



PLEASANT HILL ADVENTIST ACADEMY

K – 12 SCHOOL HANDBOOK

796 Grayson Road, Pleasant Hill, CA 94523

voice: (925) 934-9261 **fax:** (925) 934-5871

website: www.myphaa.com

email: office@myphaa.com

PLEASE NOTE: PHAA Reopen Plan and Covid policies and procedures take precedence over some stated policies. All announced policies take precedence over printed handbook.

CONSTITUENT CHURCHES

Pleasant Hill Seventh-day Adventist Church
800 Grayson Road
Pleasant Hill, CA 94523
(925) 934-5803

Vallejo Central Seventh-day Adventist Church
1111 Colusa Street
Vallejo, CA 94590
(707) 643-4527

ASSOCIATE CONSTITUENT CHURCH

San Ramon Valley Seventh-day Adventist Church
2260 Camino Ramon Office Commons Park
P.O. Box 2689
San Ramon, CA 94583
(925) 866-1400

Oakland Spanish Church
2410 E. 15th St.
Oakland, CA 94601-1024

ACCREDITATION

The Western Association of Schools and Colleges (WASC)
Pacific Union Conference of Seventh-day Adventists
Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA)

OWNED AND OPERATED BY:

Northern California Conference of Seventh-day Adventists

Educational System

401 Taylor Boulevard, P.O. Box 23165, Pleasant Hill, CA 94523-0165

voice: 925-685-4300 website: www.nccsda.com

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FACULTY AND STAFF

ADMINISTRATION

Lisa Bissell Paulson.....	Principal
Aimee Veness.....	Vice Principal
Amanda Granados.....	Treasurer

HIGH SCHOOL TEACHERS

Todd Peterson.....	Music
Timothy Morita.....	Athletic Director, Physical Education
Miguel Verazas.....	Religion
Caleb Bibb.....	Math, Science
Monica Greene.....	English, History
Lisa Bissell Paulson.....	Art
Miguel Verazas.....	Religion
Aimee Veness	Spanish

ELEMENTARY AND MIDDLE SCHOOL TEACHERS

Todd Peterson.....	Preschool – 8 Music
Timothy Morita.....	Grade 7 - 8, Physical Education
Rick Maloon.....	Grade 3 - 4
Esther Melgar.....	Kindergarten
Cristina Stephenson.....	Grades 1 - 2
Aimee Veness.....	Grades 5 - 6

STAFF

Ruth Wright.....	Piano
Jess Montellano.....	Extended Care
Sally Nam.....	Office Manager and Registrar

SCHOOL HISTORY AND INFORMATION



Pleasant Hill Adventist Academy was established in 1953 as Pleasant Hill Junior Academy. It became Pleasant Hill Christian School when it became a 12-grade school in 1998.

Becoming operationally independent and fully accredited by the Western Association of Schools and Colleges in 2003, it changed its name to Pleasant Hill Adventist Academy. We are part of the Northern California Conference of Seventh-day Adventists Educational System.

OFFICE HOURS

Monday – Thursday	8:00 a.m. – 4:00 p.m.
Friday	8:00 a.m. – 2:00 p.m.
Minimum Days	8:00 a.m. – 12:22 p.m.

PHONE NUMBERS AND EXTENSIONS

Main School Phone Number	925-934-9261
Address & Hours	1
Billing, Make a Payment	2
Front Office	3
Attendance	3
Extended Care Program	5
Registrar	6
Dial by Name Directory	#
Repeat Menu	*
Operator	0
School Fax Number	925- 934-5871

Pleasant Hill Adventist Academy School Hours

Regular School Days

Grade	School Starts	School Dismissal
K-2	8:00 a.m.	2:30 p.m.
3-6	8:00 a.m.	3:34 p.m.
7-8	8:00 a.m.	3:34 p.m.
9-12	8:00 a.m.	3:34 p.m.

Friday/Minimum School Days

Grade	School Starts	School Dismissal
K-2	8:00 a.m.	12:22 p.m.
3-6	8:00 a.m.	12:22 p.m.
7-8	8:00 a.m.	12:22 p.m.
9-12	8:00 a.m.	12:22 p.m.

LUNCH TIMES

Kindergarten	11:45 a.m.
Grades 1 & 2	11:50 a.m.
Grades 3 & 4	11:55 a.m.
Grades 5 & 6	12:10 p.m.
Grades 7 - 12	12:22 p.m.

EXTENDED CARE HOURS

Before School	Monday - Friday	not available at this time
After School	Monday - Thursday	3:45 p.m. – 6:00 p.m.
	Friday	12:30 p.m. – 4:00 p.m.
	Minimum Days <i>teacher conference days</i>	12:30 p.m. – 4:00 p.m. <i>(Except during parent-teacher conference days)</i>

GATE SCHEDULE

Open	7:50 a.m.	Close	8:05 a.m.
K - 2 Pickup Open	2:30 p.m.	Close	2:45 p.m.
Open	3:34 p.m.	Close	6:00 p.m.

(Unless sporting events in session)

SCHOOL CALENDAR

MISSION STATEMENT

We desire the students at Pleasant Hill Adventist Academy to connect with God through an interactive learning process as modeled by Christ; He inspires; He transforms; He serves. We commit to advancing this mission through building the 4-Rs:

- **Relationships** Romans 12 – Lead, Transform the Mind
- **Relevance** Matthew 6:33 – God First
- **Respect** 2 Corinthians 3:18 - Reflect the Lord's glory
- **Responsibility** Ephesians 4:12 – Service

Pleasant Hill Adventist Academy exists to provide the environment where a relationship with Jesus Christ can grow and flourish. This relationship results in abundant living in this life, through unselfish service to others, and provides true happiness through hope for a better life to come. We strive to help each student integrate the subjects of their classroom into a Christian character that serves both God and man.

Central to our philosophy of education is our belief in God as the creator and sustainer of the universe and the recognition that all humanity are UNIQUE children of God and stewards of this world. Seventh-day Adventist education includes the development of academic excellence to the greatest potential of each student and nurturing them to become a responsible adult.

As every student is considered a unique and precious individual before God, we seek the development of the WHOLE PERSON through our 4-Rs. The school's goals of well-rounded education in mind, body, and spirit were the foundation for the 4-Rs corresponds with the Seventh-day Adventist North American Division's Journey to Excellence (J2E): www.journeytoexcellence.org.

Relationships

- Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership and the ability to respond with sensitivity to the needs of others.
- Recognize the value and importance of effective communication and develop the requisite skills.

Respect

- Surrender one's whole life to God; develop a relationship with Jesus Christ, and allow the Holy Spirit to work in one's life.
- Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.

Responsibility

- Develop an understanding of cultural and historical heritages, affirm a belief in the dignity and worth of others and accept responsibility for local, national and global environments.
- Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management.
- Accept personal responsibility for achieving and maintaining optimum physical, mental and spiritual health.

Relevance

- Adopt a systematic, logical and biblically based approach to decision-making and problem solving when applied to the developing body of knowledge.
- The desire to know, live and share the message and mission of the Seventh-day Adventist Church.
- Develop a Christian work ethic with an appreciation for the dignity of service.

ADMISSIONS

Pleasant Hill Adventist Academy welcomes applicants who are in harmony with our objectives and who endeavor to live according to these standards. When reviewing applications, several factors are taken into consideration, including present class composition and size.

Students are accepted on a probationary status for the first six (6) weeks of attendance at Pleasant Hill Adventist Academy. Pleasant Hill Adventist Academy reserves the right to question a student about his or her behavior or academic program at any time without parental consent.

NON-DISCRIMINATION POLICY

Pleasant Hill Adventist Academy admits students of any race, color, and national, or ethical origin to all the rights, privileges, programs and activities accorded to students at any Seventh-day Adventist church-operated school. No discrimination is made by race in administration of educational policies, application for admission, scholarship or loan programs, and other school-administered programs [Pacific Union Conference EDUCATION CODE, 2003, Section 1504].

ACADEMIC PLACEMENT

KINDERGARTEN AND FIRST GRADE PLACEMENT

Students entering Kindergarten should be five (5) years of age on or by September 1 of the current calendar year. First-grade students must be six (6) years of age on or by September 1 of the current calendar year.

ELEMENTARY PLACEMENT

Appropriate academic placement of the student is a fundamental principle of education. The following factors are to be considered in grade or level placement:

- Chronological age.
- Emotional, physical, and social development.
- Scholastic achievement as determined by;
 - Standardized achievement test scores.
 - Teacher observation of the student's ability to reason and to express ideas logically.
 - Documentation of academic progress.

Pleasant Hill Adventist Academy wants to ensure that your child succeeds in the appropriate learning environment for their skills, so all new Kindergarten through Grade 12 students will be scheduled for an academic assessment test. First-grade students will be re-evaluated during the first two weeks of school.

SPECIAL NEEDS

Seventh-day Adventist schools usually do not have the equipment or staff necessary for special needs students. Pleasant Hill Adventist Academy may be unable to accept students who have exceptional mental, physical or special needs, which would require special staff or equipment. If such a student is accepted, a waiver is to be signed by parents acknowledging that the school may be unable to meet the identified needs of special needs students.

ADMISSIONS PROCEDURE

All admissions information, which includes the application and enrollment process, is collected electronically and can be found on our school website at www.myphaa.com.

Completion of the following are required before any application can be reviewed for acceptance:

- Online Application for Admission
- Two online Recommendation Forms (grades 1-12 only).
 - One from your pastor and one from a teacher
- A non-refundable application fee paid with a credit or debit card during the online application process. Please refer to the Financial Policy for fee and deadline.

You must bring to the school office or fax copies (925-934-5871) of:

- Copy of birth certificate
- Complete immunization records
- Physical Examination
 - New students
 - Students entering grade 7
 - Once during grades 9 - 12
- Last year's report card (grades 1 – 9)
- High School transcripts (grades 10 - 12) Minimum 1 year of grades required, two years preferred.
- Standardized Test Scores (Minimum 1 year required, two years preferred – not including Kindergarten – Grade 3)
- (If applicable) Previous IEP (Individualized Education Program)/SST (Student Study Team)

All admission information must be completed, records received and medical clearance obtained before students will be able to attend classes.

APPLICATION PROCESS

To start the application process, go to www.myphaa.com, click on “Enroll Now.” Read the instructions and click on “Create an Account.” This will take you to the “New Student Online Application” page.

If you are re-registering a student, click on “Online Application / Login.”

It is important that you remember your RenWeb username and password as this account will be used throughout your child's time at Pleasant Hill Adventist Academy. Our school's **District Code is PHA-CA**.

The online forms will guide you through entering your child and family information for the application process. If you have any questions during your application process, please contact the school office at 925-934-9261.

ACCEPTANCE PROCESS

When the above items are completed and are on file, the student's name will be submitted to the Admissions Committee. In some cases, an interview may be requested. All new students are accepted on probationary status for the first quarter. Notification will be made to the student and parent indicating the committee's decision.

ENROLLMENT PROCESS

After you receive the email stating that your child has been accepted into Pleasant Hill Adventist Academy, login into your RenWeb account and complete the enrollment forms. Only after you review and accept the enrollment information will you be finished with the admissions process.

Remember, there are two steps to this process, the **Application**, and the **Enrollment**. You will need to log in for the first time to complete the application; wait until you receive the acceptance email, then you must log in again to complete the enrollment information. After you have completed these two processes, your child is enrolled and the school has all the information we need except for a copy of your child's birth certificate, immunization record, report cards or transcript, standardized test scores and IEP (if applicable).

ACCEPTANCE OF TRANSFER AND HOME SCHOOL STUDENTS

Before accepting a transfer student from another school, home school or an informal type of educational setting the following is to be evaluated:

- Prior school performance as evidenced by cumulative records, report cards and conversations with personnel of the previous school attended.
- Age and physical development.
- Social development.
- Student and parent's attitude toward the Seventh-day Adventist Church and its educational system.
- Willingness to cooperate with the school.
- Performance on a standardized achievement and readiness test(s).
- A meeting with the parent and child may be held to determine the extent to which the applicant meets the above criteria.

High school students transferring from home school and non-accredited programs need to have coursework approved by the Academic Standards Committee before credit can be given. No more than 55 high school credits may be accepted for one school year. Pleasant Hill Adventist Academy reserves the right to test Home School Kindergarten through Grade 8 students and place them at the appropriate grade level as indicated by their test scores.

STUDENT ACCIDENT INSURANCE

A student accident insurance fee is included in the yearly tuition rate to cover accident or injury to the student during school hours and 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.

VACCINATION LAW

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, these students, 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. A student who will be in 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. For more information, see www.shotsforschool.org or www.cdc.gov.

WITHDRAWAL POLICY

If a parent or family decides to withdraw their child from Pleasant Hill Adventist Academy during the school year, Pleasant Hill Adventist Academy requires one month's written notice given to the principal, and the parent or family remains responsible for tuition and fees for the full term of this one month period, irrespective of whether the child is physically withdrawn from Pleasant Hill Adventist Academy by the parents.

New students can cancel their enrollment any time during their first semester with a one (1) week written notice. Registration fees are non-refundable.

If a child's enrollment is terminated by Pleasant Hill Adventist Academy for reasons of behavior or an infraction of school rules, policies, practices or standards, the parent or family of the child remains liable for full payment of all tuition and fees through the end of the calendar month in which the enrollment was terminated, irrespective of whether the child is allowed to remain on campus or in classes.

INTERNATIONAL STUDENTS

The International Students Academic Assistance Program (ISAAP) is designed to provide our international students with academic support, guidance, and homestay services. The students have access to language acquisition support, college preparation information, graduation requirements, academic planning, and homework help as needed.

All international students are encouraged to participate in extra-curricular activities that may include Varsity Sports, Music and educational tours, Banquets and dinners, Student Association events and Fundraising events. Private music and voice lessons are available for an additional fee and are highly encouraged.

For more information about the international student program at Pleasant Hill Adventist Academy, please see the ISAAP Handbook.

INTERNATIONAL STUDENT TUITION AND FEES

International students are charged a different tuition rate and fee depending on the grade the student enters.

International students requiring homestay services must be aware that the fee for homestay service is not part of the tuition fee.

All international students are encouraged to participate in extra-curricular activities that may include: sports/varsity, music/educational tours, banquets and dinners, Student Association events, and fundraising. Private music and voice lessons are available for an additional fee and are highly encouraged.

