

# MOTHER LODE ADVENTIST JUNIOR ACADEMY

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Accredited by

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

Grades K-10

## HOURS OF SCHOOL

Kindergarten.....	Monday and Wednesday .....	8:15-2:30
	Friday .....	8:15-1:40
Grades 1-2.....	Monday - Thursday .....	8:15-2:30
	Friday .....	8:15-1:40
Grades 3-6.....	Monday - Thursday .....	8:15-2:50
	Friday .....	8:15-1:50
Grades 7-10.....	Monday - Thursday.....	8:15-3:00
	Friday .....	8:15-2:00

## MISSION STATEMENT

In a climate of cooperation and mutual respect, the parents, church family, and staff of Mother Lode Adventist Junior Academy will strive to provide a wholesome, balanced, Bible-based Christian atmosphere. Here students experience Christ and maximize their potential spiritually, socially, academically, and physically.

## CORE VALUES

The staff, school board members, and students of Mother Lode Adventist Junior Academy will endeavor to uphold these core values in interactions at home, school, church, and in the community: Responsibility, honesty, respect, compassion. Teachers will integrate our core values in student worships and curriculum.

## GOALS OF THE SCHOOL

### **Spiritual and Moral Development**

Recognizing that religious convictions constitute a dominant force in one's life, Mother Lode Adventist Junior Academy accepts responsibility for providing a variety of learning experiences which will:

1. Help the student acquire knowledge of God and accept Him as the source of knowledge and wisdom.
2. Inspire the student to accept Christ as his/her personal Savior and grow into His likeness.
3. Encourage the student to discover the great principles of God's Word through Bible study, prayer, and personal devotions, and under the guidance of the Holy Spirit, accept these principles as the basis for decision-making and the development of values.
4. Assist the student in accepting the distinctive role of the Seventh-day Adventist Church and the individual privilege and responsibility for involvement in and support of its world mission.
5. Help the student to view God as the Author of Beauty and to appreciate the beauty in this world as a revelation of God's love for man.
6. Encourage the student to accept creative talents and abilities as gifts from God, and to use them for personal enrichment as well as a means of enriching the lives of others.
7. Help the student to accept the privilege and responsibility of wise stewardship.

### **Physical Development**

Seventh-day Adventists believe that obedience to the laws of health is a privilege and responsibility. Therefore, Mother Lode Adventist Junior Academy will provide a variety of learning experiences which will:

1. Encourage the student to accept Biblical and scientific principles of physical and mental health basic to a productive Christian life.
2. Lead the student to recognition of the body as the temple of God.

3. Encourage the student to accept personal responsibility for achieving and maintaining optimal, vibrant health.
4. Assist the student to develop an interest in the skills needed for life-long involvement in physical activities.

## **Social Development**

Since each person witnesses by his influence and example, the school will provide a variety of learning experiences which will:

1. Encourage the student to develop Christian attitudes, accept principles of behavior and base social decisions on spiritual, moral, and ethical values which are in harmony with the Bible and the writings of Ellen G. White.
2. Assist the student in the development of attitudes and skills which will enable him or her to enjoy healthful leisure activities throughout life.
3. Assist the student in assuming the responsibility and privileges of United States citizenship.
4. Assist the student in the development of attitudes and skills essential to effective interpersonal relationships.
5. Assist the student in recognizing that Christian character and self worth are revealed by personal appearance and to accept the principles of modesty, appropriateness and neatness as basic to enhancing personal appearance, developing refined taste, and achieving social acceptance.

## **Intellectual Development**

Since Christians believe that God has endowed mankind with intellectual powers and the potential to develop these powers, Mother Lode Adventist Junior Academy accepts the responsibility for providing a variety of learning experiences which will:

1. Assist the student in accepting God's revelations as the basis of all knowledge.
2. Assist the student in acquiring proficiency in basic study skills.
3. Challenge the student to adopt a systematic approach to problem solving, emphasizing the development of critical thinking skills.

4. Assist the student in acquiring knowledge of current technological developments.
5. Challenge the student to strive for excellence of achievement in various fields of knowledge, to acquire a background which is necessary to intelligently meet the demands of life, and to evaluate innate abilities, interests, and needs.

### **Witnessing and Service Development**

Because a loving Christian is the strongest argument in favor of the gospel, the school will provide a variety of learning experiences which will:

1. Aid the student in defining personal spiritual beliefs and values and communicating such beliefs and values to others.
2. Help the student develop abilities and skills in interpersonal relationships needed for effective witnessing and service.
3. Assist the student in developing knowledge, concern and sensitivity to other peoples and cultures and prepare to assume an active role in the world mission of the SDA Church.

### **NON-DISCRIMINATION POLICY**

The Seventh-day Adventist schools of the Central California Conference admit students of any race and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, national or ethnic origin in the administration of their educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

### **WHO SHOULD APPLY TO MLAJA?** **APPLICATION TO MLAJA**

Mother Lode Adventist Junior Academy is a parochial school owned and operated by the Seventh-day Adventist church; as such, the primary goal of this school is to provide quality education to Adventist young people in an Adventist Christian setting. However, MLAJA is open for Christian students from the community. All applicants must understand and agree to the goals and objectives of MLAJA before enrollment is confirmed.

## ENROLLMENT PROCEDURES FOR NEW STUDENTS, GRADES 1-10

Generally, late applicants for grades 1-8 will only be enrolled at the beginning of second or third quarter and grades 9-10 only at the beginning of second semester.

1. An informal interview between the teacher, parents, and student takes place.
2. The following steps may be done concurrently:
  - Parents turn in completed application, copies of recent report card and achievement testing results, and \$200 registration fee.
  - Parents turn in three written references, one from each of the following:  
(1) The student's last teacher, (2) The family pastor, (3) A school counselor or family friend.
  - Students in grades 3-9 are tested for grade placement, and students in grades 1-2 are assessed for developmental school readiness. Tenth graders receive placement based on the high school transcript. Testing fees are due at the time the test is administered.

Grade Placement Fee (Grades 3-9)	\$25
Assessment Fee (Grade 1-2)	\$50

3. The Admissions Interview with the principal, teacher, and one or two school board members takes place at a scheduled time. Both parents and student(s) are expected to be present.
4. The family is notified of the decision of the Admissions Committee. Grade placement decision is discussed and mutually agreed upon. Registration fee is due in the school office. (See Financial Information section.)
5. A final registration packet is mailed to the family, which will contain all necessary forms for registration and the financial agreement. Registration material and payment of tuition and fees should be returned to the school office as soon as possible. See Financial Information section.
6. Turn in completed medical examination and immunization documentation prior to the first day of school.

Note the following important appointments:

- Back-to-School Open House on Monday, August 17, from 4:00 until 7:00 p.m. This is a great time to see the classrooms and get acquainted with teachers, students and parents.
- School begins on Wednesday, August 19, 2009, at 8:15 a.m.

