

# Adventist Union School

## Student-Parent Handbook 2018 - 2019

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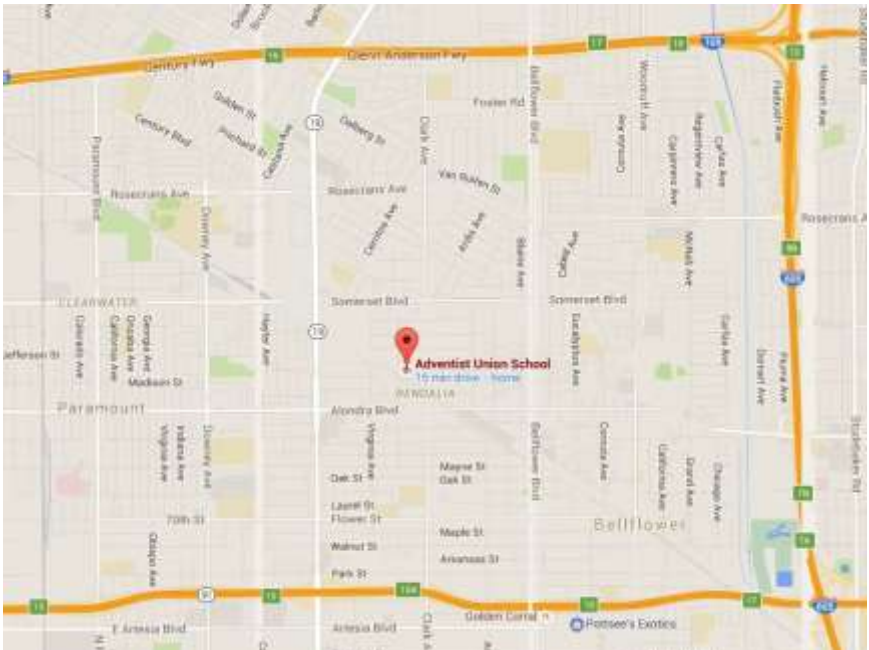
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## DIRECTIONS TO ADVENTIST UNION SCHOOL

Go North on Lakewood Blvd to Alondra Blvd.  
Turn Right on Alondra Blvd to Clark Ave.  
Turn left on Clark, just past the Railroad Tracks turn left on Flora Vista.  
At the first stop sign turn right on to Santa Ana.  
School is immediately on the right.

From the 105 Freeway:  
Go South on Lakewood Blvd to Alondra Blvd.  
Turn left on Alondra Blvd to Clark Ave.  
Turn left on Clark, just past the Railroad Tracks turn left on Flora Vista.  
At the first stop sign turn right on to Santa Ana.  
School is immediately on the right.

From the 605 Freeway:  
Go West on Alondra Blvd.  
Turn Right on Alondra Blvd to Clark Ave.  
Turn left on Clark, just past the Railroad Tracks turn left on Flora Vista.  
At the first stop sign turn right on to Santa Ana.  
School is immediately on the right.



## FACULTY AND STAFF

Principal ..... Mr. Judah Amargo, B.A.

School Board Chair ..... Mr. Bill Aumack, B.S.

Homeroom Teachers:

Kindergarten ..... Mrs. Flora Chavez, B.S.

Grades 1 – 4 ..... Ms. Xiomara Cordova, M.A.T.

Grades 5 – 8 ..... Mr. Judah Amargo, B.A.

## MISSION STATEMENT

AUS is dedicated to developing every student's spiritual, mental, physical, and social skills in a loving, nurturing environment, through the dedicated efforts of professionally qualified and caring, Christian educators.

## STATEMENT OF PHILOSOPHY

The philosophy of Adventist Union School is based on the belief that all true wisdom and knowledge come from God. The highest education is found in the Word of the living God and a correct knowledge of the Scriptures lies at the foundation of all true education. The precepts and principles that govern a relationship with the Creator are the first steps in the acquisition of knowledge.

Education must include the communion of the mind of man with the mind of God. This communion should lead to the acceptance, in words as well as action, of the teachings of Jesus Christ. The principles of education given by Jesus are that basis for any true education. When the great truths of God's Word are believed, received and carried into the life practice, education of the highest order results.

