

# Upper Columbia Academy

A Place to Grow



Relationship with Christ - Family Atmosphere - Student Leadership - Academic Diversity

2010-2011

# Upper Columbia Academy

3025 E Spangle–Waverly Road, Spangle, WA 99031  
509.245.3600 • phone 509.245.3643 • fax  
www.ucaa.org

## Contents

### BULLETIN

<b>Important Phone Numbers</b> .....	<b>2</b>
<b>Important Dates</b> .....	<b>2</b>
<b>Welcome</b> .....	<b>16</b>
<b>Mission Statement</b> .....	<b>16</b>
<b>Philosophy</b> .....	<b>16</b>
<b>Objectives</b> .....	<b>16</b>
Physical .....	16
Mental .....	16
Spiritual .....	16
Relational .....	16
<b>Application</b> .....	<b>16</b>
<b>Enrollment</b> .....	<b>17</b>
<b>Communication</b> .....	<b>17</b>
<b>Photo and Video Release</b> .....	<b>17</b>
<b>Finances</b> .....	<b>17</b>
What Will it Cost? .....	17
How Can I Pay for It? .....	17
The Billing Process .....	17
Work Opportunities .....	17
Yearly Discount .....	18
Monthly Early Payment Discount .....	18
Family Discount .....	18
New Member Discount .....	18
<b>Financial Aid</b> .....	<b>18</b>
Worthy Student 3-way Scholarship .....	18
Pioneer Scholarship .....	18
Pathways to Success .....	18
Remote and Necessary Grant .....	18
Wage-share Sponsorship .....	18
What Happens if I Can't Pay? .....	19
Other Financial Information .....	19
<b>Academics</b> .....	<b>19</b>
Purpose .....	19
Transcripts .....	19
Class Load .....	19
Semester Credits .....	19
Correspondence Courses .....	19
Acceptance of Students From Home School or Non-accredited Programs .....	20
Change of Program .....	20
Incompletes .....	20

Scholastic Probation .....	20
Grading Periods .....	20
Graduation Requirements .....	20
Diploma Requirements .....	21
Examples of Electives .....	21
General .....	21
College Prep .....	21
Typical Class Schedules for General Diploma .....	21
Typical Class Schedules for College Prep Diploma .....	22
Academic Credit for Employment .....	22
Acceleration .....	22
Class Standing .....	22
<b>HOPE Taskforce</b> .....	<b>22</b>
Helping Other People Everywhere .....	22
<b>UCA Class Offerings</b> .....	<b>23</b>
<b>Course Descriptions</b> .....	<b>23</b>

### HANDBOOK

<b>Campus Life</b> .....	<b>30</b>
Religious Services .....	30
Sabbath .....	30
Social Life .....	30
Guests .....	30
Library .....	30
Food Service .....	30
The Harvester Restaurant .....	31
Officer Guidelines .....	31
Things Not to Bring .....	31
Cell Phones .....	31
Fines .....	31
Accidents .....	31
Regular Daily Schedule .....	32
Assembly Schedule .....	32
Friday Schedule .....	32
Recreation Periods .....	32
<b>The Dormitory</b> .....	<b>32</b>
Purpose .....	32
Residence .....	32
Check-in Procedure .....	32
Changing Rooms .....	32
Check-out Procedure .....	32
Roommates – Privacy .....	32

Dormitory Lobby Visitation Policy.....	32
Dormitory Clubs.....	32
Right to Search.....	32
Rooms.....	33
Worship Absences.....	33
Study Period.....	33
Quietness.....	33
Illness.....	33
Laundry.....	33
Telephones.....	33
Kitchenette.....	33
Bulletin Board.....	33
Mail.....	33
Cars.....	33
Campus Leaves.....	34
Medical Appointments.....	34
Radios and Appliances.....	34
<b>Day Students.....</b>	<b>34</b>
Dorm Visits.....	34
Cafeteria.....	34
Transferring to the Dormitory.....	34
Week of Prayer.....	34
Dress Code.....	35
Cars.....	35
<b>Dress Code Policy.....</b>	<b>35</b>
<b>Attendance Policy.....</b>	<b>36</b>
Unexcused Absences.....	36
Attendance Per Class.....	37
Perfect Attendance.....	37
Who Can Excuse Absences?.....	37
Snow - Travel Conditions.....	37
<b>Academic Integrity Policy.....</b>	<b>37</b>
<b>Computers.....</b>	<b>38</b>
<b>Media Policy.....</b>	<b>38</b>
<b>Acceptable Use Policy.....</b>	<b>38</b>
<b>Citizenship.....</b>	<b>39</b>
The Mid-size Fourteen.....	39
The Big Seven.....	39
Suspension and Dismissal.....	40
Campus Behavior.....	40
<b>Harassment.....</b>	<b>40</b>
<b>Substance Abuse.....</b>	<b>40</b>

## Important Phone Numbers

Main Office.....	(509) 245-3600
Principal.....	245-3612
Vice Principal for Student Administration.....	245-3685
Vice Principal for Finance.....	245-3615
Registrar/VP for Academics.....	245-3627
Guys' Dean.....	Cell 879-6124 Office 245-3641
Guys' Dorm Desk.....	245-3639
Girls' Dean.....	Cell 879-6946 Office 245-3636
Girls' Dorm Desk.....	245-3634
Marketing-Recruitment.....	245-3680
Campus Chaplain.....	245-3613
UCA Church Pastor.....	245-3621
Nurse.....	245-3616
Sick List - Day Students.....	245-3614
Transportation.....	245-3680
Cafeteria.....	245-3642
Work Coordinator.....	245-3684

## Important Dates

Registration.....	August 22
Fall Week of Prayer.....	September 13-18
Home Leave.....	September 22-26
Alumni Weekend.....	October 1-2
Home Leave.....	October 20-24
Gymnastics Clinic.....	November 4
Parent Weekend/UCC Family Fellowship.....	November 12-14
Girls' Club Amateur Hour.....	November 13
Thanksgiving Vacation.....	November 23-28
Music Concerts.....	December 17-18
Christmas Vacation.....	December 19-January 3
Second Semester Begins.....	January 17
Choir Clinic.....	January 27-29
Student Week of Prayer.....	January 31-February 5
Home Leave.....	February 9-13
Senior Recognition Weekend.....	February 25-26
Grandparent/Heritage Weekend.....	March 11-12
Spring Vacation – Mission Trips.....	March 16-27
Academy Day.....	April 7
Spring Week of Prayer.....	April 11-16
Home Leave.....	April 20-24
Music Concerts.....	May 26-28
Gymnastics Home Show.....	May 28
Graduation Weekend.....	June 3-5

