



PINE HILLS ADVENTIST ACADEMY

A Private K-12 Christian School Operated by the
Seventh-day Adventist Church

Accredited by

- Western Association of Schools and Colleges
- National Council for Private School Accreditation
- Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities

Approved by

- The North American Division Board of Education
- The Pacific Union Conference of Education

Contact Information:

Pine Hills Adventist Academy
13500 Richards Lane
Auburn, CA 95603

Phone: (530) 885-9447

E-mail: office@phaschool.org

Website: PHAAonline.com

TABLE OF CONTENTS

INTRODUCTION	6
Accreditation	6
Mission Statement.....	6
Purpose	6
Promise	6
Expectations.....	7
ADMISSIONS	8
Non-discrimination Policy.....	8
Academic Placement	8
Kindergarten and First Grade Entrance Age.....	8
Elementary Academic Placement	8
High School Academic Placement	8
Admission of Students from Non-approved Schools (per PUC Education Code).....	8
Admission Packets	9
Admission Process for New Students	8-9
Academic Records Received	9
8th Grade Diploma (for high school admission)	9
Test Scores	9
Medical Examination	9
Immunizations	9-10
Probation	10
Registration Procedure for Returning Students.....	10
Special Education	10
Criteria for Special Needs Agreement	10-11
GENERAL INFORMATION	12
School Hours	12
Calendar	12
Facility Usage	12
Hot Lunch.....	12
Lockers	12
Medications	13
Safety Practices.....	13
Student Labor.....	13
Supervision Before and After School	13
Textbooks.....	14
Visitors	14
ACADEMIC INFORMATION (High School)	15
Credits	15
Semester Period.....	15
Course Load.....	15
Grades	15

Grade Symbols and Scale	15
Grade Reports	15
Honor Roll	16
Incompletes.....	16
Academic Probation.....	16
Academic Suspension	16
Parent/Teacher Conferences.....	16
Course Sequence.....	16-18
Schedule Changes	18
Non-routine credits.....	19
Course Waiver.....	19
Challenge by Examination.....	19
Non-Resident/Correspondence Courses	19
Repeated Classes	19
Acceleration	20
Testing.....	20
Graduation	20-21
General Requirements.....	21
Waiver Application Process	21-22
Diplomas	22
Issuance of Diplomas	22
Diploma Types.....	22
Certificate of Attendance for Special Needs	22
Graduation Requirements Chart.....	23-24
Career Shadowing Requirements	24
Senior/Graduation Recognition.....	24
Cords	24-25
Scholarships and Grants.....	25
Awards	25
Transcripts.....	25
Course Descriptions	25-31
ACADEMIC INFORMATION (Elementary).....	32
Curriculum.....	32
Elementary Music Program	32
Academic Recognition	32
Grades 3-6.....	32
Grades 7-8.....	32
8th Grade Diploma.....	32
Certificate of Completion.....	32
Grade Reports	32
Grading Scale	33
Homework.....	33
Make-up Work	33
Testing.....	33
EXTRA-CURRICULAR OPPORTUNITIES	34
Student Organizations	34

Student Association	34
Student Senate.....	34
Student School Board Representative.....	34
Election of SA Offices	34
Criteria for Holding an SA Office.....	34-35
Class Organizations	35
Election of Class Officers.....	35
Criteria for Holding a Class Office	35
Limitations.....	36
Loss of Office.....	36
Class Standing	36
Varsity Sports Program	36
Eligibility Requirements	36
Enrichment Opportunities	37
Field Trips.....	37
Ski/Snowboard Days	37
Spiritual Life Activities.....	37
Educational Trips.....	37
Yearbook	37
Musical	37
ATTENDANCE (High School)	38
Absence Policy	38
Excused Absences	38
Prearranged Absences	38
Unexcused Absences	38
Attendance During Test Weeks	39
Tardy Policy.....	39
Attendance Grade.....	39
Notification	39
Sign-in/out	40
Leaving Campus	40
General Policy for Leaving Campus.....	40
Student Drivers	40
ATTENDANCE (Elementary)	41
Absences	41
Tardiness	41
Excessive Absences and/or Tardiness	41
Perfect Attendance	41
Vacations/Make-up Work	41
CONDUCT	42
Academic Honesty Policy.....	42
Discipline Policy.....	42
Philosophy.....	42
Minor Infractions	42
Major Infractions	42-43

Disciplinary Steps for Major Infractions	43
Suspension	43
Expulsion	44
Law Enforcement Involvement.....	44
Dress Code Policy.....	44
General School Dress	44-45
School-sponsored Water Activities.....	45
Dress Code Compliance	46
Banquet	46-47
Cell Phones Policy	47
Screen Sharing Policy	47
Electronics Policy	47
Gum.....	47
Internet Policy.....	47-48
Motor Vehicles Policy	48
Public Display of Affection	48
Dating (Elementary)	48
Sexual Harassment Policy	49
Skateboards	49
Grievance Policy.....	49
LEGAL MATTERS	50
Child Abuse Reporting	50
Custody Disputes	50
Privacy Rights	50-51
Search Policy	51
Law Enforcement	51
FINANCIAL INFORMATION.....	52
Financial Policies	52
Student Insurance.....	52
Payments.....	52
10-month Installment Plan Schedule.....	52
Tuition Rates	52-53
Discounts.....	53
Annual Tuition Pre-Payment Discount.....	53
Sibling Discount.....	53
Exam Permits	53
Withdrawal Policy	53
Returned Check Fee.....	53
Additional High School Expenses.....	53-54
Additional Junior High Expenses.....	54
FACULTY & STAFF	55
CONSTITUENT CHURCHES	55
SCHOOL BOARD MEMBERS.....	56
SCHOOL COMMITTEES.....	56

INTRODUCTION

Welcome to Pine Hills Adventist Academy (PHAA)! We are so excited you have made the decision to partner with us. Our philosophy of education is based on a model that was established over 100 years ago. We believe education is much more than just book knowledge. True education will lead to the harmonious development of spiritual, academic, physical, and social characteristics of our students. Balance is essential to prepare students for their future in this world and the next. PHAA has served the needs of our community since 1941. We pride ourselves on the success of our alumni. We stress a college preparatory curriculum that includes high academic standards.

ACCREDITATION

PHAA is accredited by the Western Association of Schools and Colleges, the National Council for Private Schools, and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities. (PUCEC A15-104:112)

ORGANIZATION AND GOVERNANCE

PHAA is governed by a school board whose members are representatives of our five constituent churches: Auburn Seventh-day Adventist Church, Auburn; Gracepoint Adventist Church, Rocklin; Granite Bay Seventh-day Adventist Church, Rocklin; Grass Valley Seventh-day Adventist Church, Grass Valley; and Meadow Vista Seventh-day Adventist Church, Meadow Vista. The school board is scheduled to meet every other month beginning with July. The second Monday of each month at 7 p.m. is the day and time of the meetings. Board meetings are open to constituent church members, parents, students and others invited by the board chair. Those wishing to attend a board meeting will always be welcome, except for executive sessions. Occasionally the school board will discuss sensitive issues that require an executive session. When this occurs, only voting board members and invitees will be present. Agenda items should be submitted at least seven days prior to the meeting. Items that are raised after the seven-day period begins may be considered by the board at the discretion of the board chair. (PUCEC A17)

MISSION STATEMENT

PHAA is a Christ-centered, academically challenging K-12 school that is dedicated to preparing students for college, for careers, for community service, and for a life with Christ.

PURPOSE

PHAA exists to provide a value-centered Christian education in an environment of academic excellence.

PROMISE

As a Christian school, PHAA will value each student as an individual. Each student will be challenged to dream great dreams. At the same time, he or she will be offered the freedom to be young. Each student will be introduced to a loving Creator, His principles of government, and His character.

EXPECTATIONS

When students graduate from PHAA they will be prepared for:

Cultivating a Life with Christ by:

- Spending daily time seeking His will
- Sharing Christ locally and globally
- Making meaningful connections with the church
- Keeping His commandments

College by:

- Learning continually throughout life
- Exhibiting academic competence, confidence, and responsibility
- Thinking critically and solving problems
- Expressing himself/herself competently and appropriately

Careers by:

- Adopting changing technology
- Demonstrating everyday living skills
- Exploring career options based on their talents

Community by:

- Possessing cultural appreciation and positive interpersonal relationships
- Living a healthy, balanced, and moral lifestyle
- Displaying responsible citizenship and a desire to serve others

ADMISSIONS

NON-DISCRIMINATION POLICY

Students who qualify shall be admitted to school without regard to race, color, ethnic background, country of origin or gender and shall be accorded equal rights and privileges pertaining to facilities, general activities, scholarship and loan programs. All local boards of education shall administer all educational and financial policies on a nondiscriminatory basis. (PUCEC A23-108, C15-104)

ACADEMIC PLACEMENT

Kindergarten and First Grade Entrance Ages

Students entering kindergarten must be five years of age on or before September 1. Students who have not attended kindergarten must be six years of age by September 1 of the current year to enter first grade. (PUCEC C15-104)

Elementary Academic Placement

Appropriate academic placement of a student is a fundamental principle of education. The following factors are to be considered in the grade placement of a student who has not been enrolled in a regular school program through grade eight (PUCEC C15-108):

- Chronological age
- Emotional, physical, and social readiness
- Scholastic achievement as determined by:
 - 1) Standardized achievement test scores
 - 2) Teacher evaluation of academic readiness, which shall include an interview to assess the student's ability to reason and express ideas logically
 - 3) Documentation of academic progress

High School Academic Placement

- **Eighth-Grade Diploma:** In addition to submitting cumulative records, students entering high school for the first time must submit a copy of their eighth-grade diploma. If a student has a Certificate of Completion instead of a diploma, the student will automatically be placed on academic review for the first semester.
- **High School Transcripts:** Students transferring from another high school must submit official transcripts before they can be accepted.
- **Admission of Students from Non-approved Schools:** Students who have attended a school, including home school, which is not approved by the Pacific Union Conference Education Code (PUCEC) must meet the following requirements:
 - 1) The "Home School Course Validation Form" must be submitted to the registrar.
 - 2) The registrar/admissions committee is to review the information and determine how many, if any, credits will be allowed (PUCEC C26-128).

The school reserves the right to administer standardized achievement tests, teacher-made tests, and/or have the subject-area teacher determine the student's readiness for a particular class. The school reserves the right to determine the amount of credit that may be transferable. Accepted home school courses will be recorded, but not calculated in the student's GPA.

ADMISSIONS PACKETS

Admissions packets may be requested by phone, in writing, or picked up at the school office.

ADMISSION PROCESS FOR NEW STUDENTS

To be considered for acceptance, families should:

- Complete a school visit and interview with the principal.
- Submit test scores and report cards (unofficial).
- Complete an application form.
- Submit a recommendation form.
- Have student(s) tested. (Kindergarteners must take a readiness test. Students in grades 1-12 need to complete a basic skills assessment.)

Next, an admissions committee (the principal, registrar, and a teacher) will review the applicant's documents and test scores.

Upon acceptance, families can make the pre-registration payment. Then the student's spot will be reserved for enrollment and families can complete the registration process by submitting all necessary forms and documents.

Academic Records (Cumulative Folder) Received

The cumulative folder from a previous school must be received before the student is accepted.

Eighth-Grade Diploma

Students entering high school should submit a copy of their eighth-grade diploma. If a student has a Certificate of Completion instead of a diploma, the student will automatically be placed on academic probation for the first semester.

Test Scores

Students should submit standardized test scores from the previous school.

