

# Student Handbook



2024-2025



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**

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Fax 559.582.6609

Website [www.auaweb.com](http://www.auaweb.com)

E-mail: [office@auaweb.com](mailto:office@auaweb.com)

### **Address**

14435 Locust St

P.O. Box 397

Armona, CA 93202

### **Office Hours**

Mon.-Thur. 8:00 a.m. -- 4:00 p.m.

Friday 8:00 a.m.—12:30 p.m.

### **Summer Office Hours**

Mon. – Thur. 8:00 am – 4:00 pm

### **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 workplaces and ultimately heaven.

*As such, the mission of Armona Union Academy is to inspire and mentor our students to aspire to love God, unite to serve others, and achieve to 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 to Love God, Serve Others and Value Learning:

**Aspire:** *to direct one's hopes or ambitions toward achieving something.*

- To formulate personal Christian beliefs.
- To strengthen Christian beliefs through regular participation in Christian activities.
- To exercise those Christian beliefs in every facet of life (health and wellness, academics, social interactions).
- To share Christian experiences with others.

**Unite:** *to come or bring together for a common purpose or action.*

- To develop, practice/exhibit acceptable social behavior.
- To positively participate in class, extracurricular and spiritual activities
- To participate in community service.

**Achieve:** *successfully reach a desired objective, level, or result by effort, skill, or courage.*

- To set and meet personal goals (fitness, academic, spiritual).
- To be able to demonstrate critical thinking through a variety of performance assessments such as labs, reports, projects and portfolios.
- To score at or above the state competency levels for English and Math standardized testing.
- To complete a course of study in preparation for higher education.
- To utilize knowledge by positively contributing to society.

## 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

Randy Bovee, MS, Principal  
Diana Interiano, BA, Registrar/Secretary

### HIGH SCHOOL FACULTY

Roger Castillo, BS  
Kathleen Hernandez, MA  
Danica Mason, MA  
Elmer Steenberg, BA

### ELEMENTARY FACULTY

**Katy Lloyd, BS**  
Denise Johnston, BA  
**Reggie Matias, BA**  
**Marla Rasmussen, BS**  
Fallon Vigil, BA

### SUPPORT STAFF

Tricia Bico, Afterschool Care, BS  
Luis Gutierrez, Maintenance  
Cindy Hielscher, Treasurer

## HOME AND SCHOOL

Salina Sprague, Chair  
Tricia Bico  
**Eva Martella**  
**Rebecca Serrano**  
**Season Verduzco**

## SCHOOL BOARD MEMBERS

### SCHOOL BOARD OFFICERS

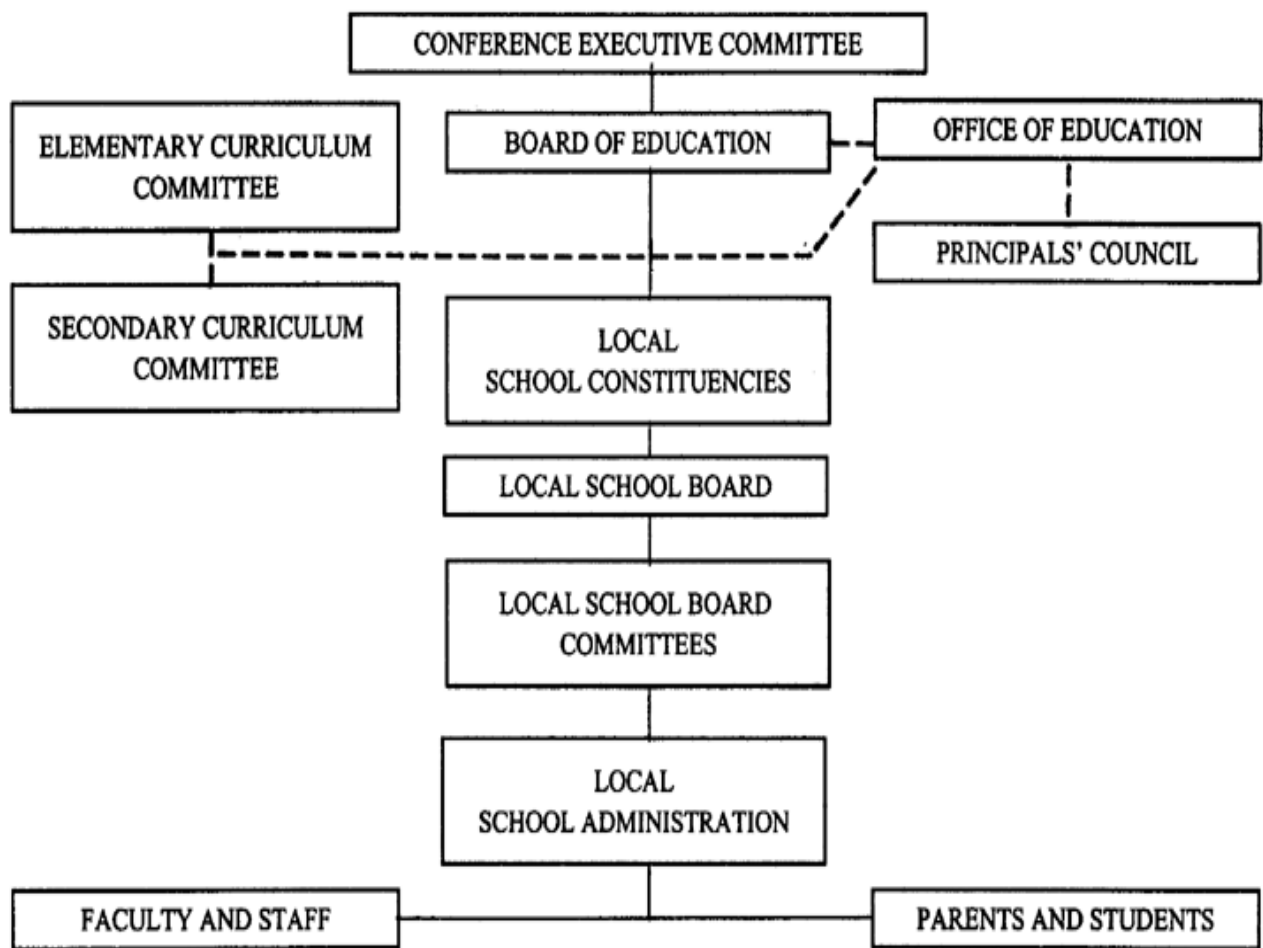
Jeffrey Martella, Chairperson  
Randy Bovee, Secretary