True education is the harmonious development of the physical, the mental, and the spiritual powers. It embraces physical, mental, and moral training in order that all the powers be in place for the advancement of humanity.

## STATEMENT OF OBJECTIVES

The philosophy expresses an ideal—something for which to strive, something toward which to reach. The objectives are more imminent. They are goals that have been attained, are being attained, or will be attained in the near future.

## STATEMENT OF GOALS

Through Seventh-day Adventist education, the student at Adventist Union will:

- 1) Learn about God and His character through the study of the Bible aided by the study of nature and the writings of Ellen White.
- 2) Develop a personal love and faithful relationship with Jesus Christ.
- 3) Develop respect and reverence for God.
- 4) Recognize the work of the Holy Spirit and the ministry of angels.
- 5) Learn to communicate with God, to recognize His providential leading, and to cooperate with His power to resist evil and live the sanctified life.
- 6) Recognize self-worth as a member of the family of God, and actively participate in its fellowship.
- 7) Develop a Christian character, which will be a unique possession for eternity.
- 8) Learn from teachers who exemplify Christian character as they associate with students in work, study, and recreation.
- 9) Learn in a school atmosphere where Christian virtues are seen, valued, and accepted.
- 10) Acquire the basic academic skills and an adequate body of knowledge needed for life.
- 11) Develop the highest level of thought and decision-making processes.
- 12) Learn the physical, mental, and spiritual laws of being and achieve a balanced practice of their principles.
- 13) Develop qualities of aesthetic principles.
- 14) Acquire the necessary skills for a life trade and develop an appreciation for the value and dignity of labor.

- 15) Understand and accept social responsibility and God's plan for life, as related to home, community, nation, world, and universe.
- 16) Develop abilities and cooperate with others in unselfish service to humanity.
- 17) Develop qualities of tolerance and courtesy.
- 18) Accept a personal sense of mission to participate in sharing the Gospel with the world in preparation for the soon return of Jesus.

## ADMISSION INFORMATION

### A. General

Adventist Union School welcomes all those who are in harmony with the philosophy and objectives of Christian education and who will cheerfully endeavor to live according to its principles. Upon admission, every student pledges to observe willingly all the regulations of the school and uphold the principles upon which the school is based. If a student breaks this pledge, he automatically forfeits the right to membership in the school and may be allowed to remain in the school only by administrative action.

It is also a part of the student's contract that to perform all the duties assigned in connection with the school to a student's best ability. Students who are willing to develop attitudes, spiritual values, and mental abilities in keeping with the stated philosophy and objectives are encouraged to apply.

### B. Non-Discrimination Statement

Adventist Union School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. There is no discrimination on the basis of race, color, national



or ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic or other school-administered programs.

### C. Admissions

The following pre-requisites must be met for a student to be enrolled:

- 1) A genuine desire and interest in development of a positive, personal Christian faith. Students with special mental or physical needs may consider other institutions which are properly equipped to deal with special needs.
- 2) Satisfactory citizenship
- 3) Satisfactory scholarship.
- 4) Students will be admitted into kindergarten only if they have reached the age of five by October 1. Students will be admitted to the first grade only if they have reached the age of six by October 1. A copy of the birth certificate is required for all kindergarten and first graders and must be provided within ten days of enrollment. A child is eligible for transitional kindergarten if they have their fifth birthday between October 2 and November 2 for the 2014–15 school year. Transitional kindergarten means spending two years in kindergarten.

Students who are pre-registered and have paid the appropriate fees have first priority to reserved spaces in classrooms.

### D. Immunization

California State Law requires each student to have completed a series of either Salk or Sabin immunizations. Students entering California schools for the first time must present written evidence from a physician or agency performing immunizations that they have been fully immunized against TB and Measles (Rubella) or that they have had the disease. This evidence should be presented on

enrollment but no later than two weeks after admission. Immunization shall not be required if the parent or guardian having custody of the child, files with the school a letter or affidavit stating that such immunization is contrary to his or her beliefs (Pacific Union Code 1536).