## ENROLLMENT PROCEDURES FOR KINDERGARTEN STUDENTS

Generally, late applicants for Kindergarten will only be enrolled at the beginning of second or third quarter.

1. Students are assessed for developmental school readiness. The \$50 fee is due in the office at the time of the assessment.
2. The teachers and parents meet to discuss the school readiness assessment.
3. Parents turn in completed application, birth certificate, and \$200 registration fee.
  - Kindergarten students must be 5 years old on or before Dec. 2, 2009.
4. Parents turn in two written references from sources such as pre-school teacher, pastor, Sabbath School or Sunday School teacher, family friend.
5. The Admissions Interview with the principal, teacher, and one or two school board members takes place at a scheduled time. Both parents and student(s) are expected to be present.
6. The family is notified of the decision of the Admissions Committee.
7. A final registration packet is mailed to the family, which will contain all necessary forms for registration and the financial agreement. Registration material and payment of tuition and fees should be returned to the school office as soon as possible. See Financial Information section.
8. Turn in completed medical examination and immunization documentation prior to the first day of school.

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- Back-to-School Open House on Monday, August 17, from 4:00 until 7:00 p.m. This is a great time to see the classrooms and get acquainted with teachers, students and parents.
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## ENROLLMENT PROCEDURES FOR RETURNING STUDENTS

1. A registration packet is mailed to each family, containing all necessary forms for registration and the financial agreement.
  - Note that a current physical examination and updated immunization record are required for students entering grade 7.
2. Registration material and payment are due in the school office by July 31. Late fees of \$35 will be assessed after July 31. (See Financial Information section.)

Note the following important appointments:

- Back-to-School Open House on Monday, August 17, from 4:00 until 7:00 p.m. This is a great time to see the classrooms and get acquainted with teachers, students and parents.
- School begins on Wednesday, August 19, 2009, at 8:15 a.m.

## DROPPING SCHOOL

The procedure for student withdrawal includes a parent-principal withdrawal interview, completion of a withdrawal form, and payment in full of account.

Students who drop school within thirty days of enrollment will be refunded fifty percent of the registration fee. Students who drop after thirty days will not be eligible for a refund. Prepaid tuition will be refunded pro rata.

## PROCEDURES AT BEGINNING AND ENDING OF SCHOOL DAY

### **Beginning of School**

**7:45-8:10 a.m.** At the beginning of the school day, drop off all students at the gym door (at the stage end of the gym) between 7:45 and 8:10. Students are expected to enter the gym and remain there until dismissed at 8:10 to go to their classrooms. At 8:10 students will exit from the rear of the gym and proceed to their classrooms via the sidewalk that leads around the back of the gym and exits behind the 7th and 8th grade room. Students will enter through the back door of their classrooms. Using this route will minimize the potential dangers of traffic. Do not drop off students at school before 7:45 a.m.

**After 8:10 a.m.** Students arriving after 8:10 may be dropped off in the circle. K-4 students will enter through the back door of their classrooms and 5-8 through the front door of the secondary building. The front door of the elementary building will be locked during school hours for safety reasons.

## **End of school**

**First 10 minutes.** Students in grades 1-10 will be dismissed and accompanied by their teachers to the lawn area beside the circle driveway in front of the elementary building. Parents may drive their cars through the circle driveway (form a single line please) and pick up students (rain or shine). Staff members will facilitate this quick and safe way of picking up your students through the year.

**K-P1 Exception.** Please note that K-P1 students must be picked up from the classroom.

**After 10 minutes.** Students not picked up within the first 10 minutes of dismissal will be checked into after-school care. (See the “After School Care” section of the bulletin and the “After School Care Contract” in Addendum for additional information.)

**Parent Conferences.** Teachers will not be available for parent conferences until they have delivered students to after-school care.

## **APPROPRIATE BEHAVIOR**

Christians should remember what the Apostle Paul says in Phil. 4:8: “Whatever is true, whatever is right, whatever is pure, whatever is lovely, whatever is admirable -- if anything is excellent or praiseworthy--think about these things.” (NIV)

It is important that this counsel be exhibited in your attitude of willing cooperation with the school program. Therefore, you will want to show the same respect for duty, order, morality, personal honor, and the rights of others as is expected of any good citizen.

Mother Lode Adventist Junior Academy is representative of the Seventh-day Adventist school organization in North America. Therefore, MLAJA students will not:

1. Use crude language.
2. Use or possess drugs, alcohol, or tobacco. Any student suspected of drug, alcohol, or tobacco usage may be required to submit to a test of his or her blood, breath, or urine. (See Drug Policy in the Appendix.)
3. Display affection inappropriately.

4. Gamble or bring gambling devices on campus.
5. Bring firearms, knives, laser pointers, matches, cigarette lighters, or other fire-starting or dangerous materials on campus.
6. Engage in anything physically or mentally harmful to another person.
7. Show outright disrespect or stubbornly disobey a teacher or person in authority.

## **Zero Tolerance**

The board and faculty of Mother Lode Adventist Junior Academy have a zero tolerance policy for infractions involving the use or possession of drugs, alcohol, firearms, knives, or other dangerous materials on campus (see items 2 and 5 above). If dangerous materials are confiscated from a student, immediate action will be taken.

## **SEXUAL HARASSMENT POLICY**

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

### **Definition**

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

### **Reporting Procedures**

Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher in grades K-8 or to any teacher in grades 9-10. The student may also report to the principal, vice principal, or counselor. If the harassment comes from an adult, the student shall report directly to the principal or another responsible adult.

## **Resolving Sexual Harassment Complaints**

Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal or, if the principal is allegedly involved in the harassment, the Central California Conference Superintendent of Schools. The school will investigate the matter promptly, thoroughly, and confidentially. If harassment is found to have taken place, such appropriate corrective action will be taken as reasonably necessary to end the harassment. After the investigation and response, the alleged victim will be informed that appropriate action has been taken. The school will also make appropriate follow-up inquiries to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

## **DRESS CODE**

The dress policy of Mother Lode Adventist Junior Academy is designed to promote an acceptable image for our students. The principles that guide the dress policy are standards of excellence that encourage modesty, simplicity, cleanliness, safety, and health.

The way a student dresses tells others how he feels about himself and about school. Students are expected to follow these dress guidelines the entire time they are on campus for school, and at all school-sponsored events, whether on or off campus, unless otherwise instructed. If a staff member feels that a student's attire does not reflect the philosophy of this policy, the parent may be notified.