The international student is required to attend all school sponsored activities such as leadership camp, bible camp, field trips, community service activities, and educational day.

For more financial information and details for International Students or the International Students Academic Assistance Program (ISAAP), please speak with Coordinator or our School Principal.

INTERNATIONAL STUDENT ADMISSIONS PROCEDURES

International students who sincerely desire a Christian education from a Seventh-day Adventist school may apply at Pleasant Hill Adventist Academy. Students, who live with qualified sponsors, will be considered for admission. All international students accepted into Pleasant Hill Adventist Academy must attend for a minimum of two (2) Academic years to be eligible for high school graduation at Pleasant Hill Adventist Academy.

FIRST-TIME INTERNATIONAL STUDENTS ADMISSIONS PROCEDURES

For International Students who are applying for admission to Pleasant Hill Adventist Academy for the first time, please provide the following:

- Complete application packet and submit it to the office
- Attach translated transcripts to the application packet (Pleasant Hill Adventist Academy reserves the right to designate a translator at applicant's expense.)
- Provide most recent "Test of English as a Foreign Language" (TOEFL) Jr. score
- Provide two (2) recommendation letters written in or translated into English
- Meet application deadline. (Check online, call, or email our office)
- Arrange for a Skype interview with our Principal
- Pay the \$2,200 USD NON-REFUNDABLE REGISTRATION FEE

Once these steps are taken, and the applicant is pre-accepted, and the application is ready for processing. Final acceptance is based on the current command of the English language, the most current grades, attendance record, and citizenship (behavior). Students will be notified of acceptance via email, and the final acceptance letter will be mailed to the address listed on the application. The letter will also contain further instructions and deadlines.

PROCESSING THE I-20

A \$5,000 USD deposit towards tuition must be paid in full before I-20 issuance. The remaining tuition balance will be due and payable upon students obtaining the visa. Once the I-20 is processed, it will be sent, along with a Final Letter of Acceptance, by FedEx to the address on the original application. It will include important information concerning other admissions deadlines.

ELEMENTARY AND MIDDLE SCHOOL INTERNATIONAL STUDENTS

Students in lower grades (Grades 1 through 6) who desire admission as an international student will be considered only if they will be living with their parents or relatives – NOT with any Pleasant Hill Adventist Academy Homestay family, guardians or sponsors. Proof of parent relationship to the student will be required and requested during the applications process. The admissions process and requirements remain the same.

PARENT AND STUDENT PLEDGE

It is the responsibility of each student and parent or guardian to take the time to read the School Handbook. Each parent and student are required to electronically sign a written agreement during the online enrollment process. Students and parents are pledging their cooperation with and respect for the school and its employees. Parents and students becoming a member of the Pleasant Hill Adventist Academy community are required to support the entire school program and to sign a pledge of commitment to support and uphold the policies of Pleasant Hill Adventist Academy.

Parents and students are expected to behave in a courteous manner towards all teachers, staff, students and anyone who is a part of our school family at all times. Parents, who do not follow the above guideline, will have limited involvement in school and school functions. If the parent behavior continues, their child may be asked to withdraw or be dismissed from school.

Parents are encouraged to call the school for clarification or explanation of activities or policies. The classroom teachers can best explain their individual class activities. However, do not hesitate to call the principal for further information. Parental support is not only desired but also necessary to the successful experience of the students.

Pleasant Hill Adventist Academy's students and their parents will:

- Exhibit support for the school's spiritual goals. The support includes being attentive and supportive during Bible class and reverent during worship and chapel.
- Demonstrate support for each teacher and each teacher's program.
- Demonstrate respect for staff and fellow students through cooperative and courteous behavior.
- Respect school property and others by not participating in acts of vandalism of school or personal property.
- Respect others by not using profane, crude or unkind language or gestures, including electronic media, etc.
- Respect one's self by not using or experimenting with tobacco, alcohol or other drugs.
- For your safety, do not leave campus without permission.
- Respect others by not participating in fighting, intimidating or threatening (verbally or physically) other students, school personnel or guests.
- Students will show respect by demonstrating proper social conduct. Physical contact between students is limited to holding hands grades 9-12, no physical contact with students below grade 9.
- Respect all by not engaging in any act, which endangers others.

COMMUNICATION AND PROBLEM SOLVING

Pleasant Hill Adventist Academy recognizes that parents and other school patrons have a right to discuss grievances against the school. However, the school also recognizes that an orderly procedure for resolution of a grievance is essential. In all aspects of grievance procedures, the student is the prime concern.

The success of the students at school depends in a large measure upon the fullest cooperation between parents, students, teachers and the administration. If students have concerns, they are encouraged to talk with their teachers first. If students share concerns with their parents regarding events at school parents have concerns, we ask that you apply the principle of Mathew 18:15 and 16 and withhold judgment until a full understanding of events can be studied.

PARENT PARTICIPATION PROGRAM

Parent participation, involvement, volunteerism is an important component at Pleasant Hill Adventist Academy. There are so many ways to complete these hours as you can see below. Watch for announcements, be creative, ask and suggest options. Please make prior arrangements with the front office and teacher when coming to school for parent participation hours. A few ways you can share your talents are listed below.

- Volunteer
- Help with a school program or function
- Drive a student or group of students to an off-campus event (field trips, music concerts, games, etc.)
- Watch a sporting event, cheer our teams on
- Play with students at recess
- Assist a teacher
- Help our Home & School Association
- Setup & Cleanup at school functions
- Help around the school – grounds, custodial, physical plant – we need you!

TIME REQUIREMENTS

Two-parent family = 30 hours or \$500 (*Per Academic Year*)

Single-parent family = 15 hours or \$250.00 (*Per Academic Year*) per-hour

RECORDING PARENT PARTICIPATION HOURS

Parents will record hours online by logging in to your RenWeb account by going to www.renweb.com. Under "LOGIN" click on ParentsWeb, enter PHA-CA as the District Code, then your User Name and Password and click on "Login". Click on "Family Information" and "Service Hours". After you click on "Add Service Hours", enter the Date,

select “Service Hours” under “Description” and enter your service hours. For further clarification, please enter information about what you participated in under “Note”. After all the information is filled in, press the “Save” button.

Please record hours as you complete them. Parent Participation hours should be reported throughout the school year. Billing occurs for any hours not served or recorded by **April 20** of the current year. At some big events such as the fall festival, you will receive double hours for cleanup when approved by a staff member at the event.

Parents are to record all participation hours and are on the honor system to do so. Make sure to log in to your RenWeb account and record your Parent Participation hours. The parent participation goal at Pleasant Hill Adventist Academy is: *“A successful Parent Participation Program means no family is billed unless they choose that option!”*

PARENT PARTICIPATION BILLING OPTIONS

If you are unable to fulfill and record your participation hours by the **April 20** deadline, you will be billed at **\$17.00 per hour** for any Parent Participation hours not completed. The amount owed will be added to your account in the May and June supplemental billing. Hours served or recorded after **April 25** will be credited towards the hours required for the upcoming academic year.

DONATION OF PARENT PARTICIPATION HOURS

A maximum of 25% of Parent Participation hours may be donated to your account by another parent who has accumulated hours above the requirements. Four (4) hours may be donated to a single-parent family, and eight (8) hours may be donated to a two-parent family. A single-parent family is required to work 11 of the 15 hours, and a two-parent family is required to work 22 of the 30 hours. Goods cannot be donated to fulfill Parent Participation Program requirements.

HOME AND SCHOOL ASSOCIATION

Home & School Association provides parents opportunities to participate and be acquainted with the school’s objectives, ideals, and personnel. A child’s success in school is influenced, to a large degree, by the parents’ relationship and attitudes toward the school and its activities. Parents are encouraged to take an active part in the activities of the Home & School Association. Pleasant Hill Adventist Academy is always in need of parent leaders that will use their talents to participate in school activities that enhance your child’s school experience and enriches the faculty and staff’s lives.

Home and school is already actively involved in making our school a place where everyone is happy, thriving, and involved in a spiritual journey that is stronger every day. Parents are our supporters, cheerleaders, fundraisers, educators, event planners and partners in realizing our school’s mission.

Home and School Priorities are:

- School Spirit and Parent Morale
- Coordination of Room Parents (ensure a monthly classroom event, work with teachers)
- Communication and being the cheerleaders for PHAA to families regarding events
- Fundraise for PHAA cause (worthy students, equipment, events, special programs and when possible, partner with classes and organizations to fundraise)
- Providing Education opportunities for students (ie Choose Kindness Curriculum) and parents (ie phone safety, cyber security).

Events:

- Back to School Night: Food and festivities
- First Day of School Welcome
- Let’s Move Day treats

- Fall Festival – partner with the music department, teachers and classes for this theme-based fun event!
- STREAM Day help with all the many hands on activities showcasing science, technology, religion/robotics, engineering, art, and math.
- Christmas Musical and Marketplace food and festivities
- Expo: Parent involvement and follow up for Visitation Days for Kindergarten RoundUp, Bump UP Day, and Academy Day in early February.
- Teacher Appreciation Week, Chapel and events honoring our teachers.
- Spring Concert support and snacks
- Special Events

VOLUNTEERS AND DRIVERS

Volunteers are an essential element of Pleasant Hill Adventist Academy. Volunteers are so important to us and we greatly appreciate all the donations provided to the school. Volunteer, you will not be reimbursed for your donations of gas, lodging, food, materials, time and other items given to benefit the students.

We are committed at all times to providing a safe environment in which our students can grow mentally, spiritually, physically, and emotionally, therefore, we require all volunteers to be background checked.

VOLUNTEER GUIDELINES

Volunteers are encouraged to respect the confidential nature of anything they see or hear. Concerns should be shared only with the classroom teacher or school principal. Thus, sharing information with anyone else is not advised.

The professional staff of the school is responsible for everything that goes on at school including student instruction, safety, and discipline. Volunteers work under the direction and guidance of paid staff, supplementing and supporting the program.

Unless acting as an approved volunteer teacher, volunteers should NOT:

- Discipline students
- Diagnose student needs
- Evaluate achievements
- Counsel students
- Discuss student progress and concerns with parents
- Have access to materials in students' permanent record files

Because students are the priority, the right to be a volunteer can be rescinded at any time due to behavior that conflicts with the **Guidelines for Volunteers** as outlined in the Appendix.

CHILD PROTECTION SCREENING

Northern California Conference of Seventh-day Adventists requires all volunteers to complete the online **Child Protection Screening** by going to www.ncsrick.org/adventist. On this site, you are giving permission to perform a Background Check and obtain driver information that is required for all volunteers.

If transporting students, additional forms are required including proof of insurance and a copy of a valid California Driver's License. Once authorized clearance has been received by the school, the volunteer/driver may fully participate in school activities. **Child Protection Screening** will remain in effect for three years. Insurance and Driver's License information needs to be updated when they expire. Forms and instructions can be found in the Appendix.

VOLUNTEER AUTO INSURANCE

Automobiles used to transport students on these trips must have **\$100,000/\$300,000 liability coverage**. Drivers for a field trip must file proof of this insurance coverage and a valid driver's license with our office each year. California law limits the number of passengers in a vehicle where students are transported to no more than nine (9). Each student must wear a seat belt. A student must be at least 13 years of age to ride in the front seat where an airbag is in place.

GENERAL SCHOOL INFORMATION

Pleasant Hill Adventist Academy's school policies are designed to enhance the school's learning environment and provide a setting where students can reach their fullest potential. This environment is improved as students and teachers work closely in a mutually respectful learning environment. The success of the school depends, in large measure, on the fullest cooperation between parents, teachers, and the administration. Parents are encouraged to call for clarification or explanation of activities or policies. The classroom teachers can best explain their individual class activities. However, do not hesitate to call the Principal for further information. Parental support is not only desired but necessary to the successful experience of the students.

ACCESS TO AND TRANSFER STUDENT RECORDS

Parents of currently enrolled or former students and students 18 years or older have the right of access to the cumulative and permanent student records maintained by the school relating to the children in the family or the individual student.

When a student transfers to another school, either Seventh-day Adventist or public, the cumulative record, or a copy thereof, shall be transferred to the school where the student intends to enroll upon written request of the student or parents if the student is under 18 years of age.

ARRIVAL AND DEPARTURE

The parking lot is most congested at the beginning and the end of the school day. We have staff on duty and procedures to better assist you and your student safely and efficiently. Please follow the guidelines that are available online and at the office. Pleasant Hill Adventist Academy accepts no responsibility for students arriving on campus before 7:15 a.m. or remaining on campus after 6:00 p.m. Monday through Thursday or 4:30 p.m. on Friday.

ASBESTOS NOTIFICATION

Pleasant Hill Adventist Academy is in compliance with Asbestos Hazard Emergency Response (AHERA), Public Law 99-519. Also, regular inspection of Asbestos Containing Building Materials (ACBM) Management Plan is designed for Pleasant Hill Adventist Academy.

Federal law regarding asbestos requires a public announcement to be given regarding this material in your school. A certified asbestos person has checked this facility. The asbestos in the school is in the non-friable condition and presents no hazard at the present time. It will be verified at stated intervals, to ascertain any change in the material. The report is in the school file and is available to those wishing to see it. Allow five working days for your request.

CHILD ABUSE REPORTING

Certificated and administrative employees are bound by the following sexual misconduct policy and guidelines for education personnel in the union.

- 1) The purpose of Policy and Guidelines

It is the policy of the Pacific Union Conference of Seventh-day Adventists to eliminate sexual misconduct through prevention, appropriate investigation of complaints, civil reporting and corrective action where appropriate. The Northern California Conference of Seventh-day Adventists, Office of Education and Pleasant Hill Adventist Academy are responsible for implementing policies and procedures to prevent sexual misconduct and to investigate and to take corrective action in response to complaints.

2) Definition of Sexual Misconduct

Sexual misconduct, as used in this policy, refers to sexually oriented behavior by an adult, volunteer or employee toward a student. It includes but is not limited to, sexual advances; requests for sexual activity; inappropriate touching of a sexual, offensive or abusive nature; sexual comments, suggestions or threats; or conduct, which has the purpose or effect of sexually stimulating the adult or student.