Medical Examination

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
- Separate sports physical exam every other year, if participating in sports (grades 6-12)

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.
(PUCEC A23-116)

Immunizations

Up-to-date records of immunizations are required prior to admission. According to the new immunization law (SB 277), exemptions will be limited as follows:

For students who hold a personal belief exemption to vaccinations, signed and dated prior to January 1, 2016, that exemption will continue to be valid until their next vaccination checkpoint, Kindergarten or 7th grade, even when transferring to or from another school. At their next vaccination checkpoint, Kindergarten or 7th grade, these students will need to receive all mandatory vaccinations unless they can provide a medical exemption to immunization letter, completed by a physician. Students who do not have a personal belief exemption form on file, prior to January 1, 2016, are required to receive all mandatory vaccinations. Students who will be Kindergarten or 7th grade in the fall will need to have all mandatory vaccinations unless they can provide a medical exemption to immunization letter, completed by a physician. (PUCEC A23-120)

Probation

All new students are on probation for the first nine weeks of attendance. During this time the academic progress, and behavior of the student will be evaluated. If problems or issues are observed, a conference with the student and parents will be scheduled which may result in removal of the student from the PHAA program.

REGISTRATION PROCEDURE FOR RETURNING STUDENTS

Re-admittance is subject to admissions clearance. Returning students are encouraged to pre-register in March for the next school year. If the registration process, including pre-registration payment, is completed by March 30, families will receive a \$50 credit (per student) on the first month's tuition due in August.

SPECIAL EDUCATION

Pine Hills, like many Seventh-day Adventist schools, does not have the equipment or staff necessary to accept students who have exceptional mental, physical or social needs. However, if it is determined that a special education student's needs might be adequately met by existing staff and facilities, a Special Needs Agreement must be signed by parents prior to admission (or at any time during enrollment at Pine Hills, if warranted).

The agreement is an acknowledgment of the special education limitations of PHAA. While effort will be made to help the student succeed, the parents must keep in mind the school does not have the special education resources equivalent to those in public school. (PUCEC C15-104)

Criteria for Special Needs Agreement

Students who apply for enrollment or are currently enrolled will need an agreement signed by the parents if the student meets at least one of the following criteria:

1. The student has a diagnosis through completion of psychological testing and/or an active IEP, ISP, or 504 which shows that the student qualifies for services in the public school system
2. If a student has been identified as being at least three years behind grade level on standardized testing core subject scores (ELA Total and Math Total) for a minimum of three consecutive years.

Students who have a Special Needs Agreement will be required to initiate psychological testing (privately or through the local public school system) if testing has not been conducted previously or is not current.

(See "Certificate of Attendance" under Graduation information as it applies to special needs students.)

GENERAL INFORMATION

SCHOOL HOURS

Kindergarten	Monday-Friday	8:10 a.m. – 12:30 p.m.
Grades 1-8	Monday-Thursday	8:10 a.m. – 3:15 p.m.
Grades 9-12	Monday-Thursday	8:10 a.m. – 3:20 p.m.
All Grades	Friday	8:10 a.m. – 12:30 p.m.

CALENDAR

The school web site (phaaonline.com) contains a link to an online calendar. Accessing this calendar will provide the most up-to-date information. In addition, parents will receive a printed calendar that contains programs, holidays, and important dates, such as the first day of school. Beginning and end of school dates, as well as holidays, will not usually change; however, certain events and programs may be moved during the year as necessity dictates.

FACILITY USAGE

Groups desiring to use the school facility need to follow these procedures:

- Contact the office in advance during regular office hours to place the event on the school calendar. This is to avoid conflicts and also arrange for the gate to be opened.
- Have an approved adult chaperone be present throughout the event. This adult will be asked to pay a deposit and will be provided a key.
- The facility needs to be left in good condition: all supplies put away, trash deposited in the proper trash receptacles, all lights turned off (including gym, restrooms and hallways), all doors locked. Then the deposit will be returned.
- Any activities schedule for Saturday night must begin one half hour after sunset.

HOT LUNCH

A vegetarian hot lunch is served on Wednesdays, unless there is an early dismissal from school. The cost for the lunch is usually \$5.00. Hot lunches are sponsored by various classes and school organizations to raise funds for their activities. Menus are included in the weekly Parent Bulletin.

LOCKERS

Each 9-12 grade student is assigned a locker at the beginning of the school year. Students are not allowed to place stickers or write on lockers. Displays on lockers should be consistent with a Christian lifestyle. Any difficulties with lockers should be reported to the office. Students are encouraged to use locks to secure their property. The school assumes no responsibility for damage to or loss of personal property left on the school premises. The school reserves the right to inspect student lockers at any time. (See Search Policy.)

MEDICATIONS (PUCEC A23-124)

Any student who is required to take medication during the regular school day, whether prescription or over the counter, may:

- 1) Be assisted by designated school personnel if the parents complete an Authorization to Dispense Medication form and deliver the medication to the school in the original packaging and/or bearing the pharmacy label. All medication will be kept in the school office in a locked cabinet.
- 2) Carry emergency medication such as asthma inhalers, insulin, severe allergic reaction kits, anticonvulsants, etc. if the parents complete and sign a Self-medication Administration Consent form annually.
- 3) If in grades 7-12, carry their own over-the-counter medication with them to self-medicate as long as the parent completes and signs a Self-Medication Administration Consent form which the student must sign as well. This form must be submitted to the school annually.

SAFETY PRACTICES

Students participate in safety drills for fire, earthquake, playground emergencies, and lock down throughout the school year. Parents will be notified when a drill has taken place. (PUCEC A27-108)

STUDENT LABOR (High School)

Opportunity is provided for some students to earn part of their school expenses. Although few jobs are available to students, the school will do its best to meet the needs of a student desiring on-campus work. In order for a student to be employed by PHAA, he or she must meet the following requirements:

- Be at least 14 years of age
- Fill out a job application at the office
- Submit a Social Security number and work permit
- Be available to work on a regular basis

SUPERVISION BEFORE AND AFTER SCHOOL

Whenever elementary students are on campus, they must be supervised. The earliest students can be brought to school is 7:20 a.m. For those who arrive prior to 8 a.m., supervision is provided free of charge. After-school supervision is provided from 3:30 to 3:45 p.m. free of charge and thereafter charges accrue at \$1.00 per 15-minute increment or portion thereof until aftercare closes at 5:30 p.m. Monday-Thursday or 4 p.m. on Fridays. Charges will be calculated monthly and will be billed on the following month's statement. All students must be picked up by 5:30 p.m. Monday through Thursday and 4 p.m. on Fridays or late fees will be charged at the rate of \$1.00 per minute. A parent must personally sign-out students when they leave extended care. Charges will be based on the recorded times of check-in and check-out.

All Junior High students who are not picked up after a sport practice will be taken to aftercare where they will be checked in for supervision, providing the practice ends before 5:30 p.m. (as this is when aftercare ends).

TEXTBOOKS (High School)

The average yearly cost of textbooks is between \$150 and \$300 per student. The school will provide a list of online booksellers. Students are encouraged to either buy or loan books from a schoolmate in a higher grade level.

- No textbooks will be bought back or sold by the school.
- Other materials such as:
 - Literature books
 - Sheet Music & Music Folders
 - Instruments (owned by the school)will be loaned to students for a small “use fee.” The materials will need to be returned at the end of each school year in acceptable condition. Damaged and/or unreturned items will be charged to the student’s account at full replacement cost.
- Consumable books will be distributed on the first day of school. The student will be charged to cover the cost of books. This cost may change yearly.

VISITORS

All visitors to our campus, including parents, need to make prior arrangements with the office when planning to visit specific classrooms during school hours. Sign-in at the front office and receipt of a visitor’s pass is required. This does NOT include regular pick up or drop off times when a parent may accompany their child to and from the classroom.

Non-students are to be accompanied by their parents when on campus, unless arrangements have been made with the school office. Students are to inform their guests of school regulations and policies, and guests are expected to adhere to these policies. All visitors must sign-in at the office and receive a visitor’s pass when they arrive on campus.

ACADEMIC INFORMATION

(High School)

CREDITS

Semester Period (SP)

One semester period of credit is earned by completing the requirements for a class which meets the equivalent of 40 minutes per week for one semester (18 weeks). A class which meets a minimum of 200 minutes per week for one semester receives five SP of credit.

Course Load

Course loads must consist of a minimum of 40 SP per year, excluding physical education and music. If a student desires to take more than 90 SP in one school year, prior Academic Committee approval is necessary.

GRADES

Grade Symbols and Scale

Grades 9-12 use the following Grade Symbols and Scale for all classes:

Grade	Percentage	GPA (PUCEC C24-108)
A	93 - 100%	4.0 grade points
A-	90 - 92%	3.7 grade points
B+	87 - 89%	3.3 grade points
B	83 - 86%	3.0 grade points
B-	80 - 82%	2.7 grade points
C+	77 - 79%	2.3 grade points
C	73 - 76%	2.0 grade points
C-	70 - 72%	1.7 grade points
D+	67 - 69%	1.3 grade points
D	63 - 66%	1.0 grade points
D-	60 - 62%	0.7 grade points
F	0 - 59%	0.0 grade points
WF		0.0 grade points (Withdrew Failing)
I		0.0 grade points (Incomplete)
P		Not calculated in GPA (Pass)

Grade Reports

High school progress reports and grades are available on FACTS/RenWeb at the following periods:

Quarter Grades – grades earned at the close of the 9-week period (1st, 2nd, 3rd, and 4th quarters).

Semester Grades – grades earned at the close of the semester. These are final grades, recorded on the student's transcript and included in the students cumulative GPA. This report is mailed to parents and guardians.

Honor Roll

In order to recognize the various academic achievements of PHAA students, an honor roll will be printed at the end of the first semester using the following criteria:

A student having no D's, F's, or I's and attaining a GPA of	
3.75 – 4.00	Principal's List
3.25 – 3.74	Honor Roll
3.00 – 3.24	Honorable Mention

Incompletes

Although rarely given, a student may receive an incomplete (I) in a course only if he/she has had a long-term illness or other approved emergency. The student must make arrangements with the teacher to complete the course requirements within one week following the end of the semester. At the close of the semester, a Petition to Receive an Incomplete Grade form must be submitted by the student and approved by the teacher. The petition will indicate the work that must be completed and the grade the student will receive if the required work is not completed. The form must be signed by the student and teacher, and a copy must be filed with the Registrar. At that time, an Incomplete (I) will be assigned as a grade.

Academic Probation

When a student's grade point average (GPA) is lower than 2.00, he/she is placed on academic probation until it again reaches 2.00. The parent/guardian will be informed, and a conference will be scheduled to make a plan for steps to be taken by the school and family to help the student succeed. The staff will make every effort to help the student improve his/her academic performance. Academic probation also affects a student's eligibility for extra-curricular participation. (See that section of this handbook for details.) At the end of the school year the Academic Standards Committee will meet to review all students who were placed on academic probation during the school year and will determine the student's eligibility for admission the following year.

Parent/Teacher/Student Conferences

Parents are encouraged to keep in close contact with teachers and administration regarding their student's progress. Parent/Teacher/Student Conferences are scheduled at the end of first and third quarters. Consult the school calendar for the specific dates and times of these conferences. Iowa Assessment (IA) results are discussed during the first quarter conference.

