.75 GPA, NO COURSE RETAKES. ALL GRADES MUST BE B- OR HIGHER****
- COMPLETE A SENIOR PROJECT**
- Submit AHD application to CCC**

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.

HIGH SCHOOL COURSE DESCRIPTION

English

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

Prerequisites: at least a "B" in English I, English II and score at 10th 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 10th 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 12th 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.

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.

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.

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.

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.

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.

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.

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 10th 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 atoms 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.

Social Sciences

Advanced Placement (AP) US History (10 S.P.)

The AP U.S. History course focuses on the development of historical thinking skills (chronological reasoning, comparing and contextualizing, crafting historical arguments using historical evidence, and interpreting and synthesizing historical narrative) and an understanding of content learning objectives organized around seven themes, such as identity, peopling, and America in the world. In line with college and university U.S. history survey courses' increased focus on early and recent American history and decreased emphasis on other areas, the AP U.S. History course expands on the history of the Americas from 1491 to 1607 and from 1980 to the present. It also allows teachers flexibility across nine different periods of U.S. history to teach topics of their choice in depth.

Advanced Placement (AP) World History (10 S.P.)

Prerequisites: English I with a minimum "B" grade and score at 10th 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.

US 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 20th 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

STUDENT OPPORTUNITIES

Armona Union Academy recognizes the importance of providing opportunities for students to lead and involve themselves in extracurricular activities, which will not only enhance their personal lives but will make them more favorable to colleges and universities.

ASSOCIATED STUDENT BODY

Though each student is a member of the ASB, each year the high school student body appoints Associated Student Body officers. Under the guidance and supervision, this group of student leaders can hone these leadership skills: service, responsibility, planning and organization, taking initiative etc. It is the responsibility of the ASB officers to plan and conduct student activities for the school. These offices include:

- President
- Religious Vice President
- Social Vice President
- Secretary
- Treasurer
- Athletic Director
- Parliamentarian

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

CLASS OFFICERS

Students have the opportunity to be involved in the planning of their class activities by running for a class office. A student must be in regular class standing in order to hold a class office. Elections are held and only receive votes from within their class.

- President
- Vice President
- Pastor
- Secretary
- Treasurer

GENERAL REQUIREMENTS FOR STUDENT OFFICE

Eligibility to run for and hold a student office is based on grades, citizenship and attendance from the previous grading period. A GPA of 2.5 is required for all officers. In addition, students may not have had an F or Incomplete during the grading period prior to elections and must have satisfactory attendance. The student officer will be expected to maintain the minimum GPA, attendance and citizenship requirements during his/her term in office.

To be a student officer the student must not be on academic, attendance or citizenship probation for the current grading periods. Students on any probation will immediately forfeit their standing as an officer and an election will be held to fill the vacant position.

Juniors and seniors class officers must have attended AUA the previous semester

ATHLETICS (FRIENDSHIP GAMES)

There are many benefits of physical activity to the mind; however, there is a significant time commitment involved when participating in a sport that can affect performance in classes. Thus, the academic and citizenship status of a student determines eligibility to participate in any sport. To participate in a sport, the following requirements must be met:

- Earn grades of C- or higher with no Incompletes
- Have satisfactory attendance and citizenship as determined by the attendance and citizenship policies
- Attend all classes the day of the game
- Attend school the day after a sports tournament
- Display a Christian attitude representative of AUA at all times
- Attendance at all practices and games is mandatory

If a student fails to meet the above criteria, he/she will forfeit the ability to attend and participate in games or may lose their membership on any given team.

ELIGIBILITY FOR ATHLETIC TOURNAMENTS AND GAMES

In order to be eligible to play and/or participate in any of the sports teams for either home or road games OR CCC Friendship Tournaments, a student must be in good standing in regards to grades, attendance and finances with AUA.

Every Thursday afternoon of each week the following will be reviewed by the administration:

- no "D's, F's or I's" on your current grade report.
- A student must at least have a "C" in attendance.
- The student's bill must be in good standing with the finance department

A list of eligible students will be given to the athletic staff, which indicates the student is eligible to participate in any or all of the home/road games and/or tournaments for the upcoming week.