E. Student Medical Examinations

Physical examinations are required for all students.

- a) Upon entering school for the first time.
- b) At grade four.
- c) At grade seven (this shall include a Scoliosis examination).

## ATTENDANCE POLICY

A. School Hours

Monday–Thursday:

8:10 Students line up outside their respective classrooms.

8:15 Classes begin with worship.

12:00 Lunch

3:15 Dismissal

Friday:

12:30 Grades K – 8 dismissal.

## B. Time of Arrival

Supervision is provided for students beginning at 7:45 A.M. There is an extra charge for morning day care before 7:45 A.M.

## C. Time of Departure

Supervision is provided for 30 minutes after the close of school. Students who are not picked up by this time will be sent to extended day care for supervision.

## D. Minimum Days

On announced minimum school days, classes will dismiss at 12:30 P.M. for all students, K through 8, with no lunch period provided.

## E. Extended Day Care

As a service to parents who are unable to pick up their children when school closes, arrangements have been made to provide supervision until 5:30 PM. There is an additional charge for this service.

## F. Absences

Habits of promptness and regularity are as important to the school program as are learning and study habits. Regular attendance, promptness, and dependability are characteristics of successful students.

The school recognizes three kinds of absences:

1. Excused—Work missed may be made up. The only valid excuse for absence, according to California State Law is sickness of the student or death in the immediate family.
2. Arranged—Unexcused, but with no penalty. Arrangements must be made with the student's teacher in advance.
3. Unexcused—Work usually may not be made up.

Teachers are not required to permit students to make up work due to unexcused absences, unless prior arrangements have been made.

Upon returning to school after an absence, a written excuse stating the reason for the child’s absence must be presented to the teacher (State of California Education Code). If a child is absent from school, you must notify the office before 9:00 A.M. — the school accepts no liability for a student absence unless the parent has contacted the school to inform the office that the student will not be in attendance that day. If a child has been diagnosed as having a contagious disease, (ex., Chicken Pox, Strep) kindly notify the office, so that precautions can be taken and notifications sent home. If your child is not well prior to the beginning of the school day, you are requested to keep the child home.

#### G. Tardies

Students who are not in their respective classrooms by 8:15 AM are tardy.

#### H. Truancy

Any student who is absent from school without valid excuse or who is tardy for a total of thirty minutes or more for any given week, may be reported as truant to the County Attendance Officer. Furthermore, the school is required to inform the Department of Public and Social Services if suspicion of “neglect” (truancy) by the parent exists.

## ACADEMIC INFORMATION

#### A. Student Evaluation

Student evaluation is an on-going and continuous process that seeks to monitor and measure student performance in all areas including classwork, homework, tests, class participation, and special projects.

Report cards (progress reports) will be issued a few days after the end of each quarter. Progress reports for the first quarter will be

distributed at parent-student-teacher conferences. Formal conferences may be scheduled after the third quarter as well. Additionally, mid-term or mid-quarter progress reports (unrecorded grades) will be also be sent home with the students to keep parents informed of the degree of progress being made by their child at school.

## B. Homework Policy

Homework is an important part of the instructional program of the school. Homework contributes to students' success at school by reinforcing and maintaining skills taught in the classroom, while helping students to become independent learners.

The attitude and responsibility the parents assume in helping their children with the homework assignments will affect either positively or negatively the student's achievement in school.

Parents can help their children make the best use of the time, which is spent on home study by following these suggestions.

- 1) Provide a comfortable, quiet, well-lighted place to do homework.
- 2) Arrange an appropriate time for study.
- 3) Minimize distractions, including telephone calls, television, music, internet, visits, etc.
- 4) Take an active interest in what the child is doing.
- 5) Encourage the students to do their best, but do not do the work for them.
- 6) Confer with the teacher if the child needs special help.
- 7) Make resource materials available.
- 8) Give personal supervision where it is needed.
- 9) Discuss with your child how to carry out a study plan.