COURSE SEQUENCE

Grade 9	Semester Periods (SP)
Religion I	10
English I	10
Mathematics:	10
Algebra I	
Algebra II	
Physical Science	10

Computer Applications		5
Fine Arts:		5 – 10
Strings	Band	
Choir	Choralaires	
Drama		
Physical Education		10
Electives:		5 – 10
Life Skills	Driver's Ed.	
Yearbook	Work Experience	

Grade 10

Religion II		10
English II		10
Mathematics:		10
Geometry		
Biology with Lab		10
World History		10
Health		5
Fine Arts:		5 – 10
Strings	Band	
Choir	Choralaires	
Drama		
Physical Education		10
Electives:		5 – 10
Life Skills	Driver's Ed.	
Yearbook	Work Experience	

Grade 11

Religion III		10
English III		10
U.S. History		10
Fine Arts:		5 -10
Strings	Band	
Choir	Choralaires	
Drama		
Lifelong Fitness		10
Electives:		5 – 10
Life Skills	Driver's Ed.	
Yearbook	Work Experience	
Chemistry with Lab		10
Spanish I		10

Grade 12

Religion IV		10
English IV		10

American Government		5
Economics		5
Fine Arts:		5 -10
Strings	Band	
Choir	Choralaires	
Drama		
Lifelong Fitness		10
Electives:		5 – 10
Life Skills	Driver's Ed.	
Yearbook	Work Experience	
Mathematics:		10
Pre-Calculus		
Statistics		
Calculus		
Physics with Lab		10
Spanish II		10

SCHEDULE CHANGES

Change in Class Schedule

Each student's schedule will be established by the Registrar at the time of registration. To change his/her schedule, the student must follow the procedure outlined below:

1. Secure a Change of Schedule Request form from the Registrar.
2. Obtain parental signature(s)
3. Speak to the teacher(s) involved to request change and obtain signatures indicating approval.
4. Obtain the Principal's signature.
5. Return the form to the Registrar for final approval.

The student's name will remain on the teacher's attendance lists until the form has been returned to the Registrar.

Adding a Class

The last day to add a class, unless the student is transferring from another school, is two weeks after the beginning of the term. Please see the school calendar for specific dates.

Dropping a Class

The last day to drop a class and not have it recorded on the student's permanent record is four (4) weeks after the beginning of the semester. Due to the nature of the classes, Fine Arts Classes and Yearbook can NOT be dropped after the first four weeks of 1st semester. For all others, classes dropped after the fourth week and before the close of the ninth week are recorded with a WP (withdrew, passing) or WF (withdrew, failing). The deadline for withdrawing from a class is the end of the ninth week of a semester. This permits the student to check his/her progress grades periodically on FACTS/RenWeb and decide whether or not he/she wants to continue. Withdrawals after the ninth week will be considered failures and must be recorded as an F for the semester. Please see the school calendar for specific dates.

NON-ROUTINE CREDITS

Course Waiver

A student who verifies proficiency/competency in a specific subject matter (such as Computer Applications or modern languages) may be granted a waiver of that requirement. The student must submit the waiver request in writing to the Curriculum Committee for approval. The criteria and standards adopted by the Pacific Union Conference for verifying proficiency/competency in a specific subject area will be used. (PUCEC C25-112)

Challenge of a Course for Credit by Examination

A student who wishes to challenge a course for credit by examination should submit a request in writing to the Curriculum Committee. Challenging a course for credit is limited to those subject areas and courses which are so designated in the Pacific Union Conference Code Curriculum Guide. A \$25 fee is charged for the administration of the examination. (PUCEC C25-124)

Non-Resident/Correspondence Courses

Non-resident courses (classes taken off campus) are courses completed by a PHAA student during the summer or during the school year in a program other than at PHAA. The student shall submit in advance a request to the Curriculum Committee for all non-resident high school or correspondence courses he/she wishes to take and have applied toward graduation at PHAA. Courses taken without prior approval will not be counted toward graduation. The student is allowed to take only one correspondence course per semester, with a maximum of eight (8) courses while in attendance at PHAA. (PUCEC C26-104)

SP toward graduation will be granted for courses taken off campus only in the following instances:

- Repeat of failed classes
- Make-up courses needed to place the student in a college-prep program
- Courses not offered at PHAA
- Special circumstances

A maximum of ten (10) non-resident SP may be earned during any one summer term. Examinations from correspondence courses must be sent by the correspondence school to the Registrar for proctoring. Students enrolled in a correspondence course will hold class status similar to students enrolled in resident courses.

Eighth-grade students who take high school Algebra I will receive SP toward high school graduation. Eligibility for this class will be determined by PUC adopted standardized achievement test, Algebra I placement test, and PHAA teacher recommendation.

All non-resident courses (correspondence and off-campus) needed for graduation must be completed by March 31 of the senior year.

Repeated Classes

If a student fails a class or wishes to improve a grade, he/she must retake the class through an accredited home study program or in a structured class. PHAA teachers are not allowed to provide individualized make-up study programs.

ACCELERATION

A student who wishes to accelerate (complete graduation requirements in fewer than four years) must submit a written request, signed by his/her parent, before the end of the first semester of his/her sophomore year. A transfer student should submit the request for acceleration with the application so a projected curriculum may be arranged and approved before registration day.

To be eligible for acceleration the student must secure the approval of the faculty and meet the requirements of the PUCEC:

- On the Pacific Union Conference adopted standardized achievement test, the student must earn a composite score that places him/her at the 85th percentile or above.
- The student must have and maintain a cumulative GPA of 3.5 or higher.
- The student should demonstrate initiative, maturity, and responsibility.
- The student is to meet graduation requirements listed in the PUCEC and any additional requirements of the school.

Attendance in summer school or carrying more than a normal load during the school year will not ordinarily enable the student to graduate earlier. Such extra credits are generally regarded as enrichment rather than as an accelerated program. (PUCEC C27-116)

TESTING (PUCEC C24-136)

Grade 9

- The Iowa Assessment (IA) are given in the freshman year.
- Cognitive Abilities Test (CogAT)
- An Algebra Readiness Test is administered for incoming freshmen.

Grade 10

- The Iowa Assessment (IA) tests are given in the sophomore year.
- The Preliminary Scholastic Achievement Test (PSAT) is given in the sophomore year.

Grade 11

- The Iowa Assessment (IA) tests are given again at the eleventh-grade level.
- CogAT
- The PSAT is required during the junior year. This qualifying test measures reasoning abilities and preparedness for college academic work. National Merit Scholarships are awarded to top-scoring participants.
- It is excellent practice to take the Scholastic Achievement Test (SAT) and the American College Test (ACT) which are required for admission by most colleges. It is recommended that these tests be taken in the spring of the junior year. Many colleges use these test scores in determining scholarship eligibility.

Grade 12

- The Iowa Assessment (IA) is given again at the twelve-grade level.
- It is strongly recommended that all seniors take the ACT and/or SAT in the fall of their senior year. Colleges use the scores of these tests for recommendation for scholarships.

Occasionally a student demonstrates the need for additional testing beyond what is offered at PHAA. In such situations, parents need to either contact the public school district in which they reside and request testing, or contact the district where their student attends school.

GRADUATION

General Requirements (PUCEC C25-104)

All graduation requirements must be met prior to a student's participation in graduation exercises.

Eligible students are required to attend all graduation practices and services, including consecration, bacculaureate, and commencement.

A diploma is granted to a student who has been in attendance at PHAA for the final semester of his/her senior year, who presents evidence of having completed the eighth-grade, whose conduct and attendance have been satisfactory, and who passes a 10th grade proficiency exam in reading, writing, and mathematics.* The minimum number of SP and specific subjects required for each diploma (General and College Prep Diploma) are listed in the chart on page 23.

*All students are expected to achieve 10th grade proficiency in reading, writing, and math before graduation. If a student has not reached the 10th grade equivalent in one or all of these areas, he/she will retake the portion(s) of the IA necessary to achieve 10th grade proficiency.

Special Education Requirements (PUCED C25-112)

For those students under a Special Needs Agreement, graduation requirements may be modified through the waiver process as part of that agreement. The waiver application is outlined below:

Waiver Application Process

A. Subject-area Graduation Requirement Waiver (PUCEC C25-108:112)

1. Eligible students must have a signed Enrollment Agreement for Special Needs.
2. The student, with the parent's support, **MUST** request a waiver before the beginning of the first semester of their senior year.
3. Documentation must be provided to demonstrate the need for a waiver of a graduation requirement by showing the following: ("a" and "b," OR "c")
 - a. The student has a diagnosis through completion of psychological testing and/or an active IEP, ISP, or 504 which shows that the student qualifies for services in the public school system.
AND
 - b. The student's related Subject Total scores on standardized tests have been at least three grade levels below actual grade placement for a minimum of three years.
OR
 - c. The student has a physical impairment which makes it difficult or impossible to meet the requirement or for the school to obtain valid data on which to evaluate the student's achievement or ability level.

4. If the waiver is approved by the Academic Variance Committee, it will be documented on the student's permanent academic record according to Pacific Union Conference Education Code.
- B. Basic Competency/Proficiency Graduation Requirement Waiver (PUCEC C25-136)
1. Eligible students must have a signed Special Needs Agreement.
 2. For a general diploma, a student must achieve at least 10th grade proficiency for both reading and math on the Iowa Assessment standardized tests before graduation. An eligible student with the parent's support may request a waiver of this requirement before the beginning of the first semester of their senior year.
 3. Documentation must be provided to demonstrate the need for a waiver of a graduation requirement by showing the following: ("a" and "b," OR "c")
 - a. The student has a diagnosis through completion of psychological testing and/or an active IEP, ISP, or 504 which shows that the student qualifies for services in the public school system.
AND
 - b. ELA or Math total scores, respectively, on standardized tests have been at least three grade levels below actual grade placement for a minimum of three years.
OR
 - c. The student has a physical impairment which makes it difficult or impossible to meet the requirement or for the school to obtain valid data on which to evaluate the student's achievement or ability level.
 4. If the waiver is approved by the Academic Variance Committee, it will be documented on the student's permanent academic record according to Pacific Union Conference Education Code

Diplomas

Issuance of Diplomas

A diploma is issued when all course work is completed and final grades are recorded on the transcript.

Diploma Types

PHAA encourages its students to strive for academic excellence. To accommodate a wide range of academic abilities and interests, there are two (2) diplomas available:

General Diploma 240 units
College Preparatory Diploma 270-280 units

Certificate of Attendance for Special Needs

High school students who have a diagnosis through completion of psychological testing and/or an active IEP, ISP, or 504 may request a Certificate of Attendance if they are not able to meet the requirements for a general diploma. Students who meet their IEP goals (or their equivalent) will be eligible to participate in graduation exercises. (PUCEC C25-144)

Pine Hills Adventist Academy
GRADUATION REQUIREMENTS CHART

<i>Subject Area</i>	<i>General Diploma</i>	<i>College Prep Diploma</i>	<i>Requirements</i>
Religion	40sp*	40sp*	*5sp/semester in attendance at a Seventh-day Adventist school. Includes Family Living & Career Ed.
English	40sp	40sp	
Math	20sp*	30sp#	*Algebra I required #Algebra I, Geometry, Algebra II
Science	20sp*	30sp#	*Biology required #Biology, Chemistry, Physics
Social Studies	30sp	30sp#	#World History, US History, Government/Economics
Modern Language		20sp	Two years of the same language
Health	5sp	5sp	
Physical Education	30sp	30sp	Two years of formal Physical Education classes to equal 20sp. Remaining 10sp can be acquired through varsity sports program or Lifelong Fitness in the junior and senior years.
Computer Applications	5sp	5sp	
Fine Arts Art, Band, Choir/Choralaires, Drama, Strings	5sp	20sp	
Electives: <ul style="list-style-type: none"> • Art • Drama • Driver's Education • Life Skills • Band, Choir, Choralaires, Strings • Work Experience • Yearbook • Personal Finance 	45sp	20sp	
Minimum Credits Required for Diploma	240 semester periods	270 semester periods	

Community Service	25 hr/yr	25 hr/yr	Required for each year of attendance at a Seventh-day Adventist secondary school (Activities supervised by immediate family members will only be approved if they help an organization with serves the community)
Career Shadowing	1 career per year at PHAA and 2 hours per career	1 career per year at PHAA and 2 hours per career	(See Policy below in Handbook) *To be grandfathered in starting with the Class of 2020
GPA Requirement	None	2.50	
Minimum Grade Requirement	None	C-	Minimum grade of 'C-' in any class
Minimum Competency	10 th grade	10 th grade	Language Arts and Math 10 th grade proficiency based on union adopted standardized tests.

