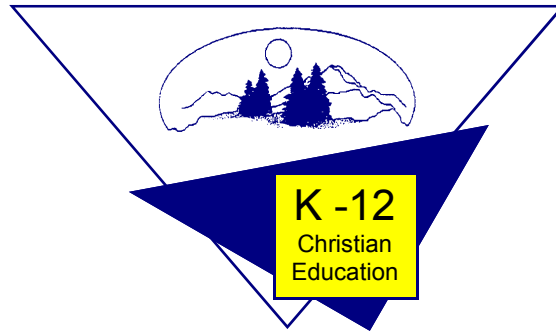


Pine Hills Adventist School



Strengthening Christian Values Through Education



Student Handbook **2002-2003**

13500 Richards Lane Auburn, CA 95603
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PINE HILLS ADVENTIST SCHOOL

A Private K-12 Christian School
Operated By The Seventh-day Adventist Church

ACCREDITED BY:

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

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Mission Statement

*P*reparing student for life on earth and in
*H*eaven by shaping characters that reflect
*J*esus' love and by imparting knowledge,
*A*wakening a desire to reach God's ideal.

Purpose

Pine Hills Adventist School exists to provide a value-centered Christian education, in an environment of academic excellence.

Belief

Pine Hills Adventist School believes that every young person is reachable, teachable, lovable, and saveable. God has a plan and a purpose for their life.

Promise

As a Christian school, Pine Hills Adventist school will value each student as an individual, *challenging* them to dream great dreams while *offering* them the freedom to be young. It will endeavor to develop *confidence* to face an uncertain world, *discipline* to build strong character and *strength* to overcome adversity. It will provide the opportunity to *discover* a loving Creator, the principles that underline His character and government and how, by understanding the principles of His character, each student may come to realize their fullest happiness and potential in this life and the life to come.

GENERAL INFORMATION

HISTORY & LOCATION

Pine Hills Adventist School (PHAS) is located in a peaceful country setting in Auburn, California. Established in 1941, PHAS provides quality Christian education and scholastic opportunities from Kindergarten through High School (K-12).

Since its founding, the academy has maintained a high degree of excellence in its scholastic pursuits as is evidenced by the success of its alumni. Because of its emphasis on continuing higher education, PHAS stresses a college preparatory program.

ORGANIZATION & GOVERNMENT

Pine Hills Adventist School is governed by a Board of Directors whose members are appointed by two Seventh-day Adventist Churches in the area which give financial support to the school. These are the Auburn SDA Church and the Meadow Vista SDA Church.

The School Board convenes the second Monday of each month at 7:00 p.m. at Pine Hills Adventist School. These meetings are open to members of the constituent churches, parents of students, students and parents of prospective students. Occasionally, the School Board must discuss sensitive items in an Executive session. The nature of these sessions require that they must be closed to the community.

Agenda items shall be submitted to and approved by the chairperson and the secretary of the School Board at least seven (7) days prior to the duly called meeting. Items of importance that arise after the seven (7) day limit may be added at the discretion of the School Board Chairperson or any two School Board members.

PHILOSOPHY

Pine Hills Adventist School accepts the basic concepts of education expressed by Ellen G. White, one of the founders of the Adventist school system:

“Our ideas of education take too narrow and too low a range. There is need of a broader scope, a higher aim. True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.”

(Education pg. 13)

In harmony with this concept, PHAS endeavors to carry on a school program with emphasis on physical, mental, and spiritual phases of education. Our objectives help students nurture their relationship with God through the development of a Christian philosophy of life. In addition to academic, spiritual and social excellence, high Christian standards of behavior are expected.

SPIRITUAL LIFE

Throughout the school year, PHAS provides experiences in addition to the morning worship program, Bible curriculum, and Christian emphasis throughout the curriculum that help nourish the spiritual growth of students and faculty. These opportunities include Fall and Spring Weeks of Prayer, student participation in church services and programs, and Spiritual Retreat weekends for our high school students.

STUDENT ACTIVITIES

Pine Hills Adventist School sponsors a number of activities and organizations, which are designed to develop student leadership to promote school spirit and to provide opportunity for group cooperation. Among these are the school paper, the school yearbook, the Student Association, class organizations, service activities, sports programs, and other activities which are in harmony with the school's purpose and objectives.

HOME & SCHOOL ASSOCIATION

Membership in the Home & School is automatic if you have students enrolled at PHAS. Membership consists of parents and teachers. The aim of the organization is to promote the growth of the school, increase communication between the school and the home, hold a variety of professional meetings, and serve the students by organizing parent volunteers. Parent volunteers are needed to assist with the hot-lunch program, classroom activities, and raise funds for the purchase of equipment for the school.

HOT-LUNCH PROGRAM

A hot lunch is served on Wednesdays unless there is an early dismissal from school. The cost for the lunch is \$3.00. Hot lunches are sponsored by various classes and school organizations to raise funds for their activities. Menus are included in the weekly newsletter.

SCHOOL HOURS

Kindergarten

Monday - Friday 8:10 am - 12:30 pm

Grades 1 - 12

Monday - Thursday 8:10 am - 3:15 pm

FRIDAY 8:10 AM - 12:30 PM

BEFORE AND AFTER SCHOOL SUPERVISION

No supervision is scheduled prior to 30 minutes before school starts and students must be picked up within 30 minutes after school ends. Noncompliance may result in a monetary charge.

EXTENDED CARE POLICY

Pine Hills Adventist School offers extended care for students who require supervision after normal school hours. This service is available for children who are students at Pine Hills Adventist School only.

Extended care is available from 12:30-6:00 p.m. On days that school is not in session, extended care will not be available.

Fees for this service will be based on a rate of \$2.50 per hour per child. Charges will accrue for each 15 minute period or portion thereof. Charges will be calculated from the 15th to the 15th of each month and will be billed with each monthly statement. Late fees will be charged at the rate of \$1.00 per minute that the student is left beyond 6:00 p.m.

Students will be taken on a drop-in basis. However, parents are requested to call and schedule extended care 24 hours in advance. Each student must be signed-in on the extended care roster each day. Students still on campus after-hours must be under close supervision of their parent or signed-in with extended care. A parent must personally sign-out students when they leave extended care. Charges will be based on the recorded times of drop-in and check-out.

ADMISSION POLICIES

NON-DISCRIMINATION POLICY

Pine Hills Adventist School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. PHAS makes no discrimination in administration of its educational, admission, and other school policies. PHAS is not staffed to provide Special Education for students with emotional, developmental, or learning disabilities that cannot be handled in a regular classroom setting.

APPLICATION PROCEDURE FOR NEW STUDENTS

All new students should make formal application. Acceptance and classification is subject to the submission of a transcript of credit, three recommendations, and approval by the admissions committee. Application blanks may be secured from the school.

Students transferring from Home School and other schools will be placed in grade levels determined by test scores and a parent/teacher conference. New students may be required to take the Wide Range Achievement Test (WRAT).

