

# Handbook

Psalm 118:24

This is the day the Lord has made;  
We will rejoice and be glad in it.



# Campus Life

## Religious Services

Because it is believed that those who attend Upper Columbia Academy do so for the purposes outlined in the Philosophy and Objectives section of the bulletin, students are required to attend residence hall worship, vespers, Sabbath School, and the church service and are expected to conduct themselves in a way that is harmonious with the sacredness of the services. Required attendance is not an infringement of personal liberty since students, by registering, voluntarily place themselves under this requirement.

## Sabbath

Sabbath is observed from Friday sundown to Saturday sundown. The sanctity of this day calls for dignity and respect during the Sabbath hours. All recreational activities should conclude one hour before sunset on Friday. (Residence hall students should be ready for Sabbath by having clothes ready and maintaining an attitude of reverence.) Secular books, magazines, and activities should be laid aside and the mind and conversation directed to themes suited to the sacred spirit of the day. Only music which is appropriate for the Sabbath should be played or sung. Day students should maintain proper Sabbath observance when visiting the campus during Sabbath hours.

On Sabbath afternoons, students are encouraged to participate in the provided activities. Sabbath afternoon activities include such things as feeding the homeless, visiting shut-ins or those in nursing homes, going door to door in town and praying with people, or going on walks/hikes.

## Social Life

When students become members of the UCA family, they will find themselves in a group-living situation and will be responsible to maintain group standards, which are necessary for the personal welfare of the group.

The standards of Upper Columbia Academy are based upon God-given principles. Students who attend Upper Columbia Academy are expected to associate with each other in a proper and wholesome manner. Relationships which develop to the stage of marital engagements are discouraged. Experience has shown that associations during school are more beneficial when expanded to groups rather than limited to couples.

Friends of the opposite sex who visit a student at UCA are expected to honor the campus social code governing the relationship between students. No special privileges are to be expected by such visitors. Visitors must check in at the principal's office in the

administration building or with the deans if the administrative offices in the ad building are closed.

Students are expected to attend all activities planned for the student body. Any exceptions are made only with prior permission of the dean.

## Guests

Guests are welcome on our campus. Both residence halls have guest rooms available. Guests staying in the residence halls must make arrangements with the dean.

In order to protect the privacy of all students, male visitors to the women's residence hall and female visitors to the men's residence hall should always make arrangements with the dean for each visit. This policy includes parents and members of the immediate family. Since visitors may be present at all times, particularly on weekends, students should be sure to be properly attired when in the hallways. When day students are in the residence hall, they are expected to abide by all residence hall policies.

Visitors must check in at the principal's office or with the deans. Parents of our students are always welcome on UCA's campus.

## Library

The School Media Center & Teaching Learning Center are open to students during the school day for study, research, and tutoring. The Learning Resource Director or the Librarian and peer tutors are available at most class periods to give assistance to students seeking help.

## Bulletin Board

Information placed on the residence hall or Ad Building bulletin boards is there for convenience and instruction. The principal's office or dean must approve all notices and announcements, and students are responsible for reading the information that is posted.



## Food Service

The goal of UCA Food Services is to prepare healthy and tasty vegetarian meals. We also strive to meet the needs of students who require special diets by offering a variety of options with every meal. We cannot guarantee to meet every special dietary need due to our food preparation facilities, staffing, and budget. Ultimately, the student and parent/guardian must assume responsibility for choosing food that is appropriate.

Students with food allergies or other medical conditions that require a special diet must meet with the school nurse to discuss their needs. In cases where UCA determines that students may incur an unreasonable risk if their special dietary needs are not met, it reserves the right to decline to provide dietary services to those students.

## The Harvester Restaurant

The Harvester Restaurant is a facility which offers vegetarian options in their menu. However, the lounge at the Harvester is not for student use. Students are welcome to walk to Spangle on their respective town days in groups of three or more, but they must be back on campus by dark.

If mixed groups would like to dine together at the Harvester, they should have a faculty member (or, with the dean's permission, another responsible adult) transport and supervise the activity.

## Officer Guidelines

To be eligible to run for office, students must meet the following requirements:

- Maintain a cumulative, previous quarter, and semester GPA of 2.75 for President, Vice President, and Chaplain; 2.5 or above for other offices.
- Must not have any F's or more than one D at the time of election or while in office.
- Must have satisfactory class attendance and work attendance at all times.
- Maintain satisfactory citizenship and not be under any major discipline.
- Uphold Christian principles and the policies of UCA.