# Core Values

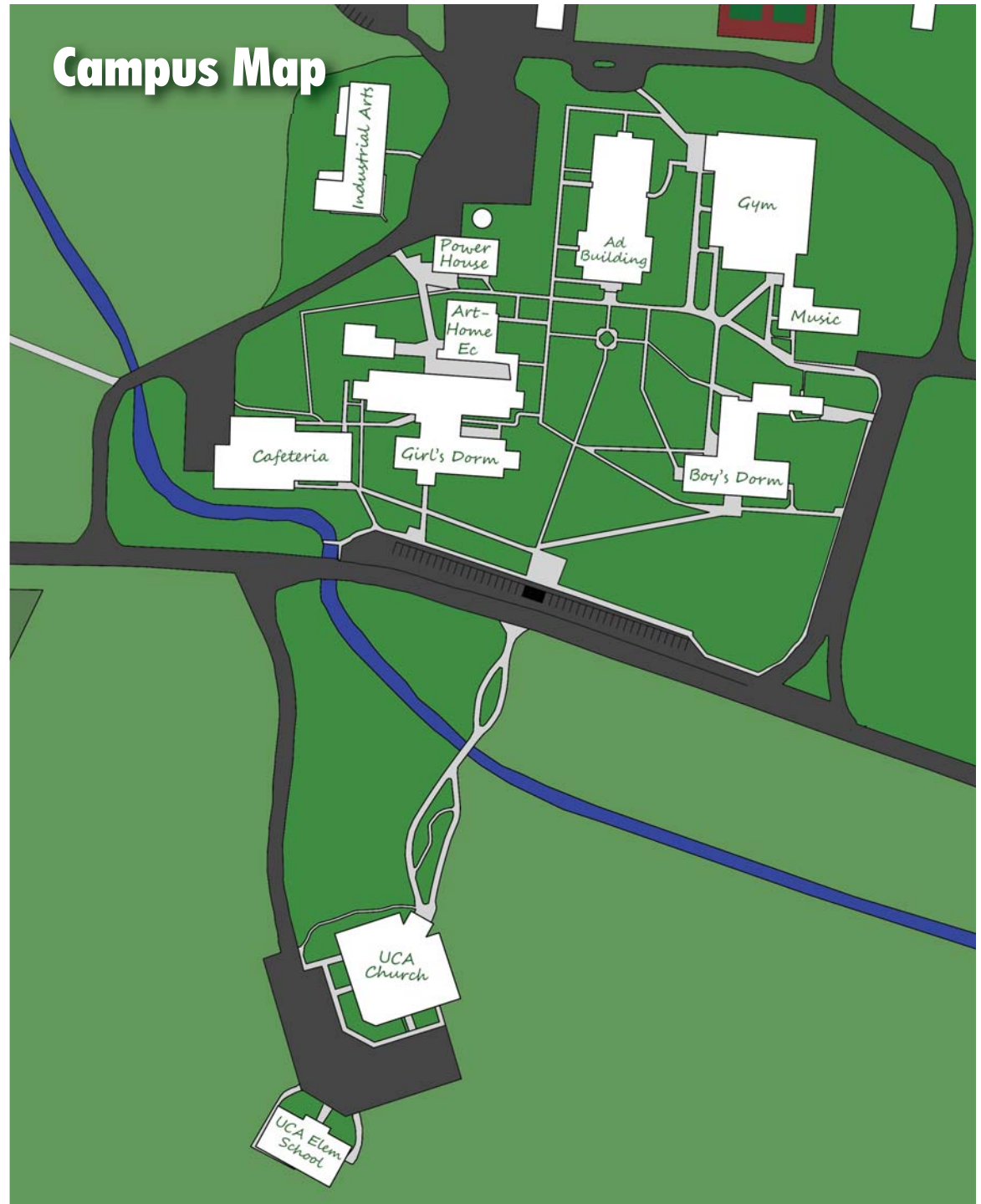
The **Core Values** of Upper Columbia Academy create a distinctive educational environment in which young people grow and mature.

**Relationship with Christ.** Upper Columbia Academy is a school where students actively seek a relationship with Christ through prayer, Bible study, service, and evangelism.

**Family Atmosphere.** The staff and community at Upper Columbia Academy care deeply for youth and invest their time and resources to build Christ centered relationships with students.

**Student Leadership.** Equip students to serve mankind by empowering them with leadership responsibility today.

**Academic Diversity.** Provide a high quality, diverse curriculum offering students many alternatives to meet their academic needs.



# Bulletin

## Welcome

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Upper Columbia Academy is committed to admitting students who already have or are willing to experience a personal relationship with God and live a Christian lifestyle.

## Mission Statement

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By the grace of God, Upper Columbia Academy educates students to develop harmoniously the physical, mental and spiritual powers, inspiring a life-changing relationship with God and the highest service for others.

## Philosophy

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Upper Columbia Academy is a family of curious learners who believe that true education addresses the potential of the whole person in a balanced development of the physical, mental, spiritual and social dimensions of life.

While we value the rigorous pursuit of knowledge, our main objective is to help students develop a solid Christian character, to realize their individual worth as children of God, embrace Christian values, and learn to make principled choices. This goal is best reached in a context of responsible freedom and redemptive discipline. The entire curriculum reflects the world view and the values revealed in scripture. Students are educated to embrace service as a way of life, to be sensitive to the needs of people in the home and society, and to become active members in the church. Young people are encouraged to accept Jesus Christ as Creator, Savior, Lord and coming King, and to commit their lives to Him.

## Objectives

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By the grace of God, Upper Columbia Academy will educate students with the following objectives:

### Physical

- Healthful living habits
- Appreciation for the value and dignity of labor

### Mental

- Strong academic foundations
- Intellectual curiosity
- Critical thinking
- Learning experiences that reflect Seventh-day Adventist values
- Self-motivated life-long learning skills
- Aesthetic values and talents
- Challenge for educational excellence

### Spiritual

- Growing knowledge of God as Creator and Sustainer of life
- Development of a Christian Character
- Ethical Christian decision-making
- Utilization of Christian principles in the use of their God-given talents
- Appreciation for the Word of God
- Prayer, worship, and faith experience
- Recognition of God's complete ownership

### Relational

- Social growth consistent with Biblical standards
- Unselfish service to church, family, and community
- Appreciation of the worth of all people.
- Personal mission to take the gospel to the world
- Preparation for the soon return of Jesus



### Application

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Upper Columbia Academy admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at UCA; including educational policies, admissions policies, and scholarships.

1. To apply for admission:
  - use the application form in the Bulletin
  - visit our web site [www.ucaa.org](http://www.ucaa.org)
  - call (509-245-3680)
  - write to: Admissions, Upper Columbia Academy, 3025 E. Spangle-Waverly Rd., Spangle, WA 99031-9799
2. After you have completed the application, mail it to: The Registrar, Upper Columbia Academy. A \$25 application fee should accompany your application (unless it is postmarked by June 1). Non US residents must include a \$100 non-refundable application fee.
3. Have two recommendation forms completed, one by your current principal or teacher and one by your church pastor or another church leader and mail them to the registrar. Both forms should be filled out by someone not related to you.
4. Send a copy of both your birth certificate and social security card to the academy registrar.

## Enrollment

1. All new students are required to have their immunizations current and the records turned in by registration day.
2. New students should request that a transcript of their previous schooling be sent to the Registrar's Office. Entering Freshmen should furnish a certificate showing completion of the eighth grade.
3. Register for classes. Registration may be arranged during the summer by making an appointment with the Registrar. A day has been set aside as the general registration (see calendar for date). Students should plan to move into the dorm on registration day.
4. Admission to UCA will not be permitted until entrance fees have been paid and a payment plan has been approved by the Vice-Principal for Finance.
5. All new students entering UCA must have a physical examination.



## Communication

The success of UCA depends in a large measure upon the cooperation between parents and the administration. If students voice concern to their parents concerning school matters and feel they were mistreated, parents are asked to notify the administration, and withhold judgment until a proper investigation can be made.

## Photo and Video Release

By registering at Upper Columbia Academy, students authorize the use by the Academy, or anyone authorized by the Academy, of any photographs or videos taken of them while at Upper Columbia Academy, without compensation. All negatives, prints, and photo files, shall be considered the property of Upper Columbia Academy.

## Finances

### What Will it Cost?

**TUITION** See *Financial Information Booklet* or [www.ucaa.org](http://www.ucaa.org).

Tuition includes instruction in all classes and the use of facilities and equipment.

### ROOM AND BOARD

Room and board charges include dormitory room and all meals in the cafeteria from registration day through graduation weekend.

### GENERAL FEE

The General Fee covers accident insurance, Guys'/Girls' Club, Student Association and class dues, yearbook, school newspaper, library, and textbooks. **The General Fee is non-refundable.**

**APPLICATION FEE** \$25 US, \$100 for International

The Application Fee is due with all applications from new students. The fee is waived for U.S. residents if the application is postmarked by June 1.

**GRADUATION FEE** \$125

A Graduation Fee is charged to all seniors and covers the cap and gown, stole, tassel, diploma and graduation weekend. There is no refund if a student withdraws from school after the diploma and cap and gown have been ordered.