3) Prevention of Sexual Misconduct

The Northern California Conference of Seventh-day Adventists and Pleasant Hill Adventist Academy attempt to prevent sexual misconduct by:

- A careful screening of adults before employment begins. This screening will include a completed application, reference checks and a criminal record check where required by law.
- Periodic training for all adults who have a contact with students regarding sexual misconduct and child abuse reporting requirements.
- Regular training for students which emphasizes identification of and protection from sexual misconduct and reporting procedures for suspected incidents to an adult.

Obligation to Report Instances of Suspected Sexual Misconduct or Child Abuse

All instances of alleged sexual misconduct or child abuse must be reported to the appropriate school administrator and child protection agency as specified by state laws. Persons, who are mandated to report suspected child abuse by law, are protected from retaliation and civil or criminal liability under applicable state laws.

CONTACTING STUDENTS DURING SCHOOL HOURS

If parents need to contact their students during the school day, because of an emergency, they are to call the front office at 925-934-9261. Only in the event of an emergency will a student be called out of the classroom to take a call. During Extended Care hours, please contact the Extended Care supervisor at 707-332-0995.

CUSTODY DISPUTES

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document and will remain as neutral as possible in any custody disputes. In any 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.

DISASTER PLANS

Students, faculty, and staff participate in safety drills for fire, earthquake, playground emergencies and lock-down.

Our Disaster/School Crisis Plan is updated annually and reviewed with staff at the start of each school year. The plan addresses traditional crises and emergencies, such as a natural disaster, fire, school shooting, or accident, as well as biological, radiological, chemical, and other terrorist activities. The plan addresses four major areas: prevention/mitigation, preparedness, response, and recovery.

EXTENDED CARE PROGRAM

All students in Extended Care will be part of a scheduled program of breaks, play, reading periods, and study periods. It is our goal to create an Extended Care program that helps students in a structured environment to increase safety and learning. All students in Extended Care will be required to follow all guidelines including the Digital Citizenship/Electronics guidelines and participate in each phase of the Extended Care program. Visitors are not permitted in Extended Care.

When a student is picked up, **the adult picking the student up** must sign the student out on the sheet provided by the Extended Care Supervisor. Watch for the sign hung above the stairs in the front of the school for the location of Extended Care at the time of the pickup. Students **may not** sign themselves out of Extended Care. An older sibling may be allowed to sign out a younger sibling with proper authorization. Please contact the office for appropriate request forms and completion of the approval process. The approval process must be completed before the Extended Care Supervisor will allow this procedure to take place.

After school hours, students must depart campus or be in extended care and are not allowed to wait in front of the church due to insurance and legal requirements. Students, with written permission on file, may walk home or catch the bus.

Students leaving campus without a parent must provide the school with the proper permission in writing. Elementary students riding with older high school students must remain in extended care until picked up officially as authorized by the Extended Care Supervisor.

Grades K – 2 students remaining on campus after 2:30 p.m. Monday-Thursday and after 12:30 p.m. on Fridays are required to sign in with the Extended Care Supervisor.

Grades 3 – 6 students remaining on campus after 3:45 p.m. Monday-Thursday and after 2:30 p.m. on Fridays are required to sign in with the Extended Care Supervisor. Personal toys and electronic games are not allowed in Extended Care.

After school hours, students must depart campus or be in extended care and are not allowed to wait in front of the church due to insurance and legal requirements. Students, with written permission on file, may walk home or catch the bus.

Students leaving campus without a parent must provide the school with the proper permission in writing. Elementary students riding with older high school students must remain in extended care until picked up officially as authorized by the Extended Care Supervisor.

SUPERVISION AFTER SCHOOL

Whenever students are on campus, they must be supervised. After school, all students must be supervised on our campus or picked up by a parent or authorized person. Morning care is not available at this time and will be announced should it become available.

PHAA will continue to provide extended care beginning at 2:45 pm until 6 pm, Monday-Thursday and on Friday, until 4 pm. Fees are \$5.00 for every 30 minutes or \$10 per hour until 6 pm. **After 6 pm (M-Th) and after 4 pm on Friday, the fee is \$10 per minute.** Charges will accrue for each 15-minute period. Charges will be calculated monthly and will be billed on the following month's statement. 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.

After 4 pm, M-Th, high school students need to move to Extended Care area and after 12:45 pm on Fridays. For high school students the extended care is without charge; however, we will begin charging fees once the last elementary student is picked up (elementary students/families get charged beginning at 2:45/3:45) and most are gone between 4 or 4:45 pm or earlier.

On Minimum Days, extended care closes at 4:30 p.m. (subject to change, dependent on Supervisor availability)

Pleasant Hill Adventist Academy offers extended care as a service for those parents who work and need this service. An Extended Care Agreement is provided in the Appendix, outlining the policies and guidelines of the program.

HIGH SCHOOL AFTER SCHOOL GUIDELINES

High school students are permitted outside at the front entrance of the high school building from the fence separating the front parking lot from the elementary around to the senior rock at the NW corner of the High School building which includes the student parking area **until 4 p.m.**

After 4 pm, all high school students on campus must be in a teacher's classroom or in after care. If there is a high school event such as a varsity game, students may be at the event during the game only.

High school students are not allowed on the field, in the gym or in a building unless they are in:

- A classroom directly supervised by a designated adult or teacher,
- A varsity game is being played, or,
- They are on the varsity team and are practicing.

Remember, teachers are available T, W, Th after school. Do not wait until 4:00 p.m. to look for a teacher to obtain assistance.

At no time are students allowed to leave campus and return to campus the same day unless accompanied by their parent.

FIELD TRIPS AND OFF-CAMPUS ACTIVITIES

Field trips and other off-campus activities provide educational exposure that is not ordinarily available in a classroom setting. Teachers will provide parents with written notice when a trip is planned off campus.

We appreciate the help of parents who make these trips possible by driving and chaperoning. The following are guidelines for off-campus outings:

- School regulations for behavior and dress are to be followed.
- Adult sponsors stay with and monitor assigned students for the entire trip.
- Students are not to take along electronic devices (CD players, games, etc.).
- Students in grades K – 6 must have written permission for each off-campus activity from parents/guardians. Phone permission is not acceptable.
- Students may not drive to off-campus school sponsored activities.
- Students, who choose not to follow trip policies, may incur further disciplinary action upon return to school.

For educational, organizational, and safety factors, siblings are not allowed on field trips. In extreme cases, certain variations to this guideline may have to be made by the teacher to help the trip be successful.

LAW ENFORCEMENT INVOLVEMENT

In the case of suspicion of possession of weapons, controlled substances, and refusal to comply by the student, law enforcement may be called to mediate or investigate the incident. The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement.

LOCKERS

Students in grades 9 through 12 are issued lockers at the beginning of the school year. Students are expected to keep their belongings in the locker that was assigned to them and to keep the area neat and clean.

The school is not responsible for any loss from lockers or items left at school including musical instruments. The school reserves the right to inspect student lockers at any time.

LUNCH PROGRAM

Pleasant Hill Adventist Academy may offer a hot lunch program on school days Monday through Thursday. Lunch pricing may vary annually. For more information on our hot lunch program, please call the school office at 925.934.9261 and/or if available, see the menu online at <https://www.myphaa.com/calendar>.

STUDENT HEALTH, MEDICATION AND ILLNESS

Your child's health is our utmost concern and priority. If your child becomes ill at school, they will be sent to the front office. If the child is not able to return to the classroom, the emergency contact found in RenWeb will be called to come pick the student up.

If your child is sick before they come to school, please keep them home so that they can recover and germs will not be spread to their classmates. If you will be keeping your child home for the day, please call the school office at 925-934-9261 before 8:00 a. m. Follow this call with an email to attendance.librarian@myphaa.com letting our Attendance Coordinator know that your child is home with you.

Teachers are not to diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement. Any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by the designated school personnel if the school has on file the following:

- A written statement from such physician detailing the time schedules, amount, and method by which such medications is to be taken and,
- A written statement from the parent or guardian of the student indicating permission that the school administer the medication and/or the student self-administer according to the physician's guidelines

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

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

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

Whenever possible, parents should be encouraged to arrange for medication to be administered at home. When necessary, school employees may administer medications (the school does not have a nurse on duty) according to the guidelines in Board of Education Code Item A23-124 and under the following circumstances:

- The following documentation must be at the school for administration of either prescription or non-prescription medication (see form in Appendix)
 - Name of medication
 - Dosage – amount and time to be given
 - Route of administration
 - Signatures of physician and parent/guardian
- Medications must be brought to school by parent or guardian – not the student
- Any changes in type or dosage must have new authorization and newly labeled container
- All medications should be stored safely and securely, out of the reach of students, preferably in a locked location
- Student's medical privacy must be appropriately maintained
- Maintain a strict system of logging administered medications (see form). Logging sheets may be kept at the place of medication administration with a notice of "Additional Information is Kept..." placed in health folder identifying the information and where it is
- Upon completion of the logging sheet and/or at the end of the school year, the medication log and authorization forms should be placed in the student's red health folder
- If prescription changes during the school year or at the end of the school year, remaining medication should be returned to the parent/guardian.

VISITORS – COVID PARAMETERS DO NOT ALLOW FOR THIS AT THIS TIME

Parents are encouraged to visit the school. Friends and children may visit our school as the program permits. Prior arrangements should be made with the school office and teacher at least one day before the proposed visit. All visitors must sign-in at the office and receive a visitor's pass when they arrive on campus.

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. Visitors must follow the school rules and cooperate with the school staff.

Pleasant Hill Adventist Academy reserves the right to determine who may be on its campus at any time, and to refuse access to, or request to leave, any persons or groups as deemed appropriate. Visitors are not permitted in Extended Care

FUNDAMENTAL SCHOOL STANDARDS

Pleasant Hill Adventist Academy's school policies are designed to enhance the school's learning environment and provide a setting where students can reach their fullest potential. The learning environment is improved as students and teachers work closely in a mutually respectful learning environment. The following guidelines are designed to foster that atmosphere.

Pleasant Hill Adventist Academy students, with support from their parents, will:

- Exhibit support for the school's spiritual goals. The support being attentive and supportive during Bible class and reverent during worship and chapel.
- Demonstrate support for each teacher and each teacher's program.
- Demonstrate respect for staff and fellow students through cooperative and courteous behavior.
- Respect school property and others by not participating in acts of vandalism of school or personal property.
- Respect others by not using profane, crude or unkind language or gestures, including electronic media, etc.
- Respect one's self by not using or experimenting with tobacco, alcohol or other drugs.
- Respect others by not participating in fighting, intimidating or threatening (verbally or physically) other students, school personnel or guests.
- Students will show respect by demonstrating proper social conduct including social media. During school and all school events, students will refrain from physical displays of affection.
- Respect all by not engaging in any act which endangers others, including not leaving campus without permission.

Students should not bring, or have access to, distracting or dangerous items to school. Examples of such items include unacceptable use of electronics and social media, narcotics, alcohol, tobacco, firearms (real or imitation), obscene literature or pictures, fireworks, pocket knives, cigarette lighters, slingshots, water pistols, toys, matches, playing cards or gambling devices. These items or anything else, which is felt to be detrimental or distracting, will be surrendered upon request. Students should not expect to have any of the above items returned.

GENERAL SCHOOL POLICIES

Following are general school policies that all students and guests of Pleasant Hill Adventist Academy are to abide by at all times:

- Walk quietly in classrooms and halls.
- Chewing gum is not allowed.
- No loitering in the restrooms or hallways.
- Objects should not be thrown in an unsafe manner.
- For the protection of students' and their property, students will not be permitted in the parking area during the school day.
- Students may not leave the school grounds during school hours without permission from the office and respective parents. Checking in or out at the office is required when leaving or returning to the school grounds.
- Because carelessness can be as destructive as vandalism, students are responsible for any marking of or damage to any school property such as gum, pen or paint marks.
- Items may not be bought and sold among students.

DRESS CODE

There is evidence of a correlation between how students dress and the quality of the learning environment. A neat and properly attired student will have a definite bearing on the atmosphere that is conducive to study and good work. Again, our desire is for students and parents choosing to join the Pleasant Hill Adventist Academy school family to embrace the spirit of the school policies (Spirit of the Law) as we grow together.

We ask that students wear clothes that are clean, neat, modest and functional. In general, as one would dress up to go to work and school.

The following broad guidelines should be kept in mind as students are preparing for school each morning.

- Clothing with holes or tears is not to be worn at school.
- Jewelry cannot be worn at school.
- No hats are to be worn in a classroom or meeting space or during class or another organized meeting wherever it is taking place. Essentially hats are for outdoors.
- Oversized clothing should not be worn.
- These rules are in effect on field trips and at school programs.
- All Physical Education Attire may only be worn during Physical Education Classes and during organized after school sports.

SCHOOL UNIFORM POLICY

Pleasant Hill Adventist Academy wishes to present an image of Christian values to our community, parents, and students that is consistent with modesty, good taste, cleanliness and neatness. Because interpretation varies from one individual to another, these guidelines are to help students and parents understand the dress code for Pleasant Hill Adventist Academy students. Students are required to maintain the dress code while on campus. For special events at school or off-campus events, acceptable dress code variations may be announced.

- All approved uniform clothing items and guidelines, please see uniform grid (over) and uniform listings under gender and grade on this website: www.landsend.com. PHAA school code is 900055658 or enter school name. For picture day, field trips or performance, grades K-8 will wear navy blue polo **with logo** and khaki pants.
- All shirts, blouses, sweaters, skirts, skorts, jumpers, pants, and shorts should be uniform acceptable attire. For the 2021-2022 school year, we will continue to allow non-logo uniform color polos, except for picture day, performance days, fieldtrips, or other public events where school logo polos are required. Allowable K-12 polo colors: white, light blue, royal blue, and navy.
- Pants, shorts, skorts, skirts, and/or jumpers must be “uniform” khaki, navy or dark gray and may be purchased at such stores as Target, Sears or Costco but must be standard “School Uniform” clothing, not tight pants or non-uniform style pants.
- Shorts, skorts, skirts and dresses are to be modest in length (both standing and sitting).
- Shoes must be closed-toed, gym worthy, low heeled, and not ones that light-up. If wearing boots, be sure a pair of tennis shoes are available daily for gym use.
- Free Fridays: Students may wear non-uniform shirts on Fridays that are PHAA gear, Adventist Colleges or Summer Camps, Pathfinders, or other acceptable “church/school/Christian-based” logo tops. Uniform pants, shorts, skorts, skirts are required.