## **Clothing, Hair, and Appearance**

1. All clothing must be clean and in good repair, avoiding extremes, and carefully selected regarding pictures, words, or designs. Ragged, torn, or excessively tight or baggy clothing is unacceptable. Underwear should never be visible.
2. Shorts are to be modest. Length is to be to the mid-thigh, or with a 4-5" inseam.
3. Skirt lengths should be within 3" of the top of the knee.
4. The following are not acceptable school attire: Undershirts worn as outerwear, sleeveless tops, see-through materials, bare midriffs, excessively tight clothing, or low cut tops revealing cleavage.
5. Hats and sunglasses are limited to outdoor wear.
6. P.E. uniforms are to be worn only during P.E. class.

7. Shoes or sandals must be worn at all times. Flip-flops are not acceptable. Athletic shoes must be worn during P.E.
8. Jewelry such as rings, bracelets, chains, earrings, and necklaces are not acceptable.
9. If worn, make-up and nail polish should be natural looking.
10. Hair should be neat and clean, while avoiding fads, extremes, or unnatural colors.

## HOMEWORK

Students in grades K-4 will have no regular homework. Those in grades 5-10 will, however, have regular homework and tests. Students are responsible for completing all assignments missed because of absences.

Students and parents may access current assignments for grades 3-10 by visiting the website: [new.schoolnotes.com](http://new.schoolnotes.com). You can also access this website by going to [mlaja.org](http://mlaja.org) and clicking on the Links tab and then clicking MLAJA Assignments.

## ATTENDANCE

School attendance is a joint responsibility of the home and the school. MLAJA considers habits of promptness and regularity to be as important to the total school program as are learning materials and good study habits.

According to California State law, the only valid excuses from public or private school are:

1. Personal illness or injury.
2. Death in the immediate family.

The only other acceptable reasons for a student's absence from class are:

1. Medical appointments.
2. Administration-approved absences.

Students who miss more than 15 days in a quarter may be asked to repeat a grade or class.

Note: Medical and dental appointments should be scheduled outside of school hours. If this is not possible, arrangements should be made in advance with the office. Requests for any other absence must be made to the teacher by the parent or guardian in advance of the absence, to obtain any work the student will be missing.

On a day when a student is absent, the parent or guardian should telephone the student's classroom teacher before 8:15 a.m. to inform the teacher of the absence. Other specific attendance policies may be distributed at the beginning of the school year.

## ANNOUNCEMENTS

The parent newsletter, *Mother Lode Nugget*, is published each Friday during the school year and is distributed to the students. The *Nugget* includes important information about school and church activities, school board actions, and other information. We know each parent will want to receive their copy and read it carefully so they can be informed about life at MLAJA.

The Mother Lode Nugget and school calendar are published on the school web page at [www.mlaja.org](http://www.mlaja.org). We also send out the Mother Lode Nugget electronically to school families and other friends of MLAJA, so be sure we have your current e-mail address and the e-mail addresses of friends or family who would like to keep in touch.

## CURRICULUM

Mother Lode Adventist Junior Academy's curriculum is drawn from a nation-wide Seventh-day Adventist Bible-based curriculum. Seventh-day Adventist teachers and administrators across North America work together to develop and select textbooks and other curriculum material. These dedicated educators have built a framework of academic materials that meet or exceed most state standards used today. MLAJA teachers also make modifications as necessary to tune the curriculum to the needs of local students. For over fifty years MLAJA teachers have provided excellence in education through their Christ-centered approach to teaching.

MLAJA's teachers are credentialed (see page 42) and its K-10 program is nationally accredited (see page 1). The school administration and staff are held accountable by our board and parents, as well as an outside agency, thus assuring constant excellence.

### **Kindergarten Curriculum**

Kindergarten's curriculum is Bible based, hands on, and Christ centered, sending children through all the basics, and encouraging each student's artistic/creative side. A developmentally appropriate curriculum covers mathematics, language, reading, phonics, science, social studies, creative writing and physical education.

## High School Curriculum

Mother Lode Adventist Junior Academy's 9<sup>th</sup> and 10<sup>th</sup> grades are affiliated with Central Valley Christian Academy of Ceres, California. Central Valley Christian Academy is accredited by The Western Association of Schools and Colleges. MLAJA continues to maintain a tradition of excellent academics as it prepares students for college. The secondary classes currently offered are listed below:

<b>2009-10 School Year</b>	<b>Grade Level</b>	<b>2010-11 School Year</b>	<b>Grade Level</b>
Religion II	9-10	Religion I	9-10
English I	9	English I	9
English II	10	English II	10
Algebra I	9	Algebra I	9
Geometry	10	Geometry	10
Biology I	9-10	Health	9-10
Keyboarding	9	World History	9-10
Computer Applications	10	Keyboarding	9
Physical Education	9-10	Computer Applications	10
Concert Band or Choir*	9-10	Physical Education	9-10
		Concert Band or Choir*	9-10
<b>Electives</b>		<b>Electives</b>	
Bell Choir	9-10	Bell Choir	9-10
Jazz Band	9-10	Jazz Band	9-10
Yearbook	9	Yearbook	9

## HIGH SCHOOL COURSE DESCRIPTIONS

### Fine Arts

#### **Concert Band**

**5 units**

Concert Band is open to students in grades 7-10 who have one or two years of instrumental playing experience. Students will learn band music from religious, classical, and contemporary music literature. Concert Band will perform occasionally in evening or weekend programs. Attendance at all performances and at the spring music tour is required and constitutes a part of the music grade. Admission is by audition.

#### **Concert Choir**

**5 units**

This choral group is open to students in grades 7-10 who are interested in singing. Concert Choir will perform occasionally in evening or weekend programs. Attendance at all performances and at the spring music tour is required and constitutes a part of the music grade.

#### **Concert Bell Choir**

**5 units**

This group is composed of approximately twelve students from grades 7-10 who play English handbells. Membership is by audition. Concert Bell Choir will perform occasionally in evening or weekend programs. Attendance at all performances and at the spring music tour is required and constitutes a part of the music grade. Concurrent membership, in good standing, in either Concert Choir or Concert Band is required.

## English

### **English I**

**10 units**

English I is a fundamental language arts experience. The focus is on the writing process, and practice is given in various types of writing. Grammar, mechanics, and punctuation are reviewed and practiced. Various types of literature are explored, such as short stories, poetry, drama, and essays.

### **English II**

**10 units**

English II is a continuation of the language arts experience. The emphasis is on correct grammar usage and variety in writing. Short stories, poetry, drama, and essays are explored to develop critical thinking skills, create exposure to different styles of writing, and expand vocabulary.

## History and Social Science

### **World History**

**10 credits**

The student will follow a course of study exploring the world's history from earliest times to the present. Included will be study of the development of selected nations with an emphasis on the diversity and interdependence of all peoples.

## Mathematics

### **Algebra I**

**10 credits**

Algebra I is a sequential study of basic Algebra skills including sets, functions, set theory, equations, inequalities, factoring, and radicals. Pre-Algebra is helpful but not required for enrollment in Algebra I.