## Things Not to Bring

Sometimes it is necessary for the deans to confiscate items. The deans will use their discretion in deciding which items will be returned. The school accepts no responsibility for these items at any time they are on campus.

- Listening devices outside of guidelines (only MP3 players, iPods, or personal listening devices allowed).

- Inappropriate music (those that are rated "Parental Advisory" or are satanic, pornographic, immoral, anti-Christian, drug related, anti-government, focus on the negative, depression, or suicide, and any that include inappropriate language or in any way promote violence).
- Amplified musical instruments and drums or other audibly obtrusive equipment without prior approval.
- All DVDs/movies (except exercise).
- Obscene or suggestive posters, liquor containers, and inappropriate reading. Items such as these will be removed by the dean.
- Items with an open flame or hot plates. This restriction includes but is not limited to matches, lighters, candles, incense, and oil lamps.
- Any weapons, such as firearms (this includes any type of gun, including paintball and airsoft guns), sling shots, machetes, clubs, nightsticks, throwing stars, nunchucks, switchblades, or even pocket knives.  
\* Multifunctional knives (i.e., Leatherman, Swiss Army) with blades three inches or less are acceptable for use in the residence hall or for specific jobs as required by the job supervisor. Irresponsible use of multifunctional knives will result in confiscation.
- Questionable games, such as role playing games, violent games, or any games dealing with spiritualism or the occult. Students will be counseled about other games that may take up too much student time and energy.
- Gambling devices.
- Pets (fish are allowed).
- All-terrain vehicles (ATV's), motor bikes, etc.
- Energy drinks.

We recommend that you do not bring meat or caffeinated drinks.

## Healthy Living

We want to encourage a healthy lifestyle. In order to live a healthy lifestyle, we feel it is important to exercise and get fresh air on a regular basis. There are fitness rooms in each of the residence halls for students to use.

## Cell Phones

Cell phones are welcome on campus but are not to be used in the administration building, music building, classrooms, class sessions, or meetings. Cell phones can be confiscated for violations.

## Fines

When school property is damaged or broken by a student, the student will be assessed the actual cost of the repair plus the fine. In addition to the fine, students who use an unauthorized key may be charged for re-keying. It may be necessary, due to time and available manpower, to use the services of a commercial business to make the needed repairs. A listing of the fines assessed for the following infractions may be obtained in the dean's office.

- Painting graffiti or the school year on school property.
- Exiting by unauthorized means.
- Open flames.
- Possession of television or video game systems.
- Removal or damage of window screens.
- Breaking and entering.
- Tampering with electrical network or phone wiring.
- Illegally accessing computer network and information.
- Possession of an unauthorized key.
- Possession or use of fire crackers.
- Bringing a car on campus without permission.
- Unauthorized use of fire escape.
- Being on the roof of a building.
- Sounding a false fire alarm.
- Fire extinguisher misuse.

When fines are assessed, they must be paid by the end of the quarter. Refusal to pay a fine will jeopardize a student's enrollment.

## Medications

Students requiring prescription medication while at school must have a written, current, and unexpired request and instructions for administration of the medication(s) from a licensed health professional and a current, unexpired, written request to administer the medication from a parent or legal guardian.

UCA staff are not permitted to administer over-the-counter (non-prescription) medications without a written, current, and unexpired request and instructions for administration of the medication(s) from a licensed health professional and a current, unexpired, written request to administer the medication from a parent or legal guardian.

Students must bring their own medication in the original container with their name on it. All prescription medications must be stored in a locked cabinet in the dean's office or in the school nurse's office.

Individual students may be given permission by the school nurse, in consultation with parents and a licensed health professional, to carry and self-administer certain prescription medications.

Parents may give permission for their child to carry and self-administer over-the-counter (non-prescription) medications. The student must be able to take these medications independently and without supervision. These medications must be stored in a cupboard or drawer in their dorm room or in their backpack or locker. Students must bring their own medication in the original container.

## Accidents

In the event an accident of any kind occurs at any school-related event, an accident report form must be filled out within 24 hours. These forms can be obtained from the principal's office, the deans, or the nurse and need to be returned to the school nurse. This is necessary if you are to receive coverage under the Student Accident Insurance policy or Workman's Compensation Insurance.