Uniform Policy – Elementary and Middle School: For picture day, field trips or performance, grades K-8 will wear navy blue polo **with logo** and khaki pants.

Uniform Policy – High School: High school students must purchase at least one **navy** polo shirt with a logo for field trips and performances from Lands’ End. For picture day, wear uniform with logo. For High school, Physical Education uniform is a solid color t-shirt (no logo), black knee length shorts and athletic shoes.

Pleasant Hill Adventist Academy has gently used uniform clothing that has been donated back to the school. Please call the office at 925.934.6291 or email office@myphaa.com if interested.

Label all clothing. Lost and found articles should be turned into the office and if items are not claimed, they will be given to Community Services or be available as “gently used” uniforms.

Grade level	Shirts	Uniform Pants, shorts, skorts, skirts & or jumpers (must be uniform)	Fieldtrip, picture day, performance uniform	PE attire
Elementary K-4	Polo shirt , Navy blue, Royal blue, Light blue, and White	Khaki, navy or dark gray	Navy Polo (with school logo) & Khaki pants	School attire and athletic shoes
Middle School 5 - 8	Polo shirt , Navy blue, Royal blue, Light blue, and White	Khaki, navy or dark gray	Navy Polo (with school logo) & Khaki pants	School attire and athletic shoes
High School	Dress shirts - White & Light blue, Polo shirt , Navy blue, Royal blue, Light blue, and White	Pants & Shorts, Men & Women: Khaki, navy or dark gray. Women’s Skirts: Khaki, Navy or Plaid (Plaid skirt through Lands’ End)	Navy Polo or uniform dress shirt (with school logo) & Khaki pants	Solid color t-shirt, no logo; Black knee length shorts & athletic shoes
K-12 Free Friday Uniform	PHAA spirit wear, Adventist college or summer camps, Pathfinders, or other acceptable “church/school/Christian-based” logo	Uniform pants, shorts, skorts &-skirts are required. Khaki, Navy, Dark Gray		

(June 2021)

PHAA K-12 TECHNOLOGY USE AND DIGITAL CITIZENSHIP

Pleasant Hill Adventist Academy supports grade-appropriate digital learning, fluency, and citizenship in our academic setting. Technology education will include the use of a range of relevant digital technologies to learn content and demonstrate understanding. Digital fluency expectations include excelling in current technology skills, operations, and vocabulary to support research, collaboration in a variety of digital resources, and digital citizenship includes the responsible use of digital technology to improve the online community by respecting self, others, and property.

Given our technology learning expectation, PHAA will carefully monitor correct technology use and or abuse and screen time. Parents are expected to oversee technology outside of school time by establishing and setting parental controls, reviewing their child’s screen time regularly, and implementing cyber safe expectations.

Pleasant Hill Adventist Academy reserves the right to alter its policy for individuals, or as circumstances dictate, at any time. The school administration has the right to confiscate, look at and view all electronics (*including cell phones*) as governed by school policy.

Computer Use Policy

Computers or tablets are not to be used before, during, or after school unless supervised by the teacher or Extended Care supervisor. Personal computers may be used for academic purposes only AND with the expressed permission of each teacher. Each teacher will review the appropriate time and use of personal computers. Computer use may vary with each teacher

Cell Phone Use Policy

Cell phone use is prohibited during school hours. This includes lunchtime, break time between classes, and during before and after school care. These parameters also include restrooms and locker rooms. While on field trips, including athletic events, students may only use cell phones with the expressed permission of teachers or chaperones. When students are participating in a school tour, cell phone use requires the express permission of the sponsors. For specific academic purposes, cell phone use may be granted by the teacher. These occasions will be defined at the direct request of the teacher for a singular, specific purpose.

Outside of school, students (with parent supervision) are expected to establish cell phone parameters and monitor screen time.

Violations

If cell phones (and/or computers) are being used outside of these expressed guidelines, the student will turn over the device to the teacher/front office and return upon paying a \$25.00 redemption fee.

Parent-Student Communication

Parent-student communication during school hours or activities must fall within school policy timeframes and guidelines unless there is an emergency. Should you need to contact your child during the school day, please call the office, and they will get the message to the teacher for your child. If a student needs to contact their parent or guardian, they will need to ask their teacher to go to the office to use the phone.

EXTENDED CARE - Clarification - CELL PHONES AND ELECTRONICS

- The Cell Phone Use Policy applies to School Extended Care.
- With the permission of the supervisor, the cell phone may be used to contact parent/guardian.
- Cell phones or tablets may not be used for games or videos.

INTERNET USAGE

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. Parents are expected to oversee cell phone use and access settings with parental controls and review their child's screen time regularly.

It is not possible to list all activities that are not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Cyberbullying, harassing, insulting or stalking others.
- Using social media and/or groups to separate or be unkind or mean to others
- Sending or displaying offensive messages or pictures.
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email.
- Arranging a meeting with online contact without school or parental approval.
- Using obscene language.

- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using another person's password or sharing your 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 hotspots, etc.
- Intentionally wasting resources.
- Using the network for commercial purposes.
- Other violations as deemed by the Discipline Committee

CONDUCT

UNKIND BEHAVIORS AND BULLYING

Pleasant Hill Adventist Academy believes everybody should enjoy our school equally, and feel safe and accepted, regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or nationality.

Unkind behaviors can be actions with rude and/or mean intentions such as inadvertently saying or doing something that hurts someone else. It can also be purposely saying or doing something to hurt someone. PHAA defines these as:

- Rude = Inadvertently saying or doing something that hurts someone else.
- Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).
- Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.
- Cyberbullying is intentional aggressive behavior involving an imbalance of power through electronic media, such as posting on the internet (for example, on Instagram, Snapchat, Twitter, Facebook, etc.), text messaging and pictures.

Unkind, rude, mean, or bullying behaviors cause pain and stress to victims and is never justified.

Report Immediately: Inform your teacher or principal immediately if there is bullying or continued bullying in any circumstance. Many forms of bullying are illegal and may be reported to the authorities.

PARENT PLEDGE

Parents of Pleasant Hill Adventist Academy students agree to the following pledge and will:

- Inform the faculty of changes in their children's behavior or circumstances at home that may change a child's behavior at school.
- Monitor my son's or daughter's screen time and set up appropriate access controls.
- Alert the faculty if any inappropriate technology use, bullying or cyberbullying has occurred.
- Keep themselves and their children informed and aware of school policies.
- Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
- Regularly discuss with their children their feelings about school work, friendships and relationships.

CITIZENSHIP GRADES | CONDUCT CATEGORIES AND CONSEQUENCES

The follow grid outlines the typical consequence for a conduct violation at PHAA. Each student begins the semester with 100 points. Each demerit subtracts points from the 100 and the points remaining form a percent from which the citizenship grade is calculated. 90% = A, 80% = B, 70% = C, 60% = D, and below 60% = F.

Repeated offenses in one category may move to the next category. Discipline Committee may include additional consequences, variations, and follow-up than noted. Any consequence may involve parent and student meeting with teacher or administration with a minimum probation period. Students on probation may not be eligible to serve as a student leader. Suspensions may impact grades as no make-up work is allowed.

Categories	Demerits	Consequences
Category 1 Dress code violation, cell phone violation, disruptive talking or behavior, discourteous/rude, lying, eating/drinking in class, littering, out of seat without permission, failing to sign in or out	5	TBD/teacher discretion/parent notification
Category 2 Disobedience, mean behavior, cell phone violation (\$25 fine), iPad violation, unacceptable display of affection, vulgarity, social function dress code violation	10	TBD/teacher discretion/parent notification
Category 3 Cutting class, defiance, insubordination, disrespect, graffiti, hazing, obscenities or lewd behavior, profanity, off campus without permission, violating PHAA driving or parking rules, inappropriate content	25	Teacher/Principal meeting with potential of a suspension, an educational assignment, and/or probation.
Category 4 Vandalism or tampering with fire extinguishers or property, cheating, plagiarism, misuse of technology or Digital Citizenship policy violation, forgery, lying repeatedly, violating field trip expectations	35	Discipline Committee with potential of a suspension, may lose the privilege of participating in extra-curricular activities, may lose leadership, and be on probation.
Category 5 Substance use/abuse of medications, fighting, stealing, pornography, bullying, threats, intimidation, inappropriate physical contact, privacy violations	50	Discipline Committee meeting with potential of a 2-day suspension/withdrawal for repeated offence, restitution, assignments, may lose the privilege of participating in extra-curricular activities, and be on probation.
Category 6 Weapons, illegal drugs/paraphernalia, marijuana, sexual misconduct, immoral behavior, racial harassment, violent threats	100	Discipline Committee meeting or potential immediate withdrawal, expulsion (report to law enforcement as required), restitution, may lose the privilege of participating in extra-curricular activities.

SEXUAL HARASSMENT AND OTHER FORMS OF HARASSMENT

Pleasant Hill Adventist Academy 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 listed below so school authorities may take appropriate action. Students who sexually harass others will be subject to discipline, up to and including possible dismissal. Employees who engage in student sexual harassment will be subject to discipline, up to and including possible termination.

Intimidation is a verbal threat to a student or staff member, which threatens physical harm to a person or the person's

property. Harassment is an unsolicited and unwelcome written, verbal, physical and/or visual contact, with a racial or ethnic, religious, sexual or personal context or motivation. Written examples include but are not limited to threats, demeaning or humiliating statements, suggestive or obscene letters, notes or invitations. Verbal examples include but are not limited to derogatory comments, innuendos, slurs, offensive jokes or epithets, or comments about physical features. Physical examples include but are not limited to leering, gestures, display of suggestive objects, pictures, cartoons or posters, unwelcome or offensive touching, impeding or blocking movement. It is harassment whenever any one or more of the following occurs:

- Any action considered by a reasonable person of the same gender to be sufficiently severe or pervasive to have a “negative impact on an individual’s academic performance or creates an intimidating educational environment;”
- A person continues to behave in the same manner after being informed that the behavior is inappropriate, demeaning, unwelcome, offensive or humiliating;
- A person threatens reprisals or implies threats of reprisal following a request to stop an objectionable behavior;
- A person says or writes something, which is knowingly untrue, a lie or a misrepresentation or distortion of the truth and which damages another’s reputation.

Students are strongly encouraged to consider the school staff to be people who care about the welfare of students. It is our desire to resolve the above problems in the quickest, most satisfactory manner, before a situation evolves out of control and before the student's sense of personal safety, is threatened. We hope that students will ask staff members for their assistance to resolve such problems at the earliest possible time.

REPORTING PROCEDURES

Students who have experienced sexual harassment, shall report the incident to school authorities as soon as possible. If the harassment is between students, the student may report the incident to a teacher, the principal or an adult staff member. If the harassment comes from an adult, the student shall report directly to the principal or another responsible adult.

False accusations are a form of sexual harassment.

Consequences

Harassment of any form is unacceptable behavior and PHAA will take steps as outlined in the Conduct Grid noted in this Handbook or work directly with the local authorities if needed.

SUBSTANCE ABUSE POLICY

Pleasant Hill Adventist Academy is firmly committed to being a drug-free school. We recognize that substance use is a serious problem in our world, country, and community. We wish to be redemptive with students who have chosen to use substances, but we must also take steps to ensure that students are not exposed to harmful substances at Pleasant Hill Adventist Academy.

The possession, sale, distribution, or use of any illegal substance is prohibited by Pleasant Hill Adventist Academy. These substances include, but are not limited to the following: alcohol, marijuana, hallucinogenic substances, cocaine, and cocaine-related substances, methamphetamines, narcotic drugs and anabolic steroids. Drug paraphernalia used to administer such drugs is also prohibited. The use of any tobacco product, the abuse of any household substance, such as using glue or whiteout as inhalants, or the misuse of prescription or nonprescription medications will also be treated as violations of the school’s substance abuse policy.

By enrolling a student at Pleasant Hill Adventist Academy, the parents are giving their permission and consent to permit school personnel to search students for illegal drugs during school hours or when the students are involved in school-sponsored events, whether or not the student is on school premises. This may include searches of lockers, desks, backpacks, vehicles and any other personal possessions owned or used by the student(s), including clothing and electronics.

Searches may include the following:

- The use of specially trained dogs and law enforcement officers.
- Be conducted at any time.
- Be held on a random basis.
- Be without any prior notification to the students or their parents.

Students suspected of violating the school's substance-abuse policy may, at the discretion of the administration, be required to submit to drug testing at a clinic approved by the school's administration. Drug testing at a clinic will be at the expense of the parent. A student, who is requested to submit to drug testing, may choose to withdraw from the school rather than proceed. At the discretion of the administration, a student, who readily admits to violating this substance abuse policy, need not be tested.

Suspicion leading to drug testing will be determined through any or all of the following:

- Firsthand or corroborated reports of substance use from students, parents, staff or individuals from the community.
- Discovery of illegal substances or drug paraphernalia in the possession of the student.
- Observation of erratic behavior suggesting a student is under the influence of a controlled substance.
- Observation of any symptoms that may be caused by controlled substances, such as sensitivity to light, the smell of alcohol, etc.

Procedures following the first offense of this policy include:

- Notifying the student's parents and may include notifying the police.
- A five-day mandatory suspension.
- A conference prior to re-admittance to school between the administration, student and the parents regarding the possibility of expulsion or continued attendance.
- A required initial professional assessment to be obtained from a school-approved resource regarding whether or not it is in the best interests of those involved for the student to return to school.
- The understanding that if the student is not referred for expulsion, he or she shall be placed under a contract signed by the student, parent, administrator, and counselor, which indicates the student's responsibilities and expected behavior in order to continue school at Pleasant Hill Adventist Academy.
- Counseling is to continue with progress reports to the administration. When appropriate, a statement of satisfactory completion of the recommended program, as outlined in the original professional assessment, must be provided to the school administration.

If a second violation of this policy occurs:

- The school shall notify the police and the parents.
- Assign an immediate suspension of up to five days.
- Hold an administrative conference to consider expulsion.
- A recommendation for expulsion will be made to the Pleasant Hill Adventist Academy school board (if the charges are substantiated).

SUSPENSION OR EXPULSION

The first offense on the following points renders a student liable to serious discipline or to immediate dismissal from school: Caused, attempted to cause, or threatened to cause physical injury to another person (on campus, off campus or via social media) such as:

- Threats.
- Assaults on staff members or other students.
- Fighting—Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.
- Extortion.
- Agitation of/or interface with a fight.
- Harassing/hazing.
- Verbal abuse.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or another dangerous object.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Sexual harassment.
- Being insubordinate by a continual violation of any school regulation.
- Bullying or harassment via electronic media (see Electronic Media/Digital Citizenship).