### **Geometry**

**10 credits**

Students will study basic plane geometry. The course covers topics such as lines, polygons, proofs, space, transformations, and volumes. Students enrolled in Geometry need to have a good understanding of Algebraic concepts.

## Religious Studies

### **Religion I**

**10 credits**

This class is a study of the books of Genesis and Matthew. The emphasis is on God's relationship with humans.

### **Religion II**

**10 credits**

This class is a study of the Old and New Testaments and how God has led "His" people.

## Science

### **Biology**

**10 credits**

This course is offered in alternate years and covers the study of basic living organisms from single-cell to multi-cell organisms. God's creative power and continual care of His creation is emphasized. The class includes hands-on laboratory experiences.

## Computer Science and Keyboarding

### **Keyboarding**

**5 credits**

The student will have an opportunity to learn proper keyboarding technique and improve in speed and accuracy. Basic word-processing techniques as well as more advanced composition of business letters, reports, and research papers will be mastered.

### **Yearbook (9<sup>th</sup> Grade)**

**5 credits**

Students prepare and publish the yearbook using computer software. Preparation of layouts, editing, digital imaging, and advertising are included in this class. (Tenth graders receive credit for working on the yearbook through Computer Applications.)

### **Computer Applications (10<sup>th</sup> Grade)**

**5 credits**

The student will be given the opportunity to learn Microsoft Word, PowerPoint, and Excel and how these applications integrate with each other. In addition, they will learn basic digital photo editing. They will prepare and publish the school yearbook using computer software, learning preparation of layouts, editing, digital imaging, and advertising.

## **Physical Education and Health**

### **Health**

**5 credits**

This course emphasizes consumer and environmental health. The areas of diet, exercise, general disease prevention, and body care are covered during this class.

### **Physical Education I**

**10 credits**

This course encourages physical fitness through exercise and participation in team sports.

### **Physical Education II**

**10 credits**

This course encourages physical fitness through exercise and participation in team sports.

## **ELECTIVES**

Dropping and adding of electives can occur only during the first two weeks of each semester. Drop/Add slips are available in the school office and require signatures of parent and teacher. Completed slips are to be returned to the school office. Electives for grades 9-10 include: Band, Choir, and Bell Choir.

## **MUSIC PROGRAM**

We believe that all students should have music in their curriculum. While classroom music is part of the K-6 curriculum, each 7-10 student must choose at least one of the following electives: Concert Choir or Concert Band. Dropping and adding of music electives can only occur during the first two weeks of each semester. Music course descriptions for grades K-6 are listed below. Grades 7-10 music classes are listed in the High School course descriptions.

### **5-6 Band Classes**

Fifth-grade band is a beginning instrumental. No previous experience is required; however, students are expected to take group or private instrumental lessons concurrently. Sixth-grade band is open to students who have at least one year of instrumental playing experience and will offer more challenging music than beginning band. Admission is by audition.

## **Beginning Bell Choir**

This beginning handbell choir is open to students in grades 5-6 who have had at least one year of instrumental music or piano lessons. Admission is by audition.

## **Performance**

All musical groups perform occasionally in evening or weekend programs. Attendance at all performances is required and constitutes a part of the music grade.

## **Music Lessons**

You may arrange private or group piano and instrument music lessons through the Music Department, and charges will be billed to you by the teacher. Instrument lessons are required for students in 5-6 Band and strongly encouraged for students in 7-10 Concert Band. Only one lesson per week may be scheduled during class time.

## **PHYSICAL EDUCATION PROGRAM** **SKI PROGRAM**

### **Physical Education Uniform (Grades 7-10)**

MLAJA P.E. uniforms will include shirts and shorts (to be purchased at school). On cold days, navy blue or gray sweat pants or long-sleeved sweatshirts of your choice may be worn. Uniforms must be kept clean and in good repair.

### **Ski Program**

A unique feature of our physical education winter program for many years has been that each student has the opportunity to participate in skiing and snowboarding and to receive instruction from the Dodge Ridge Ski School. This year our ski program (This program) is only partially funded from budgeted resources. Therefore, the ability to continue our ski program as outlined in the following paragraph is dependent on fundraising.

Between Christmas and spring vacations, normal on-campus physical education classes are suspended and grades 1-10 take one trip per week to Dodge Ridge until six trips have been made. Each student is provided with a lift ticket, ski or snowboard equipment, and a ski or snowboard class conducted by professional ski instructors. The ski program is included in the cost of tuition. Specific ski policies are distributed prior to ski season.

## **FRIENDSHIP GAMES GUIDELINES**

Friendship Games are games played between or among schools. Preparation for games involves instruction as a part of the school's regular physical education and/or intramural programs. Games may be scheduled with other schools on an occasional basis, but these games do not lead to playoffs and championships. Friendship games are usually scheduled in conjunction with other activities such as spiritual retreats, youth rallies, etc.

MLAJA's Friendship Game program is organized, supervised, and sponsored by parent volunteers and a designated member of the school staff. A fee is charged for each sport a student participates in. See Financial section for specific information on Friendship Games fees.

### **Philosophy**

There are positive benefits that can be received from playing occasional friendship games between schools. The Central California Conference has established a set of guidelines that

will govern schools participating in this program. Christianity is the center of our educational system. We see Christ in academics, social, and physical activities. Christ should be a strong part of all sports programs. With this in mind, students will:

1. Develop positive attitudes toward fellow participants in games.
2. Develop the physical talents that God has given them.
3. Learn to better use their leisure time.
4. Develop leadership qualities that will be focused on Christian principles.
5. Become psychologically, physiologically, and spiritually prepared to deal with success and failure.
6. Learn the value of commitment by participating in team play. This commitment will serve as a model for our greater commitment to God.

When a sports program is run properly, students will learn and develop the skills listed above. These skills will not only serve them now but also in the future.

## Eligibility

Any student wishing to participate in the **games and practices** for the Friendship Games program or the Pincrest Ski Races must meet the following minimum grade requirements:

1. At no time may the student have any grade lower than C- in any subject.
2. A Central California Friendship Games physical form must be completed and on file.
3. Students must demonstrate a positive attitude at practices and games.

Eligibility will be checked before each game or event. Semester/quarter grades will be used for determining eligibility for two weeks following the beginning of the new semester/quarter. After that the grade on the latest posted classroom printout will be used.

If a student falls below the minimum requirement but feels that he/she should be made eligible due to extraordinary circumstances, he/she may petition the faculty for eligibility. Provisional eligibility for that game may be granted with approval from the teacher of the class with the grade in question, and with approval from the faculty.