MINIMUM AGE REQUIREMENT

Kindergarten students must be five years old and first grade students must be six years old by December 2 of the current year.

TRANSCRIPTS ELEMENTARY

Students entering the elementary grades, other than Kindergarten or first grade, must present copies of previous report cards and test scores.

TRANSCRIPTS HIGH SCHOOL

Students entering the 9th grade must present evidence of having successfully completed the 8th grade. Students who have attended other secondary schools should request those schools to send their transcripts directly to the registrar. Registration cannot be completed until this is accomplished.

MEDICAL EXAMINATION AND IMMUNIZATION

All students entering school for the first time must present an immunization record and a certificate of a physical examination. A physical examination that includes a scoliosis screening is required of those entering the seventh (7) grade. A current physical examination is required to be on file for all students. Each student must be immunized for polio, tetanus, diphtheria, rubella and measles (after age one) and Hepatitis B vaccine series and a 2nd MMR. (7th graders) before he/she can be enrolled in school unless the parent or legal guardian has filed a letter with the school stating that such immunization is contrary to their belief.

REGISTRATION

Registration is held on the day posted in the school calendar. Students must be accompanied by a parent or guardian.

All students must complete registration and obtain financial clearance before being admitted to class.

Returning students are encouraged to pre-register during assigned time of previous school year and complete registration on day posted for current school year.

GENERAL OBJECTIVES

The ultimate objective of Christian education is the development of character. Pine Hills Adventist School wishes to play an active role in this development. Combined with an active Christian home-life, we strive to maintain an atmosphere of acceptance, cooperation, and unity that will help develop Christian men and women. With this as a major goal, we have adopted the following guidelines for students.

SCHOOL REGULATIONS

All regulations adopted by the faculty and announced to the students have the same weight as those published in the school handbook.

Offenses resulting in expulsion include: using narcotics, illegal drugs, tobacco or alcoholic beverages in any form or having them in one's possession on campus. Conspiracy or knowledge of conspiracy to cause serious bodily injury or death will result in immediate expulsion from school.

Offense on any of the following fundamental points makes the student liable to discipline or dismissal:

- Disseminating ideas or displaying attitudes that undermine the philosophy, ideals and objectives of the school.
- Using profane language, indulging in lewd conduct or suggestion, possessing or displaying obscene literature/pictures.
- Dishonesty, including theft; willful deception regarding violation of school regulations; cheating in examinations, class work or in any phase of school business.
- Gambling
- Willful destruction of any school property or vandalism.
- Possession of weapons of any type.
- Committing any act that injures, degrades or disgraces a fellow student, faculty members or the school.
- Conspiracy to or participation in initiations.
- Continual or willful disrespect, disobedience or non-cooperation

with those in authority.

- Possession of weapons (mock, play or real), or parts of weapons, dangerous objects or explosive devices.

Additional behavior which would make the student subject to discipline will include:

- Skateboards, bikes and in-line skates are prohibited on school grounds except for transportation to and from school or 7-12 grade students who have a signed contract on file.
- Radios, CD players and CDs, cassette players and cassette tapes, electronic games, videos, computer software and other electronic media may not be brought on campus or on school-sponsored activities unless they have been approved by the faculty and administration for that event.

DISCIPLINE POLICY

Discipline, when needed, will be designed to direct the student toward a more meaningful acceptance of Christian rules of conduct. Generally, procedures for directing students toward resolution shall include:

- Teacher works with student on a one-to-one basis.
- Teacher works with parents and student.
- Teacher works with principal, parents and student
- Teacher suspends student from class.
- Principal suspends student from school.
- After reviewing the situation, the School Board may dismiss the student.

COMMUNICATION

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

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

We invite parents to visit the school and converse with teachers regarding their student's school work. Parents are requested to cooperate with the students and with the school by providing a regular place and time each weekday evening for study. The school attempts to keep to a minimum social gatherings on weekday evenings.

GRIEVANCE POLICY

For resolving an issue, the following Pacific Union Conference policy, based on the Matthew 18:15, principle is helpful. "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)

If the issue between the parent and teacher is not resolved, the principal or School Board Chairman should become involved.

If this does not resolve the issue, the person should renew his request by asking the grievance committee to meet with the two parties in conflict.

Should the conflict still not be resolved, both parties and the grievance committee will meet with the full board for resolution.

STUDENT SEXUAL HARASSMENT POLICY

Pine Hills Adventist School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures, so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other offensive conduct of a sexual nature. It can be

spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, gestures and physical contact.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher in grades K-6 or to any teacher in grades 7-12. The student may also report to the principal or any School Board member.

If harassment comes from an adult, the student should report directly to the principal or another responsible adult.

CAMPUS ATTIRE

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.

Students must adhere to the following guidelines while at school 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.
- While collared shirts are encouraged, if t-shirts are worn they must be pocketed, have logos or be colored.
- Pants will be well fitting. Boys will wear their pants with the waistband at the waist and girls with their waistband at or above the hips.

- Extreme or outlandish types of dress and adornment are unacceptable. Students will refrain from wearing jewelry such as bracelets, rings, necklaces, earrings, chains or tattoos of any kind.
- See-through materials, tank tops, bare midriffs and inappropriately tight garments are not acceptable. Undergarments cannot be visible.
- Shorts must be at least as long as the mid-point between the crotch and knee.
- Clothing should be free from inappropriate slogans, pictures, or advertising and should reflect Christian standards.
- Make-up should be modest and in good taste. Natural tone nail polish may be worn.
- Hair should be kept neat and clean, be of natural color and not attract undue attention. Shaved heads are not acceptable hair styles.
- Pants must be worn at the hips or above.

Boys:

- Muscle shirts and sleeveless shirts are not allowed on campus during school hours.
- Pants must be worn at the waist.
- Hair may not hang below the eyebrows, earlobes or t-shirt collar.
- Caps are allowed outside the school classrooms but may not be worn in worship activities or assembly events.
- Appropriate footwear should be worn at all times.
- Sweat pants and athletic shorts are not appropriate school attire for grades 7-12 outside of physical education class.
- Camouflage/combat style clothing is not acceptable school clothing.
- White undershirts are not acceptable outer attire.

Girls:

- Necklines and hemlines are to be modest. Sleeveless tops must have close-fitting armholes.
- Skirts and dresses should be of a modest length and style when both standing and sitting. Skirts shall be no shorter than four (4) inches above the knee.
- Pants must be worn at the hips or above.

CARE OF PROPERTY

Students should take pride in themselves, their personal belongings, and their school. Respect for others' safety and property is consistent with a Christian's moral code. It is the student's responsibility to replace or pay for damage done by the student to the school or someone else's property.

GUM

Because of damage to floors and carpet, gum is prohibited. Penalty for first time offenders is \$1.00, with each additional offense costing \$5.00. Money collected will go to the Student Association Fund.

LUNCH

Students are expected to pick up and clean up after themselves during lunch. Lunches are to be eaten in the assigned eating area or out-of-doors in the assigned eating area. Lunches are not to be eaten in the lobby, gym, or halls.