### MEMBERS AT LARGE:

**Dana Bickner**  
Pr. Bismark Castillo  
Joseph Castillo  
**Candice Golez**  
Everardo Hernandez  
**Jaire Lopez**  
Donna Madla  
Larry Martella  
Daniel Mbugua  
Jean Olivier  
Ken Sollars  
Alonso Wagner

### MEMBERS EX-OFFICIO

Ken Bullington, Vice-President  
Berit Von Phole, Education Director PUC  
Donna Entze, Associate Superintendent  
Erik Borges, Associate Superintendent  
Sandra Green, Associate Superintendent



## 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 6:00 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 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 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, fieldtrips, 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 and 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 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 **\$185** a class per semester. The home school student will be considered a part-time student at AUA. **All fees are due at the beginning of each semester (August/January).**

## **RE-ADMITTANCE--FOR RETURNING STUDENTS**

*(Pacific Union Conference Education Code Section A23-120)*

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 1<sup>st</sup>, 7<sup>th</sup>, and 9<sup>th</sup> 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.

## **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.

## ATHLETIC PARTICIPATION FEE

Armona Union Academy's Athletic Department is a self-funding organization. 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.

## BILLING AND PAYMENT CALENDAR

Registration, tuition, and other fees are due by the 10<sup>th</sup> of each month. The charges for registration, tuition and after-school care charges will be reflected in your monthly statements.

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

- 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 check plus an additional \$35.00 check-handling fee.

## **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 to develop the spiritual, emotional, and social aspects of their lives.

## **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.

## **FINANCIAL AID**

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

## **FINANCIAL CONTRACT**

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

## **LOCKER FEES**

All high school students will be charged \$10 per school year per locker used. Money will be refunded given that the locker is left completely clean and in great condition during the school year. This means: no items are to be placed on top of the locker, no food or drinks left rotting inside the locker, no stickers, no writing, no dents, no damage to the locker. Normal wear and tear are acceptable and expected.

	<b>CHARGE</b>
Dents/scratches	\$2
Dirty/damage	\$2
Rotting food/drink	\$2
Stickers	\$2
Writing	\$2

## **MUSIC AND ART FEES**

Students in 9<sup>th</sup>-12<sup>th</sup> grades can join the high school art or choir classes. Both the art and choir classes have a general fee. The art fee is \$50 per semester per school year. The choir fee is \$35 per school year. Please contact the teachers should you have questions regarding the fees.

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

## **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.

## **SCHOOL VOLUNTEER**

All volunteers at Armona Union Academy must complete a Live Scan, Mandated Reporter Training and AUA Training before becoming a certified volunteer. The Live Scan ranges from \$20-\$57. Fingerprinting is good for a lifetime. The Mandated Reporter Training is good for 2 years and there is no fee associated with retraining. The AUA Training is good for a lifetime and there is no fee associated with the training. 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.