Students in good academic standing may be disqualified from participation as a result of major disciplinary problems. Any such action will be taken at the discretion of the faculty. Once disqualified for disciplinary reasons, a student may not be reinstated before missing a minimum of one game/event.

Friendship teams are chosen from interested students in grades 7-10 according to the following criteria:

1. Ability: Students are chosen who show ability and aptitude for playing a specific sport, based on the intramural games.
2. Citizenship: Team members are expected to demonstrate sportsmanlike behavior and a positive Christian attitude on and off the basketball court.
3. Scholastic: See above.
4. Grade Level: All things being equal, the student in the higher grade level will be given preference; i.e., a student in grade 8 will be given preference over a student in grade 7.

### **KIDDIE KOLLEGE PRE-SCHOOL**

MLAJA operates Kiddie Kollege, a Christian Pre-school, located across the street at 95 North Forest Rd. For additional information, see the Kiddie Kollege student handbook or call Marissa Chauvin, Kiddie Kollege Director, at 532-8612.

### **ASSOCIATED STUDENT BODY GUIDELINES**

The goal of the Associated Student Body (ASB) is to provide an opportunity for students to gain leadership skills by planning, organizing, and running activities. Students in grades 9-10 make up the ASB organization. All students in these grades are eligible to participate in ASB activities and run for ASB offices. Tenth graders fill the offices of president and vice-president for the first semester. At times, student in grades 7-8 are invited to participate in an ASB activity.

Officers must maintain a GPA of "C" with no failing grades, based on the weekly posted grade printout. An officer who fails to maintain acceptable scholastic progress will lose their office privilege until such time as they again meet the scholastic requirement.

ASB meetings will take place on the second and fourth Fridays of the month, at a designated time and place. The president and ASB sponsor may call other meetings as needed.

A \$20 per semester ASB charge is assessed for all students in grades 9-10, and these funds help to underwrite the cost of some activities. Students may be asked to pay for some of the activities as well. If the cost of an activity is a deterrent, the student should talk to an ASB sponsor. Arrangements can usually be made to help with the costs. We

encourage all students to participate in all ASB activities.

Requests for ASB activities must be submitted to the faculty for their approval a minimum of two weeks in advance of the activity. The activities must fit within the goals of MLAJA. The use of school time for an activity is limited to four times a year – two full days and two half days.

## **MONTEREY BAY ACADEMY'S "ACADEMY DAY"**

Tenth-grade students will be given the opportunity to attend Monterey Bay Academy's Academy Day. This date usually occurs in March or April.

## **ACHIEVEMENT TESTING**

Students in grades 3 through 10 are tested each fall, grades 3-8 with the Iowa Test of Basic Skills and grades 9-10 with the Iowa Tests of Education Development. Grades 3-9 are also given the Iowa Cognitive Abilities Test. Results showing comparisons to national scores are provided for parents and included in each student's cumulative record. MLAJA's students generally place above grade level. They also place, in most cases, above national norms. Testing summaries and school averages are available upon request.

## **HONOR ROLL AND PRINCIPAL'S LIST**

When grades are issued at the close of each quarter, an Honor Roll and Principal's List will be posted. To be eligible to be listed on the Honor Roll, a student must be in grades 7-10 and achieve a grade point average of 3.0 to 3.499 on the semester report card. To be eligible to be listed on the Principal's List, a student must be in grades 7-10 and achieve a grade point average of 3.5 and above on the semester report card.

## **BOOKS AND SUPPLIES**

Students in grades K-8 will be assigned books, workbooks, and some supplies. All students need to bring supplies such as paper, pencil, pen, etc., to school. Each teacher will provide a list of any additional supply requirements.

Students in grades 9-10 pay a use fee and refundable deposit for the use of textbooks. If books are returned in good condition at the end of the year, without writing or excessive

highlighting, the deposit will be refunded. See Financial Information for specific amount of use fee and deposit.

## **FINGERPRINTING**

MLAJA complies with Central California Conference of Seventh-day Adventist Department of Education policy that all teachers, staff, and parent volunteers must receive fingerprinting clearance from the Department of Justice and the FBI. This includes anyone who is an employee of Mother Lode Adventist Junior Academy, as well as volunteers who assist with the school's sports program, help in the classroom on a regular basis, and attend or drive on field trips. Check in the MLAJA office for live scan forms and information about fees.

## **ACCIDENT INSURANCE**

The school provides a limited accident insurance policy for all enrolled students which covers medical bills for students injured while engaged in school-sponsored activities. Students are to report injuries promptly to a teacher and/or to the school office. It is the parents' responsibility to request and pick up an insurance form from the school office.

A medical office may elect to courtesy bill, but ultimately, it is the parents' responsibility to see that the insurance company is billed correctly and supplied with any needed information.

The school's accident policy will pay the first \$500 of eligible medical expenses, without regard to other insurance. Additional eligible covered expenses will be paid only when they are in excess of other valid and collectible insurance.

## **HOME & SCHOOL ASSOCIATION**

The Home & School is organized by parents and supported by the school. It assists the school in fund-raising events and plans activities that are in harmony with school goals and philosophies.

## **GRADE REPORTS AND INTERIM REPORTS** **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences for grades K-8 are scheduled following the first and third quarters. Grade reports are given out at this time and student progress is reviewed.

Conferences for students in grades 9-10 are optional and will be scheduled at the request of a parent. Grade reports for the second and fourth quarters are mailed. Interim reports for grades 3-10 are sent home at the mid point of each quarter.

## **MINIMUM DAY SCHEDULE**

Several minimum days are scheduled during the school year, on which students in all grades will be dismissed at 11:45 a.m. Optional electives for students in the upper grades, such as Bell Choir, may be scheduled after the 11:45 dismissal time.

## **AFTER-SCHOOL CARE**

After-school care is available for students every afternoon, Monday through Thursday until 5:30 p.m. and Friday until 4:30 p.m. The charge, which is billed monthly to your account, is 85 cents per quarter hour or portion thereof, or \$3.40 per hour (amount subject to change).

Any student still on campus 10 minutes after dismissal time will be automatically placed in the after-school care program and charges will begin. Exceptions may be made for students who have special permission from a teacher to be in a classroom. Students who were not in attendance during the regular school day are not eligible for after-school care. See "After-School Care Contract" in the Addendum of this booklet for additional information.

Students who are not picked up by 5:30 p.m. (4:30 p.m. on Fridays), will be charged a late fee of \$5.00 per half hour or portion thereof.

## **MISCELLANEOUS POLICIES**

### **Going off Campus**

No student shall be permitted to leave the school premises from the time they arrive on campus to the time they are picked up by an authorized person. If a student has written permission to leave campus on foot at the end of a school day, he or she is not to return that day. We support a closed campus policy.