**TRANSCRIPT FEE** \$10

The first three transcripts are free. There is a charge for each additional transcript requested. All transcripts need release approval from the business office. **Transcripts will not be released until the account is paid in full.**

### EXTRA CHARGES

- Private dorm room \$100/month
- Technology Fee
- Day student overnight dorm fee \$6/night (no meals included).
- Day students are charged a semester fee for banquets and other special school functions.
- Separate arrangements need to be made for meals when day students or guests eat in the cafeteria.
- There is a charge for piano, organ, and string lessons. Voice and band instrument lessons are included in tuition.
- Supplies used in art, music and vocational classes will be billed as additional charges to the student's account.
- Transportation – Airport \$15/trip
- Medical, and other necessary town trips. \$15/trip
- Acceleration Fee \$500
- Ground school or off campus classes will be on a cash basis only and will not be charged to the student's account unless the account is current and arrangements are made with the business office.

### REVISION OF RATES

The Board of Trustees reserves the right to revise the published rates without notice.

### How Can I Pay for It?

### The Billing Process

Billed in 10 monthly amounts beginning in August and ending in May.

International students, excluding Canada, must pay the full year in advance and are not eligible for discounts.

### Work Opportunities

A variety of work opportunities are available to help students pay their school bill and to enrich each student's learning experience.

Employment opportunities are available at the beginning of the school year. Hiring decisions are made based on the student's abilities and interests, and the needs of the school and industries. It is important for students to be on time, make prior arrangements if there is a change in their work schedule, work diligently, and be a loyal employee.

Students who quit or are terminated are not guaranteed immediate placement in another work position.

Employees of Upper Columbia Academy are covered by Washington State Workman's Compensation. To receive the benefits of this coverage, it is important that an accident report be filed within 24 hours of an on-the-job accident.

Students are subject to a 90-day probation period, during which they will be paid \$6.41 per hour. After successfully completing this 90-day employment probation period, students will be eligible for a pay increase to \$7.25 per hour. The pay for student industry workers starts at \$8.55 per hour.

Students may choose to have the amount they earn credited to their school bill each month. Students may also elect to receive a regular paycheck. If you and your child do not elect to participate in the direct payment process where earnings are applied automatically to the student's bill, it will be your responsibility to ensure that timely payments of all tuition due is paid to Upper Columbia Academy.

### Yearly Discount

Those desiring to pay the total yearly basic fees in advance will be granted a 5% discount if tuition and fees are paid by June 15, or 4% if paid by August 1.

### Monthly Early Payment Discount

A discount of 1% of the current balance is given if account is paid by 10th of the month. Otherwise the balance is due by the end of the month.

### Family Discount

A 5% discount on tuition will be granted to each student when there are two students from one family in attendance. A 10% discount on tuition will be granted to each student when there are three or more students from one family in attendance.

### New Member Discount

Assistance is available to newly baptized Seventh-day Adventist dormitory or day students who have had no previous Adventist background and will be attending an SDA school for the first time.

This assistance is awarded for three semesters. The amount of assistance is 75%, 50% and 25% of tuition for respective semesters.

## Financial Aid

### Worthy Student 3-way Scholarship

\$160/month      \$1,600/year

Granted in the following manner:

\$40/month      Local Church

\$40/month      Upper Columbia Academy

\$80/month      Upper Columbia Conference

Application forms available upon request.

### Pioneer Scholarship

\$80/month      \$800/year

Church contribution matched in the following manner.

\$40/month      Local Church

\$40/month      Upper Columbia Academy

Apply on same form as Worthy Student 3-Way.

### Pathways to Success

A private foundation offers scholarships to students new to boarding schools or already enrolled in the Pathway program. There are school year and summer work requirements as well as family income level requirements. Application available upon request.

### Remote and Necessary Grant

\$500/semester while eligible

This scholarship is provided by the North Pacific Union Conference of Seventh-day Adventists. It is provided to dorm students from within the NPUC who are under 16 years of age and members of a remote church (one located at least 25 miles away from the nearest Junior/Senior Academy). No application necessary.

### Wage-share Sponsorship

This program is designed to allow students to increase the amount they earn per hour by obtaining sponsors to augment their wages. The sponsor will guarantee a certain amount to be added to the student's base wage on a per month basis. Sponsor forms are available upon request.



## What Happens if I Can't Pay?

**Finance Charge** – There is a monthly finance charge of 1% on all past due accounts.

**Transcripts** – Transcripts will not be released if there is an unpaid account at UCA.

**Diplomas** – A student's diploma will not be released from the Registrar's Office until the account is paid in full.

**Payment Plans** – Should you be unable to pay your monthly financial commitment, please contact the business office and make financial arrangements. UCA is willing to work out a financial plan and regular communication is very important.

## Other Financial Information

**Student Accident Insurance** – Students are provided with secondary accident insurance. *This means the parent's insurance is primary.* It should be noted that coverage is not provided for transportation charges related to the accident and subsequent physician or therapist visits. Complete information, including coverage and exclusions, will be provided at the beginning of the school year.

**Student Bank** – UCA provides a student bank in the Business Office to safeguard a student's money. Money may be withdrawn only with a student's signature. We cannot assume responsibility for money or other articles lost around campus. Students should not keep large amounts of money in their rooms.

**Check Cashing** – Students may cash checks for modest amounts of cash in the Business Office. The checks should be made out to "Cash" or to the student. Checks made out to Upper Columbia Academy will be credited to the student's account.

**Refunds** – Students who enter late or who are absent for a period of time, but make up back work and receive full credit, will be charged full tuition. A student entering school late will be charged from the beginning of the week in which they enter. A student leaving school will be charged to the end of the week in which they leave. No rebates are made for vacations or time off campus due to discipline.

**Canadian Students** – All fees must be paid in United States dollars. Please mark your check "U.S. Funds".

**International Students** – All students who are not from the United States or Canada must pay in advance their total minimum charges for the year. This is due on the day the student enters school.

## Academics

### Purpose

The desire and purpose of Upper Columbia Academy is to offer quality instruction and excellence in scholastic standards. UCA will schedule students in a program that suits

their interests and ability level. In addition, every student is expected to maintain positive academic growth each semester in order to retain attendance privileges.

## Transcripts

Transcripts for all previous scholastic work should be mailed directly to:

Registrar  
Upper Columbia Academy  
3025 E Spangle-Waverly Rd  
Spangle WA 99031-9799

Class standing will be based upon transcripts in hand. If a transcript is held by a previous school, the student will not be able to graduate.

## Class Load

Thirty-nine credits will be considered the maximum student class load per semester. This includes all subjects bearing credit, including correspondence work. A minimum class load is twenty credits which must include four core classes. (Core classes exclude music, art, and P.E. classes.)

With permission from the Curriculum Committee, a student may carry additional classes provided a 2.5 GPA is maintained with no grade less than a "C" in any subject. The Curriculum Committee reserves the right to limit a student's work or class load if it is deemed necessary.

## Semester Credits

Five credits are granted for a class that meets for a minimum of 225 minutes per week for 18 weeks. Ten credits are equivalent to one Carnegie unit.

## Correspondence Courses

Any correspondence or summer school course(s) applying towards graduation must have prior approval of the Curriculum Committee. No student shall be approved for a correspondence

course except under extraordinary conditions or extenuating circumstances. Correspondence and summer school courses must be taken from educational institutions which are accredited by a regional accrediting agency.

When prior approval for a correspondence course has not been obtained, Upper Columbia Academy has the option of withholding credit. The academy also reserves the right to ask a student to take an appropriate achievement test to ascertain the level of skill achieved.

Any senior taking a correspondence course must have the course completed by the beginning of the second semester of the senior year or will be asked to enroll in an equivalent class on campus. The course must be completed, including the final test, before a senior may participate in the class trip.



A student will not receive a diploma or participate in Commencement until all correspondence work is completed and a final passing grade is on file in the registrar's office.