Work accidents should be reported to your work supervisor immediately. If proper procedures are followed, medical expenses will be covered by Workman's Compensation Insurance.

Student accidents which occur on campus should be reported to the activity supervisor and to the school nurse or dean.

UCA provides secondary accident insurance for students. This insurance covers injuries caused by accidents while the student is involved in school-sponsored activities. The parent's insurance is the primary provider. The insurance subscribed to by UCA pays the remainder of the medical bills based on "reasonable and customary" rates.

## Daily Class Schedule

The daily class schedule is available on our website at [www.ucaa.org/current-students/school-schedules](http://www.ucaa.org/current-students/school-schedules).



# Residence Hall

## Purpose

One of the benefits of residence hall life is the development of self-reliance and self-control. Students should be conscious of the complexity of the many personalities in a residence hall and should go the second mile in doing their part in helping make residence hall life enjoyable.

## Residence

Students are to reside in the residence hall unless they live with their parents. Any exceptions to this must go through the administrators.

## Check-in/Check-out Procedure

Upon arriving at the residence hall, students should see a dean for their room assignments, be checked in, and sign the room condition form. This form will be consulted at check-out when another room condition form will be signed. All items must be removed from the room prior to check-out. Any damage done to rooms will be noted and charges will be made accordingly. We reserve the right to fine \$100 plus cost of repair for any damages.

## Changing Rooms

Students should not change rooms without making prior arrangements with the dean and must be certain to check out of old rooms and into new ones with the assistance of the resident assistant. Deans reserve the right to make room assignments.

## Roommates-Privacy

An important part of successful academy life is learning to be a good roommate. Consider the following pointers:

- Be kind and considerate; share cleaning responsibilities.
- Keep things in order.
- Do not be a “borrower.”
- Respect others’ time.
- Respect a roommate’s opinions and rights.
- Keep a positive attitude.
- Be a good neighbor; respect others by keeping noise to a minimum.

- Guard each other’s privacy.
- Cease all residence hall activities by lights out.

## Residence Hall Lobby Visitation Policy

Visiting in the front lobby of both residence halls is considered a privilege. Visiting hours occur only when a dean is present. Visits must be arranged with a dean on duty.

## Residence Hall Clubs

Each residence hall sponsors a club to serve the residents. Day students are also encouraged to participate in the club activities. Meetings are held as announced. The clubs sponsor such functions as banquets, service opportunities, open house, parties, and amateur hour.

## Right to Search

Upper Columbia Academy reserves the right to search student residence hall rooms, lockers, vehicles, electronic media and files, and personal belongings for objects or materials deemed noncompliant with the school’s rules and regulations or which threaten the safety of the school or its students.

## Rooms

An attractive room will go a long way in boosting one’s positive mental attitude. Bring bedding for a single bed and things that will make the room “homey” and comfortable. Each room is furnished with two single beds, study desks, chairs, built-in closets, dressers, and a sink. Students are responsible for keeping their rooms clean and for all activities which take place in the room. A room cleanliness check may be made each day. A grade will be given, and a slip indicating the grade will be left in the room. These grades will help determine room selection for the following year. A disorderly room will not be tolerated for an extended period of time.

At no time should screws, nails, masking tape, or thumb tacks be used to hang items on the walls. Please seek to avoid the wallpapered look. Deans reserve the right to remove any items found in the room that are not consistent with school standards. Do not get involved in fix-it-yourself projects. If something needs to be repaired, notify the dean and a work order will be filled out.

## Study Period

Study hall begins promptly after worship. Students are requested to be on time and are not to leave the residence halls after worship begins. A quiet atmosphere conducive to study needs to be maintained during the entire study hall time. Students will be asked to refrain from activities which might disturb such an atmosphere. Attendance checks will be made at the beginning of the study period, periodically during the study period, and at the close of the study period.

## Illness

An ill student should be certain to follow these procedures:

- Report to the dean or desk worker Monday through Friday between 6:30 a.m. and 7:00 a.m.
- Do not miss any appointments without permission from the nurse or the dean. Absences will not be excused for appointments missed without making prior arrangements.
- Once you have been put on sick list, you must remain on sick list until the next morning. Do not get out of bed and return to appointments without the nurse's or dean's permission or classes will be unexcused.
- Both dormitories have infirmaries near the deans' offices. These enable the deans to provide better care of ill students. This also helps to reduce the spread of contagious illnesses. Students are expected to remain in the infirmary while they are on sick list and are not allowed to have visitors without permission from the dean or classes may not be excused.