THREAT OF ASSAULT OR USE OF FORCE

All threatening words or actions are taken seriously at all grade levels. Students who threaten the use of assault or force, including electronic media, will be suspended until the issue is resolved.

- The police will be called.
- The student will be interviewed by the police.
- The parents will be notified.
- The student will not return to classes until a psychological evaluation has been completed, a conference with parents has been held, and the involved faculty has reviewed the findings of the evaluation and the conference.

SEVERE CLAUSE

There are at times serious misbehaviors that require bypassing the regular discipline hierarchy. At those times, the principal may recommend, and the school board may declare such a student may not return or finish the year at school.

COMMUNICATION WITH FAMILIES

The success of the school depends in a large measure upon the fullest cooperation between parents, students, teachers and the administration. At Pleasant Hill Adventist Academy, we foster to maintain a healthy school community. We encourage you to take the opportunity to work with the appropriate Pleasant Hill Adventist Academy personnel first in seeking resolution should any challenges or problems occur. If students share concerns with their parents regarding events at school, we ask parents to apply the principal of Mathew 18 and withhold judgment until a full understanding of events can be studied with the can often be prevented in this way. (See Problem Solving Procedures p.15)

The Administration reserves the right to question a student about his or her behavior or academic program at any time without parental consent.

PROBLEM-SOLVING PROCEDURES

Pleasant Hill Adventist Academy resolved differences between individuals by using the Biblical model found in Matthew 18. The following problems solving procedure will be used:

- Request a conference with the teacher.
- If not resolved, request a conference with the teacher and principal
- If not resolved, request another conference with the Northern California Conference of Seventh-day Adventists, Office of Education representative.
- If not resolved, request a board review. The problem should be submitted in writing. If the problem involves a school employee, it shall be reviewed in executive session.

ORGANIZATIONS

HOME & SCHOOL ASSOCIATION

Home & School Association provides parents with opportunities to be acquainted with the school's objectives, ideals, and personnel. A child's success in school is influenced, to a large degree, by the parents' relationship and attitudes toward the school and its activities. Parents are encouraged to take an active part in the activities of the Home & School Association. Pleasant Hill Adventist Academy is always in need of parent leaders that will use their talents to participate in school activities that enhance your child's school experience. Parents are our supporters, cheerleaders, fundraisers, educators, event planners and partners in realizing our school's mission.

Home and School priorities include:

- School Spirit and Parent Morale
- Coordination of Room Parents (ensure a monthly classroom event, work with teachers)
- Communication and being the cheerleaders for PHAA to families regarding events
- Fundraise for PHAA cause (worthy students, equipment, events, special programs and when possible, partner with classes and organizations to fundraise
- Providing Education opportunities for students (ie Choose Kindness Curriculum) and parents (ie phone safety, cyber security).

Home and School is involved in these events:

- Back to School Night: Food and festivities
- First Day of School Welcome
- Let's Move Day treats
- Fall Festival – partner with the music department, teachers and classes for this theme-based fun event!
- STREAM Day help with all the many hands on activities showcasing science, technology, religion/robotics, engineering, art, and math.

- Christmas Musical and Marketplace food and festivities
- Education Expo: Parent involvement and follow up for Visitation Days for Kindergarten RoundUp, Bump UP Day, and Academy Day in early February.
- Teacher Appreciation Week, Chapel and events honoring our teachers.
- Spring Concert support and snacks
- Special Events and more!

STUDENT ASSOCIATION (S.A.)

Student Association is a student organization for all students in grades 9 through 12. The purpose of this organization is to foster the mental, physical, social and spiritual activities of the organization, and to develop high qualities of leadership and Christian character. Comprised of the students in grades 9 – 12, and staff, this organization fosters the general interests, ideals, and **4Rs** of Pleasant Hill Adventist Academy, Relationships, Respect, Responsibility, and Relevance. The Student Association provides an opportunity for students to obtain needed practice in such citizenship activities as intelligent voting, parliamentary procedure, able leadership in public action, and social skills. The outstanding programs, picnics, banquets, and other projects sponsored by the Student Association are evidence of its merit. This organization coordinates staff and student activities toward a common goal. It awakens the students to the knowledge of their rights, their responsibilities, and their common interest in the **4Rs** of Pleasant Hill Adventist Academy.

STUDENT SENATE

The Student Senate is a forum made up of class representatives, Student Association officers, and staff representatives. It is the representative's function to collaborate with staff and students. The committee makes recommendations regarding goals, suggestions, concerns, and interests. The purpose of the student senate is to create a better school environment.

SEARCH OF STUDENT PROPERTY

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) a search of a student, a student's automobile, backpack (or similar personal items), and/or locker 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, smartphone, 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.

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. Parents will be notified after any search of student property.

SENIOR TRIP POLICY

As a privilege to the graduating seniors, a special trip is planned that encourages students to strengthen friendships and to share common memories of their time at Pleasant Hill Adventist Academy. This trip is open to all eligible seniors and is planned to take place near the end of the students' graduation school year. All Pacific Union Conference and Northern California Conference of Seventh-day Adventists policies supersede local school policy. No out of country trips may be taken. Final location and cost of the trip must be determined by the end of the sixth week of the senior year.

To attend the Senior Class Trip, the following payments must be made:

- By the end of the junior year, \$250 (cash, check or credit from individual fundraising) must be received in the business office from each student.

- Half (50%) of the remaining individual student balance must be received by the end of the first quarter of the senior year.
- Final payment is due by the last day of January.
- No refunds will be given once the first reservation has been confirmed.

TRANSPORTATION

MOTOR VEHICLES

If students choose to drive their vehicle (including motorcycles) to school, it is important that they remember it is a privilege, not a right. Since every privilege has responsibility, the school requests that students abide by the following the motor vehicle policies to maintain the privilege:

- Students' vehicles are to be registered at the office. The registration request must be signed by a parent or guardian and must specify that adequate insurance coverage is provided for the use of the vehicle.
- No passenger outside of the immediate family may ride in a student-driven vehicle except for getting to and from school when specific written permission, signed by the parent(s), is submitted to and authorized by the principal.
- Students' vehicles are to be parked in the assigned parking space. Be sure the vehicle is locked, as Pleasant Hill Adventist Academy does not assume responsibility for damage or loss.
- Vehicles are not to be used during school hours except by written permission of the parents and the school administration.
- Students wishing to ride in a vehicle other than that of the immediate family must complete a request form available through the front office, signatures required for approval include parents and administration.
- Students should not be in the parking lot unless they are entering or leaving campus.
- Under no circumstances, are students to borrow someone else's vehicle — with or without their permission. Permission will not be given for a student to leave campus in a borrowed vehicle.
- The speed limit on campus is limited to 10 mph for the safety of the students.

Pleasant Hill Adventist Academy's student accident insurance does not cover any injuries caused by accidents of vehicles, which are not owned by the school.

BICYCLES AND OTHER WHEELED TRANSPORTATION

Because of safety factors and insurance complications, scooters, skateboards, roller blades, mini-bikes, Heelys, and go-carts may not be ridden on the campus, which includes the church and school properties. If used for transportation, the item must be checked in at the office. Bicycles must be parked in the appropriate bike space. Students must walk their bicycles to and from the street.

UNPRINTED REGULATIONS

Regulations adopted by the school administration and publicly announced to the students will have the same force as if printed in the school bulletin. **Our desire is for students and parents choosing to join the Pleasant Hill Adventist Academy school family to embrace the spirit of the school policies (Spirit of the Law) as we grow together.**

ATTENDANCE POLICY

For the Pleasant Hill Adventist Academy staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school faculty at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present. There is no adequate replacement for what is missed when a student is absent from class. The following policy has been established

to encourage good attendance.

UNEXCUSED ABSENCES

Any absence, which does not meet the conditions of an excused absence or prearranged absence, is automatically considered unexcused. In most cases, schoolwork missed due to an unexcused absence should be made up. Policies regarding missed schoolwork vary by teacher. Refer to the class' syllabus for unexcused absence work policy.

TARDY PROCEDURE

When tardy, the student will go directly to the classroom until 8:05 a.m. If the student cannot be in the classroom by 8:05 a.m. they must check in at the school office and obtain an admission slip before going to the classroom.

ELEMENTARY AND MIDDLE SCHOOL ATTENDANCE POLICY

Pleasant Hill Adventist Academy requires a minimum of 85% attendance per semester. When a student misses more than 15% of the school days in a semester (13 days), the teacher and principal will meet with the parents to determine the circumstances surrounding the absences and discuss options for the student. In some circumstances, a student may need to be retained in the same grade the following year. It is Pleasant Hill Adventist Academy's goal to work closely with parents to ensure the academic success of each child, and to that end, we will do everything in our power to create the environment of success. This policy relates to total absences excused and unexcused combined.

HIGH SCHOOL ATTENDANCE POLICY

Students who are absent from a class more than 15 % of a semester (approximately 13 times per semester for a class meeting 4+ days a week), excluding school sponsored activities, may be dismissed from the class with a WF (withdrew and failed) on the transcript. This includes both excused and unexcused absences. Absences due to school-sponsored activities are not included.

An attendance report will be posted on RenWeb each week for students, listing his or her cumulative tardies and absences (*excused or unexcused*). It is the student's responsibility to check carefully and take care of any absence or tardy. All excusable absences and tardies must be cleared within one week of the absence or the uploaded tardy online.

The following attendance policies will be enforced:

- Parents of students with a quarter grade below C- will be notified.
- Students with a quarter grade of F in attendance will be placed on probation.
- Students with a semester grade of F in attendance will be placed on probation and may be dismissed.
- Students and the parents will be notified when the student reaches the 10% absent rate.
- 2 tardies will equal 1 absence.
- Eligibility for student office and varsity sports – see the appropriate section (p. 50).
- Students may file an appeal. All appeals will be presented to the faculty for consideration and any necessary action.

HIGH SCHOOL ATTENDANCE GRADES

Each student receives an attendance score of 10 points per week. Each tardy (at the beginning of the day or

between classes) deducts 1 point from the total score. Each unexcused single-period absence deducts 2 points from the total score. Also, an entire day absence without a written excuse confirmed as an excused absence according to policy deducts 5 points. See Standard grading scale for grade letter and percent breakdown (p. 47).

It is not possible to earn back points in attendance. However, a valid written excuse related to illness, medical appointments, or death in the family by a parent, guardian, teacher, or doctor will be accepted to excuse tardies or absences within a week of the posting. These excused tardies and absences do not deduct points from the attendance score.

Attendance scores are available for viewing at any time. Requests for corrections to attendance scores must be in writing. Contact the office for more information.

MISSING WORK

Whenever a student is absent or misses work, he or she is responsible for finding out what assignments were missed. Whenever a prolonged absence is planned, all work to be missed should be obtained in advance and turned in to the teacher. Due to teacher policies and the nature of class work, not all school work may be made up. Refer to the individual class syllabus for more details on homework policies.

If your child is sick and will be missing school, please follow this procedure:

1. Notify the school office before 8:00 a.m.
2. Send a note with the student upon return to school which includes:
 - First and last name of the student
 - Date (include time if absent for part of a day)
 - Reason for absence
 - Signature of parent or guardian

EXCUSED ABSENCES

Excused absences are defined as:

- Medical appointments, with verification
- Personal illness/injury
- Death in the immediate family
- Court appointments, with verification
- By special permission of administration

It is important that appointments be scheduled (when possible) so that they do not interfere with school attendance. For an absence to be excused, it must:

1. Have written parent/guardian verification.
2. Written excuses should include the following information:
 - First and last name of the student
 - Date (s)
 - Reason for absence or tardy
 - Parent's signature

PREARRANGED ABSENCES

When it becomes necessary for a student to miss classes to accompany parents on an activity, a written request (form available in the office) must be submitted in addition to a completed planned absence form to

the school office a minimum of two weeks prior stating the school days in which the student will be absent. Failure to make prior arrangements will result in the absence being unexcused.

Teachers may provide the student with whatever work possible.

POLICIES & TUITION

Pleasant Hill Adventist Academy is a part of the Seventh-day Adventist (SDA) school system and is partially subsidized by the Northern California Conference of Seventh-day Adventists and its constituent churches, who have made a monthly financial commitment to the Academy. As a result, students who are Seventh-day Adventists receive a discount. Tuition rates vary by grade level and are subject to change annually. Please contact the office for an education consultation by calling 925.934.9261 or by emailing at office@myphaa.com.

FINANCIAL AID AND SCHOLARSHIP ASSISTANCE

We know education is expensive and for those in need, we are continually searching for ways you can subsidize your payments. Be sure you explore all scholarship possibilities to see if you are eligible. Tuition assistance is awarded by need and availability; most application deadlines vary but be sure and check each deadline.

1. Pleasant Hill Adventist Academy Scholarship Aid

<https://smartaidforparents.com> and include school name, Pleasant Hill Adventist Academy, ID is 14148

2. Basic Fund: <http://www.basicfund.org/k-8-scholarships>. (Deadline is March 15 or earlier)

3. Check with your local church/pastor as many provide aid for Adventist Education.

4. NCC office of Education, the following scholarship opportunities are available at this link:

<http://www.ncceducation.org/article/13/scholarships-becas>

- a. Baybarz up to \$300 for K-8th
- b. Education Endowment up to \$800 for 9th-12th
- c. Low Income Scholarship up to \$400 for 1st-8th, \$800 for 9th-12th
- d. New Convert Subsidy, newly baptized church member; see your pastor.

PAYMENT PLANS

Pleasant Hill Adventist Academy is collaborating with Smart Tuition for the processing and collection of tuition. By moving to a tuition management system, Pleasant Hill Adventist Academy joins a growing number of private and parochial schools utilizing such services to better serve families, by providing you more convenient and secure options of payment, online access to your account and 24/7 customer service.

All tuition is due on the 15th day of the month. When the 15th falls on a holiday or weekend, tuition is due the following regular business day.

To provide families with more flexibility in meeting their tuition obligations, two payment plans are available.

- Ten monthly (10) payments, due August through May.
- Eleven (11) monthly payments, due July through May.