## **Parents Signing Students In/Out during School Day**

If a parent brings a student to school late, takes a student off campus during the day, or returns a student to school after an appointment, the parent is to sign the student in and out in the school office. When a parent comes to sign out a student, the office will call the classroom and have the student sent to the office. Students in grades 7-10 also need to let their homeroom teacher know they are leaving or returning to campus.

## **Investigation and Search**

A student's personal belongings, including desk and/or locker, may be searched if there is a suspicion of drugs, stealing, weapons, dangerous materials, etc.

## **Lifeguard**

A certified lifeguard must be on duty at all school activities which include swimming.

## **Dangerous Materials**

Matches, cigarette lighters, or any other fire-starting materials are not permitted on campus. Knives or firearms are not to be brought to school. Because of the danger of permanent damage to eyes, students may not bring or operate laser pointers on campus. Dangerous items will be confiscated, and the student may be suspended or expelled from school.

## **Gum Chewing**

Gum chewing is generally not permitted on campus. Please leave the gum at home.

## **Authorized Telephone**

Campus telephones are for authorized use only. Teacher permission is required before students can make a call.

## **Medication**

The administration of medication at school is discouraged. However, if your health care professional deems it necessary for your child to receive medication during the school day, the approval and specific directions must be provided in writing to the school. The designated MLAJA staff member to administer medications is the school secretary. See the written policy on file in the school office for more information. As stated in California law: "No student is to administer medication to himself or another student."

## **Contagious Diseases**

If a student shows evidence of a contagious disease, he or she will be sent home. For example, if a student shows symptoms (discharge) of contagious pink eye while at school, he or she will be sent home until signs of discharge have disappeared. It is recommended that students with fevers remain at home.

## **Lice and Nits**

Students are to be lice and nit free when attending school. If lice or nits are found on a student, he or she will be sent home.

## **Bicycles, Skateboards, In-Line Skates**

Bicycles may be used for transportation to and from campus, but bicycle riding on campus during school hours or in after-school care is not permitted. Skateboards, scooters, in-line skates, and shoes with any type of wheels and/or grinders are not permitted on campus.

## **Student Parking**

Driving a vehicle to and from school is a privilege given to high school students who hold drivers licenses. MLAJA is a closed campus. Students may not go to the student parking area or loiter around the student parking area during the school day. Students may not leave campus in their own car or in another student's car during the school day without the express written request of a parent and the school principal or his designee.

Student cars are to be parked in the lot at the east side of the church. Students may not drive vehicles through the campus when children are present at school.

## **Fire and Lock-down Drills**

Fire drills and lock-down drills are held regularly. Students are to be prepared and listen for instructions. At the direction of the teacher or supervisor, students are to go to the designated area and wait quietly. Record will be taken.

## **Emergency Release**

By enrolling your student in MLAJA, you are granting permission for your student to be transported by school bus or van to a safe place in the event of an emergency requiring the evacuation of the school. You will be notified by the AlertNow emergency notification system regarding the location of your child and the status of any emergency situation. (See following section.)

## **Emergency Notification**

In the event of school closure or other emergency, parents will be notified via recorded telephone message from AlertNow. AlertNow will notify up to five telephone numbers per family. Only ten-digit numbers work with their system, so pager codes or line extensions cannot be used. We will send monthly number updates to AlertNow, so be sure to notify us promptly of all changes in your emergency telephone numbers.

## **Electronic Devices**

Electronic devices are not to be brought to school, unless approved by the student's teacher. If they are found, they will be collected by the teacher.

## **Cellular Phones**

The bringing of cellular phones on campus is discouraged. If cellular phones are brought on campus, they must be turned off during the regular school day and may not be used at any time during the school day.

## **Personal Belongings**

Any property that belongs to you should be clearly marked with your name (including coats, sweaters and school bags).

## **School Property and Other Students' Property**

Students have a responsibility for school property as well as their own. Students will avoid damaging, disfiguring, or stealing another person's belongings. For any damage to school or personal property, the faculty will determine the charge to the student. If a student should happen to damage something by accident, he or she should report it immediately.

## **Field Trips**

On occasion, teachers will schedule field trips. The school bus and/or parent transportation may be used. Before any student will be permitted to participate, he/she must have a field trip request form signed by a parent or guardian. Student misbehavior on a field trip may affect his/her next field trip. All volunteers who participate in field trips must be fingerprinted.

## **Show and Tell Animals**

Parents need to make arrangements with the classroom teacher to bring a live animal for Show and Tell. Parent must remain with the animal during the presentation and take it home immediately after the presentation.

## FINANCIAL INFORMATION

Tuition and other school expenses are listed below. Tuition may be paid on an annual or ten-month payment plan, the first payment being due at the time of registration.

### Registration Fees

\$200.00 per student if paid by 7/31/09  
 \$235.00 per student if paid 8/1/09 or later.

### Tuition

#### 2009-10 Rates

	Tuition *Grades K-P1	Tuition Grades 1-10
Total cost per month per student	\$1064	\$1064
Less Central California Conference of Adventists subsidy	-276	-276
Less Sonora Adventist Church subsidy	-196	-196
<b>Flat-Rate Tuition</b>	<b>592</b>	<b>592</b>
K-P1 prorated to 3 days per week*	355	--
Less 2009-10 MLAJA's sacrificial gift en lieu of endowment grant**	-60	-100
<b>EFFECTIVE MONTHLY TUITION (10 PMTS)***</b>	<b>\$295</b>	<b>\$492</b>
<b>EFFECTIVE ANNUAL TUITION***</b>	<b>\$2,950</b>	<b>\$4,920</b>

\*The Kindergarten and Pre-First students meet three of the five days per week, so tuition has been prorated to 60%.

\*\* The MLAJA Education Foundation provides an endowment grant for each MLAJA student. Kindergarten and Pre-first students receive a prorated endowment grant.

\*\*\*Members of the Sonora Seventh-day Adventist Church receive an additional discount of \$100 per month for Grades 1-10 and \$60 per month for Kindergarten.

### Discounts

A 7% discount on tuition is given when 3 or more students in one family are enrolled. A 2.5% discount is given for paying the full year's tuition in advance.

## Miscellaneous Charges

Miscellaneous charges are subject to change but are estimated here for your convenience.

Music Dept. Uniforms	7-10	28.00
Music Tour T-Shirt	7-10	20.00
Textbooks Use Fee	9-10	100.00
Textbook Refundable Deposit	9-10	50.00
PE Uniforms	7-10	20.00-25.00
ASB Dues	9-10	20.00/semester
Graduation Fee	8	40.00
Manners Banquet	7-10	18.00
Returned Check Charges		25.00
After-school Care Charges	K-10	3.40/hour
PSAT	9-10	13.00
Developmental Screening	K-2	50.00
Placement Testing	3-10	25.00
Friendship Games	7-10	125.00
Tours/Trips		*

\* Cost of each school trip will be announced prior to the trip.