## Laundry

Each residence hall has coin-operated washers and dryers. The laundry room will be locked ½ hour before sundown Friday evening until after sundown on Sabbath.

## Mail

Mail should be addressed to the student in care of Upper Columbia Academy, 3025 E Spangle-Waverly Rd, Spangle, Washington 99031-9799.

Incoming mail is delivered to the mailboxes in the residence halls. Outgoing mail is picked up in the residence halls by 8 a.m. and at the business office by 10 a.m. Postage stamps are also available at the business office.

## Campus Leaves

Any time students wish to leave campus for the weekend or for overnight, arrangements must be made with the dean before leaving campus. They must submit a campus leave request to the dean's office and make sure the dean has signed the slip before they leave campus.

Deans must communicate with parents whenever a student is leaving campus. Students expecting to go to a home other than their own must get permission from their parents, and an invitation from the family they wish to visit must be submitted to the dean either in person, by e-mail, or by phone. Students may not leave campus with anyone without parental permission. To be approved, homes must be well-established and supervised by an adult of at least 25 years of age. If plans change, please inform the deans. **Non-students under 21 may only drive students on trips to the student's home (except for siblings).**

Open weekend leaves begin after the last class or work appointment on Friday. **Students are expected to be back by 9:00 p.m. on Sunday evening.** To return later, arrangements must be made with the dean before leaving, or by phone if something comes up while away. All students are expected to remain on campus during closed weekends. Only under extenuating circumstances will Ad Council grant leaves during these weekends.

Once students return from a weekend off campus, their leave is officially over and they may not leave again unless they check out again with the dean. Do not automatically expect appointments, such as classes or work, to be excused or dismissed early prior to home leaves. We encourage all medical appointments to be made at times when a student is home, therefore nullifying the need for early home leaves.

If students need to miss classes or work for valid reasons, they should submit an Absence Request Form to the attendance office. Absence requests will be reviewed by the Administrative Council every Wednesday, except on weeks of home leave when it meets the day before home leave begins. Be sure to clearly explain why an early leave is necessary.

Students are expected to leave campus during all scheduled home leaves and vacations, as both residence halls and the cafeteria are closed.

Home leaves begin officially at 12:12 p.m. on the scheduled day of leave and end at 9 p.m. on Sunday. If students return later than 9 p.m., they should call the dean and make arrangements. Residence halls will close at 1:00 p.m. on the day home leave begins and reopen at 5:00 p.m. on the last day of home leave. If students need to return before 5 p.m., prior arrangements must be made with a dean. When students need to leave early for home leaves, they should follow the procedure outlined above. A leave is valid only if the leave slip has the dean's signature before departure.

## Cars

Before a car is permitted to remain on campus, it must be registered at the dean's office. At that time, proof of insurance must be supplied. Parents need to notify the dean before a student brings a car to campus.

Students will not be allowed to ride with any other students unless the students have explicit permission from their parents and the dean.

The student must maintain valid license plates and current insurance for the time the car is at school. Use of cars for medical appointments that are approved by the nurse/dean and for instructional activities must be approved through Administrative Council. Permission to use cars for entertainment, recreation, or errands will not be granted.

**Students may not use or borrow other students' vehicles.**

## Medical Appointments

Routine medical and dental appointments should be scheduled for when the student is at home during regular leaves. Emergency medical and dental problems can be cared for by physicians and dentists of the Spokane area. (Upper Columbia Academy provides a driver to take students to Spokane for these appointments for a fee.)

## Appliances

The private use of such things as television sets and DVD players is not conducive to good study habits and may be detrimental to spiritual growth. Any unauthorized items found on the campus will be stored by the dean and a charge may be applicable. No electrical appliances, such as toasters, popcorn poppers, or irons, may be used in the residence hall rooms but may be used in authorized areas. If misused, items will be stored by the dean and an appropriate charge made. Microwaves and refrigerators are allowed. Halogen lamps/lights are not permitted.

## Day Students

### Residence Hall Visits

If day students wish to visit in the residence halls after 8:30 p.m. or spend the night, their parents must request permission from a dean, and students must sign in and out with a dean. Day students are to abide by all residence hall policies. There is a charge for day students staying in the residence hall overnight.