For students who start mid-session, tuition is prorated based on the first class attended and the number of classes remaining in the year.

DISCOUNTS & INCENTIVES

Annual payment in advance, due before the 1st day of class (4% discount)*

Half year payment in advance, due before the 1st day of class and January 2 (2% discount)*

****Due to a bank service fee when using a credit card, annual & semi-annual payments must be made via cash or check to receive discount.***

Sibling discount – a discount is granted for each additional sibling enrolled living in the same household at the rate of 3% discount for the 2nd student; 7% discount for the 3rd student.

LATE PAYMENTS

Prompt payment of tuition and fees is required for all families and is an essential part of having your child enrolled in a private school.

Full payment of a family's monthly installment is due on the 15th, and if not received by **Smart Tuition** by the close of business on the 20th of the month, a fifty dollar (\$50.00) late fee will be levied immediately, and the student may not be permitted to attend class until the balance is paid in full.

Twelfth (12th) grade students with past due accounts will be unable to go on the senior class trip.

Any unpaid tuition from previous school years prevents re-enrollment in Pleasant Hill Adventist Academy. Parents must pay all previous outstanding fees before enrollment.

Pleasant Hill Adventist Academy may use any legal means at its disposal to reclaim funds past due, including the engagement of third-party collection agencies to whom financial details will be passed on to you by Pleasant Hill Adventist Academy as is permissible by law.

ENROLLMENT FEE (RETURNING STUDENTS ONLY)

A non-refundable re-enrollment fee per child is due annually to secure the student's placement at Pleasant Hill Adventist Academy. The re-enrollment fee of \$110 is due with the re-enrollment application and is announced in January with an early incentive deadline in February.

OTHER FEES

During the school year, there will be additional expenses for school uniforms, field trips, activity fees, and other expenses. Charges will vary depending on your child's grade and level of involvement. These fees may include, but are not limited to, the following:

- Private Music Lessons
- Instrument Rental
- Varsity Sports
- Extended Care
- Field Trips
- Kindergarten Assessment Fee
- 5th/6th Grade Outdoor Education
- 7th/8th Grade Outdoor Education
- High School Leadership and Bible Camps

WITHDRAWAL AND REFUNDS

If a parent or family decides to withdraw their child from Pleasant Hill Adventist Academy during the school year, Pleasant Hill Adventist Academy requires one month's written notice, and the parent or family remains responsible for tuition and fees for the full term of this one month period, irrespective of whether the child is physically withdrawn from Pleasant Hill Adventist Academy by the parents.

New students can cancel their enrollment any time during their first semester with a one (1) week written notice. Registration fees are non-refundable.

If a child's enrollment is terminated by Pleasant Hill Adventist Academy for reasons of behavior or an infraction of school rules, policies, practices or standards, the parent or family of the child remains liable for full payment of all tuition and fees through the end of the calendar month in which the enrollment was terminated, irrespective of whether the child is allowed to remain on campus or in classes.

ACADEMICS

GENERAL INFORMATION

ACADEMIC HONESTY

Student work is expected to be the work of the individual. Any form of plagiarism will not be tolerated. Honesty is expected at all times, including daily work and assignments and testing. Grades will only be issued for students adhering to this policy.

ACADEMIC EXPECTATIONS

- All assignments must be completed and turned in on time.
- Evaluation is an ongoing process. Any student with a midterm grade below C- may have a conference with the teacher and parents.
- Eligibility for student office and varsity sports is evaluated weekly.
- Students with a GPA below 2.0 or an F in any subject may be placed on academic probation. If this should occur at the end of the second semester, returning students will begin the new school year on academic probation unless summer school credit replaces the low grade.
- All 8th graders taking a high school course must receive a grade of C or higher for the class to be applied to a college preparatory diploma. This requirement supersedes the C- minimum grade standard for high school students working for a college preparatory diploma.

ELEMENTARY AND MIDDLE SCHOOL COURSES

All students enrolled in grades Kindergarten through grade 8 will receive instruction in certain core classes. Students in elementary and middle school grades are expected to participate in all classes available to them.

Required Courses

- Bible
- Language Arts
- Science
- Social Studies
- Art
- Technology
- Physical Education
- Math

Additional Courses

- Strings (Elementary and Middle School)
- Choir (Elementary and Middle School)
- Bells (TBD)

Optional Course or Club

- Robotics, Not offered every year

MUSIC

Parental support is important to the success of students and their musical progress. Participation and attendance are required at all regular and announced special rehearsals, recitals, and concerts, both on or off campus. Music education classes are taught to all students in grades Kindergarten through High School. Music lessons are also available to students. Music lesson fees are NOT included in tuition rates.

ACCELERATION

In harmony with the General Conference of Seventh-day Adventist education policies, Pleasant Hill Adventist Academy recommends four years of high school attendance for graduation. Taking summer school courses or carrying more than a normal load during the school year will not automatically enable a student to graduate earlier. Such extra credits will generally be regarded as an enrichment of the student's opportunities rather than as an accelerated program.

It is possible for gifted students to apply for an accelerated program. Interested students should contact the registrar for further details and instructions as soon as possible, and, at least, one year prior to acceleration.

The elementary and middle school students need to have:

- An achievement test composite is placing him or her at or above the 90th percentile.
- The student must demonstrate to school staff and his or her parents' satisfactory evidence of academic, emotional, and social readiness for acceleration.

If these two requirements are met, the school will submit a written request for acceleration to the Northern California Conference, Office of Education. Written approval from the NCC Office of Education must be on file at the school in order for a student to bypass one grade and accelerate to the next.

If an elementary student is accepted to accelerate, he or she must maintain an average or above level of achievement to stay in the acceleration program.

Students in grades 9 through 12 must:

- Have an achievement test composite in the 85th percentile or above.
- Demonstrate initiative, responsibility, emotional maturity, and self-control.
- Have, and continue to maintain through graduation, a cumulative GPA of at least 3.5.
- Submit written request, for the registrar to take before Academic Standards Committee, no later than the end of the first quarter of the third year (junior year), and preferably at the close of the second year (sophomore year), so an accelerated graduation curriculum can be arranged and approved before registration day.
- Meet graduation requirements of Pleasant Hill Adventist Academy.

INDIVIDUALIZED EDUCATION PLAN (IEP), ACCOMMODATIONS, MODIFICATIONS

Because Pleasant Hill Adventist Academy recognizes specific and changing needs of students with learning challenges,

the administration grants student accommodations or modifications to students who qualify and who we are able accommodate. (see Special Needs qualifier)

In accordance with the Americans with Disabilities Act (1973), a student may be offered accommodations under the following conditions:

- The student must have been tested and given a medical, psychological, or educational diagnosis that relates directly to educational struggles.
- Accommodations may be granted, with conditional status, when a parent provides documentation of an upcoming evaluation.
- Pleasant Hill Adventist Academy recognizes a student's local school district and/or an approved educational psychologist as an acceptable testing source.

The Accommodations Program at Pleasant Hill Adventist Academy is constituted by, but not confined to, the following procedure:

1. An IEP meeting is initiated by the student, parent, or school. The meeting is comprised of the district representative, the student, parents, and all teachers in applicable academic subjects, educational consultant, and a member of the administration.
2. The meeting occurs at a mutually agreed upon day and time for the purpose of assessing the student's needs and creating a reasonable modification plan.
3. Parents, teachers, and the student sign the IEP that itemizes the agreed upon accommodations and/or modifications.

REPORT CARDS: PARENT-TEACHER CONFERENCES

For students in Kindergarten through grade 8, the school year is divided into 4 quarters of approximately 9 weeks. At the end of each quarter, a grade report indicating the student's progress is sent to his or her parents. In addition, a notification from Pleasant Hill Adventist Academy is sent, along with four-and-a-half-week grades to the parents of struggling students. Pleasant Hill Adventist Academy uses electronic communication as its primary method for written notifications.

For students in grades nine (9) through twelve (12), the school year is divided into two semesters of approximately eighteen weeks each. High School grades are recorded on a semester basis for permanent reference. In addition, a notification is sent, along with four-and-a-half-week grades to the parents of students with grades of D, F or I. Pleasant Hill Adventist Academy uses electronic communication as its primary method for written notifications

Grades for the first and third quarters will be given to the parents at the Parent/Teacher conference. The semester and year-ending reports will be mailed. Diplomas, transcripts, and final grades are released only upon the final settlement of the student's financial account.

STUDENT RECORDS

RELEASE OF INFORMATION

It is the policy of Pleasant Hill Adventist Academy to release directory information upon written request to other Seventh-day Adventist Institutions and for work verification. This information may include a student's name; address; telephone number; date and place of birth; awards and honors; and attendance information. In addition, Pleasant Hill Adventist Academy reserves the right to use this information as deemed necessary.

TRANSCRIPTS

Transcript requests are required in writing and must include a signature and date. The first transcript after graduation will be issued free of charge. A \$5 fee is required for each additional transcript.

Each school year the registrar's office automatically sends unofficial transcripts of seniors to La Sierra University and Pacific Union College unless requested otherwise in writing by the student or parent.

RECORD RETENTION

It is the policy of Pleasant Hill Adventist Academy to retain student transcripts (high school) indefinitely. Cumulative folders, grades Kindergarten through 8, will be retained for 7 years. After that, the cumulative folder will be destroyed. Requests for cumulative folders must be in writing.

MIDDLE SCHOOL ACADEMICS

ACADEMIC HONORS (8TH GRADE)

The academic honor given at 8th grade graduation will be for students who attain a comprehensive class average of 88% or higher in all core classes during the grades seven and eight. The comprehensive class average will be calculated seventh grade and the first three-quarters of the grade eight. The core classes are as follows: Bible, Computer Applications, Language Arts, Math, Physical Education, Science, and Social Studies.

GRADUATION REQUIREMENTS (8TH GRADE)

The following requirements must be met before students can obtain a diploma from Pleasant Hill Adventist Academy:

- The student must attain a passing yearly average grade in all subjects
- All tuition and fees must be paid one week before graduation.
- An eighth-grader who owes money or fails a subject will not march during the graduation exercises and will be issued a diploma only when he or she retakes and passes that subject through summer school, an approved correspondence course, or under the direction of a certified teacher/tutor.

ELIGIBILITY (MIDDLE SCHOOL)

Student Office

To be eligible and remain eligible for a Junior Student Association (J.S.A.) office, class office, club office, or other leadership position, a student must:

- Have attended Pleasant Hill Adventist Academy for four weeks (one month).
- Have a 2.0 GPA or better for the preceding semester grading period with no incompletes or F's.
- Have at least a C- in attendance and maintain at least a C- in attendance.
- Have at least a B- in citizenship and maintain at least a B- in citizenship.
- Have at least a C- or above or will result in loss of office.

Students, who do not meet the above standards, will have two weeks to improve in that area. During that time, they should attend officers' meetings and carry out duties. They should take advantage of available tutoring. If the standards are not regained in two weeks' time, the office is lost until the end of the term of office. Students may file an appeal. All appeals will be presented to the faculty for consideration and any necessary action.

ELIGIBILITY FOR VARSITY SPORTS

Members must try out, make the team, and remain eligible according to the following criteria:

- Maintain a GPA of 2.0 or better.
- Have and maintain at least a C- in attendance.
- Have and maintain at least a B- in citizenship.
- Have at least a C- or above in all classes
- The release of liability signed and returned.
- Medical form filled out and returned (physical exam form).
- Fees paid.
- Eligibility will be evaluated weekly.

Student athletes, who do not meet the above standards, will have two weeks to improve in that area. During that time, they should attend practices but will not be eligible to play. The level of practice participation of the student-athlete will be determined by the Athletic Director in conjunction with the coach. The student-athlete should take advantage of available tutoring. If the standards are not regained in two weeks' time, the student-athlete will not be eligible to play for the remainder of the season. Student-athletes may file an appeal. All appeals will be presented to the faculty for consideration and any necessary action.

GRADE POINT AVERAGE

GPA (Grade Point Average) is calculated on each grade report card based on the following scale.

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0.0

HIGH SCHOOL INFORMATION

Pleasant Adventist Academy offers quality instruction and excellence in scholastic standards. Pleasant Hill Adventist Academy will schedule students in a program that suits their interests and ability level. Every student is expected to maintain positive academic growth each semester in order to retain attendance privileges.

RECOMMENDED COURSE OF STUDY

The following schedule was devised to allow students to meet all required courses for graduation. The registrar will make changes on an individual basis as needed.

Freshman	Sophomore
Religion I English I Math* Physical Science Physical Education Fine Arts Electives	Religion II English II Math* Biology Physical Education Computer Application Health World History Fine Arts Electives
Junior	Senior
Religion III English III Math* Chemistry U.S. History Spanish I Fine Arts Elective	Religion IV English IV or AP English Math* Civics (American Government & Economics) Physics Spanish II Fine Arts Electives

*Math sequencing: Algebra I, Geometry, Algebra II, Pre-Calculus, and AP Calculus. See course descriptions and graduation requirements for more information and additional math classes. Some courses may be offered on alternating years.

GRADUATION REQUIREMENTS

In order to graduate from Pleasant Hill Adventist Academy, the student should meet the following requirements:

Categories	General Diploma	College Preparatory Diploma
English	40 Credits	40 Credits
Social Studies	30 Credits To include:	30 Credits To include:

	<ul style="list-style-type: none"> • US History • US Gov/Economics • World History 	<ul style="list-style-type: none"> • US History • US Gov/Economics • World History
Religion	40 Credits 10 Credits per year at a Seventh-day Adventist School	40 Credits 10 Credits per year at a Seventh-day Adventist School
Mathematics	20 Credits To include: <ul style="list-style-type: none"> • Algebra I 	30 Credits Not to include: General Mathematics or Pre-Algebra
Science	20 Credits <ul style="list-style-type: none"> • 10 Credits must be from lab science 	30 Credits To include lab courses: <ul style="list-style-type: none"> • Biology • Chemistry • Physics
Physical Education	30 Credits <ul style="list-style-type: none"> • 9th/10th Grade Participation in two Varsity sports (one must be BB, counts for 1 year of PE credit for 2019-2020) 	30 Credits <ul style="list-style-type: none"> • 9th/10th Grade Participation in two Varsity sports (one must be BB, counts for 1 year of PE credit for 2019-2020)
Fine Arts	10 Credits	20 Credits
Technology	5 Credits	5 Credits
Health	5 Credits	5 Credits
Modern Languages	0 Credits	20 Credits (same language)
Career Education	Within Religion IV or 1 semester class	Within Religion IV or 1 semester class
Electives	50 Credits	20 Credits
Community Service	25 Hours during each year at a Seventh-day Adventist School	25 Hours during each year at a Seventh-day Adventist School
Senior Project	None	None

Minimum Grade Standard	Must pass all courses with a D- or higher	Must pass all courses with a C- or higher
Academic Proficiency	Language Arts and Math 9th grade proficiency based on the ITED Test	Language Arts and Math 10th grade proficiency based on the ITED Test
Other Tests	PSAT during 11th grade year	PSAT 11th-grade year SAT or ACT by the end of the 1st semester of senior year
Total Credits	250 Credits	270 Credits

CHANGE OF HIGH SCHOOL SCHEDULE

LAST DAY TO ADD

The last day to add a class will be two weeks after the start of the semester. Classes cannot be added after the deadline has passed.