### Acceptance of Students From Home School or Non-accredited Programs

Students transferring from home school or non-accredited programs need to have coursework approved by the Curriculum Committee before credit can be given. The academy reserves the right to test students and place them at the appropriate grade level as indicated by their test scores. No more than 55 credits may be accepted for one school year.

### Change of Program

No student will be considered officially registered for or dropped from a class without presenting a properly signed Change of Registration voucher. When dropping a class, the student must attend that class until the voucher has been signed by the parents, the teacher, and the registrar. Classes may be added only during the first two weeks of a semester class or the first week of a quarter class. A student may drop a class up until three weeks prior to the end of the quarter/semester.

A WP/WF grade will be given at the discretion of the teacher to a student who drops a performance class (i.e. band, choraliars, choir, gym) two weeks into each semester. After the two week period, an F may be recorded on the transcript for the semester grade.

### Incompletes

Students who have not completed coursework due to extenuating circumstances may receive an "I" (Incomplete) grade. All work for incompletes must be made up during the following grading period. Any grade of incomplete not changed by this time automatically becomes an "F".



### Scholastic Probation

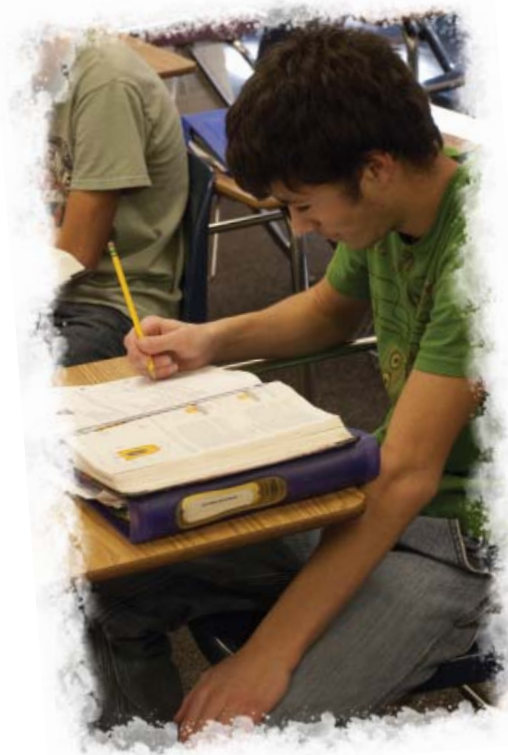
Students who persistently earn low grades may be placed on scholastic probation. Those who violate the conditions of their probation will jeopardize their attendance at UCA.

### Grade Point Average Equivalents

Upper Columbia Academy uses GPA equivalents based on Washington State guidelines which calculate pluses and minuses.

The following grades and point values are used:

Grade	Point Average
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
I	Incomplete Work
WP	Withdrew Passing
WF	Withdrew Failing
CR	Credit
NC	No Credit



### Grading Periods

Upper Columbia Academy operates on the nine-week quarter grading period. Grade reports are issued four times a year. Only semester grades are recorded on the student's permanent transcript. Quarter grades will be recorded for those courses which are designated quarter classes. Mid-term reports are mailed between each nine-week period only when progress is unsatisfactory.

### Graduation Requirements

Participation in Commencement is contingent upon a student successfully completing all required and elective courses necessary to earning the minimum number of credits for a general diploma from accredited secondary schools.

Students must have been enrolled for four years in a secondary school, grades 9 through 12. Attendance at Upper Columbia Academy for the second semester of the senior year is required.

Juniors and seniors involved in major discipline during the last quarter may forfeit participation privileges in graduation services.

Eligibility for honor cords will be determined by the academic standing at the end of the 7th semester. High honor cords are reserved for those with a cumulative 3.75 GPA or above and honor cords are for those with a 3.50 to 3.74 GPA.

For a general diploma a student must have a minimum of 225 credits. To receive a college prep diploma, 250 credits are required. Every student enrolled in an SDA academy must pass 10 semester credits of Bible for each year in attendance.

## Diploma Requirements

Required Courses	UCA General	UCA College Prep
Bible	40 credits	40 credits
English	40 credits	40 credits
Science *	20 credits	30 credits
Math #	20 credits	30 credits
Health	5 credits	5 credits
Keyboarding	5 credits	5 credits
Computer Literacy	5 credits	5 credits
Foreign Language ~		20 credits
Northwest History	5 credits	5 credits
US History	10 credits	10 credits
Senior Social Studies	10 credits	10 credits
History Elective		5 credits
Physical Education	15 credits	15 credits
Technology ^	10 credits	10 credits
Fine Arts	10 credits	10 credits
Electives	30 credits	10 credits
<b>Total Credits</b>	<b>225 credits</b>	<b>250 credits</b>

\* Ten credits must be in a laboratory science.

^ Technology credits may include Home Ec and Business classes.

~ Two years of the same foreign language are required.

# College Prep: Math courses must be higher than a pre-algebra level and not include Informal Geometry.

## Examples of Electives

### General

**Math** – Algebra II, Advanced Math, AP Calculus

**Science** – Advanced Biology, Chemistry, Physics

**History** – World History

**Technology** – Photography I & II, Welding, Woods, Videography

**Home Ec.** – Foods, Sewing, Interior Design, Quilting

**Business** – Desktop Publishing

**Fine Arts** – Band, Choir, Choraliers, Music Lessons, Art

**PE** – Leisure Time Activities, Gymnastics

### College Prep

**Math** – Advanced Math, AP Calculus

**Science** – Advanced Biology, Chemistry, Physics

**History** – World History

**Technology** – Photography I & II, Welding, Videography

**Home Ec.** – Foods, Sewing, Interior Design, Quilting

**Business** – Desktop Publishing

**Fine Arts** – Band, Choir, Choraliers, Music Lessons, Art

**PE** – Leisure Time Activities, Gymnastics, Rec Ski, Backpacking

## Typical Class Schedules for General Diploma

### Freshman

Bible I	10 credits
English I	10 credits
Algebra I/General Math	10 credits
Northwest History	5 credits
Keyboarding	5 credits
ELS/Technology	10 credits
Freshman PE	8 credits
Electives	

### Junior

Bible III	10 credits
English III	10 credits
US History	10 credits
Science	10 credits
PE	
Fine Arts	
Electives	

### Sophomore

Bible II	10 credits
English II	10 credits
Geometry/Consumer Math	10 credits
Biology	10 credits
Health	5 credits
NW History	5 credits
Computer Literacy	5 credits
Sophomore PE	4 credits
Fine Arts	
Electives	

### Senior

Bible IV	10 credits
English IV	10 credits
Social Studies	10 credits
PE	
Fine Arts	
Electives	

## Typical Class Schedules for College Prep Diploma

### Freshman

Bible I	10 credits
English I	10 credits
Algebra	10 credits
Keyboarding I	5 credits
Northwest History	5 credits
ELS/Technology	10 credits
Freshman PE	8 credits
Fine Arts	
Electives	

### Junior

Bible III	10 credits
10 credits	
English III	10 credits
10 credits	
US History	10 credits
10 credits	
Algebra II	10 credits
10 credits	
Foreign Language	10 credits
10 credits	
Science	10 credits
Fine Arts	
PE	
Electives	

### Sophomore

Bible II	10 credits
English II	10 credits
Geometry	10 credits
Biology	10 credits
Health	5 credits
History Elective	5 credits
Computer Literacy	5 credits
Sophomore PE	4 credits
Fine Arts	
Electives	

### Senior

Bible IV	
English IV	
Senior Social Studies	
Science	
Foreign Language	
Fine Arts	
PE	
Electives	

## Academic Credit for Employment

A student will receive 2.5 credits for working 200 or more clock hours during an academic year. A maximum of 10 credits of work may be applied towards graduation. Such credit is received only if the work supervisor gives a satisfactory work grade.

## Acceleration

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

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

## Class Standing

**Freshman** A first year academy student who has completed the eighth grade and is registered for 60 credits.

**Sophomore** A second year academy student who has completed 60 credits and will have earned 110 credits by the end of the school year.