RESTRICTED ITEMS

No weapons (mock, play, or real), or parts of weapons, dangerous objects, or explosive devices are permitted anywhere on the school grounds, or on any school outing. Violators will receive immediate suspension from school, and may be asked to withdraw from PHAS.

SKATEBOARDS, BIKES, AND INLINE SKATES

Because of safety considerations, skateboards, inline skates, and bicycle riding on the school grounds is prohibited; except for transportation to and from school or grades 7-12 students who have a signed contract on file.

ELECTRONIC DEVICES

Radios, CD players and CDs, cassette players and cassette tapes, electronic games, videos, computer software, and other electronic media may not be brought on campus or on school sponsored activities unless they have been approved by the faculty and administration for that event.

LOCKERS

Each 7-12 grade student is assigned a locker at the time of registration. A \$10 deposit is charged. Deposit will be credited to account if the locker is clean and undamaged at the end of the school year. No stickers or writing on lockers. Displays in 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.

TELEPHONE USE

School telephones are for school business. Brief phone calls are permitted for cases of emergency. Any variance in a student's transportation needs should be arranged in advance.

MEDICATION AT SCHOOL

Necessary medications may be administered by school personnel. State law requires that medications be accompanied by a doctor's written instructions. Unless previously arranged in writing by the parent, medication of any kind, including aspirin, will not be available in the office for distribution to students.

VISITORS

Parents are encouraged to visit the school. Prior arrangements should be made with the office when planning to visit specific classrooms. 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 check-in at the office when they arrive on campus.

MOTOR VEHICLES

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. Registration fee \$5.
- 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 or possible loss of campus driving privileges.
- Vehicles are not to be used during school hours, except by permission from the principal.
- A student may not borrow another student's car.
- No student driver may take student passengers with him 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

SOCIAL STANDARDS

A friendly, wholesome association between young men and women is expected. Students will maintain Christian standards of morality in their relationships. The social relationships of young people should manifest good taste, respect for others, and high Christian standards. Public display of affection by students is inappropriate on campus or during school-sponsored events. This includes holding hands, arms around one another, leaning against each other, and kissing. Shoving, wrestling, “piggy-back” riding, and the giving of back rubs between genders are examples, but are not limited to inappropriate public behavior on our campus.

Students who do not follow these guidelines may be placed on “social” for a period of time. When on “social”, the couple can not be together or communicate with each other on campus.

CLOSED CAMPUS POLICY

Pine Hills Adventist School operates as a “closed campus” and students will not be allowed to leave campus during school hours without written authorization from parents and permission from the principal’s office.

STUDENT LABOR

Opportunity is provided for some students to earn part of their expenses. Although a few number of 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 PHAS, they must meet the following requirements:

- Be at least 14 years of age
- Job application filled out at the office
- Social security number and a work permit
- Be available to work on a regular basis

K-8 ATTENDANCE POLICY

Promptness and regularity are considered to be as important to the school program as organization, and good study habits, and skills. Regular attendance, dependability, and promptness are characteristics of successful students. Irregular attendance affects students' standing with the school, and the opportunity to hold and maintain offices. In addition, attendance records are part of the student's permanent file, which may ultimately affect other educational and job opportunities.

According to California state law, absences are excusable only under the following conditions and when written verification is provided from the parent:

- Illness of the student
- Death in the immediate family
- Mandatory court appearance
- Unavoidable medical or dental appointments

No attendance penalty is given if a verification of an excusable absence is turned in **within two (2) days after returning to school**. In compliance with the state law, absences and illness that exceed 15% of a class during a nine-week period may result in a failing grade, or need for a petition to get a grade.

It is the student's responsibility to find out what assignments were missed. As a general rule, for every day absent the student has a day to make up work.

PRE-ARRANGED ABSENCE

If there is another reason why the student cannot be in class, the student must submit a Pre-arranged Absence Form, signed by the teachers involved and the principal, at least **two school days** prior to the absence.

Whenever a lengthy period of absence is planned, all work to be missed should be obtained in advance and turned in to the

instructor prior to the absence or as arranged with the teacher.

TARDIES

Students are tardy if not in their seats when attendance is taken. A student who is 10 or more minutes late to class should expect to be counted absent. When a student is detained for any reason, the student must present a tardy slip from the office/teacher to the teacher of the class to which he/she is tardy.

NOTIFICATION

To ensure the safety of our students, we ask that the parent or guardian phone the school office as soon as possible if the student is to be absent or tardy.

PERFECT ATTENDANCE

Students maintaining Perfect Attendance for the quarter will be recognized by receiving an Attendance Certificate and a Free Hot Lunch voucher. Perfect Attendance status consists of no absences and no tardies for the quarter.

HIGH SCHOOL ATTENDANCE POLICY

There is a positive relationship between class attendance and academic success. Irregular attendance is one of the prime factors associated with student failure and frustration with the school experience.

According to California State Law, absences are excusable only under the following conditions and when written verification is provided from the parent:

- Illness of the student
- Death in the immediate family
- Mandatory court appearance
- Unavoidable medical or dental appointments

PHAS's attendance policy has been designed to encourage regular attendance in classes and reflects these underlining aspects of school philosophy:

1. Reliability and responsibility are highly desirable life qualities to develop.
2. Students in this age group are expected to exercise self-discipline and responsible behavior.
3. Students who attend classes regularly learn better and get better grades.
4. Regular punctual attendance at all appointments is expected of every student.

Because our society is highly time dependent and we must prepare our students to function in it, because we can educate only those students who are in class, and because interruptions caused by tardiness and absence are serious drains on effective teaching time, we have instituted the following attendance policies.

PERFECT ATTENDANCE

Perfect Attendance is no absences or tardies, excused or unexcused, (except for school sponsored activities) for the grading period. A Personal Leave Day letter will be given to any student who has obtained perfect attendance for that term. This letter allows the student to take a day off from school with assignments for that selected day averaged into total grade. This day must be arranged in advanced and approved by teachers.

ATTENDANCE RECORDS

Absences in the academic areas will be reflected on the permanent transcript. All unexcused absences and tardies are considered in computing a student's attendance grade.

ABSENCES AND CLASS CREDIT

Unexcused absences/tardies will result in loss of credit for work missed. Excused absences will allow for make-up work ***It is the responsibility of the student who has been absent to ask the teacher about work he/she may have missed and to find out how best to make up the assignments.***

In compliance with the state law, absences and illness that exceed 15% of a class during a nine-week period may result in a failing grade, or need for a petition to get a grade.

ATTENDANCE GRADES

Letter grades will be given each quarter to students, based on their attendance point totals. The following criteria will be used:

A = 0-6	C = 11-12	F = 16 or over
B = 7-10	D = 13-15	

Students receive one (1) point per unexcused tardy and three (3) points per unexcused absence. Students have up to one week to

get absence/tardy excused: **points older than one week are permanent.** It is the student's responsibility to check the attendance lists posted weekly and take care of any excusable absences or errors in recording immediately.