LAST DAY TO DROP

The last day to drop a class is two weeks after the start of the semester. Up until the end of the fourth week of the semester, a class may be dropped from a student's schedule with no effect on the transcript. Classes dropped during the fifth and the sixth week of the semester will receive a grade of W on the transcript but will not affect the GPA.

COLLEGE ENTRANCE TESTS

The PSAT (Preliminary Scholastic Aptitude Test) is required for all juniors to take in the fall. A charge of \$14.00 will be required for the test. Sophomores are encouraged to take this test as a practice, but must still take it in the fall of their junior year.

The SAT (Scholastic Aptitude Test) or the ACT (American College Test) is now required for all seniors. A charge is to be sent in with a registration form. The Pleasant Hill Adventist Academy high school code is 053-016 for use with the form.

OFF-CAMPUS COURSES

With prior approval of the appropriate faculty committee/administration, a student may be granted permission to enroll in an off-campus course at a local secondary school, college/university, and/or correspondence/online school.

The criteria for granting a request includes, but is not limited to the following:

- The course is not offered at the secondary level.
- The student is not able to take the course because of student's schedule conflicts.
- The student needs to retake a course.

- The student qualifies for early graduation, and this will create an overload. [See Section C27-116.]
- Other special circumstances.

Correspondence/on-line courses will only be accepted for credit if taken only from accredited correspondence/on-line school as approved by the office of education and approved by the UC system. Each student should submit a proposal that will be reviewed by the Academic Committee. A designated teacher will check-in weekly on progress and input the earned grade.

GRADES AND HONORS PROGRAM

GRADE POINT AVERAGE

A GPA (Grade Point Average) is calculated on each grade report card based on the following scale.

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0.0

HONORS & RECOGNITION

High School Academic Honors

Honors – 3.50-3.749

High Honors – 3.750-4.00

4 Year Recognition

Any student, who has completed at least 7 high school semesters at Pleasant Hill Adventist Academy, will be recognized.

12 Year Recognition

Only those students, who have missed no more than 1 semester at Pleasant Hill Adventist Academy in 12 years, will be recognized.

Non-School Awards

Any non-school academic or scholarships awarded to a graduating senior must be pre-approved three weeks prior to the beginning of graduation to be included in the awards portion of graduation. Please fill out the special circumstance form scholarship/award approval for recognition at graduation. The academic committee will review the request.

INCOMPLETES

A student may receive an Incomplete (“I”) in a subject because of illness or other major emergencies the student has failed to turn in sufficient work to merit a grade. Incompletes for any grading period must be made up within four (4) weeks of the end of the grading period unless there is staff action. If the incomplete is not made up, the student’s grade will be computed based on the points that have been earned.

ACADEMIC HONESTY POLICY

Pleasant Hill Adventist Academy is committed to encouraging students to experience the joy of accomplishment in school and their personal lives, to discover their full potential, to value an atmosphere of trust and respect, to assume responsibility for their own ethical and moral behavior, and to foster ethical and moral behavior in others.

In the pursuit of this ideal, Pleasant Hill Adventist Academy has developed an honesty policy which reflects this commitment and acknowledges:

- Academic honesty is a shared responsibility among students, parents and school staff.
- The many students who do not cheat, are adversely affected by those who do.
- School students are under more pressure than ever to achieve high grades.
- Teachers must create conditions which encourage ethical and moral behavior.
- There is a need for students to experience rewards for good ethical and moral behavior.

Cheating includes but is not limited to, the following:

- Claiming credit for work which is not one's own (copying homework, copying test answers, using other's projects, etc.)
- Allowing others to claim credit for the work (allowing others to view another student's homework or assignments, etc.).
- Using notes or other unauthorized material, or being involved in unauthorized communication during a test or exam.
- Copying published works without proper source attribution (including the downloading of computer files) either directly or with only minor editing.
- Deceptive submission of work for one class that has already been accepted for credit, in its present form, in another class.

CONSEQUENCES

Students, who cheat at Pleasant Hill Adventist Academy, will be subject to the following three-step consequences:

First Offense:

- Student receives a zero grade for that assignment.
- The incident is recorded in discipline file.
- School contacts parent or guardian.

Second Offense:

- Receives a zero for that assignment.
- The incident is recorded in discipline file.
- The student writes a letter to parent or guardian.
- The school administration writes a letter to parent or guardian.
- Student receives a suspension with the mandatory project assigned by the principal.
- Student loses leadership privileges.

Third Offense:

- Student receives a zero grade for that assignment.
- The incident is recorded in discipline file.
- Student referred to the principal/school board with a recommendation to be asked to withdraw from school.

GENERAL HIGH SCHOOL POLICIES

ACCELERATION OF COURSEWORK

Acceleration in a student's program is seldom advisable. The Pacific Union Education Board has established guidelines for acceleration of academy students into college. Students, who plan to accelerate, must receive approval by the Curriculum Committee prior to the second semester of the sophomore year and should attend Pleasant Hill Adventist Academy for all three years of their education. There is a \$500 fee for acceleration. For more information, contact the registrar.

Students, who accelerate other than by the approved program, may be eligible to receive a diploma upon completion of course work, but will not participate in graduation ceremonies.

CLASS STANDING

Freshman: A first-year high school student who has completed the eighth grade and is registered for 60 credits.

Sophomore: A second-year high school student who has completed 60 credits and will have earned 120 credits by the end of the school year.

Junior: A third-year high school student who has completed 120 credits and will have earned 170 credits by the end of the school year.

Senior: A fourth-year academy student (and approved accelerated third-year student) who has completed 170 credits and whose class load will permit graduation at the end of the school year.

ELIGIBILITY

Senior Trip

In order to participate in the senior trip, the senior student must:

- Be passing all required courses for graduation.
- Complete all independent study courses and must be verified by the registrar one week prior to leaving on the senior trip.
- Meet attendance and citizenship requirements as listed above.
- Be current on school finances as of April 1 of the current school year.

Student Office

To be eligible and remain eligible for a Student Association, SA representative, class office, club office, or other leadership position, a student must:

- Have attended Pleasant Hill Adventist Academy for 4 weeks
- No incompletes, D's, or F's
- No conduct issues
- Have a 2.0 GPA or better for the preceding semester grading period with no incompletes or F's.
- Have at least a C- in attendance and maintain at least a C- in attendance.
- Have at least a B- in citizenship and maintain at least a B- in citizenship.
- Have at least a GPA of 2.0 or above and if not, will result in loss of office.

Students, who do not meet the above standards, will have two weeks to improve in that area. During that time, they should attend officers' meetings and carry out duties. They should take advantage of available tutoring. If the standards are not regained in two weeks' time, the office is lost until the end of the term of office. Students may file an appeal. All appeals will be presented to administration for consideration and any necessary action.

Varsity Sports Philosophy

Pleasant Hill Adventist Academy philosophically believes the goal of Christian Education is to help each student develop academically, socially, physically, and spiritually. Participation in our Interscholastic Sports Program provides an effective opportunity for students to experience life-lessons while developing physical and social skills within a spiritual context.

Members of the varsity teams at PHAA are instructed and encouraged to do their best at all times. We are always more concerned with the outcome of the students' character, rather than the outcome of any game. Our focus is on the positive use of physical talents, development of Christian sportsmanship, self-discipline, and the practice of teamwork.

Enjoyment of the sport is encouraged, along with the fun of participating with others while sharing Christian values. Team members work not only to improve self, but also to display a loving care and concern for those around them.

Varsity Sports Eligibility and Participation: Members must try out, make the team, and remain eligible according to the following criteria:

- Maintain a GPA of 2.0 or better.
- Have at least a C- in attendance and maintain at least a C- in attendance.
- Have at least a B- in citizenship and maintains, at least, a B-.
- Have at least a C- or above.
- The release of liability signed and returned.
- Medical forms filled out and returned (physical exam form).
- Fees paid.
- Eligibility will be evaluated weekly.

Student athletes, who do not meet the above standards, will have two weeks to improve in that area. During that time, they should attend practices but will not be eligible to play. The level of practice participation of the student-athlete will be determined by the Athletic Director in conjunction with the coach. The student-athlete should take advantage of available tutoring. If the standards are not regained in two weeks' time, the student-athlete will not be eligible to play for the remainder of the season. Student-athletes may file an appeal. All appeals will be presented to the faculty for consideration and any necessary action.

INDEPENDENT STUDIES, CORRESPONDENCE / OUTSIDE CREDITS

Any classes not taken at Pleasant Hill Adventist Academy must receive prior approval from the Academic Review Committee. If prior approval for an Independent Study Program is not given, credit will not be applied. Independent Study Program request forms are available, and a full review process based on individual needs will be followed. Please plan ahead by submitting the forms, at least, one week prior to a class starting and the end of the school year. Requests not submitted in writing, at least, one week prior to the above-mentioned periods might not be reviewed due to time constraints. Generally, classes are not approved to be taken elsewhere when the course is offered by Pleasant Hill Adventist Academy, and the school schedule makes it possible for the course to be taken while enrolled at Pleasant Hill Adventist Academy.

Due to the varied policies and methods of different Independent Study Programs, seniors wishing to participate in graduation exercises need to complete and have grade verification of successful completion by the registrar two weeks prior to graduation weekend. Although it may be possible to receive graduation verification in this time frame, it is advisable to fully complete the independent course prior to Spring Break.

MINIMUM COMPETENCY

In addition to the total credit and service credit requirements, for a general diploma, the student must attain a ninth grade (9th) proficiency in Language Arts and Math on the ITED (Iowa Test of Educational Development - a national standardized test created by the University of Iowa) and pass all required classes. For a college prep diploma, the student must attain a tenth grade (10th) proficiency in Language Arts and Math on the ITED and pass all required classes with a minimum grade of C-. Students seeking an honors diploma must reach an eleventh grade (11th) proficiency in both Language Arts and Math on the ITED and pass all required classes with a minimum grade of B in all classes. See Honors Diploma requirements for competencies and requirements.

SCHEDULE CHANGE

Parental permission is required for all additions and withdrawals to student schedules. Withdrawals are not permitted after the designated “last day to drop.”

STUDENT LOAD

A student is expected to maintain a full schedule of classes based on the current curriculum. A minimum of five classes must be taken each quarter with no failing grades. The school reserves the right to adjust the student’s program if necessary.

HIGH SCHOOL COURSE DESCRIPTIONS

All courses listed below have been developed in accordance with the subject area curriculum standards approved by the Northern California Conference of Seventh-day Adventist Office of Education, North American Division of Seventh-day Adventists. Not every course listed is offered annually.

BUSINESS EDUCATION

Computer Applications 5 Credits

This course is a general introduction to computers. Emphasis is place on the common applications usage as well as the workings of the total computer. Students will learn the basics of the internal hardware and how it functions. Through lectures, individual and group projects, and class activities, the students will be introduced to a deeper understanding of how computers are integrated into their lives. The course follows the guidelines for Computer Education as set by the Seventh-day Adventist Computer Education Standards. This course is also designed to follow the direction set by PHAA Student Learning Outcomes to promote development of a well-balanced individual.

Desktop Publishing/Photography 10 Credits

This course is designed to teach the skills necessary to produce the school yearbook, which offers a complete record of the entire school yearbook. The year begins by planning the coverage for the school year and designing a unifying theme for the book. Students will study magazine journalism including layout and design techniques, writing and editing copy, headlines and picture captions. Students will learn proofing strategies and work independently with photographers. At times, deadlines require that staff members work after school, on weekends, and holidays.

ENGLISH

English I 10 Credits AG

Freshman English I is a comprehensive course integrating reading, writing, grammar, speaking and listening in a literature-based curriculum. Literature will be presented by genre, including the short story, drama, essay, speech, poetry, and the novel. In addition to personal and creative writing, students will learn expository essay structure and

beginning research techniques.

English II	10 Credits	AG
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English II builds the skills introduced in English 1. Close reading and critical thinking are encouraged while continuing to discover the writing process and grammatical skills. Vocabulary and research techniques are strengthened as well.

English III	10 Credits	AG
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This course combines an emphasis in the study of American Literature along with a writing focus in both critical and imaginative processes. Portfolio evaluation and intensive study of grammar and usage provide an opportunity for improvement of writing skills. Additional activities include journaling, outside reading and composition of book reviews, speech communication and improvement in standardized test taking skills with an emphasis on vocabulary and reading comprehension.

English IV	10 Credits	AG
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This course combines an emphasis in the study of British Literature along with a focus on writing in preparing the student for a working knowledge of English in higher education and the work area. Portfolio evaluation and advanced study of grammar and usage encourage continued use of process writing and improvement of writing skills. Other activities include journaling, speech communication opportunities, an outside reading program and improvement in standardized test taking skills with an emphasis on vocabulary and reading comprehension.

AP English Literature and Composition	10 Credits	AG
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Students will study a variety of genres. Students should be prepared to read short stories, poems, as well as several complete novels and plays. Extensive writing will be required in the form of response essay and analytical essays. Students will be required to complete practice A.P. tests throughout the year. This course is designed for college level using an Advanced Placement textbook, resources and grading.

Prerequisite: B+ or higher in previous English classes, willingness for extensive reading and writing, diagnostic testing and administration discretion.

FINE ARTS

Art 1	Variable Credit	AG
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Students learn studio art (media and techniques) with an emphasis in the Elements of art, which are *line, color, shape or form, texture, and value*. The students use the fundamentals in portrait, still life and landscape subjects. Pencil, watercolor, pastel, and gouache are emphasized. This is the only a-g approved art course.