The following is an average amount of time that students of each grade should be spending on homework:

Kindergarten.....a brief assignment daily Monday–Thursday;  
Grade 1 ..... 30 minutes per day twice a week;  
Grades 2 – 4.....30 minutes per day Monday–Thursday;.   
Grades 5 – 6.....60 minutes per day Monday–Thursday;  
Grades 7 – 8.....90 minutes per day Monday–Thursday;  
Homework due to illness can be picked up before or after school.

## DISCIPLINE STRATEGIES

### A. General Guidelines

The faculty of Adventist Union School believes that “the object of discipline is the training of the child for self-government” (*Education* 287). Proper order and discipline are necessary for success in schoolwork. On or away from the school campus, students are expected to show the same respect for duty, order, morality, personal honor, and the rights of others as is expected of any good citizen.

Any practice or attitude which tends to nullify a Christian atmosphere or defeat the purpose of the school will not be permitted. Accordingly, students who choose to disobey class rules will be disciplined so as not to allow their behavior to interfere with the teacher’s commitment to teach, or with the commitment of other students to learn.

Teachers may employ a variety of appropriate methods to attain the stated goals. Every effort will be made to ensure that disciplinary methods are redemptive, remedial, and corrective, rather than punitive.

### B. Procedure

Recognizing that discipline falls into a scale of misbehavior ranging from least to most serious, the school will make every effort to see that any measures taken will be such that the “punishment fits the crime” and the grade level of the student.

Fairness is important at every level of misbehavior. However, more serious infractions will be dealt with more formally than less serious infractions. The student will be provided with notice, an opportunity to be heard and present his/her side, and a chance to confront and question his/her accusers.

Referrals will be sent home when a child commits a serious infraction of the rules. Referrals are different from a note that a teacher might send home as a way to communicate with the parents. Notes are a way to inform the parents of an inappropriate behavior. Referrals are more serious in nature.

Since each child and situation is different. Each case will be personally handled and reviewed for fairness.

### C. Suspension

Suspension from school will be used only when other corrective measures have failed or a serious offense has been committed. When a student is suspended, the parent will be notified of the suspension and the reasons for the suspension. The principal may suspend a student from school for:

- 1) Willfully causing physical or emotional harm to any person;
- 2) Willfully causing damage to or unauthorized removal of any property;
- 3) Willfully disobeying any person in authority including classroom teachers, substitute teachers, teacher aides, the school secretary, bus drivers, music teachers, supervisors, and all others who are responsible for the development of students;
- 4) A pattern of relatively less serious infractions indicating a rebellious or uncooperative attitude;
- 5) Leaving campus without permission;
- 6) Disruption in class may lead to a temporary classroom

suspension;

D. Dismissal

Whenever, in the judgment of the faculty and administration, a student's connection with the school is no longer profitable, or should an influence has become detrimental to others, at student may be dismissed from the school though no overt act has been committed.

Any student engaging in any of the following activities makes himself liable to dismissal from school.

- 1) Using, handling, possessing, or furnishing to others tobacco, alcoholic beverages, narcotics, or drug paraphernalia.
- 2) Using or possessing dangerous weapons or explosives of any kind.
- 3) Using profane or indecent language, possessing or displaying obscene literature, pictures, or articles, accessing, displaying, or posting inappropriate material via the internet.
- 4) Habitual dishonesty.
- 5) Willful destruction of school property.
- 6) Tampering with the school fire equipment or the fire alarm system.
- 7) Undermining the religious ideals and faith held by the Seventh-day Adventist Church.
- 8) A pattern of refusal or failure to complete assigned schoolwork.
- 9) Improper conduct involving persons of the opposite sex.
- 10) Defiance or insubordination to any faculty or staff member.



- 11) Willful intimidation of any person (bullying).
- 12) Fighting.

Regulations adopted and announced by the faculty or school board during the school year are as binding as those printed in this school bulletin. The school board is the ultimate authority in the dismissal of students upon the recommendation of the principal.

## DRESS CODE

### A. Uniforms

All clothing shall be appropriate to the physique of the student. Clothing shall be of appropriate length and girth to produce a modest, practical fit and a neat, well-groomed appearance. If there is a question regarding the appropriateness of certain articles of clothing, the school administrator on duty will have final discretion. Students who are dressed inappropriately will not be allowed to attend class. Parents will be asked to bring a change of appropriate clothing or to take the student home until appropriate clothing is obtained. Any absence resulting from inappropriate dress will be unexcused.