## **TRANSFER STUDENTS**

*(Pacific Union Conference Education Code Section C1)*

A student who is applying for admission but who has an unpaid account at the school attended previously must make satisfactory arrangements for payment with the former school before being enrolled. A student who has an unpaid account at a school previously attended shall be denied admission or continued attendance unless verification is received from that school that satisfactory arrangements for payment have been made.

## VANPOOL

Armona Union Academy provides a transportation service to and from Visalia for up to twenty-two students. Once our vanpool is full, we will place your student's name on the waitlist. Preference is given to students who will ride full time. The charge is \$85 per student per month for ten months (August-May). The payment is due on the 10<sup>th</sup> of each month. The bill can be paid with cash, check or PayPal. Failure to provide payments can result in losing your spot in the vanpool.

## 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.

## REGISTRATION RATES: (NON-REFUNDABLE)

GRADE	1st Semester	Billed in 12 monthly payments
Transitional Kindergarten	\$372.00	\$31.00
Kindergarten	\$372.00	\$31.00
Grades 1 – 4	\$372.00	\$31.00
Grades 5 & 6	\$660.00	\$55.00
Grade 7 & 8	\$780.00	\$65.00
Grade 9 & 10	\$804.00	\$67.00
Grade 11 & 12	\$996.00	\$83.00

## 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 (Half day)	\$331.00	\$312.00
Grades TK – 4	\$473.00	\$453.00
Grades 5 - 8	\$507.00	\$488.00
Grades 9 – 12	\$674.00	\$648.00

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

# ATTENDANCE POLICY AND PROCEDURES

## ATTENDANCE POLICY

*(California State Education Code Section 46010)*

The attendance policy of AUA is based on the conviction 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 daily, 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 7:45 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 into 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.

## **DISHONESTY CLAUSE FOR EXCUSING ABSENCES**

In order to maintain the integrity and fairness of our attendance policy the following clause addresses situations involving dishonesty related to excusing absences:

1. **Requirement for Honesty:** Parents/students are required to provide accurate and truthful information when requesting an excused absence. Any attempt to falsify information, including but not limited to, providing false documentation, misrepresenting the nature of an absence or misleading statements, will be considered a violation of this policy.
2. **Investigation of Dishonesty:** if there is reasonable suspicion or evidence suggesting that a parent/student has provided false or misleading information to excuse an absence, an investigation will be conducted. This investigation may include interviews, review of documentation and any other appropriate measures including, but not limited to social media.
3. **Consequences of dishonesty:** Should the investigation confirm that dishonesty occurred, the student will face disciplinary action, which could include but is not limited to
  - a. A formal written warning, receiving zeros on all assignments for the day (assignments, quizzes, tests, papers, etc.), and a requirement to provide accurate documentation for future absences.
  - b. Subsequent violations: more severe consequences, up to and including suspension, or expulsion, depending on the severity and frequency of the dishonesty.
4. **Right to Appeal: Students** who face disciplinary action as a result of this clause have the right to appeal the decision through the established grievance or appeal process.

## **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, **senior students are allotted 4 school days for college visits. The 4 days will be considered as part of the 13 excused and unexcused absences.** 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, **head coverings**, hoods, or sunglasses.

### **Logo Policy**

- Logos are permitted on clothing if they are discreet, tasteful and do not detract from a professional appearance.
- Logos should be small and unobtrusive, positioned in a manner that does not dominate or draw excessive attention.
- Logos should not feature messages, symbols, or imagery that could be perceived as controversial or inconsistent with our Christian values.
- Logos representing our organization, such as AUA logos, are allowed and encouraged on jackets, sweatshirts, sweaters, and other approved outerwear.

### **Modesty and Appropriateness**

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

### **Jaguar Casual Friday**

- Students are allowed to wear Jaguar Gear every Friday. This includes AUA: Yearbook sweaters and t-shirts, class sweaters and t-shirts, and previously purchased Jaguar Gear. Jaguar jerseys are allowed, but must be worn with a t-shirt underneath.

### **Pants**

- Pants must meet the modesty and appropriateness standard as mentioned above. Slacks, jeans, or shorts 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 except for pre-announced school activities such as Spirit Week

### **Shirts**

- All shirts must be turtlenecks, 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, all the time.
- No writing is permissible on shirts except AUA logos and pre-announced school activities such as Spirit Week

### **Shoes**

- All shoes must be closed-toed and closed-heeled (no crocs).
- 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 knee**.
- 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.