4/29/19

Career Shadowing Requirements

- Students must shadow one different career per year at Pine Hills.
- Each career shadowing experience must be a minimum of 2 hours
- Students may only shadow an immediate family member for one of their experiences
- Students must fill out a Career Shadowing Experience Form and return it to the Registrar to meet graduation requirements
- A career fair will be held at Pine Hills every other year which may count towards a student's career shadowing requirements for that school year. Students must interview a minimum of 4 people at the fair and fill out the Career Fair Questionnaire to receive credit
- Seniors will be allowed one school day to schedule career shadowing as it is part of the senior Career Education Curriculum. All other students must do their shadowing outside of school time such as the summer or school holidays.

Senior/Graduation Recognition (PUCEC C11-120)

Academic Honor Cords.* Students will be recognized during the graduation exercises with honor cords at the following GPA levels:

- Gold Cords 3-75-4.00 GPA
- Silver Cords 3.25-3.74 GPA

Eligibility for cords will be calculated using the GPA earned from credits given by schools that are accredited by a legitimate accrediting agency, such as, but not limited to the Western Association of Schools and Colleges (WASC), and the General Conference of Seventh-day Adventists.

*In recognition of students who have earned cords, neck laurels of any other kind (flower leis, ribbons, ethnic stoles, etc.) may not be worn during the Commencement ceremony. Cords will be worn without braiding or knotting.

Attendance Cords. Cords for attendance at PHAA are based on the following:

Navy Cord	Uninterrupted attendance at PHAA for Grade 9-12
Burgundy Cord	Uninterrupted attendance at PHAA for Grades K/1-12

Scholarships and Grants

High school records and financial need are the basis for determining eligibility for most college scholarships. To become eligible for scholarship programs, seniors must submit application form; parents must usually submit a financial statement, and all information must be submitted by the stated deadlines. Failure to meet the deadlines will result in elimination from the scholarship opportunity. Deadlines are announced to parents by mail and to students through various media on campus.

The California Grants Program and the Federal Pell Grants provide the best opportunities for seniors to receive college funds. While all grades earned in grades 9 through 12 determine the student's cumulative GPA, it is imperative that the student maintain a high GPA during the sophomore and junior years because these are the grades utilized in determining scholarship winners. Both the California Grant Programs and the Federal Pell Grants are based on proven need. There are a few scholarship opportunities for the academically gifted that are not based on financial need. Anyone interested in obtaining more information may contact the Registrar.

Awards

To be considered for the following junior and/or senior awards, the student must have attended PHAA at least two full semesters prior to the time of the award selection:

- Caring Heart Award
- Adventist Health Scholarship
- The Frederic Chopin Piano Award
- John Philip Sousa Award
- National School Choral Award
- Award for Christian Attitude, Sportsmanship, and Academic Achievement
- Principal's Award

TRANSCRIPTS

Requests for unofficial and official transcripts should be submitted in writing to the Registrar (email is acceptable). Requests must be signed by a parent or guardian if the student is under 18 years of age. After the student leaves PHAA, one transcript will be issued without charge; additional transcripts are \$5.00.

COURSE DESCRIPTIONS

The courses described are representative of the nature of classes at PHAA. Elective courses may change from year to year depending on enrollment and student demand. Some courses require prerequisites. Core courses are "a-g" approved by the University of California. For more specific information about classes, please contact the Registrar's Office.

Computer Technology

CT 150 Computer Applications

5 credits

This class features basic skill in word processing, spreadsheets, presentations and various aspects of technology application. These skills will assist students in keeping current with advancing technology. There is an emphasis on speed building exercises.

Electives

LS 150 Life Skills

5 credits

This class introduces essential life management skills, specifically focusing on being a responsible adult in the home environment and the community.

LS 300 Yearbook

5 credits

Those on the yearbook staff juggle several roles as photographer, editor, designer, and communications specialist to complete their task as a member of the yearbook staff. Responsible for creating a publication that will undergo the test of time, students enrolling in yearbook are essentially capturing an entire year's worth of activities, memories, and people, freezing them in just over 100 pages. This class is a year-long commitment and **students may not drop the class after the first 4 weeks of school.**

LS 500 Drivers Education

2.5 credits

Credit may be earned by turning in a copy of the classroom driver's education "certificate of completion" to the Registrar.

PF 400 Personal Finance

2.5 Credits

Personal Finance is a course designed to help students understand the impact of individual choices on occupational goals and future earnings potential. Topics covered will include income, money management, spending and credit, as well as saving and investing. Students will design personal and household budgets, simulate use of checking and savings accounts, demonstrate knowledge of finance, debt, and credit management, and evaluate and understand insurance and taxes. This course will provide a foundational understanding for making informed personal financial decisions.

WE 400 Work Experience

100 hours/5 credits

Work experience is supervised unpaid or paid employment. Students may 'work' on-campus on jobs assigned by the Principal/Registrar or work off-campus at a business. Documentation of off-campus

work from the employer (check stubs, time cards, letters of verification describing work responsibilities on business letterhead) need to be submitted for credit to be granted.

English

EN 100 English I

10 credits

English I is a literature-based integrated language arts course which uses contemporary and traditional literature as a framework for learning and improving the skills of reading, writing, grammar, usage, mechanics, spelling, vocabulary, critical thinking, speaking, listening and viewing.

EN 200 English II**10 credits**

English II is a continuation of English I and is a literature-based integrated language arts course which uses contemporary and traditional literature as a framework for learning and improving the skills of reading, writing, grammar, usage, mechanics, spelling, vocabulary, critical thinking, speaking, listening and viewing.

EN 300 English III**10 credits**

English III is a chronological survey of American writers from the 1600's to the 20th century. Students increase their ability to recognize and understand literary devices and techniques, to appreciate literature, and to write clearly, logically, and correctly.

EN 400 English IV**10 credits**

English IV is a college preparatory course designed to strengthen language and composition skills, with emphasis on research and reading. A selected chronological overview of British literature is also included.

*Fine Arts***FA 101 Art****2.5 credits**

The art program offers students comprehensive art experiences with detailed explorations in the classics such as painting, drawing, printmaking, set design, fashion design, photography and crafts. In addition to gaining confidence and proficiency working with a variety of mediums, students will learn about the history, analysis, and interpretation of art.

FA 102 Strings/Orchestra**2.5 Credits**

String Orchestra is an advanced string ensemble that practices and performs music from the standard concert string orchestra and chamber music literature. Students will learn ensemble work and techniques as well as focus on shifting and 2-3 octave scales and arpeggios. Assessments include periodic practice checks, comprehensive playing exams, outside concert attendance and public performances. String Orchestra is open to students who can demonstrate playing ability of a stringed instrument or by consent of the instructor. This course may be repeated for additional credit and is a year-long commitment and **students may not drop the class after the first 4 weeks of school.**

FA 103 Concert Band**5 credits**

Open to all students who can demonstrate playing ability on a wind or percussion instrument greater than or equal to Standard of Excellence Book 2. Concert Band provides all students an opportunity to exercise expression, model musicianship, practice personal discipline, and tighten teamwork in order to communicate a musical message to those listening. Being involved in a group where each part is equally important to creating a finished piece of work allows the student to experience several aspects of interpersonal growth. The student will not only strengthen relationships with their peers, but also develop an inner appreciation for music in understanding the spirit and intent of the music. This course may be repeated for additional credit and audition is required. This class is a year-long commitment and **students may not drop the class after the first 4 weeks of school.**

FA 104 Choir**5 credits**

Open to all students, Choir provides students an opportunity to exercise expression, model musicianship, practice personal discipline, and tighten teamwork in order to communicate a vocal message to those listening. In practicing and performing multiple-part literature from many different musical genres, the students will grow musically and spiritually, as they discover the ministry music holds in bringing others closer to Christ through their performance. This course may be repeated for additional credit and audition is required for vocal placement. This class is a year-long commitment and **students may not drop the class after the first 4 weeks of school.**

FA 105 Choralaires**5 credits**

Choralaires is an auditioned choir of a set number of voices with each vocal part. Performing more difficult music than Choir, Choralaires expands on the characteristics of Choir and adds focus on individual attitude, confidence, leadership, and talent to unite as one body of sound. Enrollment in Choir is required for those in Choralaires. This course may be repeated for additional credit. This class is a year-long commitment and **students may not drop the class after the first 4 weeks of school.**

FA 106 Private Music Lessons**Varies**

Private off-campus music lessons may be used to fulfill the graduation requirements in Fine Arts provided the following procedures are followed:

- The lessons are arranged in advance to apply toward graduation.
- The teacher can provide the school with a copy of his/her teaching credentials or equivalent.
- The student satisfactorily completes a minimum of 30 weekly lessons per year.
- When the lessons are complete, the teacher must submit a signed report to the Registrar indicating the kind of lessons, number of lessons completed, and grade earned.

FA 300 Drama**2.5 credits**

This course covers the fine art of drama which can become a useful tool for sharing the gospel message through a medium which speaks to the emotional as well as the intellectual senses. Four areas included in this course of instruction are: acting/directing, producing, technical aspects, and writing/evaluating. The main function of this course will be to produce the chosen musical for the year.

*Health***HE 200 Health****5 credits**

This course is designed to introduce students to the basic principles of health that will enable them to live a healthy and abundant life. An emphasis is placed on making healthy choices, and developing behaviors that promote healthy lifestyles. In light of the health message given to our church, it is important that we have a working knowledge of our bodies and how to keep them healthy.

History & Social Studies

HI 100 World History **10 credits**

A Christian-based study of our world from creation through modern times, with particular emphasis upon European history. Major themes studied include: political, social, geographic, biographical, and religious interpretations of history.

HI 300 United States History **10 credits**

The emphasis of this course will focus on modern history, civil war, and civil rights. The course will be based on a Christian perspective.

HI 400 US Government **5 credits**

Prerequisite: 11th grade

This course analyzes our government system, development, and practice from a Christian perspective. It is designed to prepare students to be useful and knowledgeable citizens in society.

HI 500 Economics **5 credits**

Prerequisite: 11th grade

This survey course is designed to help the student understand how an economist describes economic activity such as production, unemployment, business operation, and labor.

Mathematics

MA 50 Pre-Algebra **10 credits**

Pre-Algebra is designed for students who need review in basic principles of mathematics and a solid introduction to Algebra I.

MA 100 Algebra I **10 credits**

Pre-requisite: Meet Algebra Readiness Criteria and/or Teacher Recommendation

Algebra I is designed for the student who has a good foundation in basic math. It introduces field properties and properties of equality.

MA 200 Geometry **10 credits**

Pre-requisite: C- or better in Algebra I, meet Geometry Readiness Criteria and/or Teacher Recommendation

This course integrates geometry with algebra and trigonometry as it introduces logical structures and proofs and discovers important geometric properties.

MA 300 Algebra II **10 credits**

Pre-requisite: C- or better in Algebra I; Meet Algebra II Readiness Criteria and/or Teacher Recommendation

Algebra II goes beyond Algebra I to work with unknown variables, matrices, logs, trigonometric equations and complex numbers.

MA 400 Pre-Calculus **5 credits**
Pre-requisite: C- or better in Algebra II and Geometry; Meet Pre-Calculus Readiness Criteria and/or Teacher Recommendation. Dual Credit from PUC requires a B (not B-) or better in Algebra 2.

Pre-Calculus expands on rational functions and relations with emphasis on logical development and graphing.