**Junior** A third year academy student who has completed 110 credits and will have earned 160 credits by the end of the school year. (An approved accelerated student will not have junior standing regardless of the number of credits.)

**Senior** A fourth year academy student (and approved accelerated third year student) who has completed 160 credits and whose class load will permit graduation at the end of the school year.



## HOPE Taskforce

With Matthew 25:34-46 in mind, UCA is involved in a significant community service program we call HOPE Task Force. The purpose of this program is to educate our students regarding the diverse needs within a community and to teach them to be involved through example and experience. This training will educate our students to be responsible members of their community.

Four school days are set aside each school year for the HOPE Task Force program. On these days, faculty, staff and students are involved in numerous community service projects, each involving approximately four hours of service. Opportunity is given for students to sign up for a project that interests them before they are assigned to a project.

Because community service is a vital part of the curriculum at UCA and because HOPE Task Force days are official school days, attendance is required. Requests to be absent will be processed by Ad Council. If attendance is excused, it will be with the understanding that the student will make up the hours of community service on a school-sponsored project as arranged with the HOPE Taskforce director. An absence due to illness would be made up in the same way.

**HOPE Task Force: Christain Education at its best!**

**Helping Other People Everywhere**

# UCA Class Offerings

## Art

Drawing  
Oil Painting  
Pottery  
Watercolor

## Bible

Bible I  
Bible II  
Bible III  
Bible IV

## Business Education

Keyboarding  
Desktop Publishing

## Computer Science

Computer Literacy

## English

English I  
English II  
English III  
English Literature I&II  
Journalism  
Senior Composition  
Speech  
A P English  
English Basics 2  
English Basics 3

## Home & Family Life

Beginning Foods\*  
Beginning Sewing\*  
Child Development\*\*  
Creative Cooking\*\*  
Essential Living Skills  
Fashion Design\*\*  
Interior Design\*  
Needlework\*\*  
Quilting\*

## Mathematics

Algebra I  
Algebra II  
Consumer Math\*  
General Math\*\*  
Informal Geometry  
Geometry  
Advanced Math  
A P Calculus

## Modern Language

Spanish I  
Spanish II

## Music

Brass Choir  
Trumpet Sextet  
Sax Ensemble  
Flute Ensemble  
Brass Quintet  
Concert Band  
Choir  
Choraliers  
Octet  
String Ensemble

## Private Lessons

Band Instrument  
Guitar  
Piano  
Strings  
Voice

## Physical Education

Freshman P.E.  
Sophomore P.E.

Archery  
Badminton  
Basketball  
Football  
Golf  
Gymnastics  
Health  
Outdoor Ed.  
Skiing  
Softball  
Tennis  
Boys Varsity Basketball  
Volleyball  
Weight Lifting  
Weight Training

## Science

Environmental Science  
Biology  
Advanced Biology  
Chemistry  
Physics  
Forensic Science

## Social Studies

Northwest History  
World History  
U.S. History  
20th Century History  
Civics

## Technology

Auto Technology  
Exploring Technology  
Photography I  
Photography II  
Stained Glass  
Welding I  
Welding II  
Wood Technology I  
Wood Technology II  
Computer Aided Drafting  
Videography  
Aviation Ground School

# Course Descriptions

## ART

### DRAWING

Units: 2.5, Quarters: 1

Students learn drawing perspective, balance, and shading through the use of pencil, pen and ink, and charcoal. There is a charge for supplies.

### OIL PAINTING

Units: 2.5, Quarters 1

In this class students express themselves with oil paints on canvas. Emphasis is on mixing paints to achieve the right color and incorporating details and shading into their paintings. May be repeated for further credit. There is a charge for supplies.

### POTTERY

Units: 2.5, Quarters: 1

In this class students construct their own pottery using the potter's wheel as well as making hand-built items. May be repeated up to 4 times with permission from the instructor. There is a charge for supplies.

### WATER COLOR

Units: 2.5, Quarters 1

This class is a study of the color wheel and the art of mixing colors. Students apply these principles with the use of water color. There is a charge for supplies.

\* 2010-11 School Year  
\*\* 2011-12 School Year

## BIBLE

### BIBLE I

Units: 10, Semesters: 2

Using Genesis and The four Gospels as the primary text and the Crossroads Series "In the Beginning God..." and "God's Gift for Our Choice" as secondary texts, this class emphasizes creation, the problem of sin, God reaching for humanity, and salvation as provided for Godly living, and personal devotions.

### BIBLE II

(History of God's People)

Units: 10, Semesters: 2

This course traces the history of God's leading from Old Testament times until today, with an emphasis on making Biblical events relevant to today's young people.

### BIBLE III

(Bible Doctrines)

Units: 10, Semesters: 2

A study of the major beliefs and practices of the Seventh-day Adventist church, including such subjects as justification and the sin problem, building a relationship with God, major themes of Revelation, the nature of Christ, the Sabbath, and current religious issues.

### BIBLE IV

(Facing Life)

Units: 10, Semesters: 2

The purpose of this course is to apply Biblical principles to everyday life & situations. Students will create a philosophy of life, research church history, apply Biblical principles to family life, study & practice spiritual disciplines, and study the Book of Hebrews.

## BUSINESS EDUCATION

### KEYBOARDING

Units: 5, Semesters: 1

This class emphasizes keyboard mastery which will become an invaluable tool for all other classes. Second quarter features production assignments which include letters, memos, tables and reports.



### DESKTOP PUBLISHING

Units: 5, Semesters: 1

Designed for advanced keyboarding and computer students, this class uses Adobe InDesign. Students become acquainted with the basics in good design and page layout. InDesign integrates text and graphics in creating professional documents.

Prerequisite: Computer Literacy

## COMPUTER SCIENCE

### COMPUTER LITERACY

Units: 5, Semesters: 1

A comprehensive introduction to the computer, this class focuses on Microsoft Office. Areas covered include Word, Excel, Access, PowerPoint and Publisher.

Prerequisite: Keyboarding. Sophomores - Seniors only.

## ENGLISH DEPARTMENT

### ENGLISH I

Units: 10, Semesters: 2

English 1 provides the Freshman student with a review of the basics of English grammar and mechanics. Reading literature from several genres for enjoyment and analysis is stressed along with the writing process.

### ENGLISH II

Units: 10, Semesters: 2

Sophomore students will review the basic grammar skills studied during the Freshman year. They will study a variety of literature to develop both a taste for good literature and the skills to enjoy what they read.

Prerequisite: English I

### ENGLISH III

Units: 10, Semesters: 2

This class is a chronological survey of American writers from the 1600's to the 20th century. Students increase their ability to recognize and understand literary devices and techniques and gain an appreciation for the country's rich literary heritage. A little writing and grammar review is also included.

Prerequisite: English II

## ENGLISH LITERATURE I

Units: 5, Semesters: 1

This class surveys English literature from Anglo-Saxon times through the 17th century, including works by Chaucer, Shakespeare, Milton and Bunyan. The diction and syntax of these early writers require students to be proficient and independent readers.

Prerequisite: Senior

## ENGLISH LITERATURE II

Units: 5, Semesters: 1

This class surveys English literature from the 18th century to modern times, including works by Dickens, Wordsworth, Tennyson, and Orwell. English Literature I is not a prerequisite for this course.

Prerequisite: Senior

## JOURNALISM

Units: 5, Semesters: 1

This class studies the history of American journalism and the skills necessary for writing different types of news stories. Terminology and ethics are also reviewed along with page layout and broadcast basics. Students have the opportunity to write for the school paper.

Prerequisite: Senior

## SENIOR COMPOSITION

Units: 5, Semesters: 1

The focus of this class is to banish wordiness and disorganization and to improve the beauty and clarity of a student's writing. Students write essays, study vocabulary, and overcome common usage problems. Students must realize their writing can be improved and be willing to make changes.

Prerequisite: Senior

## SPEECH

Units: 5, Semesters: 1

This "learning by doing" class explores theory and provides experience in the basic components of interpersonal communication, group dynamics and public speaking.