On Fridays the girls must wear their jumpers or skirts and boys must wear long pants. There shall be no colored shirts or shirts with logos worn as undershirts. White turtlenecks may be worn under the uniform shirt during cooler weather. Hats and other non-uniform accessories (for example, head bands and head wraps) are not permitted.

#### Girls (K – 4)

Dunbar plaid jumper or navy twill pants or navy twill shorts

White broadcloth short or long sleeve blouse

Knee-high or ankle socks of any color or

Black, grey, white, or navy stretch tights (covers the foot) worn under the skirt, skort or shorts.

Navy Skort.

### Girls (5 – 8)

Dunbar plaid skirt or navy twill pants or navy twill shorts  
White broadcloth short sleeve blouse or  
White knit short sleeve polo shirt.  
Knee-high or ankle socks of any color or  
Black, grey, white, or navy stretch tights (covers the foot)  
worn under the skirt, skort or shorts.  
Navy Skort.

Note: Girls should wear shorts under their skirts when playing on the playground. The shorts must be shorter than the skirt. Blouses shall be sufficient to appropriately conceal undergarments at all times.

### Boys (K – 8)

Navy twill pants or navy twill shorts  
White short or long sleeve Oxford shirt  
White knit polo shirt  
Knee-high or ankle socks of any color  
Belts or suspenders

### Outer wear

Outer Wear of students choice (coat, sweatshirt, jacket, etc.) with no logos in solid school uniform colors (navy, gray or maroon/red)  
V-neck cardigan sweater in navy or maroon/red or  
V-neck pullover sweater in navy or maroon/red.  
Raincoats may be worn on rainy days only and can be any color.

### B. Shoes

Because of the nature of the student's activities at school, and out of concern for the safety of our students, shoes must cover the entire foot, fit securely and give adequate protection. Open toes, open heels, sandals, platform shoes are simply not safe for many activities and should not be worn to school. No shoes that have attached or built-in wheels should be worn at school.

### C. Alternate Dress

On designated “alternate dress” days students will be expected to dress according to the instructions given for those days. Principles of cleanliness, modesty, and appropriateness should guide the selection of clothing.

Clothing associated with gangs may not be worn. Clothing with words or designs associated with rock music, drugs, alcohol, tobacco, or anything else not consistent with Christian standards may not be worn.

Tops should be long enough to be tucked in with arms and hands outstretched above the head. Sleeveless or tank-tops are not permitted.

Shorts, skirts and dresses must be as long as the uniform shorts and skirts.

### D. Make up and Jewelry

Jewelry such as necklaces, bracelets, locketts, rings, earrings, or studs may not be worn. Make up or hair dye which produces an “artificial” appearance is not to be used. Students who get their ears (or any other body part) pierced during the school year may not wear Band-Aids, studs, or “sticks” at school to keep the holes open. Students who insist on wearing them will be asked to stay home until the holes have healed. Any absences resulting from inappropriate jewelry, make up, or piercing during the year will be unexcused.

## GENERAL SCHOOL POLICIES AND REGULATIONS

### A. Child Abuse Reporting Obligations

In accordance with the Southern California Conference of Seventh-day Adventist Office of Education policy and California law, school staff are required to report to proper authorities the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school is

prohibited from contacting parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal activities. If reasonable suspicion exists, school personnel do not have any legal alternative except to report to the proper authorities. Suspected cases are to be reported, without investigation, on the basis of visual evidence, child report, or third party report. Guidelines adopted by the Southern California Conference Office of Education will be followed.

## B. Student Sexual Harassment

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

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes showing or creating offensive pictures, graffiti, jokes and gestures.

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

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. The student may also report to the principal.

If the harassment comes from an adult, the student shall report directly to the principal or vice-principal.

### C. Telephones

School telephones are for school business only. Students will not be permitted to make or receive calls except in cases of emergency.