MA 500 Calculus **5 credits**
Pre-requisite: C- or better in Pre-Calculus; Meet Calculus Readiness Criteria and/or Teacher Recommendation

This course covers elements of analytic geometry, derivatives, limits and continuity, differentiation of algebraic and trigonometric functions, and the definite integral.

MA 600 Statistics **5 Credits**
Pre-requisite: C- or better in Algebra 2 and B-or better in English 11; Dual Credit from PUC requires a B (not B-) or better in Algebra 2 and A- or better in English 11.

Statistics emphasizes functions and graphs as tools to prepare the student for calculus. Included are polynomial and rational functions, logarithmic and exponential functions, as well as a thorough treatment of the six trigonometric functions and their inverses.

Modern Language

ML 300 Spanish I **10 credits**
Spanish I is a beginning-level course stressing the four basic language skills: listening, speaking, reading, and writing. Native customs, songs, foods and games are used to spark interest and enhance learning in the Spanish world.

ML 400 Spanish II **10 credits**
Spanish II provides the framework necessary to apply basic language skills in everyday life. Conversational Spanish is emphasized.

Physical Education

PE 100 & 200 Physical Education I & II **10 credits**
The purpose of this class is to teach the importance of lifelong fitness, with an emphasis on good sportsmanship and exhibiting a Christ-like character. This class will focus on learning the rules and skills of team sports; learning different areas of stretching and exercise; and meeting the 200 minutes of physical activity per week.

PE 300 Life Long Fitness **Varies**
The purpose of this class is for the student to incorporate physical activity into their everyday schedule outside of school. It gives students the opportunity and responsibility to find physical activities they enjoy participating in and hopefully make them part of their lifelong fitness.

Religion

RE 100 Religion I

10 credits

A Bible-based study of the following themes: An exploration based of God and how to have a relationship with God; God's response to the problem of sin through the ministry, death, and resurrection of Jesus Christ; a study of creation and the Sabbath as gifts for us; God's gift of grace through the study of Old Testament stories. Students will be prepared to share God's love and the three angels' messages to others.

RE 200 Religion II

10 credits

A Bible-based study of the following themes: A study of God's word and how it is our road map to God; the study of David and how he represents a man after God's heart and an example to us; the study of the book of John as a character story of the gospel and guide for Christian young people; the identification and implementation of spiritual gifts as part of the Christian life. A continued emphasis will be placed on grace, Adventism and the end-time message.

RE 300 Religion III (Salvation)

10 credits

This course is designed to help the student integrate Jesus Christ and their relationship with Him into their daily lives.

RE 400 Religion IV (Christian Living)

10 credits

The intent of this course is to help facilitate students with Christ-centered skills needed to live a Christ-centered life. Units of study will include: Hebrews, Marriage and Family, and Choices and Challenges (Careers).

Science

SC 100 Physical Science

10 credits

Physical science deals with non-living areas of science, including earth and space science, and provides a basic introduction to physics and chemistry.

SC 200 Biology

10 credits

The aim of this course is to introduce the fundamental principles of biology, the science of living things, and to instill within the student a greater understanding and appreciation of the diversity and incredible design of life as seen in God's creation. This is a laboratory science course.

SC 300 Chemistry

10 credits

Pre-requisite: C- or better in Algebra I

The aim of this course is to introduce the theories and concepts of modern chemistry. It focuses on the interactions between different types of matter and the interactions between matter and energy at the atomic level. It includes the study of atomic structure, states of matter, chemical reactions, and the periodic table. This is a laboratory science course.

SC 400 Physics

10 credits

Pre-requisite: C- or better in Algebra II

This course is the study of the interaction of matter and energy that includes mechanics, heat, sound, electricity, magnetism, light and nuclear relationships. Conceptual understanding is stressed and mathematical relationships are applied. This is a laboratory science course.

ACADEMIC INFORMATION

(Elementary)

CURRICULUM

The academic program for grades K-8 conforms to the requirements of the State of California and to standards set by the North American Division Board of Education. For more information about the specific materials used by each teacher to meet these expectations, please feel free to meet with the teacher for a discussion of his/her curriculum. (PUCEC C14-104)

Elementary Music Program

A choir and music appreciation program is conducted for grades K-8. In addition to choir and music appreciation, grades 5 & 6 receive instruction on a band instrument and participate in a beginning band or a stringed instrument and participate in a beginning string orchestra. Grades 7 & 8 participate in an advanced band or advanced string orchestra. Grades are based on attendance to music performances, class attendance and music/instrument preparation, as well as cooperation and effort.

ACADEMIC RECOGNITION

Elementary – Grades 3-6

A student receiving all A's and B's on his/her quarterly report card attains Honor Roll status and will receive an Honor Roll Certificate. A student receiving all A's attains Principal's List status and will receive a Principal's List Certificate.

Junior High – Grades 7-8

In order to recognize the various academic achievements of Pine Hills students, an honor roll will be printed following each nine-week grading period using the following criteria:

The honor roll is based on the student's GPA as follows:

- 3.75 – 4.00 Principal's List
- 3.25 – 3.74 Honor Roll

8TH GRADE DIPLOMA

To receive a diploma, students must meet the following requirements:

- 1) have an overall C average for both 7th and 8th grades;
- 2) have no grades lower than D-; and
- 3) have re-taken courses for which they receive failing grades.

CERTIFICATE OF COMPLETION

Any student who does not meet the criteria to receive a diploma will receive a certificate of completion at graduation. Students may convert the certificate to a diploma by removing the deficiencies.

GRADE REPORTS

The academic year is divided into four 9-week quarters. Progress reports are also issued in the middle of each nine-week period to students. A final grade for each class and attendance is given at the end of each quarter and recorded permanently on the official report card and mailed to parents. (PUCEC C16-104:108)

GRADING SCALE (3-8 Grade)

Grade	Percentage	GPA (7 th & 8 th Grade Only)
A	93 - 100%	4.0 grade points
A-	90 - 92%	3.7 grade points
B+	87 - 89%	3.3 grade points
B	83 - 86%	3.0 grade points
B-	80 - 82%	2.7 grade points
C+	77 - 79%	2.3 grade points
C	73 - 76%	2.0 grade points
C-	70 - 72%	1.7 grade points
D+	67 - 69%	1.3 grade points
D	63 - 66%	1.0 grade points
D-	60 - 62%	0.7 grade points
F	0 - 59%	0.0 grade points
WF		0.0 grade points (Withdrew Failing)
I		0.0 grade points (Incomplete)
P		Not calculated in GPA (Pass)

HOMEWORK

Homework is an integral part of the school program and is assigned to aid the student in learning to be a disciplined person and to advance in his/her studies. The work assigned may be a supplement to the regular classroom work.

Homework is considered both vital and necessary. When homework is assigned, it is expected that it will be completed neatly and submitted on time.

The following is the suggested time allotment for daily homework:

Kindergarten	10 minutes
Grades 1 & 2	10-20 minutes
Grades 3 & 4	30-40 minutes
Grades 5 & 6	50-60 minutes
Grades 7 & 8	70-80 minutes

MAKE-UP WORK

Daily attendance is encouraged; however, if a family takes a vacation and arrangements are made with the teacher at least **three days** in advance, work can be made up. We recommend such time away from school be limited to one week or five days per year. Work can also be made up for absences that result from extenuating circumstances, such as sickness or a death in the family.

TESTING

Each September all students in Grades 3-8 are given the Pacific Union Conference adopted standardized test, IA and CogAt. (PUCEC C16-120)

EXTRA-CURRICULAR/ENRICHMENT OPPORTUNITIES

STUDENT ORGANIZATIONS

PHAA sponsors a number of organizations/activities that are designed to promote leadership among the students and to develop their physical, mental, social, and spiritual talents. Staff sponsors are assigned to all organizations and classes. *No Student Association or class meeting has any official status unless one of the officially appointed sponsors is present at the meeting.* Each of these organizations is to be conducted within the framework of the school's standards and regulations. (PUCEC C28-116 & C28-124)

STUDENT ASSOCIATION (SA)

The Student Association (SA) is an organization in which every enrolled high school student is a member. It is organized to foster social, intellectual, and spiritual activities and to promote school spirit. Its purpose is to develop a sense of responsibility as well as qualities of leadership, good citizenship, and self-government. Officers are elected each semester according to the SA constitution. (PUCEC C28-128)

Student Senate

The legislative organization of the Student Association membership includes two (2) senators from each class with the Executive Vice-president as chairperson. The student senate shall handle any business of the SA that calls for the formation of an ad hoc committee that requires legislative action and directs the election of SA officers.

Student School Board Representative

The Executive Vice-president of the Student Association serves as the student representative and is a non-voting member at all School Board meetings, but is excluded from Executive sessions. The Student Association President may serve as an alternate.

Election of SA Officers

SA officers are elected during the last week of each semester. Approval from the Registrar's office must be obtained for each applicant to run for any office. A student may be removed from office for deviation from the requirements given below.

Criteria for Holding an SA Office (PUCEC C23 & C28-108)

Eligibility requirements for holding an SA office are as follows:

Scholastic. No incompletes, D's or F's during the previous semester

Attendance. Current attendance grade no lower than a C.

Citizenship. No suspensions during the previous semester.

Class Standing. The following SA offices will be held by upper classmen (*See criteria for class standing below):

- President
- Executive Vice-president
- Social Vice-president

Pastor

Lower classmen may hold any of the remaining SA offices.

GPA Requirement. SA officers must meet the GPA qualifications listed below based on the previous quarter's grades and maintain this minimum GPA during their entire term of office:

- 3.0 President
Executive Vice-president
- 2.5 Social Vice-president
Pastor
Secretary
Treasurer
Media Coordinator
- 2.0 Senators

CLASS ORGANIZATIONS

All students are members of a class based on their years of attendance and credits earned.

Election of Class Officers

Students wishing to be involved in the planning of their class activities may run for a class office. Typically, Senior and Junior Class officers are elected by the first month of school. Sophomore and Freshman officers are elected after first quarter midterm.

Criteria for Holding a Class Office (PUCEC C23 & C28-108)

Eligibility requirements for holding a class office are as follows:

Scholastic. No incompletes, D's or F's during the previous semester

Attendance. Current attendance grade no lower than a C.

Citizenship. No suspensions during the previous semester.

Class Standing. Students running for a class office must have attained class standing based on their years of attendance and credits earned. (*See criteria for class standing below.)

GPA Requirement. Class officers must meet the GPA qualifications listed below based on the previous quarter's grades and maintain this minimum GPA during their entire term of office:

- 3.0 Senior Class President
Junior Class President
Senior Class Vice-president
Junior Class Vice-president
- 2.5 Sophomore Class President
Freshman Class President
Sophomore Class Vice-president
Freshman Class Vice-president
- 2.0 All other class officers

Limitation

A student is eligible to hold only one major office or position at a time. Major offices/positions are as follows: SA President, any SA Vice-president, Class President or Vice-president, and Yearbook Editor.

Loss of Office

If any of the above attendance and GPA criteria are not maintained, the student will be on probation for one quarter and removed from office at the end of the quarter if grade or attendance problems are not solved. Students who are suspended will lose their office.

CLASS STANDING (PUCEC C23)

Freshmen. Students who have completed the eighth grade.

Sophomores. Students who have completed one year of high school with a minimum of 50 SP and are eligible to attend the sophomore class meetings as a voting member.

Juniors. Students who have completed two years of high school with a minimum of 100 SP, currently enrolled in enough credits to have 150 SP at the end of the junior year, are classified as juniors and are eligible to attend the junior class meeting as a voting member. An approved accelerated student will not have junior standing regardless of the number of credits.

Seniors. Students who have earned a minimum of 150 SP at the start of the senior year and can schedule the courses required for graduation. To be a member of the graduating class, the student must be in attendance for the entire senior year. All fourth-year secondary school students who are registered to complete all requirements for graduation as set forth under graduation requirements are classified as seniors.