If a student accrues five (5) points during a quarter, the parents are notified in writing of the student's attendance status. If a student accrues ten (10) points during a quarter, a principal/teacher/parent/student conference is required. When a student's grade becomes a "C" or lower, the following privileges will be affected:

- to participate in extracurricular activities for the remainder of the quarter
- lose honor roll eligibility
- class office
- SA office

A \$5.00 fine will be incurred for each additional unexcused tardy point over a total of 10 per quarter. Payment due **within seven (7) days of midterm or end of grading period.** If the student goes 20 consecutive school days without any additional unexcused attendance points, 50% of fine will be returned to the student.

PRE-ARRANGED ABSENCE

If there is another reason why the student cannot be in class, the student must submit a pre-arranged absence form, signed by the teachers involved and the principal, at least **two school days** prior to the absence. Whenever a lengthy period of absence is planned, all work to be missed should be obtained in advance and turned into the instructor prior to the absence or as arranged with the teacher.

UNEXCUSED ABSENCES

When a student willfully misses a class without a valid excuse from a teacher or parent or leaves a class without the permission of the teacher an unexcused absence is recorded.

TARDINESS

Students are tardy if not in seats when attendance is taken. A student who is 10 or more minutes late to class should expect to be counted absent. When a student is detained for any reason the student must present a tardy slip from the office to the teacher of the class to which he/she is tardy.

NOTIFICATION

To ensure the safety of our students, we ask that the parent or guardian phone the school office as soon as possible, if the student is absent or tardy.

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.

K-8 GRADUATION REQUIREMENTS

Students must satisfactorily pass all required K-8 classes in order to graduate from PHAS at the end of the 8th grade school year.

GRADE REPORTS

The academic year is divided into two semesters. Each semester is further divided into two nine-week grading periods. 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 semester and recorded permanently on the official transcript. For 9–12th grade semester and cumulative grade-point averages (GPA's) are included on the report cards.

Grade Symbols –Grade 3-12

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

F	0.0 grade points
WF	0.0 grade points (Withdrew Failing)
NG	0.0 grade points (No Grade)
NC	0.0 grade points (No Credit)
I	0.0 grade points (Incomplete)
P	Not calculated in GPA (Pass)

INCOMPLETES

Although rarely given a student may receive an incomplete (I) in a subject because of extended or excessive illness or failure to turn in sufficient work to merit a grade. Quarter and semester incompletes must be removed within two (2) weeks following the end of the grading period. At that time, Incompletes (I) will be assigned a grade.

PARENT/TEACHER CONFERENCES

Parents are encouraged to keep in close contact with teachers and administration regarding their student's progress. Parent/Teacher Conferences are scheduled at the end of the first and third quarters. Parents are directed to consult the school calendar for the specific dates and times of these conferences. Iowa Test of Basic Skills (ITBS) and Tests of Achievement and Proficiency (TAP) results are discussed during the first quarter conference.

TESTING

A regular program of standardized testing is administered each year for all student's in grades K-12. These tests are used to evaluate a student's academic needs. The Iowa Test of Basic Skills (ITBS) is used in grades 3-8, and Tests of Achievement and Proficiency (TAP) is used in grades 9-12 to gauge the progress of individual students as well as the progress of the school as a whole. Sophomores and Juniors are encouraged to participated in the PSAT exam, and Juniors are encouraged to participate in the optional college entrance exams, ACT and SAT. It is imperative that students be present during ITBS/TAPS Test

week and for High School test week. Please refer to the school calendar for dates.

ACADEMIC PROBATION

The student will be placed on academic probation when the student's grade point average (GPA) for one semester is lower than 2.00. A student will remain on academic probation for each grading period until the GPA again reaches 2.00. If a student falls below a 2.00 in any quarter, a letter will be sent to the parent/guardian informing them of their current GPA. It is hoped that cooperation between parent, teacher, and student will aid in increasing academic performance.

The student may select or will be assigned a teacher who will counsel the student in conjunction with the administrative offices.

A program to strengthen the student's independent study skills will be outlined and specific assignments as to the proper use of study time may be required. In addition, a weekly progress report will be given to track the student's progress. The report will be discussed with each student prior to sending the report to the parent or guardian.

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.

Whenever a student is absent or misses work due to illness, participation in our sports program, music tour or for any other reason, he/she is responsible to find out what assignments were

missed. As a general rule, for every day absent the student has a day to make up missed work. Whenever a lengthy period of absence is planned, all work to be missed should be obtained in advance and turned in to the instructor prior to the absence or as arranged with the teacher.

COMPUTER USAGE

Our computer network offers PHAS students access to the world wide web. For a student to gain access to the Internet, both parent/guardian and student must sign and return an *Acceptable Use Policy* form to the school.

The Computer Lab is dedicated to use for **school projects only**. Other web surfing, downloading etc. is to be done at home. Internet usage may only be used with direct teacher supervision. Infraction may result in two (2) weeks of no computer use. Subsequent infractions may result in loss of computer use entirely.

JUNIOR VARSITY & VARSITY SPORTS PROGRAM

The Northern California Conference Athletic Commission has established minimum standards for students to participate in athletic events:

- Academics – 2.0 GPA minimum must be maintained, exclusive of P.E. and music.
- No Incomplete or “F” grades.
- Attendance and citizenship must be satisfactory.
- Medical clearance – A medical examination including written authorization by a licensed physician is required every other year.

A fee per sport will be charged to off set the cost of uniforms, transportation, and league fees. P.E. uniforms for grades 7-12 must be purchased in the school office. Tennis shoes or other shoes approved by the teacher are to be worn. P.E. clothes are not considered appropriate classroom attire.

WINTER SPORTS PROGRAM

For four (4) days during the winter months there will be a Thursday ski/snowboarding program. All grades are encouraged to participate. Packages include lessons, lift tickets, and rentals, if needed. Schoolwork will need to be obtained and made up within two days of the Winter Sports day. Any grade falling below a "C" at any grading period (mid-term, quarter, or semester), and student will be encouraged to attend classes rather than participate in the winter sports program until the next grading period.

MUSIC PROGRAMS

ELEMENTARY MUSIC PROGRAM

A choir and music appreciation program is conducted for grades K-6. Grades 3 & 4 receive instruction and participate in recorder class. Grades 5 & 6 receive instruction and participate in introductory band. Grades are based on attendance to music presentations and class as well as cooperation and effort.

JUNIOR HIGH MUSIC PROGRAM

A junior high choir program is conducted for grades 7-8. Choir will include voice instruction along with music appreciation. An intermediate or beginning band will also be available by elective. Grades will be based on attendance to concerts and rehearsals as well as on cooperation and effort. As music groups succeed based on team effort it is essential that joining any performing organization is a yearlong commitment.