### **Sweater/Jackets**

- No logos allowed unless it is an AUA sweater/jacket.
- Jackets, sweatshirts, sweaters, and coats are allowed.

### **Sports Practice**

- Regular t-shirts with sleeves and always covering midriff.
- No writing is permissible unless it is AUA apparel.
- Shorts must conform to our modesty and appropriateness standards.

## **BANQUET ATTIRE**

**Ladies:** 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 ankle.
- 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.
- Maxi dresses only.

**Gentlemen:** Must adhere to our Modesty and Appropriateness clause.

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

**To attend the school event all clothing must be approved by the school administration at least one week before the event.**

## **GRADUATION ATTIRE**

### **Senior Graduation:**

Business and semi-casual attire is required for the Senior Night ceremony and must adhere to our modesty and appropriateness clause. Outfits must be approved no later than one week before the ceremony.

Graduates must wear cap and gown for the baccalaureate and commencement ceremonies. Gown must be fully closed and zipped while on our campus. Formal dress shoes are required for ladies and gentlemen (tennis shoes, sandals and crocs are not permitted).

### **8<sup>th</sup> Grade Graduation:**

**Ladies:** 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 ankle. Maxi dresses only.
- 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.
- Tennis shoes, sandals and crocs are not permitted.

**Gentlemen:** Must adhere to our Modesty and Appropriateness clause.

- Dress shirts, ties, socks, and dress shoes are required. A suit jacket is optional. All clothing must adhere to the modesty and appropriateness policy stated above. Tennis shoes, sandals and crocs are not permitted.

## **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.

A student who has received 3 dress code referrals will be required to wear an AUA uniform for the remainder of the school year, which the parent/guardian will be financially responsible for.

# 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. The student will receive 1 demerit point.
2. Referral #2: Principal contacts parent/guardian to discuss parental cooperation with student's behavior modification. The student will receive 2 demerit points.
3. Referral #3: Child and parent/guardian meet with Principal and teacher; one day suspension or community service will be assigned. The student will receive 3 demerit points.

4. Referral #4: Child and parent/guardian meet with Principal; two days to one-week suspension will be assigned. Child will be ineligible for the remainder of the year. The student will receive 4 demerit points.
5. Referral #5: Administrative council will meet to determine if a request for dismissal is appropriate. The student will receive 5 demerit points.

## **BEHAVIORS THAT LEAD TO A REFFERAL AND/OR SUSPENSION**

Types of behavior that may lead to a referral include:

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

## **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:

- Willfully causing, attempting to cause, or threaten to cause physical injury to another person.
- Possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm, knife, explosive, firework or other dangerous object, or attempting to do so.
- Possessing, selling, offering, arranging, negotiating, or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine containing product, or any controlled substance, without a doctor's prescription, or Possessing, selling, offering, arranging, negotiating, or otherwise furnishing drug paraphernalia, or attempting to do any of the above.
- Committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property. This also includes cheating.
- Willfully causing or attempting to cause damage to real or personal property of others.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors, school officials, or other personnel engaged in the performance of their duties.
- Engaging in or conspiring to engage in hazing or any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to

harm any person. (*Pacific Union Conference Education Code Section A23-160*)

- Serious or continued sexual or other harassment as defined in this school's harassment policies.
- Willfully engaging in the disruption of the school's religious environment through negative comments or by negative attitudes.
- Becoming or causing someone to become pregnant.

## **SUSPENSION**

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

Procedures for suspension are to be developed by the staff and approved by the school board. A teacher may temporarily suspend a student from class but suspension from school is to be done only by the principal, the head teacher or, in a one-teacher school, by the teacher in consultation with the local conference office of education.

A student may be suspended for repeated offenses when other procedures have not been effective. Written evidence of prior corrective measures and parental notification should be maintained.

In the case of a serious overt act or violation of school regulations, the principal may suspend a student from school, even though there has been no prior serious misbehavior. The suspension period is generally not to exceed two weeks, except under extenuating circumstances. Written notification of the length of the suspension should be provided to parents.

## **DISMISSAL OR EXPULSION OF STUDENTS**

(*Pacific Union Education Code Section A23-152*)

Attendance at a Seventh-day Adventist school is a privilege as opposed to a right. It is conditioned on acceptance and conformance to the rules of the school.

- A. Expulsion is the discontinuance of a student from enrollment in a school by action of the school board for one or more behavioral reasons including but not limited to those listed in sections B and C.
- B. Expulsion Presumed  
The following actions presume the student shall be expelled:
  1. Intentionally causing serious injury to another not in self-defense.
  2. Possession of a firearm at school or school activities.
  3. Possession of a bomb.
  4. Sale or distribution of a controlled substance.
  5. Robbery (taking property from the person of another by force or fear).
  6. Assault or battery upon any school employee.
  7. Sexual assault or battery.
  8. Brandishing a knife at another person.