## Right to Search

Upper Columbia Academy reserves the right to search lockers, vehicles, electronic media and files, and personal belongings for objects or materials deemed noncompliant with the school's rules and regulations or which threaten the safety of the school or its students.

## Cafeteria

Day students are welcome to eat their meals in the cafeteria. If they partake of any food prepared by the food service, they will be charged for a meal.

## Transferring To the Residence Hall

It is acceptable to transfer into the residence hall at any time during the year. However, since the residence hall residents pay a higher initial payment, there will be an additional charge to cover the difference. Please contact the business office and the deans before moving into the residence hall.

## Week of Prayer

Several times during the school year we have a week of spiritual emphasis. We encourage day students to participate. Attendance at evening meetings is optional. However, we do expect day students to be present at morning meetings.

## Dress Code

Day students must be in accordance with the school dress code whenever they are on campus. This includes Sabbath and Week of Prayer services.



## Cars

Day students who drive their parents' or their own automobile to campus must obtain permission and register their vehicle at the principal's office. At that time, proof of insurance must be supplied. The students must maintain valid license plates and current insurance for the time the car is being used.

Cars must be parked in the designated parking area when the student arrives for school and may not be moved until the student leaves for the day. They are not to be driven anywhere else on campus other than to the assigned parking space. Students are not allowed to sit in the parked cars or remain in the parking area. Residence hall students may never be in or around the day students in their vehicles on campus at any time unless the residence hall student has proper permission from a dean.

Day students should bring a lunch to school or buy a meal ticket from the cafeteria and not drive off campus to eat. When going to a friend's home, students must provide the school with a specific verified invitation.

## Dress Code Policy

UCA students are expected to be tastefully and appropriately dressed at all times. While it is true that "the Lord looks at the heart" (1 Samuel 16:7), a person's dress and grooming habits are strong indicators of character. Modesty in dress is a Biblical principle which contributes to natural attractiveness and good taste. This characteristic excludes gaudiness or display which will attract undue attention.



## Class and General Campus Wear (School Dress)

- All clothing must be clean, neat, and modest with no holes for classroom, cafeteria, and general campus wear.
- School-approved shorts will be modest and have at least a 7" inseam. Shorts with a full elastic waistband are not allowed in classroom buildings.
- Jewelry is not permitted on campus or during school events. Jewelry items will be confiscated.
- Body art is not acceptable (including markers or henna).
- Grubbiness in appearance, such as wearing cutoffs or torn, frayed, or ill-kept clothing, is not permitted.
- Baggy pants (pants that ride low on the hips) and chains are not appropriate campus wear.
- Tight, form-fitting clothing is not allowed. Jeggings, tights and leggings are not permitted.
- Alternate dress and extreme styles are not allowed.
- Sleeveless attire is not appropriate for general campus wear.
- Pajamas are not acceptable attire outside of the residence hall.
- The midriff should not show when arms are raised or when bending.
- All clothing must have modest necklines (not more than 4 finger widths below the suprasternal notch).
- Articles of clothing with pictures or writing not in harmony with school principles are unacceptable.
- Sweatpants are not allowed in classes or the cafeteria for lunch or for Friday night/Sabbath meals.
- Fingernail polish needs to be neutral colors.
- Skirts must comfortably touch the knees.



## Church Dress

### Women

- Dresses, skirts, or dress pants with dress shoes are appropriate for church wear. Dresses and skirts must comfortably touch the knee. Skirts that touch the floor when kneeling generally are approved. Slits should be only two inches above the knee. Clothing made with jean material may not be worn for church. Sleeveless dresses or tops may not be worn.

### Men

- Dress pants, dress shirt, tie and dress shoes and socks are appropriate for church wear.

### All Students

- Slacks, jeans, and school-approved shorts are appropriate for wear during the Sabbath hours on campus.
- Casual jackets, such as school jackets and jean jackets, are not to be worn in the sanctuary.
- No sweatshirts, hoodies, or flip-flops for Church or Vespers dress.
- On Sabbath, church dress must be worn in the cafeteria for Sabbath lunch. School dress is acceptable for other Sabbath meals.

## Vespers Dress

### Women

- Same as Church Dress, except dresses made of jean material may be worn to Vespers and Sundown Meditation.