VARSITY SPORTS PROGRAM**Eligibility Requirements**

To be eligible for junior varsity and varsity sports, a student must have met the following requirements at the end of the preceding quarter:

- A minimum cumulative GPA of 2.0
- No suspensions the preceding quarter
- No D's, F's or I's in any class or attendance for the preceding quarter
- Medical Clearance (A sports physical is required every other year.)
- A signed liability waiver
- A signed concussion waiver
- No suspensions

If a student's eligibility is lost during a sport, he/she will not be able to continue practicing, traveling or playing with the team. A player may be removed from a game or from the team, temporarily or permanently, at the coach's discretion due to a poor attitude or poor sportsmanship. Applications for junior and varsity sports are available in the Registrar's office or online.

ENRICHMENT OPPORTUNITIES

Field Trips and Sports Trips (PUCEC A24-108, C11-128, C11-152)

Not all education takes place in the classroom. Educational opportunities are often enhanced through demonstrations, hands-on activities, and individual observations. For these reasons the school encourages teachers to plan exciting and fun learning opportunities off campus. The following rules and definitions apply to these activities.

- Day trips will be discussed with and approved by the school board. Transportation for the field trip and its drivers will need to adhere to the standards set by the Northern California Conference of Seventh-day Adventists.
- Overnight trips will be discussed with and approved by the school board. Drivers must meet all the requirements set by the Northern California Conference of Seventh-day Adventists.
- Out-of-Union trips must be approved by the school board and NCC Board of Education.

Ski/Snowboard Days

Two (2) days during the winter months, students may sign up to participate in the Ski/Snowboard program. Students in all grades are encouraged to participate. Any student sixth grade and below is required to have a parent/guardian accompany the student. Ski/Snowboard packages include lessons, lift tickets, and rentals, if needed.

Spiritual Activities

Throughout the year, PHAA provides experiences which enrich the spiritual growth of students. These opportunities include chapels, Fall and Spring Weeks of Prayer, classroom worships, community service days, participation in church services and programs, and the Spiritual Retreat for high school students.

Educational Trips

Learning is enhanced by the following educational trips:

Senior class trip (may include Washington D.C.)

Mission trips in conjunction with the local churches

Annual High School Super Trip (emphasis on Music, Science, and History/Literature)

Yearbook

Students with photographic, artistic, and writing skills are encouraged to enroll in the Yearbook class, which produces an annual publication of the year's activities. Editor of the yearbook is considered to be a major office.

Musical

Each year the music and drama classes combine to produce a full-length musical. Students may participate in acting, singing, costuming, technical, or stage crew roles.

ATTENDANCE POLICY

(High School)

Pine Hills Adventist Academy believes that the classroom experience cannot be duplicated. Success in school is often related to a student's attendance. Students who are absent from classes miss a variety of significant learning experiences that harms the student academically and places an unnecessary burden on the teacher and student. Our community of parents, faculty, and administrators are all needed to help our students achieve good attendance habits each year.

It is important for students to attend school regularly. Being on time allows the school day to begin properly for both the student and the class. Habitual tardies and absences cause extra stress for the student and disrupt the delivery of instruction to the rest of the class. Regular attendance will help students to

- Be responsible for their education.
- Be on time and prepared.
- Be ready for the relative freedom of college.
- Be primed for the work place.

ABSENCE POLICY

Although it would be ideal for a student to be in the classroom every day for every class, there will be times when a student cannot be in the classroom. When this occurs, the absence will be categorized according to the following list:

Excused Absences

- Illness of the student: students must be fever free for 24 hours before returning to school
- Death in the immediate family
- Mandatory court appearance
- Unavoidable medical or dental appointments with verification

Prearranged Absences

- Two weeks' prior written notice required
- Limited to five school days total
- Seniors are allowed an additional two days for college visits
- Parents will be notified in writing if the staff believes this is not in the best interest of the student.
- Make up work may be required /allowed at the discretion of the staff.

Unexcused

- All other absences
- No makeup work will be allowed.

PHAA requires a **minimum of 85% attendance per class per semester** in order to receive credit for a class. A student who misses more than 15% of a class per semester will **forfeit credit** in that class. This policy relates to **total absences**, excused and unexcused combined (approximately 14 absences per

semester, depending on number of days per semester and number of days class meets per semester). School sponsored activities including sports trips, field trips, music events, senior college days, etc. will not count against the students 15% of allowed absences per semester. Classes dropped due to excessive absences will receive a WF (withdrew failing) on the transcript. Students with extenuating circumstances may appeal for an exception to this policy by submitting a written request to the Academic Standards Committee.

Attendance During Test Weeks

Students are expected to be present during quarter, semester, and standardized IA test weeks. Semester finals cannot be made up except in the case of death of a family member or illness with a doctor's note.

TARDY POLICY

Students are expected to be in class and seated when the bell rings. Those who are not will be marked tardy. Three tardies equal one absence. This absence will count against the 15% allowed per semester. Students who are tardy more than 10 minutes will receive an absence.

ATTENDANCE GRADE

An attendance grade based on the number of tardies and absences is issued for each quarter. (Attendance at Chapel and study halls will affect the attendance grade.)

Each student receives a starting attendance score of 100 points per quarter. Each tardy deducts 1 point from the total score. Each unexcused single-period absence deducts 3 points from the total score. An entire-day unexcused absence deducts 5 points. Grades are assigned as follows:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

It is not possible to earn back points in attendance. However, a valid written excuse related to illness, medical/dental appointments, or a death in the family may be submitted by a parent, guardian, teacher, or doctor and will be accepted to excuse tardies or absences. Excused tardies or absences do not deduct points from the attendance score.

It is the responsibility of students and parents/guardians to check attendance posted by the Registrar and submit changes/corrections in writing to the school office/ Registrar within two (2) weeks of incurred absences and tardies. Points older than two weeks are permanent.

NOTIFICATION

If a student is absent, parents/guardians must notify the school office before 8:30 a.m. on the day the absence occurs; otherwise, the absence will be recorded as unexcused.

The school attempts to notify parents/guardians when students are not in attendance or when they leave the campus without prior permission.

SIGN-IN/OUT

When arriving after the student's first period begins or leaving prior to the end of the individual's school day, all students, irrespective of age, are required to sign in and/or out in the school office. This applies even when parents have submitted prior notification. Students leaving without signing out are considered truant.

LEAVING CAMPUS

General Policy and Procedure for Leaving Campus

Students are not allowed to leave campus during school hours without written authorization from parents and permission from the Principal's office. Student drivers should complete the Special Off-campus Petition form if they expect to arrive late or leave early on a regular basis. (PUCEC A23-132)

Student Drivers

Students should register their vehicles with the school office and be assigned a parking space each school year. Students must abide by the following policies:

- Students may not drive to the south side of the school building or park in the south parking lot.
- For off-campus, school-sponsored events, students may drive themselves to the event as long as they drive from home to the event and back home again without driving to school in between.
- Student drivers may only drive other students off-campus with written permission from both students' parents and they meet California State Law requirements.
- Students may NOT drive themselves on any overnight field trips.
- Students who have school events later in the school day may NOT drive themselves home and then return before 3:30 p.m. due to liability insurance.

ATTENDANCE POLICY

(Elementary)

ABSENCES

Our school is bound by state law to maintain regular attendance and punctuality. Absences are only excused for illness of the student, mandatory court appearance, unavoidable medical or dental appointments with verification, or death in the immediate family. Notification should be given in advance of anticipated absences by completing a pre-arranged absence form. When a student is absent, notify the school or teacher before 8:30 a.m. via phone/text. Students who leave early must sign out in the school office before leaving.

TARDINESS

Any student who is not seated in his/her desk by 8:10 is considered tardy. Students who arrive late must sign in at the school office. Repeated tardiness develops unwanted habits, affects learning/worship time, and interrupts the classroom.

EXCESSIVE ABSENCES AND/OR TARDINESS

The responsibility for each student's attendance belongs solely to the parents and/or guardians. If a student has more than 7 absences within one marking period (quarter) and/or 10 tardies within a marking period (quarter), the administration will send a letter to the parents or guardians. If a student's attendance exceeds the aforementioned criteria for more than one marking period (quarter), then the parents/guardians will meet with the principal to resolve this problem. Excessive absences (more than 15% of a school year) could result in a student's retention.

PERFECT ATTENDANCE

Students who receive no tardies or absences (excused or unexcused) during an academic quarter will earn recognition for perfect attendance for that quarter.

VACATIONS/MAKE-UP WORK

We try very hard to protect the integrity of the school year. Observe carefully the dates and times listed in the school calendar for the beginning and ending of vacation periods. If for some reason your family has scheduled a trip during days when school is in session, families must turn in a pre-arranged absence form at least two weeks prior to your trip. This will allow our teachers time to prepare some assignments. If the pre-arranged absence form is not completed at least two weeks prior, teachers are not obligated to prepare work in advance. Furthermore, students are not guaranteed to be allowed to make up all missed work/tests. We recommend such time away from school be limited to 7 days per year. Remember, days missed for pre-arranged trip are counted towards the total absences per quarter/year. (See the previous "Excessive Absences and/or Tardies" section.) Also, students should request assignments from teacher for absences that result from extenuating circumstances, such as sickness or a death in the family.

CONDUCT

ACADEMIC HONESTY POLICY

Academic integrity is a highly valued character trait and is an expectation for all PHAA students. Academic dishonesty includes, but is not limited to: plagiarism, giving or receiving answers on tests/quizzes/homework, sharing of computer files, tampering with grades, talking during exams, and any other behavior defined in the teacher's course outline.

The following four-step Academic Honesty Policy applies to the cumulative time spent at PHAA:

- The first and second incident of academic dishonesty will result in a zero on the assignment/project or test in question. The student will also receive a misconduct report and may be suspended.*
- The third incident of academic dishonesty will also result in a zero on the assignment/project or test in question and a reduction of one letter grade for the semester. The student will also receive a misconduct report and serve a three-day suspension.*
- The fourth and subsequent incidents of academic dishonesty will result in loss of credit for the course involved for the semester. The student will also receive a five-day suspension.*

**Consequences for suspension that also apply are detailed on page 38.*

DISCIPLINE POLICY

Philosophy of Discipline

In a perfect world, all students would be self-disciplined. Although self-discipline is the goal for every PHAA student, in reality students will need some adult guidance as they mature. The purpose of discipline is to provide learning opportunities for students, rather than merely to be punished. (PUCEC A23-136)

While it would be useful to have an exact "consequence" for each infraction of school rules, no two students have the same temperament; thus factors such as attitude, repetition of infractions, repentance, and truthfulness must also be considered.

Minor Infractions

The progression of disciplinary steps for minor infractions is as follows:

1. The teacher works with the student to remediate the behavior.
2. The teacher involves the parents in the problem.
3. If the issue is not resolved, the principal is included in the process. Among other consequences, the principal may implement a behavior contract, remove the student temporarily from the classroom, or even suspend the student if the behavior is ongoing.

In most cases, this three-step sequence will be effective in eliminating the questionable behavior and maintaining the relationships between teacher, student, and parents.