Continuing a student who has violated the provisions of this section shall only be done when considering the totality of circumstances including the student's history and amenability to change, the principal or school committee determines that expulsion is inappropriate and does not recommend it.

#### C. Permissive Causes

The following actions may form the basis for expulsion when the principal or school committee, considering the totality of circumstances including the history of the student, determines the student is not amenable to improving behavior and the student's continued presence constitutes a threat to the safety and/or welfare of the other students or a substantial disruption of the school environment.

1. Major or repeated theft at school.
2. Possession and/or use of controlled substances including alcohol and tobacco, especially continued use after attempt to assist the student has failed.
3. Severe or repeated harassment, sexual or otherwise, of other students. Harassment can be spoken, written, physical and/or distributed through electronic means.
4. Persistently advocating atheism and/or ideas that are destructive of Christian principles or the moral teachings of the Seventh-day Adventist Church.
5. Academic non-performance.
6. Intentionally causing serious damage to school property or other personal property.
7. Committing an obscene act or engaging in habitual profanity or vulgarity.
8. Willfully defying the valid authority of school personnel or willfully violating school policy.
9. Intentionally threatening or intimidating school personnel or students. The threats or intimidation cause reasonable fear of life or well-being or materially disrupts the school environment.
10. Acts disrupting the learning environment and school activities.
11. Sexual misconduct or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of the Seventh-day Adventist Church.

In addition, a student may be expelled when the principal, appropriate school committee, or school board, considering the totality of circumstances, include the history of parental or guardian conduct, determines: 1) that a parent or guardian's and/or school employee's misconduct is serious enough to constitute a threat to the safety and/or welfare of students, a substantial disruption of the school environment, and/or a serious violation of a generally accepted practice or tenet of the Seventh-day Adventist Church; and 2) the parent or guardian is not amenable to improving behavior.

#### D. Procedure



The principal or school committee makes a recommendation of expulsion to the school board. The student and parents/legal guardian shall be notified of the recommendation and of the right to a hearing.

1. A deadline for the students and parents/legal guardian to submit a written request for a hearing.
2. The fact that expulsion is being recommended.
3. The factual basis for the expulsion.
4. Any written documents that shall be used by the school board or hearing body in deciding the issue.
5. A copy of this policy.

The time and place of the hearing and the body conducting the hearing shall be forwarded to the student and parents/legal guardian.

The student is suspended from school during this process. [See Section A23-148.]

#### E. Hearing

If requested in writing a hearing shall be scheduled. The hearing shall be conducted by the school board or a committee authorized by the school board.

The body conducting the hearing shall make the final decision. The following procedures shall be used.

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. These persons shall be excluded except during testimony. The student or parents/legal guardian may not bring an attorney.
2. At the hearing the principal or a school representative shall present the recommendation for expulsion and the evidence supporting the recommendation.
3. The student and parents/legal guardian may:
  - a. Hear the evidence.
  - b. Ask questions of any witnesses or the school representative.
  - c. Present relevant evidence including witnesses.
  - d. Make a summary statement.
4. The body conducting the hearing shall, at the conclusion of the presentation of evidence and statement on behalf of the student, dismiss the student and parents/legal guardian. No further evidence shall be presented. The body shall deliberate and reach a conclusion. This decision is final.

## **EXPULSION OF STUDENT DUE TO DISRUPTIVE PARENTS**

*(Pacific Union Education Code Section A23-152)*

In addition, a student may be expelled when the principal, appropriate school committee, or school board, considering the totality of circumstances, include the history of parental or guardian conduct, determines:

1) that a parent or guardian's and/or school employee's misconduct is serious enough to constitute a threat to the safety and/or welfare of students, a substantial disruption of the school environment, and/or a serious violation of a generally accepted practice or tenet of the Seventh-day Adventist Church; and 2) the parent or guardian is not amenable to improving behavior.

## **STUDENT'S WITHDRAWAL FROM SCHOOL OR SEVERANCE 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, it is the responsibility of the school principal to notify the attendance officer of the local public-school district.

Following the withdrawal or severance of any non-resident student enrolled on a student visa, it is the responsibility of school administration to notify the appropriate immigration officials according to current immigration law.

## **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.

## **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 to identify the problem and isolate the facts. This first step should resolve most 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**

**Though** students may carry cell phones and other electronic communication devices while on school grounds and at school activities, **electronic devices must** be used for school purposes only. However, these devices are to be turned off during school time **and must be turned into each teacher at the beginning of class**. 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, text messaging, electronic games, social media) 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 **are** not to be used for social media, 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.