HIGH SCHOOL MUSIC PROGRAM

There are three performing organizations consisting of a large choir, a select choir, and a concert band. Each group will be given several opportunities to perform both at local concerts and on music tours. Students will learn music from all historical periods with attention given to the corresponding musical styles. Grades are based on attendance to concerts and rehearsals as well as on cooperation and effort. These organizations are electives and require auditions in order to become members. As music groups succeed based on team effort it is essential that joining any performing organization is a yearlong commitment.

PRIVATE MUSIC LESSONS

Private Instrument, Voice, Piano, and Guitar lessons are available during the school day for all ages at an additional cost.

ACADEMIC RECOGNITION

Elementary

A student receiving all “A’s” and “B’s” on his/her quarterly report card attains Honor Roll status. A student receiving all “A’s” attains Principal’s List status.

Junior & Senior High

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:

A student attaining a GPA of 3.75 – 4.00	Principal’s List
3.25 – 3.74	Honor Roll
3.00 – 3.23	Honorable Mention

ACADEMIC SCHOLARSHIPS

In an effort to encourage our students to strive for excellence, Pine Hills Adventist School Academic Scholarships will be awarded as follows:

Elementary – Grades 3-6

- Yearly Principal’s List - \$25

Junior High – Grades 7-8

- Yearly GPA of 3.75-3.99 - \$50
- Yearly GPA of 4.0 - \$100

High School – Grades 9-12

- Yearly GPA of 3.75-3.99 - \$100.00
- Yearly GPA of 4.0 - \$200.00

*Academic Scholarships for use at PHAS only.
Graduating Seniors will receive cash.*

HIGH SCHOOL ACADEMIC PROGRAM

Graduation Diplomas

Pine Hills Adventist School encourages its students to strive for academic excellence. To accommodate a wide range of academic abilities and interests there are two (2) diplomas available.

Diplomas will be issued from Rio Lindo Adventist Academy on behalf of Pine Hills Adventist School. There are two diplomas available:

- General Diploma 240 units
- College Prep. Diploma 265 units

Graduation Requirements

To participate in graduation exercises at Pine Hills Adventist School and to receive a diploma the following must be fulfilled:

- Be in attendance for the final semester of the school year in which you graduate.
- Have a satisfactory conduct and attendance record.
- Score at or above the 9th grade proficiency requirements in math, reading, and written expression on standardized tests.
- Complete the requirements for one of the two diplomas offered.
- Complete 25 hours of non-paid community service for each year of attendance at Pine Hills.

	General	College Prep.
Religion	40	40
English	40	40
Mathematics	20	30
Science	20	30
History/Social Science	20	25
Modern Language	0	20
Health	5	5
Physical Education	30	30
Keyboarding	5	5
Computer Technology	5	10
Fine Arts	5	10
Life Skills	10	10
Career Ed./Work Exp.	5	5
Electives	<u>35</u>	<u>5</u>
Total units	240	265

Religion-Five units required for each semester at a Seventh-day Adventist school.

Modern Languages-All UC and CSU universities require two years of the same modern language as an entrance requirement. If you want information about a language requirement waiver, please see the registrar.

College Prep. Diploma-requires a cumulative GPA of 2.0. Please note that UC and CSU universities require a minimum grade of "C" in a class in order to meet their entrance requirements.

Work Experience

Each senior must document and submit a minimum of 100 clock hours of work experience to the registrar in order to receive 5 credits of work experience as required for graduation. If a student does not work on campus, verification of off-campus work must be received from the employer before credit will be granted.

Community Service

Each student must document and submit a minimum of 25 clock hours of community service to the registrar for each year in attendance at Pine Hills Adventist School as required for graduation.

Proficiency Requirement

All students are expected to achieve 9th grade proficiency in reading, language (writing), and math before graduation. If a student has not reached the 9th grade equivalent in one or all of these areas, he/she will be given the portion/s of the TAP necessary to achieve 9th grade proficiency

Recommended Courses

While it is possible to enter college with a minimum high school diploma, many colleges, including Pacific Union College, highly recommend additional courses. For example, at P.U.C. all students must take a Biology, Chemistry and Physics course if it was not taken in high school. Those graduating with a B.A. degree must take two years of high school language or one year of college language as a prerequisite to the language requirement. A student not having World History in high school must take a course entitled European Civilization.

Because of these and other factors, we have designed our program to meet the above requirements as well as having a program for the student not planning to attend college.

AVAILABLE STUDY PROGRAM

<u>FRESHMAN</u>		<u>SOPHOMORE</u>	
RELIGION I	10	RELIGION II	10
ENGLISH I	10	ENGLISH II	10
ALGEBRA I	10	GEOMETRY	10
KEYBOARDING/W.P.	10	COMPUTER LIT.	10
WORLD HISTORY*	10	WORLD HISTORY*	10
BIOLOGY*	10	BIOLOGY*	10
PHYSICAL EDUCATION	10	PHYSICAL EDUC.	10
FINE ARTS	10	FINE ARTS	10
HEALTH*	5	HEALTH*	5
HOME ARTS*	5	HOME ARTS*	5
DRIVER'S EDUC.	2.5	DRIVER'S EDUC.	2.5
ACCOUNTING	5	ACCOUNTING	5
ELECTIVE	1-10	ELECTIVE	1-10

Biology/World History, and Health/ Home Economics, are subjects which are offered alternately every other year. Even years Biology and Health are offered. Odd years World History and Home Economics are offered.

<u>JUNIOR</u>		<u>SENIOR</u>	
RELIGION III	10	RELIGION IV	10
ENGLISH III	10	ENGLISH IV	10
ALGEBRA II	10	AMERICAN GOV.*	10
CHEMISTRY*	10	ECONOMICS*	
AMERICAN HISTORY*	10	PHYSICS*	10
P.E.	10	SPANISH II	10
SPANISH I	10	ELECTIVE	1-10
ELECTIVE	1-10	WORK EXPERIENCE	1-10

Chemistry/Physics, American History/American Government & Economics are subjects which are offered alternately every other year. Even years are Chemistry/American History. Odd years are Physics/Government/Economics.

<u>Practical Arts:</u>	<u>Fine Arts:</u>	<u>Foreign Language:</u>
Work Experience	Choir Piano	Spanish
Yearbook	Band Strings	
Newspaper	Tone Chimes	
	Photography	
	Art	

Electives must include all required credits such as Fine Arts and Practical Arts.

Grade Placement

Upon entering Pine Hills Adventist School, your grade placement will be determined by the number of units you have earned. You must have at least 60 units to be a sophomore, 120 units to be a junior, and 180 units to be a senior. All transcript work from previous schools must be submitted as part of the application process. Once you enter the fourth year and are registered for the necessary courses to graduate, you will be classified as a senior.

Acceleration

The general policy of the Department of Education of the Pacific Union Conference of Seventh-day Adventists is to require four years of education on the secondary level for graduation. However, to accommodate the student who demonstrates exceptional ability and purpose in the learning experience, an academic placement program may be provided which will allow for academic acceleration. In order to be admitted into the acceleration program you must:

- Have an achievement test composite score at the 85th percentile or above. This test may be taken a maximum of two times with a deadline of April 15.
- Maintain a cumulative 3.5 grade point average (GPA)
- Demonstrate initiative, responsibility, emotional maturity, and self-control.
- Submit a request in writing, with consent of parents.