Cell Phones: Cell phones, although widely used in society, are not necessary during the school day. All phone calls made and received by students during school hours must be on school phones. Student cell phones are to be shut off during school hours. Cell phones that ring or are used during school hours will be taken away and returned to parents.

### D. Acceptable Use Policy

Before using computers or the internet, all students and parents are required to read and sign an Acceptable Use Policy, which outlines acceptable and unacceptable usage guidelines for campus and personal computers.

### E. Personal Items

Students must obtain permission from the teacher before bringing any toys or games to school. When given permission, however, students bring these items to school at their own risk. Students are also advised not to bring excessive amounts of cash to school. In the event that students bring cash, these monies should be given to the teacher or the office for safekeeping. Electronic devices such as electronic games, CD players, MP3 players, iPods, cameras, and cell phones can be used during the PM daycare hours but will be confiscated if used during school hours. All of the above items are brought to school at the student's own risk.

### F. Medications

Any student who is required to take medication during the regular school day as prescribed by a physician must be assisted by a designated school personnel if the school has on file:

- 1) A written statement from the physician detailing the time schedules, amount, and method by which such medications

are to be taken and;

- 2) A written statement from the parent or guardian of the student indicating the desire that the school assist the student as set forth in the physician's statement.

The medication must be delivered to the school in the original container bearing the pharmacy label, and must be kept in a secure area until time of administration. The label must contain the name of the person for whom such a drug is prescribed, the name of such member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by such member of the medical profession (Pacific Union Code, #1340).

#### G. Disaster Procedure

Parents should listen to local news stations such as KNX, 1070 AM, KFI, 640 AM for instructions on emergency evacuations and procedures.

#### H. Accident and/or Injury

Attempts will be made to notify parents of serious injury or sudden illnesses that occur during school hours. For this reason parents must notify the school office when there is a change of phone numbers or persons to be contacted when you cannot be reached. It is understood that enrollment at AUS confers upon the school the obligation to select emergency care providers in the absence of the school's ability to reach the parents, and that no liability would attach to such a decision.

#### I. Accident Insurance

The school carries supplementary insurance coverage for each student registered at school.

#### J. Fund Raising

Fund raising activities at AUS may involve the whole school or may be limited to particular classrooms for specific periods. Any parent not wishing their child(ren) to participate need only send a

letter to that effect to the principal. Other organizations or entities may not engage in fund raising activities at the school without the approval of the principal.

#### K. School Visits

While parents are encouraged to visit the school, in order to minimize classroom interruptions, no parent may visit a classroom or seek to conference with teachers during school hours unless provisions have been made for this through the principal.

Other students that visit campus need prior approval from the principal and the teacher of the class they intend to visit, plus permission from their parent or guardian.

Forgotten lunches, homework, books, etc., should be brought to the school office and not taken to the student's classroom by the parent or others on behalf of the parent.

#### L. Lunch

Parents are required to provide wholesome lunches for their students. The school will not loan money to students for hot lunches.

Since the school cannot maintain an emergency lunch money fund for each child, parents may purchase lunches in advance to provide for emergency situations. If a child continually comes to school without a lunch, the student may be required to purchase some advance lunches for these cases.

Microwave ovens are available for use for student lunches. A 30 second warm-up time allows all students to eat lunch on time. Please do not send items that have long cooking times.

#### M. Birthday Parties

Birthdays may be celebrated as long as they do not interfere with the instructional time in any classroom. If a parent would like to provide a birthday party, the following procedures must be followed.

- 1) Parents will need to make arrangements with their child's

teacher in advance (before the day of the celebration and not with the secretary or principal).

- 2) The activity will need to be scheduled close to or during the lunch break.
- 3) If parents are not going to be present, they must send easy-to-serve items. Examples of easy-to-serve items are cup cakes, Popsicles or cookies. The parent will need to be present for other items like cakes or ice cream.
- 4) Party food is not to be distributed to other classrooms.
- 5) The birthday child's relatives in other classrooms may attend the party if arrangements have been made with both teachers and the party is during the lunch period for both the birthday child and the relatives.
- 6) Parents must arrange for or take charge in any clean-up that may be necessary after a party.