PRE-ELIGIBILITY

When handling tournaments that are scheduled months in advance the athletic department must make a commitment a month in advance to the host school. The commitment locks us in as a participating school and the number of players and teams we will be taking. In order to make this commitment the Athletic Director and coaches work with the AUA administration to verify the team one month in advance.

The students qualifying for pre-eligibility will be locked in to a tournament. If the student's grades, attendance and finances are in good standing during pre-eligibility then the student will be considered pre-eligible for that listed tournament. However, if something happens within the month prior to the tournament and one or any of the listed areas is suffering, the student WILL NOT be out of that tournament but will lose all play time for any home and/or road games that happen until that particular area is cleared up and back in good standing with the administration.

CAMPUS CLUBS

Student-led clubs meet throughout the school year. These clubs may vary from year to year depending on student interests and participation (e.g. Girl's Ministries, Campus Ministries, Drama Club.) Any student may start a club by filing an application to the registrar. The student will then present his/her proposal to the Faculty for approval.

SCHOOL SUPPLY LIST

**** Leave in package and turn in to teacher****

Kindergarten

Please see the kindergarten teacher for the supply list. wsaunders@auaweb.com

1st & 2nd

- 4 packs of 12 Dixon Ticonderoga #2 HB pencils
- 1 Large 3-pack of Clorox wipes
- 3 Large boxes of Kleenex
- ****Box of 100 forks (girls), box of 100 spoons (boys)****
- Markers and 24 pack of crayons
- 2 2-pocket folders (plastic, **NO BINDERS**)
- 10 Large glue sticks
- Dry Erase markers
- 9 white Hi-Polymer erasers or 9 Staedtler Mars plastic erasers

3rd & 4th

- 4 packs of 12 Dixon Ticonderoga #2 HB pencils
- 1 Large 3-pack of Clorox wipes
- 3 Large boxes of Kleenex
- ****Box of 100 forks (boys), Box of 100 spoons (girls)****
- Markers and one 24 pack of crayons
- Hardcover composition notebook, college ruled (**returning 4th graders may continue to use book from 3rd grade**)
- Bible—Children's International Version **ONLY**
- 3 2-pocket folders (**NO BINDERS**)
- 2 packs of 80 sheets of 1/4" graph paper (NOT wire bound or on a pad)
- ****150 sheets of wide ruled paper**
 - (2 packages)
- **NO LARGE PENCIL BOXES**
- Dry erase markers

5th & 6th

- 4 packs of 12 Dixon Ticonderoga #2 HB pencils
- 1 Large 3-pack of Clorox wipes

- 3 Large boxes of Kleenex
- Box of 100 forks (5th grade),
Box of 100 spoons (6th grade)
- Colored pencils or 24 pack of crayons
- Hardcover composition notebook, college ruled
- Bible (any version)
- **** 500 sheets college ruled paper**
- 1 small package of red ball point pens
- 805 sheets of 1/4" paper
 - (not wire bound or on a pad)
- Scissors
- Dry erase markers

7th & 8th

- 4 packs of 12 Dixon Ticonderoga #2 HB pencils
- 1 Large 3-pack of Clorox wipes
- 3 Large boxes of Kleenex
- Box of 100 forks (7th), Box of 100 spoons (8th)
- Markers, colored pencils or crayons
- Hardcover composition notebook, college ruled
- **Bible (Please make this a priority!)**
- Calculator for Pre-Algebra students
 - (TI-20XA--\$10 on Amazon)
- USB Flash drive (optional)

Grades 9-12

- 2 Composition books, hardcover
- College ruled binder paper
- 1 Large 3-pack of Clorox wipes
- Bible w/marginal space
- Highlighters, pens and pencils, colored pens
- 2-ringed binder (English classes)
- Scientific Calculator/metric ruler
- Protractor/compass (Math classes)
- Graph paper (Math classes)
- Pos-its (AP students)
- Box of 100 forks (boys), box of 100 spoons (girls)