If you are enrolled at Pine Hills, you must apply no later than the fourth quarter of your sophomore year. If you are a transfer student, your request for acceleration must accompany your application so a projected curriculum may be arranged and approved before registration day.

Attendance in summer school or carrying more than a normal load during the school year will not ordinarily enable you to graduate earlier. Such extra credits are generally regarded as enrichment of your opportunities rather than as an accelerated program.

Course Load

You are expected to take, in addition to physical education classes a minimum load of 40 units per year. If you desire to take more than 90 units in one school year, you must have the approval of the Curriculum Committee and the administration. It may be necessary to adjust your program to match your grades, ability, or work program.

Graduation Honor Cords

Students with exceptionally high grades will be recognized during the graduation exercises with honor cords at the following GPA levels:

Cumulative GPA of 3.75-4.00	Gold Cords
Cumulative GPA of 3.25-3.74	Silver Cords

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), the General Conference of Seventh-day Adventists, Home Study Institute (HIS), etc.

Course Credit

Most classes are offered on a semester unit basis. You must request approval from the Curriculum Committee if you wish to audit a class. If you repeat a class for whatever reason, you will receive credit toward graduation only once. Both grades will appear on your permanent record; however, only the higher grade will be used in figuring your cumulative grade point average.

Course Changes

All program changes should be made at the Registrar's Office. Parental permission is required for all program changes along with signatures and authorization from teachers involved and principal. Please see the school calendar for specific dates for "the last day to add a class" and "the last day to drop a class".

Correspondence and Summer School Courses

If you plan on receiving credit for any class taken by correspondence or through summer school, please make arrangements with the Registrar's Office before you enroll. Students are not allowed to take classes required for graduation off campus without prior approval of the Curriculum Committee. If you are taking any required class through correspondence, the Registrar's Office must receive an official transcript from that institution in order to record credit on your Rio Lindo Pine Hills Campus transcript. Otherwise you will be enrolled in that class at Pine Hills Adventist School until that transcript is received.

Test 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.

Issuance of Diplomas

A diploma is issued when all course work is completed, final grades are recorded on the transcript, and the account is paid in full.

Transcripts

Official transcripts will be released upon written request. The first transcript issued after graduation is free, each additional transcript is \$5.

Course Descriptions

The courses described are representative of the nature of classes at Pine Hills Adventist School. Elective courses may change from year to year depending on enrollment and student demand. Some courses require prerequisites. For more specific information about classes, please contact the Registrar's Office.

Fine Arts

Art **4 units**

A class designed to give the student the fundamentals in drawing, and the use of different art mediums.

Basic Photography **4 units**

This course is an introduction to photography for beginning students. Explanations and examples are presented to help students use their camera to get the photos desired.

Concert Band **4 units**

Students who have had some experience with a wind instrument are given the opportunity to improve their music skills. The students will learn both the techniques of their particular instrument and music reading and interpreting skills through the study of advanced-beginning to intermediate-level band repertoire. This is a performing organization and is a yearlong commitment. Audition required.

Choir **4 units**

Choir is open to all students. Sacred music is the main focus of musical selections, but some secular and holiday-season selections are also performed. This is a performing organization and is a yearlong commitment. Audition required.

Select Choir **2 units**

The Select Choir is Pine Hills' premier touring choir. Members will be selected by audition only. A high level of commitment and musicianship is expected.

Private Music Lessons **5 units**

Private Instrument, Voice, Piano, and Guitar lessons are available at an additional charge and are arranged between the instructor and the student. Grades and credits will be based on the student's effort, attendance, and documented practice time.

“Five Semester periods are graded for a minimum of 30 half-hour lessons per year or one half-hour lesson per week for one school year. The credit may be prorated according to the number of lessons if there are more or less than the 30-35 lessons per year.” PUC Education Code 2552

Dimensions in Music 5 units

This course will be divided into four general topics. One topic will be covered per quarter.

- 1st Music Appreciation
- 2nd Music History
- 3rd Sight Singing
- 4th Four Part Writing

Quarters 3 and 4 require the instructor’s permission for enrollment.

English

English I 10 units

This course provides the student with study skills necessary for success in high school. An examination of types of literature as well as speaking, writing, and research skills round out this course.

English II 10 units

This course provides the student with skills necessary to write essays, poetry, and short stories. Students will also learn to read a variety of literature. Oral and dramatic reading skills are also developed.

English III 10 units

This class 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.

English IV 10 units

English IV is a general requirement English class intended to prepare students for freshman composition in college with an emphasis on expository writing and vocabulary development. The course is divided into the following four quarter units: Expository Writing, Writing the Research Paper, Literary Masterpieces I, Literary Masterpieces II.

Newspaper 4 units

Students publish the school newspaper. Focus is on writing for publication, production and deadline.

Pre-Algebra **10 units**

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

Algebra I **10 units** **Prerequisite: Algebra Placement Test**

This course emphasizes basic operations for number systems, including equations, inequalities, factoring, relations, functions, graphing, and radical expressions. Students are also given an introduction to quadratics.

Algebra II **10 units** **Prerequisite: Grade of C or better in Algebra I**

A course that extends beyond basic algebraic functions into more advanced operations of real and complex numbers including logarithms, matrices, conic sections, functions and trigonometry.

Advanced Math **10 units** **Prerequisite: Grade of C or better in Algebra II & Geometry**

This course is designed to prepare students for college level calculus. Included are such topics as linear relations and functions, theory of equations, sequences, and series, polar coordinates and complex numbers including logarithms, matrices, conic sections, functions and trigonometry.

Geometry **10 units** **Prerequisite: Algebra I**

An inductive course emphasizing characteristics of geometric figures including Points, lines, polygons, circles, areas, graphs, basic trigonometric functions, Locus, and solid figures.

Religion

Religion I **10 units**

Beginnings/Life and Teachings of Jesus

This course incorporates the growth of the Christian life in the practical ways of studying the Bible, praying for one another, and sharing the Gospel. Major themes include bible study, creation and sin, Jesus and His world, and Jesus and the cross.

Religion II **10 units**

History of God's People

The focus of study for this class is a study of the gospel as developed in the Old Testament and the book of Acts as well as from the reformation until our present day. Emphasis is placed upon Christian growth and the community.

Religion III **10 units**

Salvation

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

Religion IV **10 units**

Christian Living

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, choices and challenges.

Science

Biology **10 units**

Students will be introduced to the world of microscopic life. They will study cell structure and energy relationships within living systems. Importance is placed on analyzing evidence and characteristics that indicate order and design. The interrelationships of living and nonliving factors are studied and compared with the Christian concept of stewardship and environmental issues. Laboratory consists of microbiology and dissection.

Anatomy & Physiology **10 units**

Prerequisite:

Biology & Algebra

This upper-division course is designed to give students an in-depth view of how our body parts fit and work together. The main emphasis of the class is to learn the names and functions of the structures that form the human body.