Progression of consequences:

1. Phone taken to office until end of school day.
2. Parents pick up the phone from the office.
3. Check phone in at the office daily for two weeks.
4. Lose phone privilege for quarter.

## **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. Failure to oblige or comply with this policy will result in students paying a fine of \$1.50 per item littered and cleaning the area for a week, paying for, or replacing 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 are 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 if they are able. Reasonable accommodation will be provided for 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 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 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, bloodborne 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 based on 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 the 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 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 parents 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.

## **ACCEPTABLE USE POLICY (INTERNET)**

We are pleased to provide our students access to a computer network for electronic mail and the internet. Both parents and students must sign and return the Acceptable use Policy form to the school to gain access to email and the internet.

The internet is a powerful resource for expanding the educational experience of each student. Access to email and the internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Unfortunately, it is true that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages; and, therefore, support the school's choosing to make the internet available to our students. Ultimately, parents and guardians are responsible for

setting and conveying the standards that their children should follow when using media and information sources. We respect each family's right to decide whether to apply for access.

Since the network is provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. Access entails responsibility.

Students are responsible for Christian behavior and communication on the school computer network, just as they are anywhere on the school campus. It is presumed that users will comply with school standards and will honor the agreements they have signed. The school takes very seriously the responsibility for appropriate use of the network. School staff will guide students toward resources acceptable within the framework of the general school standards. If a student should access inappropriate material, the school will not be liable, and the student will forfeit network privileges at this institution.

Computer storage files will be treated like school lockers. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will:

- Be responsible and courteous in all communications.
- Be responsible for all computer hardware and software.
- Keep their passwords to themselves.
- Respect the confidentiality of folders, work and files of others.
- Learn about and observe copyright laws.
- Any activity not in accordance with these general rules may result in a loss of access as well as other disciplinary or legal action.

## **SCHOOL ISSUED EMAILS**

Each student will have a school-issued email created for him/her upon admittance and will be able to change his/her password on the first login. These emails will help create a smooth google classroom set up if and when necessary.

Students in grades 5<sup>th</sup>-12<sup>th</sup> will have their student picture on their accounts. Students in grades TK-4<sup>th</sup> will not have their student picture on their accounts. If the legal guardian would prefer to have their student's picture removed or added from the school issued email, please contact the office.

These school issued emails should be used for communicating with teachers. Please refrain from creating accounts on websites with the school issued email because the emails will be suspended when your student withdraws or graduates from Armona Union Academy.

## CHROMEBOOKS

We have chrome books available for our MAP testing. In addition, should we be required to transition into distance learning these chrome books will be made available to our students who do not have a tablet, computer, or laptop. The parent/guardian will need to contact our office to arrange for pick up. If the chrome book is returned damaged or broken the parent/guardian will be **responsible for replacing the Chromebook.**

## 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

Students should not arrive at the school before 7:45 a.m. and should leave the school by 3:15 p.m. Monday-Thursday or 12:20 p.m. on Fridays. If you need help with care, please contact our office.

## **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 7:45 a.m. – 7: 59 a.m. Students in grades 2<sup>nd</sup> - 8<sup>th</sup> will be dropped off near the gate designated to their classroom. High school students will be dropped off near the administration entrance.

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 to leave 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 during 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.

## **LUNCH DELIVERIES**

Students are permitted to have Doordash, Postmates, Uber Eats, and other food delivery options deliver food during the lunch period. Any deliveries outside of the 11:30am-12:00pm time frame will be rejected. Please plan accordingly.

## **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 **8:00 AM**. If you must call during this time, please leave a detailed message and we will return your call when we are able.

## **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.
- Student drivers may not take student passengers with them without the consent of the parents of the driver as well as the parents of the passenger.
- Students are to always drive carefully and legally 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 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.

## **SCHOOL WIDE SAFETY DRILLS: FIRE DRILL**

*(EDUCATION CODE 32001)*

Armona Union Academy conducts fire drills twice during the first month of each school year and once every month thereafter, for grades TK-6<sup>th</sup>. Grades 7-8 have a fire drill at least four times every school year. Grades 9-12<sup>th</sup> have no less than two fire drills every school year.

In case there is a fire on our campus our staff is instructed to:

- PULL ALARM
- EVACUATE: all students, guests, and personnel
- VERIFY all students, guests, and personnel are accounted for.
  - Teachers will take roll once students have reached their assigned area.
  - Teachers will respond to the principal to verify by two-way radio.
- WAIT for a clear signal or further instructions.