Art 2	Variable Credit	AG
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Students learn studio art (media and techniques) with an emphasis in the Principles of art, which are *repetition, space, variety, rhythm, and emphasis*. The class explores mixed media, figure drawing, Asian art, and various subjects using ink, colored pencil, charcoal, and other assorted media.

Art 3	Variable Credit	AG
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Students learn studio art (media and techniques) with an emphasis in the fundamentals of color theory, function, and application. The class emphasizes perspective and composition using traditional drawing media such as pencil, ink, watercolor, and pastel.

Art 4	Variable Credit	AG
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Learn studio art (media and techniques) in a historical setting. Learning from the masters (via slides and videos), *they create their own masterpieces* in the styles of the period. They also learn to *critique* and *appreciate* the works and styles from different periods.

Concert Band 5 Credits

High School students, who are proficient on a musical instrument, will become acquainted with musical nomenclature, performance practices, and history of instrumental music through rehearsal, performance, lecture, and field study.

Concert Choir 5 Credits AG

Beginning vocal students will become acquainted with basic musical nomenclature and history of choral music. Aspects of vocal technique, performance practices, and theoretical basics will be presented through rehearsal, performance, lecture, and field study, with attention to cultural and stylistic diversity.

Handbells 2 Credits

This course provides students in grades 9-12 the opportunity for handbell performance with musical nomenclature, performance techniques, and the history of handbell music through rehearsal, performance, and lecture.

Small Ensembles Variable Credit

These ensembles include strings or brass and are available to the players who have a desire to perform in a small ensemble.

FOREIGN LANGUAGES

Spanish I 10 Credits AG

An introduction to the Spanish language (Castellano) to facilitate the development of the communication skills of listening, speaking, reading, and writing. The course follows the guidelines as set by the Seventh-day Adventist Curriculum Guide for Modern Languages.

Spanish II 10 Credits AG

A continuation of the study of Spanish language (Castellano) to advance the development of the communications skills of listening, speaking, reading, and writing. The course follows the guidelines for second-year Spanish as set by the Seventh-day Adventist Curriculum Guide for Modern Languages.

Suggested Prerequisite: AB– or above in Spanish I or petition to Academic Standards Committee.

LIFE SKILLS

Service Credit 25 Hours per Year Community Service

Each student is required to provide documentation of at least 25 clock hours of service for each year of attendance at a Seventh-day Adventist, high school. Students may count mission trips, assisting the elderly, volunteer work through a church or non-profit organization, or even service in the church with an age group other than their own. Hours of service may be made up from the previous year, but cannot be banked for future years. Forms for submitting volunteer service are provided at the school office or online. As with Work Experience, credit is given at the end of each semester and at the end of the summer for service done during that time period only.

Note: Pleasant Hill Adventist Academy does not guarantee Work Experience or Community Service on our campus for every student. We encourage our students to go out in their hometown for Community Service and Work

Experience. There are a few on-campus service and work experience opportunities that students can apply. These opportunities do not guarantee a full completion of work experience or community service hours. **To ensure credit for community service or work experience choices; please contact the registrar prior to participating in the service or work experience.**

Practical Work Ethics 5 or 10 Credits

This is an arranged course that will focus on the practical aspects of ethical work and work responsibilities. The student will need to obtain a regular on campus work position of 160—200 minutes a week. Once a week the student will meet with the instructor to review and go over assignments. Instruction and assignments will be in the areas of research on work ethics, job performance, self-evaluation and other work-related topics. *Not offered every year.*

Survival Skills 5 or 10 Credits

Designed to increase student knowledge and skills necessary for everyday living, this course is a blend of functional academics and daily living skills. The curriculum emphasizes goal setting, problem solving, communication, healthy lifestyles and relationships, nutrition, personal safety, citizenship and consumerism. The mission of Survival Skills is to help students become functional community members and self-sufficient. *Not offered every year.*

MATHEMATICS

Pre-Algebra 10 Credits

This is a review of the ideas and concepts of general mathematics. Topics covered include working fractions, percent, decimals, integers, basic algebraic techniques, and the foundations of geometry. Throughout the course, group work, check, and correct will help the student build the skills and the confidence to succeed. This course follows the guidelines for General Mathematics as set by the Seventh-day Adventist Curriculum Guide for Mathematics

Algebra I 10 Credits AG

Algebra is considered the language of mathematics; therefore, its study is vital. This course is designed as a more integrated curriculum than traditional algebra. It includes additional topics of geometry, statistics, and probability. More attention is paid to real-world problem-solving. Students will not receive a diploma without successfully completing this class. Students needing a different approach to successfully complete Algebra I will be transferred to an Algebra I course (Algebra IA & IB) which will be taught over a two-year period. Note that General Math has been eliminated.

Geometry 10 Credits AG

This course offers a foundation in the essentials of Geometry and Trigonometry with applications to the real world. The language of geometry and trigonometry, including but not limited to, reasoning, proofs, parallels, congruent triangles, quadrilaterals, similarity, right triangles, circles, polygons and area, surface area, volume, loci and transformations are all studied. A scientific calculator is required.

Prerequisites: Algebra I: Grade of C– or better.

Algebra II 10 Credits AG

A required course for those students who wish to receive a college preparatory diploma, this course explores the topics covered in Algebra I more in-depth. Through complex problems and applications to real life, the student will find practical uses of mathematical concepts such as linear equations and inequalities, functions, matrices, polynomials, exponential and logarithmic equations, conics, probability and statistical analysis as well as with more advanced topics in trigonometry. Although just a scientific calculator is required, the student will be doing a lot of graphing, so a graphing calculator is highly recommended.

Prerequisite: Satisfactory completion of Algebra I and Geometry, or with instructor and administration approval.

Pre-Calculus 10 Credits AG

This course is designed for the serious mathematics student. Students with the intentions of perusing careers in mathematics, sciences, or engineering will need this class as a springboard to college mathematics. Throughout the year, the student will learn topics such as, but not limited to the properties of the trigonometric functions and their applications, identities, rectangular and polar graphing, complex numbers, logarithmic and exponential functions, sequences and series, analytic geometry, derivatives, and limits.

Prerequisites: Suggest a B- or higher in Algebra II

Advanced Placement Calculus 10 Credits AG

Calculus is a college-level course that develops the students' knowledge in the fundamentals of derivatives, limits, and integration. During the school year, the student will be introduced to many new ideas through real-life examples, group work, use of technology and so forth. The knowledge gained through this course can also be applied in further studies in areas such as computer science, physics, chemistry, and many others. Learning to think in a mathematical way is one of the most important skills one can take from this class. There will be several instances where group activities will be helpful and vital in understanding problems. *Not offered every year.*

Prerequisite: Pre-Calculus with a final grade of B- or better and with instructor approval

PHYSICAL EDUCATION & HEALTH

Health 5 Credits

This course will guide the students through topics such as physical health, mental health, nutrition, physical fitness, substance abuse, modern health problems, and first aid. We will also identify what the Bible and Ellen White's writing about health and how to build and maintain a healthy body and mind.

Physical Education I 10 Credits

A basic introduction to fundamental skills necessary to play different team sports. Flag football, volleyball, basketball, track and field, and softball are some of the sports covered. Emphasis is placed on rules, skill development, physical fitness, conditioning, knowledge, comprehension, and basic teamwork.

Physical Education II 10 Credits

A continuation of PE I skills with a review of fundamentals and more emphasis placed on conditioning, physical fitness and cooperative teamwork

Physical Education III & IV 10 Credits

This course deals with advanced levels of many sports. It includes lifetime and recreational sports such as golf, tennis, swimming and aerobics. Emphasis includes skill mastery, proper mental attitude, and leadership development.

Varsity Sports 2 Credits

An advanced level of interscholastic sports and competition, emphasis, includes skill mastery, mental discipline, attitude, teamwork, and leadership development. The team sports include football, volleyball, basketball, and softball. Note: Varsity credit cannot be applied until Physical Education I & II are successfully completed. (*see 2019-2020 exception if participating in 2 varsity sports, one being Basketball.*)

RELIGION

Religion I

10 Credits

This course the new Bible Encounter Series. Term 1 is an exploration of God's existence, who He is, what He is like, and how we can have a real relationship with Him. Term 2 shows God's response to the problem of sin was to send Jesus, the ultimate gift to humankind. Through Jesus' humble birth, His childhood, baptism, temptation, ministry in the Passion Week, and His death and resurrection. Term 3 explores why God has chosen to lavish His love upon us through many gifts. Term 4 concludes with God's gift of grace as seen through Old Testament stories shows us a loving God who forgives in spite of failure.

Religion II

10 Credits

This course uses the new Bible Encounter Series; this course is a study of Old Testament stories of Hosea, David, and Ruth and the characteristics of individuals who lived their lives after God's own heart. It goes on to the birth of the early church in Acts and how we can be lead by serving others. When we are connected to Jesus, our lives, and the ways in which we relate to the world around us change. Our relationship with God will determine things such as: our prayer life, Bible study, how we view God's law, and how we make discerning lifestyle choices. God calls us to live for Him in every aspect of our lives.

Religion III

10 Credits

This course utilizes a new Seventh-day Adventist Bible curriculum called Encounter Adventist Curriculum, which creates opportunities to become acquainted with and develop a lasting relationship with Christ. Students will grow in their knowledge of God, deepening their understanding of Him. They will have the opportunity to understand how such knowledge will impact their daily lives for eternity. The curriculum provides a variety of resources and activities to meet the curricular goal of encountering Jesus.

Religion IV

10 Credits

Emphasis is given to practical Christian living. Topics of study include biblical principles, which are basic to personal development and to the success in one's relationships in the home, the church, and the community. Units explore how to live successfully as a Seventh-day Adventist Christian at work, at home, and socially. Additional units explore careers and family life (from dating to retirement). Career Education will be incorporated into Religion IV as part of the Marriage and Family Unit.

SCIENCES

Physical Science

10 Credits

Physical Science is a science based on the analysis of data. The realm of physical includes physics, chemistry, and the interaction of these upon the environment. This course deals mainly with the conceptual aspects of the physical sciences preparing students for greater understanding of the concepts presented in biology, chemistry, and physics. *Not offered every year.*

Biology

10 Credits

AG

This course is designed to teach the basic laws and principles of life and nature, as given by the Creator, and how they apply to our lives. This is a laboratory-based course and learning activities require laboratory experiences, nature collections, projects, field trips, reports, lectures, demonstrations, discussions, and videos. Topics include symbiosis, biochemistry, microbiology, photosynthesis, cellular respiration, genetics, DNA biotechnology and engineering, protein synthesis, origins and evolution, classification, plants, fungi, monerans, protists, viruses, invertebrate and vertebrate animals. Laboratory sessions are required. Two semesters.

Chemistry	10 Credits	AG
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This course is a quantitative laboratory science, which studies the composition and changes of matter based upon controlled experiments, logic, and theory. The course consists of lectures, demonstrations, discussions, laboratory experiences, internet resources, and videos. Topics include atomic structure, the elements and the periodic table, chemical formulas, reactions and equations, Stoichiometry, states of matter, chemical equilibrium, acids and bases, reductions and oxidation, and thermodynamics. Scientific laws, theories, principles and concepts are taught from a perspective that promotes an appreciation for the wisdom and creative power of God. Laboratory sessions are required as well as a scientific calculator. Two semesters.

Prerequisite: Completion or concurrent enrollment in Algebra II.

Physics	10 Credits	AG
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This course is a laboratory science based upon the analysis and interpretation of physical data with the Newtonian and Quantum theory. The course consists of lectures, demonstrations, discussions, laboratory experiences, internet resources, and videos. Topics include the mechanics of motion, force, momentum, work, energy, waves and light, electricity, and magnetism. Laboratory sessions are required as well as a scientific calculator.

Prerequisite: Completion or concurrent enrollment in Algebra II.

SOCIAL STUDIES

World History	10 Credits	AG
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In this course, students examine the history of the world from 1500's to present day. During this journey, the students learn to understand the connections between the past and the present and understand the roots of current world issues, especially as they relate to current events. This course invites students not only to explore world history but also to examine it in detail. In addition, this course encourages the students to think critically, examining issues from various sources in order to make educated implications. *Not offered every year.*

U.S. History	10 Credits	AG
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In this course, students will review the history of the United States from Reconstruction to the present, the development of its institutions and culture. Students will continually revise what it means to be an "American," as they view events through the following themes: reform movements, values, economics, technology, environment, diversity, unity and conflict, culture, democracy, and our relationship to the rest of the world.

U.S. Government	5 Credits	AG
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In this course, students will pursue a deeper understanding of the institutions of American Government. In addition, they will compare the various systems of government around the world today. The student will understand the principles of the Constitution that create our democratic form of government. Topics to be studied include the following: federalism, legislative, executive, judicial, branches of government, politics (political parties, the electoral process, the role of the media, and the importance of participation), state and local government and current events and issues. In addition, the student will learn the fundamentals of economics and compare/contrast various economic systems.

Economics	5 Credits	AG
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Students study each of the three major divisions in economics: microeconomics, macroeconomics, and international economics. Analysis of these areas, as they relate to the law of supply and demand, will be studied. In this modern age of computers and instant information, the students are given an opportunity to observe the complexity of a global economy.

ELECTIVES

Leadership

2 Credits

This course discovers the connection between our lives and how God has created each of us uniquely different with specific traits and qualities. Also, this class focuses on training students for ministry. It offers practical experience in speaking, music ministry, event planning, outreach, and establishing a spiritual connection with others. *Not offered every year.*

Speech/Drama

Variable Credit

Students will learn basic speechwriting skills as well as the principles of oral communication to emphasize the development of students as oral communicators. This course is a class where students will learn by doing. Through various projects, students will learn and understand set, costume, as well as the elements necessary for production. In conjunction with the Music Department, students will prepare a full performance based on the theme for the year. Students must actively participate in this project-based class. *Not offered every year.*

Video Production

Variable Credit

This class is designed to provide students with artistic, creative and historical background in the fields of video, broadcasting and film production. Fundamentals of video production, including the techniques and aesthetics of shooting, lighting, and editing will be covered. Video Production emphasizes hands-on production experience using digital video. Students will be introduced to video camera operation, story development, directing and script to screen interpretation. *Not offered every year.*