## Late Enrollees and Withdrawals

Tuition will be prorated for late enrollees as well as for students who drop during the school year. Students who enter late or who are absent for a time, but who make up back work and receive credit, will be charged full tuition. All charges are applicable throughout the school year. No refund is granted during vacation periods.

Students who drop school within thirty days of enrollment will be refunded fifty percent of the registration fee. Students who drop after thirty days will not be eligible for a refund.

## **What about Unpaid Accounts?**

You may be charged 1.5% interest per month on any unpaid balance. A child may be asked to leave school if his or her account is unpaid by the end of each month unless satisfactory arrangements are made with the Finance Committee.

## **Endowment Fund**

The Sonora Seventh-day Adventist Church has established an endowment fund for the purpose of reducing tuition for all MLAJA students. You are encouraged to contact the school or church office for information on how to make a tax-deductible contribution.

## **Worthy Student and MLAJA Scholarship Funds**

You may wish to support these scholarship funds for financially needy students. The Worthy Student Fund is managed by the Sonora Adventist Church and donations may be made payable to the church. The MLAJA Scholarship Fund is managed by MLAJA administration and donations may be made payable to either the church or the school, as long as it is clearly marked.

## APPENDIX

After-school Care Contract\*  
Computer and Internet Policy (Grades 5-10)\*  
Drug Policy (Grades 5-10)\*  
Playground and Gym Recess Rules\*  
Board Members  
Faculty and Staff

\* These contracts and policies are published here for your convenience. Policies may change during the school year. Parents will be notified of policy changes by letter or by a notice in the *Mother Lode Nugget*.

## **AFTER-SCHOOL CARE CONTRACT**

### **Boundaries**

1. When students are outside, they are to stay on the playground behind the school. Students may not go out in front of the school buildings unless with an adult or with special permission.
2. When students are in the gymnasium, they are to stay in the gym. Students may not go out onto the front porch/steps area or into the secondary hall.
3. Students must stay in areas that are visible to the care teacher.
4. Students may not go into the school buildings without permission.
5. Students may not play or loiter in the restrooms.
6. When students walk to and from the gymnasium with the teacher, they are to stay on the sidewalk.
7. Students who have arranged to use a computer after school must let the care teacher know where they will be.
8. Students may not go over to the church or anywhere else off campus.

### **Do Not Bring**

Students may not bring the following items to after-school care: Suckers on a stick, baseball cards or other trading cards, laptop computers, pets, skateboards, roller blades, skates, bicycles, scooters, balls, or bats.

### **Playground Rules**

1. Playground and gym rules apply at all times, even if the parents are present. (See Playground and Gym Recess Rules)
3. Students are asked to treat others with kindness, respect, and consideration.

## **Parent Considerations**

1. Notify the school office or the care teacher when someone else will be picking up your child.
2. Parents who are working or volunteering at school are asked to let the care teacher know so the care fee can be waived. Care fees are not routinely waived for parent-teacher conferences.
3. Remember to sign out your child with the care teacher.
4. When you have checked out your children from after-school care, please keep them with you or under your direct supervision at all times. Children left in or returned to after-school care will be charged.
5. Please keep non-student siblings with you or under your direct supervision at all times.
6. Do not leave children of any age unsupervised in your car.
7. Late charges will be applied when students are not picked up by closing time.

Violations of the above rules or other announced rules may result in ineligibility to attend after-school care for the remainder of the year. See "After-School Care" in main section of School Bulletin for additional information regarding fees.

## **COMPUTER AND INTERNET POLICY (GRADES 5-10)**

### **Internet Usage**

MLAJA is pleased to offer students access to a computer network, including the Internet, so that they can participate in school computer classes, do research, and prepare homework assignments.

The Internet is a powerful resource for expanding the educational experience of each student. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. It is true that some material accessible via the Internet contains items that are illegal, defamatory, inaccurate, or offensive. However, the benefits to students in the form of information resources and opportunities for collaboration far exceed any disadvantages.

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

## **Computer Rules**

Access to school computers and Internet resources is given to students who agree to act in a considerate and responsible manner. Using the computers at school is a privilege. To maintain that privilege, students will comply with the following:

1. Be responsible with all computer hardware and software.
2. Respect copyright laws.
3. Eating and/or drinking are not allowed in the computer lab.
4. Use appropriate screen savers and backgrounds.
5. Games are not to be installed or played on the school computers.
6. Keep passwords confidential to protect your files.
7. Respect the confidentiality of folders, work, and files of others.
8. The computer lab may be used during the lunch recess and after school only with direct staff supervision.
9. Be responsible and courteous in all network communications.
10. Do not access inappropriate material via the Internet.
11. E-mail access is permitted for class projects under the direct supervision of a teacher. Personal e-mail correspondence is not permitted.
12. Students are not permitted to access "chat rooms".

## **Violation of Rules**

Students violating these rules will receive the following consequences:

First violation: Warning

Second violation: Students will lose their privilege to use any school computer for 1week. Exceptions will not be made for in-class usage.

Third violation: Students will lose their privilege to use any school computer for an additional 2 weeks and will pay a \$25 fee before being reinstated. Exceptions will not be made for in-class usage.

Students may also be liable for damaged equipment or revision of settings at the current repair shop rate or for other disciplinary or legal action.

## **Student Computer Files**

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

## **Parental Permission and Student Compliance Signatures**

At registration, students and parent(s) will be asked to initial the Computer and Internet Policy section of the School Policy Summary form to:

1. Give parental permission for the student to use school computers and the Internet.
2. Agree to comply with the above rules and others as they may be announced.

## **DRUG POLICY**

### **Purpose of Drug Policy**

As Christians, we believe our bodies are the temple of God and our minds are the avenue through which God communicates with us. It is with the purpose of preserving and protecting our God-given bodies and minds that MLAJA chooses to take and enforce a firm stance against the illicit use of drugs on its campus or at its school functions.

MLAJA's Drug Policy endeavors to prevent drug use by its students as well as to help the individual student should he/she be involved in drug, alcohol, or tobacco use. This policy endeavors to:

1. Clear a student's name and reputation.
2. Help an involved student and his/her family confront a real problem which will affect his/her future.
3. Break the habit before it becomes destructive.
4. Protect other vulnerable students from temptation and social manipulation.
5. Let students and parents know that the faculty and board are endeavoring to be understanding and supportive of, but firm with those exhibiting "at-risk" teenage behavior.

## **Drug-Free Zone**

MLAJA considers itself to be a drug-free zone. Any student enrolling at MLAJA understands and accepts that any use of tobacco, alcohol, or any illegal drug is prohibited. By their signatures, both the student and his/her parents/guardians agree to this drug-free policy, as well as to the testing and enforcement procedures associated with it.