## **SCHOOL WIDE SAFETY DRILLS: EARTHQUAKE**

*(CA EDUCATION CODE 32282)*

Our Earthquake drills are conducted as follows: The elementary and junior high students have an earthquake drill once each quarter. The secondary students have an earthquake drill once each semester.

In case there is an earthquake our staff is instructed to:

- CALL alert via radio
- MOVE students and guests to a safe location (interior walls of building, away from glass)
- WAIT for all clear signal or for further instructions

## **SCHOOL WIDE SAFETY DRILLS: LOCKDOWN(INTRUDER)**

Grades TK-12 will have at least one lockdown drill per school year coordinated with local law enforcement agencies.

In case there is an intruder on our campus our staff is instructed to:

- CALL alert via radio – “Lock down, lock down, lock down.”
- LOCK and close all doors
- TURN off all lights
- SIGHT students, teacher, and guests out of line of sight of windows
- VERIFY all students, guests and personnel are accounted for. No student will be locked out of their designated area.

- WAIT for all clear signal or further instruction

## **SCHOOL WIDE SAFETY DRILLS: DISASTER/SCHOOL CRISIS PREPAREDNESS**

Each School shall have an annually updated Disaster/School Crisis Plan in place and should review it with staff at the start of each school year. Ensure that the plan addresses crises and emergencies such as natural disasters, fires, and school shootings.



# 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 student's 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 assignment 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 90<sup>th</sup> 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 parents.
- 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.

## **ACADEMIC SUCCESS PLAN**

Every Thursday the administration will review academic progress for students in grades 9-12. Students who are receiving a D or F in a class will be assigned to an after-school study hall session with his/her teacher from 3:30-4:00 pm to get the help needed to get back on track. Students who remain on the D or F list for more than three consecutive weeks will meet with the Academic Standards Committee to complete a formal Academic Success Plan.

## **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 the 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 **October and/or March**.

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 is 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

If 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 FACTS 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 students' privacy.

## GRADING SCALE

We use the following scale for grading scale for high school students.

A	93		C	73
A-	90		C-	70
B+	87		D+	67
B	83		D	63
B-	80		D-	60
C+	77		F	Below 60

## 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 to be awarded one of the above diplomas.

**GENERAL DIPLOMA**  
**240 Semester Credits**

4 years of English (40 S.P.)	semester)
English I	Life Skills (required)(1 semester)
English II	Driver's Education
English III	Study Skills
English IV	Careers (required) (1 semester)
Ap Literature & Composition	
2 years of Fine Arts (20 S.P.)	4 years of Religion (40 S.P.)
Choir	Religion I
Band	Religion II
Art	Religion III
Drama	Religion IV
1 year of Foreign Language (10 S.P.)	2 years of Science (20 S.P.)
Spanish I	Physical Science
	Biology
	Chemistry
	Physics
3 years of History (30 S.P.)	Electives (20 S.P.)
World History	Work Experience
U.S. History	Yearbook
1 Semester Economics	Spanish II
1 Semester Government	Other courses not needed to satisfy previously mentioned requirements
2 years of Mathematics (20 S.P.)	Additional Requirements
Algebra 1	▪ 25 Hours of Community Service <b>each</b> year in attendance at AUA
Geometry	▪ Required attendance in Outdoor Education <b>each</b> year in attendance at AUA
Algebra II	▪ Take the SAT or ACT <b>before</b> March of the student's senior year.
Pre-Calculus	▪ Submit one scholarship <b>by</b> April of student's senior year
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	



**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 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 (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 RIT score minimum:  
225 Language, 225 Reading, 240 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

Careers (required)

4 years of Religion (40 S.P.)  
Religion I  
Religion II  
Religion III  
Religion IV

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

Choir  
Band  
Art  
Drama

3 years of Science (30 S.P.)

Physical Science  
Biology  
Chemistry (required)  
Physics (required)

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

Spanish I  
Spanish II

Electives (20 S.P.)

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

3 years of History (30 S.P.)

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

**Additional Requirements**

- Standardized RIT score minimum: 225 Language, 225 Reading, 240 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 and score at least a minimum of 1290 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

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 (25 S.P.)\*

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

*\*2.5 years of Practical Life Skills (25 S.P.) The class of 2023 and 2024 were only offered 20 S.P. and are exempt from the 2.5 years of Practical Life Skills required for graduation for all diploma tracks.*

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

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

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

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

Prerequisite: Completion of English I

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

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

Prerequisite: Completion of English I and English II

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

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

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

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

## **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 a 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 10<sup>th</sup> grade reading level on ITED/standardized test and by special permission of the teacher. This is a year-long rigorous college level course. Students will be admitted at the discretion of the Registrar only after prerequisites are met. Students will master a broad base of biological knowledge in preparation for the AP Biology Exam in May (testing fee is approximately \$90.00). Colleges and universities may then choose to grant credit, placement, or both to A.P. students based on their test scores.