Chemistry **10 units**

Prerequisite: Grade of C or better in Algebra I

The course format is based on the assumption that the student will be going on to college and studying a science related field. The class emphasizes the following concepts: atomic structure, the Periodic Table, formulas and nomenclature, balancing equations, stoichiometry, gas laws, solutions, and organic chemistry.

Health **10 units**

The relationship between mind, body, and spirit is central to the purpose of this class. Students explore concepts of health and how they apply to choices we make every day.

Physical Science **10 units**

A basic course designed to give the student a general survey of chemistry and physics. It is suggested for those who do not intend to pursue a science related career.

and accuracy in their data entry. Basic word-processing techniques such as formatting, printing, and file management are also covered.

Computer Literacy **5 units** **Prerequisite:**
Keyboarding

This course is a comprehensive introduction to computer use. This class will feature word processing, spreadsheets, databases, and PowerPoint.

Desktop Publishing **2.5 units** **Prerequisite:**
Computer Literacy

This course will allow the student to create professional-looking newsletters, flyers, reports, and more.

Internet/Web Page Design **2.5 units** **Prerequisite:**
Computer Literacy

Students will learn about internet use, search techniques, and web page design using basic HTML and Front Page.

Physical Education

Basic Physical Education I & II **10 units**

The purpose of this class is to present the Bible as the foundation for a healthy lifestyle. This class will focus on: assessing fitness levels, teaching techniques to help strengthen personal weakness in specific activities, and developing lifetime skills that will promote a well balance life.

Lifetime Fitness **10 units**

The purpose of the course is to develop interest and proficiency in activities that promote physical health and to have students realize how both mental and spiritual vigor are in great degree dependent upon physical strength and activity.

Work Experience

Work Experience **Varies**

One unit of work experience is given for every 20 hours worked, up to a maximum of five units per semester. No more than five units of work experience may be applied toward graduation. If a student does not work on campus, verification of off-campus work must be received from the employer before credit will be granted.

HIGH SCHOOL STUDENT ORGANIZATIONS

Qualifications for Student Office

Any student who desires to hold class, club, or Student Association office must meet the following qualifications:

- Acceptable citizenship and attendance (no lower than a “C” grade)
- Have attended PHAS for the previous semester
- Willingness to support and demonstrate by practice in their own lives all school principles
- Meet GPA qualifications and maintain this minimum GPA during his/her entire term of office. Qualifications are as follows:

3.0	SA President Executive Vice-President Senior Class President
2.5	Social Vice-President Religious Vice-President Public Relations/Secretary Treasurer Sergeant at Arms All other class presidents
2.0	Senators All other offices

- Class Standing for office are as follows:
 - Upper classman:
 - SA President
 - Executive Vice-President
 - Social Vice-President
 - Religious Vice-President
 - Any classman level:
 - All other offices

Student Association (SA)

PHAS encourages an active Student Association (SA) to develop a sense of responsibility as well as qualities of leadership, good citizenship, and self-government. It is organized to foster social, intellectual, and spiritual activities and promote school spirit.

Each student is a member of the SA. Officers are elected each semester according to the SA constitution.

Class Officers

Students have an opportunity to be involved in the planning of their class activities by running for a class office. A student must be in regular class standing to hold a class office. Elections are held to select these offices each year.

Student Senate

The Student Senate consists of eight senators (two from each academy grade). 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, with the exception of Executive sessions. The Student Association President may serve as an alternate.

Four Year Club

Entering freshmen are encouraged to plan to be a part of the PHAS school family for four years. Those students maintaining their enrollment for all four years without interruption are honored at graduation with a \$500 scholarship award.

FINANCIAL INFORMATION

Pine Hills Adventist School 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 us to continue to provide a quality Christian education program, we must rely on you, parents and students, to meet your 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 PHAS, the parent or guardian must accept financial responsibility for the student by signing an agreement with the school.
- Previous accounts with PHAS or another school must be settled prior to enrollment of a student.
- Accounts are due by the 10th of each month.
- If an account becomes past due, 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. Students accounts will be prorated.
- Grades 7-12 are required to purchase textbooks. Non-consumable textbooks in good condition will be repurchased for up to 70% at the end of the school year unless the edition will not be used again.

STUDENT INSURANCE

A fee for School Time Accident Medical Coverage is due at enrollment 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. 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.

Kindergarten	\$15	Grades 1-8	\$25	Grades 9-12	\$50
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ENTRANCE FEES

Entrance fees must be paid at enrollment and are non-refundable after two weeks of the student's attendance.

Grades K - 6	\$205.00
Grade 7	\$212.00
Grade 8	\$244.00
Grade 9 - 12	\$282.00

TUITION SCHEDULE

Tuition is due on the 1st of the month. Payments begin in September.

SEVENTH DAY ADVENTIST RATE

Kindergarten	\$2,281.00 per year
10 month payment plan	\$228.10 per month
11 month payment plan	\$207.36 per month
Grades 1 - 6	\$3,131.00 per year
10 month payment plan	\$313.10 per month
11 month payment plan	\$284.64 per month
Grades 7 - 8	\$3,565.00 per year
10 month payment plan	\$356.50 per month
11 month payment plan	\$324.09 per month
Grades 9 - 10	\$4,250.00 per year
10 month payment plan	\$425.00 per month
11 month payment plan	\$386.36 per month
Grades 11-12	\$4,961.00 per year
10 month payment plan	\$496.10 per month
11 month payment plan	\$451.00 per month

NON-CONSTITUENT ADVENTIST RATE

Kindergarten	\$2,481.00 per year
10 month payment plan	\$248.10 per month
11 month payment plan	\$225.54 per month

NON-CONSTITUENT ADVENTIST RATE CONTINUED

Grades 1 - 6	\$3,331.00 per year
10 month payment plan	\$333.10 per month
11 month payment plan	\$302.82 per month
Grades 7 - 8	\$3,765.00 per year
10 month payment plan	\$376.50 per month
11 month payment plan	\$342.27 per month
Grades 9 - 10	\$4,450.00 per year
10 month payment plan	\$445.00 per month
11 month payment plan	\$404.55 per month
Grades 11-12	\$5,161.00 per year
10 month payment plan	\$516.10 per month
11 month payment plan	\$469.18 per month

NON-SEVENTH DAY ADVENTIST RATE

Kindergarten	\$2,706.00 per year
10 month payment plan	\$270.60 per month
11 month payment plan	\$246.00 per month
Grades 1 - 6	\$3,789.00 per year
10 month payment plan	\$378.90 per month
11 month payment plan	\$344.45 per month
Grades 7 - 8	\$4,190.00 per year
10 month payment plan	\$419.00 per month
11 month payment plan	\$380.90 per month
Grades 9 - 10	\$5,050.00 per year
10 month payment plan	\$505.00 per month
11 month payment plan	\$459.09 per month
Grades 11 - 12	\$5,561.00 per year
10 month payment plan	\$556.10 per month
11 month payment plan	\$505.54 per month

DISCOUNTS

Prompt Payment Discount - Monthly tuition received by the 10th of each month.