#### N. Closed Campus Policy

At no time during the daily session are pupils allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present himself/herself to the office (not the classroom) before the child is released. The child is then signed out and released. If someone other than the parent is picking up the child, he/she must present a signed note from the parent or guardian before the child will be released. The school assumes no liability in cases where students leave the premises in violation of the above policy.

#### O. Bicycles

Bicycles are to be walked on and off the school campus. Students who violate this rule will forfeit the privilege of riding their bicycles to school for a designated time. Bicycles should be parked and locked in the bike area.



## P. Field Trips

Educational tours are considered to be an important part of a child's education. Parents will be notified in writing in advance of any planned field trip. Students who do not return a parent-signed permission slip will not be taken on any field trip.

## Q. Grievance Procedure

Parents are encouraged to cooperate with the school board and staff in making the school a strength to the church. If there is a problem, parents should call the office to make an appointment with the teacher. If there is a need for further discussion, the problem should be discussed with the principal — or the principal and a pastor or the school board chairperson. Problems still unresolved may be presented to the school board.

## R. Photos

During the school year we will be taking pictures of students during activities. Those pictures will be posted on the website and/or Facebook and may be used for school marketing materials. If you don't want your child's picture used, please let us know in writing.

## FINANCES

Since members of the Seventh-day Adventist Church support Christian education through local churches, which in turn subsidize the financial operation of Adventist Union School, there is a difference in the tuition rates for members of the Seventh-day Adventist Church as compared to nonmembers. Annual tuition amounts are based on an installment plan consisting of 10 monthly payments. There are tuition discounts available for multiple students per family and for paying the entire year's tuition in advance there is a 5% discount.

### A. Tuition and Registration Fees

SDA Rates	Tuition	Annual Payment
Child 1	327.00	3107.00
Child 2	294.00 (10%)	2796.00
Child 3	278.00 (15%)	2641.00
Registration	290.00	N/A

Non SDA Rates	SDA Tuition	Annual Payment
Child 1	392.00	3724.00
Child 2	353.00 (10%)	3352.00
Child 3	333.00 (15%)	3165.00
Registration	290.00	N/A

### B. Tuition Payment Schedule

The annual tuition for each student is divided into ten monthly installments and must be paid according to the following payment schedule.

Installment Payment #	Tuition Amount	Payment Due By
1	\$327.00 *	Registration
2	\$327.00 *	Sep. 5
3	\$327.00 *	Oct. 5
4	\$327.00 *	Nov. 5
5	\$327.00 *	Dec. 5
6	\$327.00 *	Jan. 5
7	\$327.00 *	Feb. 5
8	\$327.00 *	Mar. 5
9	\$327.00 *	Apr. 5
10	\$327.00 *	May 5

\*Example assumes regular SDA tuition with no discounts. Each student's tuition must be paid according to this schedule although the tuition amount may vary depending on discounts or other factors. Every financially responsible party will be notified of the exact tuition amount for their student(s) at the time of registration. Students who register after the beginning of school will receive a modified payment schedule based on the individual circumstances.

#### C. Seventh-day Adventist Church Subsidy Discount

The Seventh-day Adventist Church subsidy discount is available to immediate families where the student, or the financially responsible party, are Seventh-day Adventists or regularly attend a Seventh-day Adventist Church. Eligibility for the subsidy discount will be verified with the church at which attendance is claimed.

#### D. Family Tuition Discounts

Family tuition discounts are available to immediate families with

multiple students. The first student pays the regular tuition amount. The second student from the same immediate household will receive a 10% discount from the regular tuition amount. Each additional student from the same immediate household will receive a 15% discount from the regular tuition amount.

#### E. Annual Tuition Payment Discount

The financially responsible party will receive a 5% discount from the annual tuition for each student for which they elect to pay the total annual tuition in advance. The total annual tuition less the 5% discount must be paid no later than the last Monday in September to be eligible for the discount.

#### F. Refund of Tuition and Registration Fees

The registration fee, less a \$25.00 administrative charge, will be refunded to any student who withdraws from school within the first three weeks of attendance. The registration fee will not be refunded to students who withdraw from school after the first three weeks of attendance.