Prerequisite: Senior

## ADVANCED PLACEMENT ENGLISH

Units: 10, Semesters: 2

This college-style course is designed to prepare the student for the Advanced Placement Exam. Most colleges give credits to students whose AP Exam grades are considered acceptable. Summer reading is required.

Prerequisite: Application and permission of the instructor. (May Deadline)



## ENGLISH BASICS 2 & 3

Units: 10, Semesters: 1

Students review and develop basic grammar and composition skills in a small class setting. Structured reading, comprehension strategies, and vocabulary development are explicitly taught through literature. Students in year one survey a variety of literature from the sophomore literature text. In year two students gain an appreciation for American literary heritage.

(not a college prep course)

## HOME AND FAMILY LIFE

### BEGINNING FOODS\*

Units: 2.5, Quarters: 1

This class includes basic food preparation along with nutrition, meal planning, and entertaining. (Lab fee)

### BEGINNING SEWING\*

Units: 2.5, Quarters: 1

This class includes a study of textiles and basic construction techniques. Emphasis is on garment construction. Students will bring their own fabric and supplies. (Lab fee)

### CHILD DEVELOPMENT\*\*

Units: 2.5, Quarters: 1

This course explores a child's physical, mental, and social development from prenatal through school age and includes additional topics such as discipline, child abuse, day care, and effective parenting skills.

### CREATIVE COOKING\*\*

Units: 2.5, Quarters: 1

This class includes microwave cooking, international foods, American heritage foods, experimental foods, cake decorating, and holiday cooking. (Lab fee)

\* 2010-11 School Year  
\*\* 2011-12 School Year

## ESSENTIAL LIVING SKILLS

Units: 5, Semesters: 1

A course designed to give an overview in homemaking skills. Areas covered include basic food preparation, basic sewing, and other household arts. A required coeducational freshman course, in conjunction with Industrial Arts Exploring Technology. (Lab Fee)



## FASHION DESIGN\*\*

Units: 2.5, Quarters: 1

This class includes history of women's fashion, and special construction techniques. Emphasis is on garment construction. Students will bring their own fabric and supplies. (Lab fee)

## INTERIOR DESIGN\*

Units: 2.5, Quarters: 1

A course of study to include the basic principles and elements of design used in decorating a home. Various house styles will also be covered. Students will plan and decorate one house plan for their major project.

## NEEDLE WORK\*\*

Units: 2.5, Quarters: 1

This class includes projects in machine embroidery, crochet, knitting, needlepoint, and counted cross stitch. Using machine embroidery software, students may design

then stitch out their own art work or personalize existing designs. Students will complete projects from three different areas. There is a charge for supplies used.

## QUILTING\*

Units: 2.5, Quarters: 1

This class allows students to be creative using various quilting techniques including applique' and piecing as well as hand and machine quilting. Students will complete projects of their choice during the quarter and purchase their own supplies. (Lab fee)

## MATHEMATICS

### CONSUMER MATH\*

Units: 10, Semesters: 2

Consumer math is a course in the practical application of basic mathematics. It renews and enforces previously taught skills by using problem-solving tools in everyday consumer and business topics such as bank statements, tax forms, and insurance.

(not a college prep course)

### GENERAL MATH\*\*

Units: 10, Semesters 2

This course is designed to assist students with basic computational and problem solving skills. The course not only teaches and reviews basic skills, but prepares students for more advanced math courses by including topics on algebra, geometry, probability and statistics. Word problems, problem solving strategies and applications are used to make mathematics relevant and practical.

(not a college prep course)

### ALGEBRA I

Units: 10, Semesters: 2

This course emphasizes basic operations for number systems, including equations, inequalities, factoring, graphing, and quadratics. Students are also introduced to plane trigonometry.

## ALGEBRA II

Units: 10, Semesters: 2

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

Prerequisite: Algebra I



## ADVANCED MATH

(Analytic Geometry / Trigonometry)

Units: 10, Semesters: 2

This course is designed to get the student ready for college level calculus. Included are such topics as linear relations and functions, theory of equations, sequences and series, polar coordinates and complex numbers, exponential and logarithmic functions, conics, and limits, derivatives, and integrals.

## ADVANCED PLACEMENT CALCULUS

Units: 10, Semesters: 2

Equivalent to first quarter of college calculus.

Prerequisite: Instructor's Consent

\* 2010-11 School Year  
\*\* 2011-12 School Year

## GEOMETRY

Units: 10, Semesters: 2

A course emphasizing logical proof and characteristics of geometric figures including points, lines, polygons, circles, areas, graphics, basic trigonometric functions, locus and solid figures.

Prerequisite: Algebra I

## INFORMAL GEOMETRY

Units: 10, Semesters: 2

A course emphasizing characteristics of geometric figures including points, lines, polygons, circles, areas, graphics, basic trigonometric functions, and their practical applications. (not a College Prep course)

## MODERN LANGUAGES

### SPANISH I

Units: 10, Semesters: 2

This class introduces the Spanish language and culture. Students will learn the basic grammar, vocabulary, and sentence structure of Spanish and develop basic conversation ability.

### SPANISH II

Units: 10, Semesters: 2

Prerequisites: C or better in Sp. I

Spanish II reviews and builds on the grammar and vocabulary of Spanish I, adding more vocabulary and more complex grammatical structures. There is a stronger emphasis on conversation.

## MUSIC

### MUSIC ENSEMBLES

Music ensembles at Upper Columbia Academy provide music for sacred and secular events at the school and for off-campus appointments. The following ensembles are offered:

**Choir** - 3 units per semester (no audition needed)

**Choraliers** - 4 units per semester

**Octet** - 2 units per semester

**Concert Band** - 4 units per semester

**Brass Choir** - 1 unit per semester

**Flute Ensemble** - 1 unit per semester

**Brass Quintet** - 1 unit per semester

**Saxophone Ensemble** - 1 unit per semester

**String Ensemble** - 1 unit per semester

**Trumpet Sextet** - 1 unit per semester

Music Ensembles are Semester Classes.

Prerequisite: Audition and invitation

## PRIVATE LESSONS

Units: 1.25, Quarters: 4

The following private music lessons are available to any interested students from beginner to advanced levels:

Instrument	String
Voice	Keyboard
Guitar	

Private lessons are quarter classes. Charges for music offerings are included in the tuition for all instruments except violin, piano, and guitar.



## PHYSICAL EDUCATION

### FRESHMAN P.E.

Units: 4, Semesters: 2

A brief exposure to a variety of individual, dual and team activities. These classes are intended to acquaint students with rules governing various activities and to help students discover their own skill levels.

### SOPHOMORE P.E.

Units: 2, Quarters: 4

Football, Volleyball, Softball, Basketball

### GYMNASTICS

Units: 4, Semesters: 2

Tryouts required.

### LEISURE TIME ACTIVITIES (LTA)

2 credits per quarter

These classes give opportunity for coeducational instruction in recreational and sporting areas with an emphasis on personal skills, understanding of the rules, and game strategy. These activities have high carryover value and encourage intelligent participation in later life. The present offerings include:

Archery	Skiing (recreational)
Badminton	Golf
Tennis	Volleyball
Gymnastics	Weight Lifting
Outdoor Ed	

Upper classmen will be given first priority.

## SCIENCE

### ENVIRONMENTAL SCIENCE

Units: 10, Semesters: 2

This course is designed to help students understand the natural world around them from a scientific basis. Students develop decision-making skills necessary in dealing with the interactions between people and the environment. Topics include ecosystems, natural resources, population growth, waste, and energy. (Lab fee)

## BIOLOGY

Units: 10, Semesters: 2

Biology is a laboratory course designed to give a survey of the many areas in the life sciences. Some of the topics covered are scientific methods, origins, cell biology, genetics, selected body systems, and ecology. (Lab fee)



## ADVANCED BIOLOGY

Units: 10, Semesters: 1

The first semester is an advanced study of human anatomy and physiology, including the use of biotechnology. Third quarter is an in-depth study of origins. Fourth quarter is a study of marine biology, including a 4-day field trip to the Puget Sound. (Lab fee)

Prerequisite: Biology

## CHEMISTRY

Units: 10, Semesters: 2

This laboratory class emphasizes the following basic concepts: atomic structure, the Periodic Table, formulas and nomenclature, balancing equations, stoichiometry, gas laws, solutions and organic chemistry. The course format is based on the assumption that the student will be going into a science-related occupation.