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

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

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

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

Co requisite: Algebra I

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

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

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

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

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

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

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

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

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

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

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

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

A study of economics and our federal, state and local governments with comparisons to governments of other leading nations. Critical thinking and problem solving are encouraged, and students are challenged to explore the meaning of being a Christian citizen of the United States, and a responsible steward of economic resources.

# 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 can be involved in the planning of their class activities by running for a class office. A student must be in regular class standing 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 3.0 is required for ASB, senior or junior class president. A 2.5 GPA is required for all other 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 presidents must have attended AUA the previous semester.

- no "D's, F's or I's" on your current grade report.

## **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, attendance 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
- 2.5 GPA for the most recent quarter or semester
- 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
- Always Display a Christian attitude representative of AUA
- 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**

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 regard 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 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. 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 into 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 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.

# SUPPLY LIST

**\*\* Leave in package and turn into teacher on first day of school\*\***

## Kindergarten

- \*\* 1 3-pack Clorox wipes
- \*\* 2 Large boxes of Kleenex
- \*\* 1 box of 48 spoons
- \*\* 1 box of gallon freezer Ziploc bags
- 10 pack of broad line markers
- 24 pack crayons
- Small blanket/beach towel for rest time
- Extra set of clothes for emergencies

## 1<sup>st</sup> & 2<sup>nd</sup>

- 2 Plastic pencil boxes
- 10 Pack of broad line markers
- 24 Pack twistable crayons
- 12 Pack of glue sticks
- 2 boxes- 12 Dixon Ticonderoga #2 HB pencils
- 4 Notebooks (100 sheet wide ruled paper)
- 3 Pack of Hi-polymer white erasers
- 2 Plastic folders with 2 pockets (each)
- Water Bottle

## 3<sup>rd</sup> & 4<sup>th</sup>

- \*\*4 packs of 12 Dixon Ticonderoga #2 HB pencils
- \*\*1 3-Pack of Clorox Wipes
- \*\*2 Large boxes of Kleenex
- \*\*2 Packs of 80 sheets of 4x4 graph paper (NOT wire bound or on a pad)
- \*\*Box of 48 forks (girls), box of 48 spoons (boys)
- \*\*1 Pack of 150 sheets of wide ruled paper
- \*\* 1 Pack of red pens
- \*\* 1 Pack of pencil toppers, erasers
- Markers
- 1 24-Pack Colored Pencils
- Bible
- 2 Plastic Pencil Boxes
- Dry Erase Markers (at least 2 colors)
- 5 2-Pocket Folders (NO BINDERS)
- Hardcover composition notebook, college ruled (returning 4<sup>th</sup> graders may continue to use book from 3<sup>rd</sup> grade)

## 5<sup>th</sup> & 6<sup>th</sup>

- \*\*1 Large 3-pack of Clorox wipes
- \*\*3 Large Boxes of Kleenex

- \*\*4 packs of 12 Dixon Ticonderoga #2 HB pencils
- \*\*Box of 100 forks
- \*\*1 Pack 300 Count Graph Paper
- \*\*1 Pack 200 Count College Ruled Paper
- ½” Binder and divider
- 6 Binder dividers
- Plastic Pencil Box
- Colored pencils or markers
- Bible (any version)
- Scissors
- Ruler
- Dry erase markers

## 7<sup>th</sup> & 8<sup>th</sup>

- \*\*1 Large 3-pack of Clorox wipes
- \*\*3 Large Boxes of Kleenex
- \*\*Box of 100 forks (7<sup>th</sup> Grade ONLY),
- \*\*Box of 100 spoons (8<sup>th</sup> Grade ONLY)
- Notebook
- Colored pencils
- Markers
- Scissor
- Rule
- 4 Binder dividers set (5 tab)
- 4 2” Binders
- Highlighters
- Pencils

## Grades 9-12

- \*\*1 Large 3-pack Kleenex
- \*\*1 Pack-48 spoons (girls)
- \*\* 1 Pack 48 forks (boys)
- 2 Hardcover Composition Book
- 3-ringed binder with plastic insert (English/Math/Science classes)
- Post-its (English students)
- College ruled binder paper
- Bible (NIV, NLT, NASB, or NKJV)
- Highlighters, pens, pencils, colored pens
- Scientific Calculator/metric ruler (Casio FX300 ES)
- Graph paper (Math classes)
- Yoga mat (PE)
- Laptop or Chromebook