Any student who withdraws from school by the 20<sup>th</sup> of any month will receive a refund of 50% of their tuition installment for that month. If a student withdraws after the 20<sup>th</sup> of any month, the tuition installment for that month will not be refunded.

#### G. Financial Responsibility

Before a student is enrolled in school, a parent or guardian must accept financial responsibility for the student's tuition by signing a financial agreement stating that the account will be paid according to the payment schedule.

All accounts are due and payable by the 5<sup>th</sup> of each month as noted in the tuition payment schedule. Accounts not paid in full by the scheduled due date will be assessed a \$15.00 late charge. If the account is not paid in full, including the late charge, by the 30<sup>th</sup> of the same month the student will be subject to dismissal from classes until the financially responsible party has made satisfactory arrangements

with the accounting office.

A returned check fee of \$10.00 will be charged for each check returned unpaid by the bank and may require that future payments be made in cash or by money order.

Students having an unpaid balance from a previous school year will not be permitted to register until the previous unpaid balance is paid in full or until the financially responsible party has made satisfactory arrangements with the accounting office.

Eighth grade accounts must be paid in full before students can participate in graduation exercises and before diplomas can be issued.

#### H. Payment Receipts

A payment receipt should be given at the time of payment for all payments made at the office. Payments sent through the mail will appear on the monthly billing statement but a separate receipt will not be mailed. Please do not send cash through the mail.

It is the responsibility of the individual making a payment to ensure that they receive a payment receipt at the time of payment. Payment receipts should be kept in a safe location as they will be required as proof of payment in the event of a discrepancy in the tuition account balance.

#### I. Delinquent Accounts

The success and continued operation of the school depends on tuition accounts being paid on a timely basis. In accordance with this goal, it is the policy of Adventist Union School not to grant credit or to allow financially responsible parties to become indebted to the school. Financially responsible parties should plan ahead to ensure that their accounts would be paid according to the established payment schedule in order to avoid dismissal from classes.

Tuition accounts not paid in full within 30 days of a student's dismissal or withdrawal from classes will be immediately referred for collection efforts. Interest in the amount of  $\frac{1}{2}$  of 1% of the

outstanding balance including late charges will be applied for each month or any portion thereof that the tuition account remains unpaid.

If a student leaves school with a balance owing, it is understood as a matter of contract that families, by their student's attendance at AUS, waive their right to the forwarding of transcripts to their student's next school which may be granted by the Family Education Rights and Privacy Act, the California Education Code and any or all other legislative codes bearing on the transfer of such records. As this Handbook represents the understanding of both parent and school, attendance at AUS is therefore to be viewed as assent to the terms and condition stated in this document.

## 2018-2019 School Year

### August

- 16 – Registration Day 9am to 6pm
- 20 – School Begins - Dismiss at 12:30
- 23 – Back to School Night 6pm

### September

- 3 – No school Labor Day
- 13 – LA County Fair
- 17-21 – Standardized Test Week
- 25 – School Photo Day

### October

- 19 – End of quarter 1
- 22 – Quarter 2 begins
- 25 – Parent / Teacher Conferences, No School

### November

- 4 – Fall Festival
- 16 – Thanksgiving Brunch
- 19-23 – Thanksgiving Break
- 26 – School resumes

### December

- 13 – Christmas Program
- 21 – Christmas Breakfast
- 21 – Christmas Break begins at 12:30 Quarter 2 ends

### January

- 7 – School resumes – Quarter 3 begins
- 21 – No school – Martin Luther King Birthday
- 25 – 8<sup>th</sup> Grade Bible Camp
- 29 – Grad Picture Day

### February

- 18 – No school – President's Day
- 25-Mar. 1 – Week of Prayer

### March

- 15 – Jog a Thon
- 15 – Quarter 3 ends Spring Break begins at 12:30
- 18-29 – Spring Break

### April

- 1 – School Resumes - Quarter 4 begins

### May

5 – Spring Festival

10 – Mother’s Day Brunch

23 – Cultural Day

27 – No school Memorial Day

June

5 – Kindergarten Graduation

6 – Last Day of school dismiss 12:30

6 – 8th Grade Graduation