Prerequisite: Algebra 1

Recommended cognate: Algebra II

## PHYSICS

Units: 10, Semesters: 2

A study of the concepts of basic physical science including matter, mechanics, heat, sound, electricity, magnetism, light and nuclear relationships. Conceptual understanding and mathematical applications will be stressed.

Prerequisite: Algebra II

Recommended cognate: Advanced Math

## FORENSIC SCIENCE

Units: 5, Semesters: 1

Forensic science is a lab-based class which develops knowledge and experience in a broad base of scientific disciplines: chemistry, biology, physics, genetics, and biotechnology. Students develop their skills of observation and analysis. (Lab fee)

Prerequisite: Biology and junior or senior class standing.

## HEALTH

Units: 5, Semesters: 1

## SOCIAL SCIENCES

### WORLD HISTORY

Units: 5, Semesters: 1

This course explores the development of Western civilization from prehistoric times to the Renaissance. The development of the Bible and early Christianity are also examined within a historical context.

Prerequisite: Junior, Senior

### NORTHWEST HISTORY

Units: 5, Semesters: 1

A course study of the Pacific Northwest from ancient to contemporary times. Course includes discovery, exploration and physical geography as well as human and economic activities in the region and the effect of these activities on the area's future.

### UNITED STATES HISTORY

Units: 10, Semesters: 2

This course covers the major events which led to the establishment & development of the United States of America. Study begins with the European discovery of North America (1492) and ends with the United States during the Cold War (1950).

Prerequisite: Junior

* 2010-11 School Year
** 2011-12 School Year

## SOCIAL STUDIES

Units: 10, Semesters: 2

A required year of social studies for seniors comprising the topics of twentieth century history, geography, and American government.

*20th Century History* (first semester) - This course is a research based class that examines the history of 20th Century presidents, governmental policies, world leaders, economics, science and technology advancements, lifestyles, war, world events, lifestyles/culture, civil rights/human rights and the arts. Students will learn valuable researching techniques while examining each of the 20th Century decades.

*Civics* (second semester) - Examines the constitution and the structure of the American government, how the constitution embodies the purposes, values, and principles of the American democracy and the roles of the citizen in American democracy. The course also gives a broad overview of Economics with many economic themes being examined. Students will explore the relationships between economics, real-life and governmental policies.

Prerequisite: Senior

## TECHNOLOGY

### EXPLORING TECHNOLOGY

Units: 5, Semesters: 1

This course is designed to familiarize the students with modern technology. The goals for this class include using technical information and skills for problem solving and utilizing technology in service for others. A required coeducational freshman course in conjunction with Essential Living Skills.

## WELDING

Units: 10, Semesters: 2

A course designed to acquaint the beginning student with two types of welding. In the first quarter, the student will learn oxy-acetylene welding; in the second quarter the student will learn AC & DC welding. Students will learn how to weld butt, lap, and t-filled joints. Students will also become acquainted with mig welding.

(Lab Fee) 5 college credits available

## AUTOMOTIVE

Units:10, Semesters:2, College Credits; 3

A course designed to acquaint the student with the fundamental operation of the standard automobile. This course of study covers safety, specification, hand tools, power tools, precision tools, engine operations, standard transmissions, electrical systems, drive lines, differential, brake systems, tires and carburetion systems. During the year, students will dismantle, measure for wear, reassemble and tune up engines. This course also includes engine troubleshooting, fuel injection and computer diagnostics.



## STAINED GLASS

Units: 2.5, Quarters: 1

**Beginner:** The student learns about the basic techniques of using stained glass, and how to work safely. One beginner level project is assigned and the student chooses a simple piece for a main project.

**Advanced:** Students choose a major project researching and using 3-dimensional, addition of non-glass items, or alternate technique.

## PHOTOGRAPHY I & 2

Units: 5, Semesters: 1

Study of basic principles of color and black and white photography; includes practice of exposure development, contact printing and enlarging, and study of various types of equipment. 35mm camera required. Automatic cameras must have an override to manual operation.  
(Lab Fee)

## WOOD TECHNOLOGY

Units: 10, Semesters: 2

A course designed to provide the students an opportunity to learn how to work with various kinds of woods and hand tools. Content will include joinery, finishes, adhesives, hardware, cabinet construction, and identification of various hard woods.

(Lab Fee)

## AVIATION GROUND SCHOOL\*

Units: 5, Semesters: 1 College Credits Available

Course Fee (student keeps all books and supplies.)

Study of basic concepts of aircraft performance, navigation, principles of flight, and meteorology. Upon completion students will be ready to take FAA exam.

## COMPUTER AIDED DRAFTING

Units: 10, Semesters: 2 College Credits: 3-5

This course is an introduction to the fundamentals of computer aided design (CAD). Instructional areas include the application of CAD using AutoCAD software as it applies to drawing in a format using the principles of mechanical architectural civil and electrical/electronic drawing.

5 college credits available

## VIDEOGRAPHY

Units: 5, Semesters: 1

This course is designed to introduce students to the fundamentals of video production. Students learn basic to advanced camera functions as well as advanced editing techniques including: video space, position and timing, capture of audio, and sound effects. This is a project based class where learning is done through creative practice.

# Upper Columbia Academy

3025 E. Spangle-Waverly Rd, Spangle, WA 99031-9799 – (509) 245-3600 – Fax: (509) 245-3643 – www.ucaa.org

## Student Application

### Personal Information

Name \_\_\_\_\_ Gender: M or F  
Last First Middle

Address \_\_\_\_\_  
Street/P.O. Box City State Zip

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_ Social Security Number \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Church Affiliation \_\_\_\_\_ Have you been baptized? Yes  No  if so, when? \_\_\_\_\_

Home Church \_\_\_\_\_ Home Conference \_\_\_\_\_

Grade entering (circle one) 9 10 11 12 Year applying for \_\_\_\_\_ Where will you reside? Dorm  Home

Personal Handicaps? Yes  No  If yes, please explain: \_\_\_\_\_

Please attach  
a current  
photo

### Family Information

Marital Status of Parents or Guardians: Married  Divorced  Single

Father	Mother
Full Name: _____	_____
Street Address: _____	_____
City, State, Zip: _____	_____
Home Phone: (_____) _____	(_____) _____
Cell Phone: (_____) _____	(_____) _____
E-mail Address: _____	_____
Social Security No: _____	_____
Present Employer: _____	_____
Occupation: _____	_____
Work Phone: (_____) _____	(_____) _____
Church Affiliation: _____	_____

If you are not living with your parents, or with only one parent, do you wish to have correspondence sent to more than one address? If so, please indicate the second address. \_\_\_\_\_

Name	Relationship		
_____			
Street/P.O. Box	City	State	Zip

### Application Procedure

Thank you for your interest in Upper Columbia Academy. To complete the application process we need five items:

- A)** A completed application, with picture; **B)** Two character references from people not related to you: one from your pastor and one from your principal or teacher. Have them mail them directly to us; **C)** \*\*\$25 application fee (\$100 international) which is non-refundable (please make check or money order payable to Upper Columbia Academy); **D)** A copy of your birth certificate; and **E)** A copy of your Social Security Card. Students cannot work without a Social Security Number and card. If you do not have one, apply today at your nearest Social Security Office.

\*\*US Students: Fee waived if your application is received before June 1.