### Men

- Dress pants, collared shirt or sweater, and dress shoes and socks.

## Week of Prayer Dress

### Women

- Women wear dresses, skirts, dress pants, khakis, or corduroy.
- We request that no jeans,

### Men

- Men may wear slacks or corduroy, collared shirt or sweater, and shoes. No athletic shoes or sandals.

shorts, T-shirts, athletic shoes, or sweatshirts/pants be worn to the meetings.

- We request that no jeans, shorts, T-shirts, athletic shoes, or sweatshirts/pants be worn to the meetings.

## Banquet Dress

Deans will approve all banquet dress and costumes for both day and residence hall students (with consideration given to modesty principles) prior to banquets.

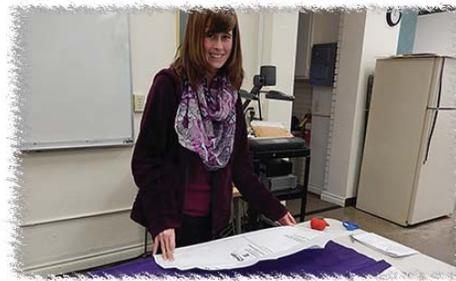
## Clothes for Recreation

- Shorts with a 7" inseam may be worn during designated recreation periods. Short shorts are never appropriate. Spandex shorts or tights must be covered by school-approved shorts.
- Shoes are required outside the residence halls. Safety is the #1 reason for this rule.
- Women are required to wear modest one-piece swimming suits while swimming.

## Hair

- All students are to keep their hair neat, clean, and modest in appearance and out of their eyes.
- Anything that is styled to stand on end is to be no longer than a couple of inches in length.
- Hairstyle is to avoid the extreme in color and style (i.e., brightly colored hair, shaved head and Mohawk, etc.).
- Hair is to be a natural color (brown, black, auburn, blonde).
- Any tipping or highlighting of the hair should be subtle.
- Since neatness and acceptability are highly subjective qualities, guidance will be given by the deans and administration

**In the spirit of unity and fairness, day students are held to this same dress code.**



# Attendance Policy

Upper Columbia Academy is an active learning environment. Every day teachers provide activities, labs, tests, and quizzes that enhance and measure the learning experience of their students. Teachers do their best to work with students who are sick or gone for emergencies to help them make up the work they missed and recover as much of the learning experience as possible. Students who miss school for other reasons may not always be able to make up the work they have missed.

- Students are asked to make arrangements for absences ahead of time. Teachers are not required to provide make-up work, tests, or quizzes for absences that have not been arranged for ahead of time.
- Teachers do not excuse classes. Their notes and signature let Ad Council know that you have communicated with them so that an informed decision can be made regarding the absence request. The absence request is not approved until the entire absence request process is completed and final approval is given by Ad Council.

There are different classifications of absences

- **Excused Absences** - Primarily used for medical appointments, mandatory court appearances, and deaths in the immediate family. Medical appointments should be scheduled during home leave or outside of class time unless approved by the nurse or deans.
- **Sickness** - To be placed on Sick List requires approval from the school nurse, dean, or parent each day that the student is sick.
- **Family Time** - Family activities that cannot be scheduled outside of class time, such as weddings or family reunions, may be excused with prior arrangement. Up to five (5) days may be used if transportation home is with an immediate family member. Any time missed from the classroom will affect a student's academic achievement.
- Fourth quarter is an incredibly busy time. In an effort to help ensure our students' success as they finish the school year, we strongly encourage that any needed family days or college days be taken before the 4<sup>th</sup> quarter. College Day requests generally will not be approved after the April home leave. During the last two weeks of school, family days will only be excused for formal events, such as graduations and weddings.

## Unexcused Absences

A reasonable attempt will be made to reach the parent/guardian of a student after each unexcused absence. Three unexcused tardies have equal weight as one unexcused absence. Every unexcused absence starting with the third will result in detention study hall.

Accumulated absences do not all need to be from the same class.

<u>Letter Grade:</u>	<u>Consequence</u>
A: 0 – 1 Unexcused Absence	
B: 2 Unexcused Absences	
C: 3 – 4 Unexcused Absences	Attend one detention for each absence (at this level).
D: 5 – 6 Unexcused Absences	Attend one detention for each absence (at this level). The student will sign an attendance contract after the 5 <sup>th</sup> unexcused absence and be assigned 2 hours of community service following the 6 <sup>th</sup> unexcused absence.
F: 7 Unexcused Absences	The 7 <sup>th</sup> unexcused absence will result in a two-day, in-school suspension, and the student will go through the reapplication process.