Major Infractions

In some situations where there are serious violations of school or civil laws, and/or the safety of students is involved, more serious steps will be necessary. Major infractions may include, but are not limited to, the following:

- Destruction or Defacement of Property: Attempting to damage, destroy or mutilate objects or materials belonging to the school, school personnel, or other persons. Graffiti writing or defacing school property.
- Fighting: Engaging in or threatening to engage in physical conduct for the purpose of inflicting harm on another person.
- Bullying: Any conduct which victimizes or subjects another student to repeated and unwanted verbal, emotional, or physical abuse.
- Hazing: Participating in or promoting any degrading or humiliating act of initiation on another student.
- Sexual Behavior: Engaging in physical contact or other activities with sexual overtones and/or explicit sexual acts.
- Alcohol, Drugs and Tobacco: The use, possession, or sale of alcoholic beverages or any intoxicant.
- Weapons, Dangerous Objects, and Explosive Devices: The use, possession or furnishing of any knife, firearm look-alike, or other dangerous device. The use, possession or sale of explosives.
- Racial or Sexual Slurs: The use of racially or sexually offensive language, jokes, graffiti or images.

Disciplinary Steps for Major Infractions

For serious infractions (incurring more than one day of suspension), the following disciplinary steps will be used:

1. The principal will determine the “who, what, when, and where” of the situation.
2. The principal immediately informs the parents.
3. The principal may inform law enforcement, if warranted.
4. The principal seeks counsel from the Discipline Committee (See “Committees” section for list of members.) and communicates the disciplinary actions, which may include suspension or expulsion.

Suspension (PUCEC A23-148)

A student may be suspended by the principal or his/her designee for up to 5 days when serious offenses occur related to school activities on or off campus. The student and parents shall be notified immediately by phone as to the reason for the suspension, and a letter will be sent within 24 hours as written confirmation of the suspension. The letter will include reasons for the suspension, duration of the suspension, the disciplinary procedure to be followed, and the appeal process.

While on suspension, the student is encouraged to keep up with school work; however, missed homework and tests will be counted as “late work,” and given 50 percent credit.

During suspension the student may not be on campus or participate in any on or off-campus sports or extra-curricular activities. A suspended student will lose any class or SA office.

The student or student’s parent(s) or guardian has the right to appeal a suspension. Appeals of suspensions will be heard by the entire faculty. If the suspension is overturned on appeal to the faculty, all references to the suspension will be removed from the student’s record.

Expulsion (PUCEC A23-152)

The Discipline Committee may determine that the offense is serious enough to merit expulsion. When expulsion is recommended, the recommendation will automatically be referred to the Executive Committee of the School Board. The student and/or parents are invited, but not required, to be present.

The student shall be notified that he/she is considered for expulsion. Parents shall be notified by phone within 24 hours of the recommendation for expulsion. Notice of expulsion being considered shall be part of the student's discipline file. The student or student's parent(s) or guardian has the right to appeal an expulsion. Appeals of expulsions will be heard by the School Board. If the expulsion is overturned, all references to the expulsion will be removed from the student's record.

Law Enforcement Involvement

PHAA takes the safety of each student seriously. For this reason, there may be times when law enforcement is called to mediate or investigate a situation. Possession of weapons, drugs, and/or refusal of a student to comply with school regulations are examples of when law enforcement may be called. Parents will be notified if it is necessary to involve law enforcement.

DRESS CODE POLICY

It is the school's desire to project a positive Christian image. The principles which guide the dress policy are standards of excellence, which encourage modesty, simplicity, cleanliness, safety, and health. It is the parents responsibility to ensure that students must adhere to the following guidelines on campus and during extracurricular school functions:

General

- Clothing must be neat, clean and modest. Clothes that are frayed or torn are not to be worn to school.
- Students will refrain from wearing jewelry such as bracelets, rings, necklaces, earrings, chains or tattoos of any kind.
- Undergarments cannot be visible.
- Make-up should be modest and in good taste. Nail polish may not be black.
- Hair should be kept neat and clean, be of natural color, and not attract undue attention.
- Caps and hats are not allowed in the building.
- Footwear must be worn at all times and must have a closed toe and a heel or heel strap.
- Outerwear that advertises Adventist colleges and universities is acceptable.

Shirts/Tops

- Only collared "polo" style shirts may be worn Monday-Thursday.
- High school students are also allowed to wear front-button dress shirts.
- Any solid color is permitted. (Heathered fabric which appears to be a solid color from a 10-foot distance is permitted.)
- Pictures, letters, lace, and all other prints and decorative embellishments are not allowed.
- All logos must be 1" or smaller.
- Tank tops and sleeveless shirts are not allowed on campus during school hours and school-sponsored functions.
- Tops must have sufficient length to cover the midriff when standing, sitting, and bending.
- Plaid or striped polo shirts are permitted on Fridays only.

Sweater/Sweatshirts/Coats

- All outerwear (coats, sweatshirts, sweaters etc.) must be solid color and without lettering or pictures whether worn indoors or outdoors. (A second color for minor items such as a zipper or liner is acceptable.)
- All logos must be 1" or smaller

Pants/Shorts

- Bermuda, Capri and Chino style shorts and pants are permitted in solid black, navy blue, brown, and khaki colors only. (Solid, unfaded, denim fabric in these colors is permitted.)
- Blue denim shorts and pants are permitted on Fridays only.
- All shorts, pants and jeans must be free of holes, frays, and all adornments.
- Shorts must be at least as long as the mid-point between the crotch and knee.
- Cargo, board, sweat and sport shorts and pants are not permitted.
- Pants and shorts must be worn at or above the hip bone.
- Pants must have a zipper and back pocket. Leggings and tights are not appropriate as the outer layer of clothing. Leggings or tights may be worn under an approved skirt.

Skirts/Skortts

- Hemlines are to be approximately three inches above the knee with or without leggings.
- Solid, black, navy blue, brown, and khaki colors only.
- Blue denim skirts or skortts are permitted on Fridays only. They must be free of holes, frays, and all adornments.

Dresses

- Solid black, navy blue, brown, and khaki only.
- All shirts worn with jumpers, must meet shirt/top criteria.
- Hemlines are to be approximately three inches above the knee with or without leggings.
- Pictures, letters, all other prints, and any decorative embellishments are not allowed.
- Necklines must be unrevealing.

Official Pine Hills Attire:

- Any clothing with Pine Hills' name and/or logo that is ordered through the office and meets the above criteria is permitted.

Friday Dress Code

- Tops can be plaid or striped. Blue denim pants will be allowed.
- Friday dress code will be canceled if there are compliance issues during the week.
- Outer wear must still be a solid color.

School Sponsored Events

- The default dress code for all on campus activities is Friday dress code.
- Water Event/Activities: One piece or Tankini bathing suits are required for girls. If a two-piece bathing suit is to be worn, a non-white top which extends past the waist line must be worn over the suit at all times.

- Field Trips: The default dress code for all field trips is the Friday dress code. A teacher may provide a different dress code for a specific activity.
- Extended Trips: Staff members may establish different criteria for appropriate dress on extended school sponsored trips.

Dress Code Compliance

The major responsibility for student appearance rests with the student. The assistance of parents is requested in guiding the student's selection in proper clothing, make-up and hairstyle that is within the accepted standards defined by PHAA. Staff and administration reserve the right to interpret the dress code and apply it to the best of their ability.

Non-compliance with the dress code will result in the student being sent to the school office where they will remain until a parent or guardian can bring appropriate school attire for the student to change into and continue with the school day. Any class time missed will result in an unexcused absence. The dress code violation will be recorded in the student's behavior records. The school assumes no responsibility for confiscated items that might be lost, stolen, or damaged.

Banquet Dress Code

The criteria for appropriate banquet/class night attire are as follows:

For Girls:

- The front of the dress must be at or above the cleavage line and should remain modest when leaning over. No cleavage should show at any time. Sheer and see through material will not be considered a part of the dress.
- The back of the dress must be at or above the middle of the back and should completely cover undergarments.
- The length of the dress must not reach higher than three inches above the top of the knee cap (Patella) when standing straight. However, different materials and styles may dictate a longer length in order to maintain modesty. Slits in the dress may not reach higher than three inches above the knee cap.
- The fabric should not be see-through and should be substantial enough to cover the outline of undergarments.
- The midriff may not be visible.
- If a dress is chosen that is close to the limits listed above, please bring the dress to school so that any problems at the event can be avoided. If a picture is sent, the staff can get an idea of problems; but nothing will be sure unless the dress is modeled.
- No jewelry of any kind may be worn.

For Guys

- Suits, sport coats, or church attire is appropriate.
- No shorts or short pants of any kind are acceptable.

Consequences of Non-compliance

If banquet attire is determined to be inappropriate by the sponsors at an event, the following protocol will be followed:

- The student will be advised of the specific violation.
- A photograph may be taken.
- The student will be offered an alternate garment to wear at the banquet.
- If the student chooses not to wear the alternate garment, he/she will be asked to go home. Parents will be notified, and the student can ride home the same way he/she came to the banquet.
- If there is no ride available, the student will be offered sequestered seating at the banquet until a ride becomes available.

CELL PHONES POLICY

While cell phones can be a very useful tool, they can also disrupt classroom learning and social interaction among students. Student use of cell phones during school hours is...

(The cell phone policy is currently under revision.)

SCREEN SHARING POLICY (Elementary)

Students may not watch or listen to each other's devices.

ELECTRONICS POLICY

Today's students are growing up in the "digital age." Technology is opening exciting new fields of study; knowledge is more available than ever before. People are more connected with instant communication than ever. But, along with all these blessings come a few problems. Because of the potential for abuse, the following rules will apply to all students at Pine Hills:

- Nonverbal, oral or written communication, on and off campus, including video, pictures and graphics on classroom computers, personal computers, smart-phones or other devices, must demonstrate a positive purpose and basic Christian principles of decency.
- Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

GUM

Gum chewing is not permitted on campus.

INTERNET POLICY

PHAA is pleased to offer Internet access to its students. Access to the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users around the world. While our intent is to make Internet access available to further educational goals and objectives, students may, on their own, find ways to access other material as well. We believe that the benefits to students from access to the Internet exceed any disadvantages. Students are responsible for good behavior on school computer networks, just as they are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites. It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about oneself or any other student on site using chats, blogs, social networking, or email
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting, or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password or sharing one's password with others
- Browsing in another person's folders, work, or files
- Using profiles or any other technology to bypass the school's filtering including using other wireless networks such as mobile hot spots, etc.
- Intentionally wasting resources
- Using the network for commercial purposes

MOTOR VEHICLES POLICY

Students are expected to show maturity in operating automobiles. Students driving motorized vehicles to school must observe the following regulations:

- All vehicles used by students for transportation to and from school must be registered with the school.
- Students are prohibited from driving on campus, other than to and from assigned parking space.
- All students' cars will be parked in their assigned parking space.
- All student drivers must possess a valid California Driver's License, and must provide proof of registration and proof of sufficient insurance as provided by the laws of the State of California.
- Students and parents are expected to drive safely at all times.
- Students who violate parking regulations or drive on campus in an unsafe manner are subject to a fine and may lose campus driving privileges.
- Vehicles are not to be used during school hours, except by permission from the principal and parent. (See "Leaving Campus" under the Attendance section.)
- A student may not borrow another student's car.
- No student driver may take student passengers with him/her without written consent from both the parents of the driver and the parents of the passenger.
- Students are not to sit in cars for visiting or studying during school hours.
- Students who are in their cars while on campus are subject to school policies at all times.

PUBLIC DISPLAY OF AFFECTION

Students involved in inappropriate behavior may be reprimanded and/or referred to the principal for further disciplinary action.

DATING (Elementary)

Dating is not allowed on campus for any elementary grades. In addition, students should not engage in discussion about this topic among their peers. The social climate should be free from gossip or teasing, and allow students to develop meaningful friendships with classmates/schoolmates.

SEXUAL HARASSMENT POLICY

PHAA is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with the procedures described below, enabling school authorities to 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. (PUCEC A23-164:170)

Definition

Sexual harassment occurs when the actions of one individual are intended to cause another individual to become uncomfortable or anxious because of their gender. Such actions include but are not limited to verbal interactions, physical contact, graffiti, jokes, gestures, pictures, and/or leering. It may be as complex as a “quid pro quo” (“I will give you...if you will...”). Or it may be as simple as a crude joke. The key is that the behavior, whatever it is, makes another person feel uncomfortable because of their gender.