Kindergarten	\$5.00
Grades 1 - 12	\$8.00

Sibling Discount - Tuition discounts are given to families with more than one student enrolled in Pine Hills Adventist School. 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 monthly tuition fees listed above for families with multiple students enrolled. Tuition must be received by the 10th of the month and balances current in order to qualify for sibling discounts.

Second child - 10% off monthly tuition

Third child - 15% off monthly tuition

Annual Tuition Pre-Payment Discount - 5% off annual tuition

SCRIP Purchase Discount - Percentage of credit varies depending on the amounts and type of SCRIP used. Parents have reported a savings of an entire months tuition by using SCRIP!

WITHDRAWAL POLICY

Written notice of withdrawal must be given to the principal at least one month in advance. 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. Entrance fees are non-refundable.

UNPAID ACCOUNTS

Monthly payments are due on the 1st of each month and are to be received no later than the 10th. If payment is delinquent after 30 days, written arrangements must be made with the principal and approved by the Finance Committee or the student will be asked to withdraw from school.

RETURNED CHECK FEE

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

ADDITIONAL EXPENSES JUNIOR HIGH & HIGH SCHOOL

Bible Conference	\$60
PE Uniform:	
Shirt	\$7
Shorts	\$15
Varsity Sports:	
Football	\$50
Volleyball	\$25
Basketball	\$75
Softball	\$25
Ski Program	\$180 (approx. \$45/day)
Locker Deposit	\$10
SA Fee	\$25 per Semester (9-12 only)
Vehicle Registration	\$5
Choir Uniform	\$30 (approx.)
Physics/Chemistry	\$25

FACULTY

Don Litchfield, M.A. - Administrator/Physical Education

Christy Dukarid	Kindergarten
Cleo Staples	Grades 1 & 2
Suezy Tucker	Grades 3 & 4
Tammy Dunkin	Grades 5 & 6
James Fraizer	Grades 7 & 8
Max Kalkoffen	Grades 9-12
Monica Davis	Grades 9-12
Harley Peterson	Grades 9-12
Tina Reiber	Grades 9-12
Dave Dunkin	Director of Music
TBA	Spanish Teacher
Marilyn Clark	Registrar/Librarian
Tabetha Smith	Administrative Assistant
Terri Stanley	Bookkeeper
Diane Esquer	Extended Daycare Director
Richard Nelson	Maintenance Engineer

PRIVATE PIANO LESSONS

Mrs. Arladell Nelson Mrs. Judy Hiscock Mrs. Lanni Aasen

CONSTITUENT CHURCHES

AUBURN SDA CHURCH	885-4232
MEADOW VISTA SDA CHURCH	878-1389

SCHOOL BOARD

AUBURN CHURCH

Ed Vitrano (Chairman)
Jon Freed (Vice-Chairman)
Myrna Bigelow
Dan Mertz (Finance Chairman/Treasurer)
Pastor Dave Carreon

MEADOW VISTA CHURCH

Dale Burske
Rick Jaeger
Rene' Erickson
Carol Zendner
Pastor Ray Roth

HOME & SCHOOL REPRESENTATIVE

Judy Crum

K-12 SCHOOL CALENDAR

FIRST SEMESTER

First Quarter August 21 - October 25 48 days

August 12	Teachers Report for Duty
August 15	Registration 9 AM - 7 PM
August 18	Kindergarten "Let's Get Acquainted" 4 PM
August 21	School Begins-12:10 Dismissal SA Handshake 6 PM
August 23	Home & School Breakfast 8 AM SA Lake Clementine 9 AM-9 PM
September 2	Labor Day (No School)
September 5-8	SA Spiritual Retreat/Campout
September 6	Last Day to Add a Class
September 12	Open House 6-8 PM
September 13 - 17	ITBS/TAP Test Week
September 16 - 20	ITBS/TAP Test Make-up Week
September 24	Lifetouch School Pictures
September 25	Mid-term
September 26	Constituency Meeting 7 PM
September 29	ACT
October 13	Crop Walk Sunday (Required School Day) SAT
October 15	PSAT
October 17-20	PUC College Days
October 25	Quarter Ends

Second Quarter October 28- January 17 44 days

October 29	Quarter Begins
October 28 - Nov. 1	Week of Prayer
October 30	Parent/Teacher Conferences Minimum Day*
November 3	SAT
November 6-7	Parent/Teacher Conferences Minimum Day*
November 11	Veteran's Day Special Program
November 16	Harvest Festival & Pie Auction

November 25-29	Thanksgiving Break (Teachers at CAPSO)
December 4	Mid-term
December 6	Adventist Health High School Music and Career Day
December 8	SAT
December 14	Staff/Board Christmas Party
December 15	ACT
December 19	Christmas Program
Dec. 20 - Jan. 3	Christmas Break
January 6	Last Day to Drop a Class
January 10	Talent Show Auditions 3:30 PM
January 15 - 17	High School Test Week
January 17	Quarter Ends

SECOND SEMESTER

Third Quarter January 20 - March 21 42 days

January 21	Martin Luther King Jr. Day (No School)
January 22	Quarter Begins
January 23	Winter Sports Day #1– Ski/Snowboard Club
January 24	Talent Show Dress Rehearsal
February 1	Talent Show 7 PM
	Fundraising Dinner 6 PM
February 4	Last Day to Add a Class
February 6	Winter Sports Day #2– Ski/Snowboard Club
February 9	ACT
February 10	Staff Development Day - No School
February 20	Mid-term
February 17	President's Day (No School)
March 6	Winter Sports Day #3– Ski/Snowboard Club
March 21	Pre-Registration Day 8 AM - 7 PM
March 21	Quarter Ends
March 24-28	Spring Break

Fourth Quarter March 31- June 5 46 days

March 31	Quarter Begins
April 6	SAT
April 7-11	Week of Prayer
April 10	Parent/Teacher Conferences Minimum Day*
April 13	ACT
April 17	Spring Musical 7 PM
April 18	Good Friday - No School
April 21-25	Senior Class Trip/8th Grade Class Trip
April 30	Mid-term
May 4	SAT
May 5	Teacher Appreciation Day (No School)
May 17	Education Day
May 22	Last Day to Drop a Class
May 26	Memorial Day (No School)
May 27	SA Spring Fling
June 2-5	High School Test Week
June 4	Kindergarten Graduation
June 5	8th Grade Graduation
June 5	Last Day of School - Minimum Day
June 6-8	High School Graduation Weekend
June 8	SAT
June 11	Last Day of Teacher Contract
June 15	ACT

TOTAL SCHOOL DAYS: 180

Dates to be Announced and Approved

- Senior Class Trip
- 8th Grade Class Trip
- 5th & 6th Science Camp

*On Minimum Days school lets out at 12:10 p.m.

Directions to Pine Hills Adventist School Auburn, CA