Reapplication procedures include writing a Letter of Intent, paying a \$25 re-application fee, and going to Ad Council. If re-accepted, the student will be put on attendance probation and reset to a D. An F in attendance will remain on the transcript even after the student has re-registered for classes. Students with one F may improve their attendance grade by perfect attendance. One tardy will be subtracted from the attendance grade for each week of perfect attendance. The attendance grade cannot be raised above a "C" in this manner. (Official attendance records cannot be changed, but attendance grades can change.)

Accumulation of further absences resulting in a second F within the same quarter will be grounds for dismissal or if the student is on attendance probation. Students may apply to return to Upper Columbia Academy after a minimum of 7 weeks of success at another school, but not before the start of a new quarter.

## Attendance Per Class

After missing 15% of a class (7 absences) in a quarter, loss of class credit is probable. If absences are administratively excused, they will not count toward this total.

Note: In order to be at UCA, a student must be enrolled in a Bible class. Being dropped from a Bible class, therefore, effectively withdraws a student from UCA.

- Students may appeal being dropped from a class only if they had an extended illness during the quarter. Curriculum Committee will hear and decide such appeals.
- Attendance is an important part of class participation. Therefore, teachers may reduce a student's participation grade based on attendance.
- Absences will be posted the following school day. **It is the student's responsibility to check the attendance board. A student will have five school days to care for an unexcused absence, after which it will not be changed.**

## Perfect Attendance

No absences or tardies (other than those administratively excused) in classes or HOPE Taskforce.

## Who Can Excuse Absences?

**For sickness:** Deans for residence hall students; the school nurse for residence hall students or for day students while they are on campus; parents for day students or for residence hall students while they are at home. Parents of day students must call the school office at (509) 245-3600 by 9:00 a.m. to report a sickness.

**For everything else:** Administrative Council. The Absence Request Form is available in the principal's office. It must be completed and turned in to the principal's office to be processed by Administrative Council in advance of the requested absence. If it is not turned in in advance, the student may be required to serve lunch detention for the classes missed. Even in the best circumstances, there are labs and other learning experiences that cannot be made up when a student misses classes for any reason. Home leaves and vacations should be utilized for such things as medical appointments, senior pictures, and family trips. Travel is to be scheduled so that students do not miss classes. Information regarding emergency events, such as funerals, should be communicated with a dean or administrator.

## Snow - Travel Conditions

Safety is our **first** concern. Day students are encouraged to stay in the dorm when it is unsafe to travel. In this case, the fee for staying overnight in the dorm will be waived. Please make arrangements with the deans. Students driving during poor road conditions should allow extra driving time.

Even if Liberty School District is closed, we will continue to have classes. Parents will need to evaluate the road conditions and make a decision regarding the safety of travel for their child. Our top priority is your child's safety. Liberty often closes due to conditions that do not affect travel to UCA. If Liberty is closed, a student's perfect attendance will not be affected and absences will be excused. If Liberty School District is on a two-hour delay, we will operate as normal.

Tune in to the radio or TV stations in the morning for a list of school closings. You may also receive the same information on their websites.

If students have travel emergencies or will be staying home due to road conditions, **parents** need to call the school office at (509) 245-3600.



# Academic Integrity Policy

At Upper Columbia Academy, students are expected to practice academic honesty. Plagiarism and cheating are unacceptable.

**Plagiarism** is presenting someone else's material as your own. Work is plagiarized if any part is taken from another source without proper attribution. Such sources include Internet websites, encyclopedias, textbooks, magazines, and other students' papers.

**Cheating** includes copying homework, looking on another's test or quiz, letting another student look on a test or quiz, using other secretive methods for giving answers on a test or quiz, taking information from another source that is not properly attributed, and working with others on an assignment that was meant to be done by individuals.

## First Offense:

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

## Second Offense:

- Student receives a zero for that assignment.
- Incident is recorded in discipline file.
- Student writes a letter to parent or guardian.
- Principal or vice principal writes a letter to parent or guardian.
- Student meets with discipline committee.
- Student loses leadership privileges.
- Student becomes ineligible for nomination to the National Honor Society.