Reporting Procedures

Anyone who believes he/she has been the recipient of sexual harassment, or witnesses something he/she believes to be sexual harassment, should immediately report the incident to school authorities. School authorities include teachers, the principal, and any board member including the five constituent pastors. Failure to report may be interpreted as at least sanctioning the harassment, and possibly becoming a participant.

SKATEBOARDS, BIKES AND INLINE SKATES

Because of safety and insurance concerns, skateboards, skates, bicycles, and other wheeled objects that are ridden on are prohibited on school grounds.

GRIEVANCE POLICY

For resolving an issue, the following Pacific Union Conference policy, based on the Matthew 18:15 principle, is used at PHAA. “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over” (NIV).

Communication and cooperation between parent and teacher contributes to positive educational experiences. If a problem arises, the following communication guidelines need to be followed:

- Contact the teacher to get the full picture
- Talk with the teacher privately about the situation
- Be patient and allow time for resolution

If the issue between the parent and teacher is not resolved following the above guidelines, the principal should become involved. If the principal is the staff member involved, or is not acceptable as a third party for some reason, a pastor and school board member are two other choices to include in the process.

If the second step does not resolve the issue, the situation is referred to the Executive Committee to meet with the two parties in conflict.

Should the conflict still not be resolved, both parties will meet with the full School Board for resolution. Neither the principal nor the School Board will entertain issues that have not been addressed as outlined above.

LEGAL MATTERS

CHILD ABUSE REPORTING

The State of California mandates all school employees report suspected child abuse to child protective agencies as required by law. (PUCEC C10-124; E10-144: E18-116: E18-148)

CUSTODY DISPUTES

When there is a court document outlining custody arrangements, a copy should be provided to the school. Pine Hills will abide by the court document. The school will remain as neutral as possible in any custody disputes. In a legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in response to a lawful summons or subpoena.

PRIVACY RIGHTS POLICY

Privacy is important to the school and is understandably an area of concern for every student and parent/guardian. The school values the right to privacy and seeks to preserve and protect it. However, the right to privacy is not unlimited. This policy seeks to explain how information is collected and used and also to define the privacy rights of a student or parent/guardian at this school.

Personally Identifiable Information

As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from students and parents/guardians. This will likely include, though not be limited to, the students' and parents'/guardians' names, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its students in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parents/guardians and will only be utilized by the school or its agents for that purpose. (For more information, see the policies on Student Records.)

The school does not sell, trade, or otherwise transfer to outside parties personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services to students and their families, so long as those parties agree to keep this information confidential. We may also release student information when we believe release is necessary to comply with the law. (We do produce a school directory with names and addresses of staff and families that is distributed to families only.)

The school may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for educational, promotional, and/or athletic purposes in the school's promotional materials, newsletters, press releases, website, videos, media outreach, and other such publications. Unless students/parents/guardians formally opt out, they agree to permit such use by the school. (See the Media Release Policy for more information.)

Student records

PHAA is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, student records will only be readily available and accessible to authorized personnel, the student, or the parent/guardian.

School property

School property includes, but is not limited to, desks, lockers, school computers and electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. The school may search school property at any time for any reason pursuant to the school's search and seizure policy. (See the Search Policy for more information.)

Student property

Student property is generally defined as the student's own body and any item owned by the student or worn by the student. Student property includes, but is not limited to, student-owned backpacks, bags, purses, computers or electronic devices, telephones, clothes, and student or parent/guardian owned vehicles. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies. (See the Search Policy for more information.)

Revisions to this policy

This policy may be changed from time to time by the school. Changes will be made available either online or in writing, and continued enrollment in the school constitutes acceptance of any changes to the policy.

SEARCH POLICY

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, a student's automobile, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted. Parents will be notified after any search.

LAW ENFORCEMENT

Law enforcement may be contacted, where appropriate, before, during, or after a search. When appropriate, the school may report violations of law to appropriate authorities.

FINANCIAL INFORMATION

PHAA is a non-profit, private school that does not receive any state or federal funding. We operate financially through tuition, church subsidies, and donated funds from private individuals.

In order for PHAA to continue to provide a quality Christian education program, parents and students need to meet their financial obligations to the school.

FINANCIAL POLICIES

The following policies are necessary in order to maintain a quality educational program:

- To enroll a student at PHAA, the parent or guardian must accept financial responsibility for the student by signing an agreement with the school.
- Previous accounts with PHAA or another school must be settled prior to enrollment of a student.
- Accounts are due on the 1st and must be received by the 15th of each month. A monthly \$25 late fee will be charged if payment is received after the 15th.
- When an account becomes delinquent after 30 days, it will be turned over to the Finance Committee and satisfactory financial arrangements must be made in order for the student to continue in school.
- Tuition for late entrance is prorated.
- Written notice is required prior to official withdrawal. Student accounts will be prorated.

STUDENT INSURANCE

A fee for School Time Accident Medical Coverage is included in the yearly tuition rate to cover accident or injury to the student during school hours or at school sponsored and supervised functions. All enrolled students must be covered by the school's insurance, though it serves as a secondary coverage for those who already have medical coverage. The Consent to Treatment form must be kept up to date for emergency contacts. For information on benefits provided and exclusions, please see the Christian Educators Insurance Trust brochure available in the school office.

PAYMENTS

10-Month Installment Plan Schedule

The 10-month Installment Plan is scheduled for payment from August through May. The first installment is due at Registration. Each additional payment is due on the 1st of each month. The Entrance Fee, Student Insurance, Technology Fee, Lab Fee, Student Association Fee, and Graduation Fee are included in tuition rates.

TUITION RATES (updated May, 2019)

Seventh-day Adventist Rate

The school's operational costs are subsidized by the Northern California Conference of Seventh-day Adventists and by several constituent churches. Therefore, students whose parents/guardians are members of a church in the Northern California Conference are provided a tuition discount reflective of that membership.

	<u>Annual</u>	<u>10-monthly payments</u>
Kindergarten	\$3,640	\$364.00

Grades 1-6	\$4,900	\$490.00
Grade 7	\$5,660	\$566
Grade 8	\$5,810	\$581
Grades 9-12	\$7,850	\$785

Non-Seventh-day Adventist Rate

	<u>Annual</u>	<u>10-monthly payments</u>
Kindergarten	\$4,230	\$423
Grades 1-6	\$5,870	\$587
Grade 7	\$6,530	\$653
Grade 8	\$6,680	\$668
Grades 9-12	\$8,670	\$867

DISCOUNTS

Annual Tuition Pre-Payment Discount

A 5% discount off annual tuition is given for cash & check payments only. A 2.5% discount off annual tuition is given for credit card payments.

Sibling Discount

Tuition discounts are given to families with more than one student enrolled in PHAA. The oldest student is considered the first student in a family, the second student is the next oldest, etc. The percentages listed below are deducted from the tuition fees listed above for families with multiple students enrolled:

Second child	10% off tuition
Third child	15% off tuition
Fourth child	20% off tuition

EXAM PERMITS

Accounts are to be paid or guaranteed before finals are taken. Students whose accounts are not cleared will not be permitted to take their exams.

WITHDRAWAL POLICY

Written notice of withdrawal must be given to the principal. Your account will be billed until the official withdrawal date. Students withdrawing early in the school year will be charged tuition on a daily prorated basis.

RETURNED CHECK FEE

A \$15 return check fee will be charged on returned checks.

ADDITIONAL HIGH SCHOOL EXPENSES (estimates)

Bible Conference \$80 (optional)

PE Uniform

Shirt	\$12
Shorts	\$15

Sweatshirts \$25 (optional)

Sports Fees	Varsity Sports:
Football	\$150
Volleyball	\$100 Girls/ \$50 Boys
Basketball	\$150

(Uniforms and tournaments may have additional fees)

Ski/Snowboard Days \$120 (approximate cost \$60 per day)

Textbooks \$150-\$300 per year

Choir Uniform \$100 (approximate cost/if needed)

ADDITIONAL JUNIOR HIGH EXPENSES

PE Uniform

Shirt	\$12
Shorts	\$15
Sweatshirt	\$25 (optional)

Junior Varsity Sports Fees

Football	\$50
Volleyball	\$25
Basketball	\$75

(Uniforms and tournaments may have additional fees)

Ski/Snowboard Days \$120 (approximate cost \$60 per day)

8th Grade Trip \$125 (approximately)

This cost depends on the amount of funds raised by the Vege Store and other fundraising events.

Textbooks

Textbooks are a student's tools for learning.

Grades K-8

- All non-consumable books will be loaned to students. These books will need to be returned at the end of each school year in acceptable condition to avoid charges.
- Consumable books are included in tuition.

Grades 9-12

- Students are required to purchase/obtain their own textbooks.

FACULTY & STAFF

Joe Fralick, B.S., M.A.	Administrator
Barbara Thompson, B.A., M.A.	Kindergarten & 1 st
Carrie LaBarre, B.S., M.A.T.	Grades 2 & 3
Esther Nanassi, B.A.	Grade 4
Tom Amato, Jr., B.S., M.S.	Grades 5 & 6
Julie Fralick, B.S.	Grades 7 & 8
Annmaree Gipson, B.S., M.S.	Grades 9-12
Max Kalkoffen, B.S.	Grades 9-12
Kim Maciel, B.S.	Grades 9-12
Lorelie Krussow, B.A., M.A.	Grades 9-12
Brad Ludwig, B.A., M.A.	Grades 9-12 & Athletic Director
Dana-Rae De Tar B.A.	Director of Spiritual Life
Jill Genobaga, B.A., M.D.	Director of Music
Jenell Wareham, B.S., M.S.	Registrar/Bookkeeper
Lori Baril	Executive Assistant
Carolyn Crane	Executive Assistant
Lindsay Quirarte	K-8 Extended Care Supervisor
Billy Phillips	Maintenance Engineer

CONSTITUENT CHURCHES

AUBURN SDA CHURCH	(530) 885-4232
MEADOW VISTA SDA CHURCH	(530) 878-1389
GRASS VALLEY SDA CHURCH	(530) 477-5017
GRACEPOINT ADVENTIST CHURCH	(916) 624-4877
GRANITE BAY SDA CHURCH	(916) 397-4192

SCHOOL BOARD MEMBERS

NORTHER CALIFORNIA CONFERENCE

Albert Miller, Assoc. Superintendent

AUBURN CHURCH

Pastor Mel Baga
Mark Porco, Chairperson
Traci Van Zant
Cary Allington

GRASS VALLEY CHURCH

Pastor Andrew Uyeyama
David Hunter

GRACEPOINT CHURCH

Pastor Tim McMillen
Chris Kanas
Dee Dee Lyman
Suzanne Standish

GRANITE BAY CHURCH

Pastor Jean Ross
Kim Dee
Roneily Devai
Jason Fanselau

MEADOW VISTA CHURCH

Pastor Kevin Doe
James Koerner
Whitney Owens

HOME & SCHOOL REPRESENTATIVE

Heidy Williams

FINANCE CHAIRMAN

Doug Rebok

PRINCIPAL

Joe Fralick

SCHOOL COMMITTEES

Discipline Committee

The Discipline Committee is comprised of the Principal, Board Chair, One Pastor, and two Staff Members.

Executive Committee

The Executive Committee is comprised of the School Board Chairperson, Vice-chairperson, Finance Chairperson, Pastors, and Principal.

Curriculum Committee

The Curriculum Committee is comprised of the entire high school staff.

Academic Standards Committee

The Academic Committee is comprised of the Principal, Registrar, a board member, and one high school teacher.