## **What will happen if a student violates this Drug Policy?**

If a student is dealing in drugs, he/she will be expelled and law enforcement authorities will be called.

If a student is caught with alcohol, illicit drugs, or drug paraphernalia in his/her possession, parents will be notified, law enforcement authorities will be notified, the student will immediately be removed from school or activities, and Steps 1-4 under "The Consequences" will be followed, see below.

## **What if a student is suspected of violating this Drug Policy?**

If a student is suspected of tobacco, alcohol, or drug use, the parents will be notified and Steps 1-4 under "The Consequences" will be followed, see below.

## **The Consequences**

1. The student will be required to give a urine, blood, or breath sample for testing, following established procedures at a qualified local health care facility.
  - a. If the test is positive, the student/parents pay for the test.
  - b. If negative, the school pays for the test.
2. If the test is positive, a student will be suspended and the following will be required prior to reinstatement:
  - a. Arrange for a series of drug counseling sessions, in consultation between the faculty and a qualified drug counselor.
  - b. Refrain from any further drug use, which will be confirmed by regular blood or urine tests administered at appropriate intervals, as recommended by drug counseling experts. All testing and

- counseling fees will be paid by the student/parent.
- c. Upon readmittance to school, the student will be considered on a probationary status and will be required to complete the series of drug counseling sessions as arranged with faculty and qualified drug counselor.
  3. If the student is unwilling to fulfill the above requirements and be rehabilitated, and discussions between the principal, student, and parents fail to achieve cooperation, he/she will immediately be expelled.
  4. A second offense will result in expulsion from school.

### Students Encouraged to Seek Help

Students are encouraged to seek help if they find themselves using tobacco, alcohol, or drugs. Students who disclose past use of alcohol or drugs when seeking help from an intervention or recovery program shall not be punished or disciplined for such past use.

### Students Encouraged to Report

Students are encouraged to report any incident of tobacco, alcohol, or drug use. Any student reports of drug use will be held in strictest confidence.

## PLAYGROUND AND GYM RULES

### Playground Rules

- No skateboards, skates, scooters, or bicycles are to be used on campus.
- No bats or baseballs from home are allowed.
- No kicking, hitting, pushing, spitting, bullying, or throwing things at people.
- Play fighting is not permitted.
- Do not kick balls on the paved area.
- Students playing on the paved area are not to go past the front of the 3-4 classroom.
- No sliding down the railing by the 5-6 classroom.
- No walking or running on the hillside by the 5-6 classroom.
- Games requiring throwing things, including balls, at people may be played only when organized and supervised by an adult.
- No loitering or playing in or around the restrooms.
- Only one person at a time in the hallway of the elementary building.
- Climbing of trees is not permitted.
- Use jump ropes only for jumping.
- Students are to treat others with kindness, respect, and consideration.
- **Backstop**: Stand behind the backstop or sit on the benches during games. Do

- not climb on the backstop or fencing.
- **Swing use:** One person per swing. Swing straight. Use swings as designed – don't shorten chains or twist them. Do not jump while swinging.
  - **Ladder bar (horizontal bar) use:** The ladder bar is to be used only as a hand-over-hand device. Do not climb on top of it.
  - **Space Ball:** No standing on or jumping from the top part of the Space Ball.
  - **Merry-Go-Round use:** No hanging, jumping, or leaning out while in motion.
  - **Turning Bars:** Do not stand on or jump off the top of the turning bars.
  - **Upper or Lower Play Fields:** Students are to stay in sight of the teacher or supervisor at all times.
  - **Jungle Gym:** Do not climb up slides. Come down the slide one at a time, feet first in seated position. Do not climb on or over safety rails. No pushing, shoving, or rough play on equipment.

## Gym Rules

- No one is allowed on the stage or in the stairwells.
- No kicking of balls is permitted.
- Students are not to turn lights off or on.
- Students are not to play in the ballroom, fireside room, or locker room.
- Restrooms are not to be used as a gathering area. Take care of your needs and return to the supervised area.
- Students are not to use the restrooms in fireside room.
- Games requiring throwing things, including balls, at people may be played only when organized and supervised by an adult.

## **BOARD MEMBERS**

Principal, Emily Villeda  
Associate Superintendent, Ileana Espinosa  
Pastor, Elder Nathan Renner  
Associate Pastor, Brian Simmons  
Chairman, Mick Macomber  
Vice-Chairman, Pam Palmer  
Finance Chairman, Becky Moore  
Home & School Leaders, Melissa Ronneburg & Jenny Sundahl

### **Members-at-Large**

John Featherstone <sup>(12I)</sup>  
Debbie Curry <sup>(11S)</sup>  
Julie Jones <sup>(12S)</sup>  
Tony Lloyd <sup>(11S)</sup>  
Renee Mathe <sup>(10S)</sup>  
Pam Palmer <sup>(10S)</sup>  
Dan Phillips <sup>(10S)</sup>  
Tim Trujillo <sup>(12S)</sup>

Members-at-Large serve three-year terms, with terms ending June 30 of the year listed in parentheses by each name. “S” indicates members-at-large elected by the Sonora Seventh-day Adventist church, and “I” indicates the member-at-large elected by the Immanuel Seventh-day Adventist group.

## TEACHERS AND STAFF

### Instructional Staff and Administration

<b>Name</b>	<b>Assignment</b>	<b>Certification*</b>	<b>Phone</b>
Lance Carle, M.A.	Grades 5-8; Grades 9-10: Keyboarding, Computer Applications, World History	Professional	
Robert Chinnock, M.A.	Grades 9-10: Algebra, Geometry, Health, Biology, Religion; Grades 5- 10: PE	Professional	
Teri Deacon, B.A.	Grades 1-2	Standard	
Kristin Dorchuck, B.S.	Kindergarten, Pre-First	Standard	
Julie Kramer, M.A.	Grades 3-4	Professional	
Wendy Rivera, B.Mus.	Music, Grades 5-6: English, Math	Standard	
Emily Villeda, B.S.	Principal; Grades 7-10: Language Arts; Grades 9-10: Yearbook; Grades 5-6: Spelling, Handwriting	Standard	

### Supporting Staff

Diane Stewart	Before & After-school Care Supervisor, Custodian
Betty Hobbs	Librarian
Janet Johnson, B.S.	Secretary-Treasurer
Vern Jones	Bus Driver

\*Standard certification is issued to a teacher who holds a baccalaureate degree from an accredited college or university, has taught a minimum of three years, has taken a minimum of 6 semester hours of post-baccalaureate educational courses, and has met certain other requirements.

Professional certification is issued to a teacher who meets basic and standard qualifications and holds a master's degree or has completed a 5<sup>th</sup> year program for teachers or has earned a minimum of 40 semester hours of graduate or post-baccalaureate upper division credit.

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