## Admissions Policy

Student's Name \_\_\_\_\_

It is the policy of Upper Columbia Academy to admit students who already have a personal relationship with God and are living a Christian life-style, as well as those who are willing to experience the same. It is our policy to admit students who, by their behavior or declaration, show commitment to the principles found in Scripture. We strongly feel that there should be mutual accountability between the school, the parents and the student. This makes it a necessity for the student to be actively involved in the decision to apply to Upper Columbia Academy.

## Student Contract

I have read and understand the admissions policy and it is my choice to attend Upper Columbia Academy. I am willing to participate in the religious training provided by the Seventh-Day Adventist Church. If accepted as a student, I agree to willingly obey all printed and announced regulations and contribute to a positive atmosphere. I also understand that any failure to do so may jeopardize my stay at Upper Columbia Academy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Have you been suspended or withdrawn from school within the past two years?

Yes  No  If so when? \_\_\_\_\_

Have you smoked within the past two years?

Yes  No  If so when? \_\_\_\_\_

Have you used alcohol or illegal drugs within the past two years? Yes  No  If so when? \_\_\_\_\_

Have you ever been arrested or convicted of a crime? Yes  No  If so when? \_\_\_\_\_

If you answered yes to any of the above, please explain: \_\_\_\_\_

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## Parental or Guardian Contract

I understand that it is the parent's responsibility to agree to support and uphold the policies and regulations of Upper Columbia Academy. My financial obligation is clearly understood, and I agree to pay my student's account each month, unless arranged otherwise in advance. I further agree that my student's account will be paid in full before transcripts are released. To the best of my knowledge the questions on the application have been answered honestly, and I will encourage the applicant to cooperate with the principles and spirit of Upper Columbia Academy.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Consent for Medical Treatment

I, the undersigned parent or guardian of this student, a minor, do hereby consent to any x-ray examination, immunization, anesthetic, medical or surgical diagnosis, treatment and/or hospital service that may be rendered to said minor under the general or specific instructions of a physician. It is understood that reasonable effort will be made by the attending physician to contact me so that the treatment necessary for the best interest of the student may be given.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Financial Information

Do you have an unpaid bill at any other school? Yes  No  if yes, what amount? \_\_\_\_\_

What school \_\_\_\_\_ Phone \_\_\_\_\_

Do you plan to apply for Financial Aid Funds? Yes  No

Do either of your parents work for an S.D.A. organization? Yes  No  If yes, what organization? \_\_\_\_\_

# Upper Columbia Academy

3025 E. Spangle-Waverly Rd, Spangle, WA 99031-9799 (509) 245-3600 Fax (509) 245-3643

## Recommendation Form

*Recommender:* Please fold, place in envelope, stamp and mail to the address on the back when finished. Thank you.

The confidential recommendation below is for:

(Student's Name) \_\_\_\_\_

How well do you know this student: Well  Some  Little  Records Only

How many years have you known this individual? \_\_\_\_\_

Please check the adjectives that most nearly describe the applicant's standing in the areas listed below:

### TRUSTWORTHINESS

- Very trustworthy
- Generally trustworthy
- Tends to be dishonest

### LOYALTY TO LEADERSHIP

- Loyal and dependable
- Satisfactory
- Disloyal

### COOPERATION

- Helpful
- Works well with others
- Critical

### HEALTH

- Very strong and healthy
- Average health
- Weak, low vitality

### CHURCH ATTENDANCE

- Attends regularly
- Rarely attends
- Never attends

### PERSONAL APPEARANCE

- Well groomed
- Neat and clean
- Careless

### INDUSTRIOUSNESS

- Resourceful and enthusiastic
- Average worker
- Works only under pressure
- Not interested in work

### INTELLECTUAL APTITUDE

- Very quick to learn
- Learns easily
- Must study hard to learn
- Educational disabilities

### CHOICE OF FRIENDS

- Chooses wisely
- Somewhat wisely
- Somewhat carelessly
- Chooses carelessly

### STRENGTH OF CHARACTER

- Firm, Steady, Consistent
- Fairly Stable
- Weak, easily influenced

### FINANCIAL RESPONSIBILITY

- Meets obligations promptly
- Usually meets obligations
- Does not meet obligations

### CHRISTIAN EXPERIENCE

- Active
- Passive
- Disinterested
- Antagonistic

Do you recommend the applicant as a desirable student for UCA? Yes  No  With Reservation

Would you feel comfortable with this individual rooming with your son or daughter? Yes  No

Your Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# UCA Student Application

## Work Information

Name \_\_\_\_\_ Gender M F Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Upper Columbia Academy, through campus employment and industries, provides the opportunity for students to earn a portion of their school fees.

I would like to be employed at UCA  I plan to have employment off campus. Please specify:

\_\_\_\_\_

I do not plan to be work while at UCA – Note: students receiving financial aid are required to work.

### Requirements for Acceptance and Employment

The following documents must be on file in the Business Office:

1. Birth Certificate or Passport: A copy of your **certified** birth certificate.
2. Social Security Number and Card: A copy of your Social Security Card.
3. Photo Identification: A copy of a photo ID (drivers license, state ID, passport, school ID)

### Job Preferences

While specific jobs cannot be guaranteed, Upper Columbia Academy will endeavor to place you according to your age, skills, and experience. Students must be at least 16 years of age to work in some jobs, including industry. Please indicate your choice of work by number. (1,2,3,etc.)

\_\_\_\_\_ Reader/Teacher's Assistant    \_\_\_\_\_ Food Service    \_\_\_\_\_ Maintenance/Grounds    \_\_\_\_\_ Janitorial  
\_\_\_\_\_ Clerical (Office)    \_\_\_\_\_ Tutor    \_\_\_\_\_ Library    \_\_\_\_\_ Industrial Arts    \_\_\_\_\_ Industry

Do you desire to work in an industry when you are 16 (if you are not now)? Yes  No

### Qualifications

Please list any classes taken or skills acquired that would assist us in your job placement.

1. Typing Yes  No  If yes, how many words per minute? \_\_\_\_\_
2. Computer experience? Above average  Average  None  Type of computer? PC  MAC
3. \_\_\_\_\_
4. \_\_\_\_\_

List any conditions that would cause you to be unable to work in certain areas, (i.e. allergies, chronic illnesses, etc.)

### Experience

List any employment or experience you have had that would qualify you for a specific area of work.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Interests:** List any subjects or areas that you are especially interested in.

1. \_\_\_\_\_
2. \_\_\_\_\_

# Educational Information

List the schools attended from the 8th grade to the current year.

Student's Name \_\_\_\_\_

8<sup>th</sup> Year \_\_\_\_\_ School \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

9<sup>th</sup> Year \_\_\_\_\_ School \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

10<sup>th</sup> Year \_\_\_\_\_ School \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

11<sup>th</sup> Year \_\_\_\_\_ School \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

List the subjects and grades you received at your previous schools. It is very important that you be as complete as possible.

8th Grade		9th Grade		10th Grade		11th Grade	
Course	Grade	Course	Grade	Course	Grade	Course	Grade

Are you enrolled in any correspondence courses? Yes  No  If yes, please list the school and the subjects.

School \_\_\_\_\_ Subject \_\_\_\_\_

School \_\_\_\_\_ Subject \_\_\_\_\_

Do you have any difficulty in your studies? Yes  No  If yes, please explain. \_\_\_\_\_

Do you desire special help in any subject? Yes  No  If yes, which? \_\_\_\_\_

Do you play a musical instrument? Yes  No  If yes, which one(s)? \_\_\_\_\_

Do you have any brothers or sisters? Yes  No  If yes please complete

Name \_\_\_\_\_ Year in School \_\_\_\_\_ Name \_\_\_\_\_ Year in School \_\_\_\_\_

Name \_\_\_\_\_ Year in School \_\_\_\_\_ Name \_\_\_\_\_ Year in School \_\_\_\_\_

Who actively recruited your son/daughter?  
(please indicate their name)

A UCA recruiter \_\_\_\_\_

A pastor \_\_\_\_\_

A UCA student \_\_\_\_\_

A UCA alumnus \_\_\_\_\_

Other \_\_\_\_\_