## Third Offense:

- Student receives a zero grade for that assignment.
- Incident is recorded in discipline file.
- Student receives a three-day suspension with a mandatory project assigned by the discipline committee.

## Fourth Offense:

- Student receives a failing grade in that class.
- Student is asked to withdraw from school.

# Technology Policy

Computers have become an essential tool of modern education. One of their purposes at Upper Columbia Academy is to assist students with their school work, and Internet access provided by the school enables students to explore thousands of useful libraries and databases. Another purpose is to facilitate communication with parents. Students who use their computers in other ways risk violating the Technology Policy and may lose computer privileges and face additional discipline.

Communication through computer networks and the Internet is often public, and school rules for conduct and language apply. Students are expected to use computers in a considerate, responsible, and Christian way and to remember that such use is a privilege, not a right.

## Media

Christian standards (Phil. 4:8) should be used in the selection of all media brought to UCA. Those that are rated "Parental Advisory" or are satanic, pornographic, immoral, anti-Christian, drug related, anti-government, focus on the negative, depression, or suicide, and any that include inappropriate language or in any way promote violence are prohibited. Deans reserve the right to check rooms unannounced and confiscate inappropriate media. If you have any questions about what is appropriate, ask the dean before you bring it.

## Speakers

All listening to media will be done with headphones and school-provided laptop speakers.

## Movies and Television

Movies and television shows are not allowed in any form. Please be sure they are removed from all media devices.

## Music

MP3 players and other media-playing devices are welcome with the following provisions:

- Please be sure that all inappropriate music has been removed from any media players.
- Media players are for residence hall use only, not for general campus use or for off-campus activities.
- Only sacred music (subject to deans' discretion) should be played during Sabbath hours. Media that is mislabeled or unlabeled is not allowed.

Any unapproved media will be confiscated and may be claimed at the end of the year by a parent. Unclaimed items will be discarded. Any non-original copyrighted material will be discarded immediately.

## Acceptable Use

The campus information network provides Upper Columbia Academy with access to many educational resources. UCA's Local Area Network (LAN) allows students and staff to access files, printers, books, the Internet, and other media.

The network and laptops are provided for students to conduct research and communicate with others. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right – and involves responsibility.

The following policies are for the use of computers and the Internet:

- Technology resources are for academic purposes only. Recreational use may be allowed after school hours.
- Student disks (CD-R, DVD-R, or flash drives) will not function on student laptops. Deans or ITS personnel can upload appropriate data to the network for students to access.
- External hard drives are not allowed on campus; bringing them will be a Technology Policy violation.
- No programs on UCA computers are to be copied.
- Students are not to reconfigure the hardware or software on any UCA computer. Legal software that complies with UCA's policies may be installed by the UCA ITS Department only.
- The use of chat rooms is never acceptable.
- Students are to care properly for all computer equipment. Students and parents will be responsible for damage caused by misuse or abuse of equipment. Food and drink are not to be consumed around UCA computers.

- Students may only access the Internet through a UCA school-approved computer. Any attempt to bypass content filtering or network security will result in disciplinary action.
- Students may not use the Internet for any illegal purpose.
- Students may not attempt to change, harm, or destroy another user's data.
- Students may not supply any personal information about themselves or anyone else over the Internet.
- Students may not supply passwords to anyone or attempt to discover passwords or other measures the school uses to control access to the network/Internet. Violation may result in lost computer privileges and disciplinary action. Should you inadvertently discover passwords or other measures used to control access, please report this to the ITS Department.
- UCA may remotely monitor activities on any UCA computer.
- The 1to1 laptop computers are UCA property and may not be defaced in any way.

## Internet

Internet accessibility will be given depending on dorm standing, academics, and computer responsibility.

There are three standings for Internet accessibility (Regular, DF&I, and Whitelist) each having its own privileges:

**Regular** – Access to all school-approved sites. Hold dorm standing of Category 1 or 2 with no D's, F's, or Incompletes.

**DF&I** – Access to all school-approved sites except music and social networking sites. Students are assigned to this category if they have any D's, F's, or Incomplete grades.

**Whitelist** – No Internet access except for approved sites for school work. Students are assigned to this category for a set amount of time following disciplinary action by the dorm or Ad Council.



## 1to1 Laptops

All students will be enrolled in the 1to1 laptop program as an integral part of their educational experience at UCA. Our goal is for our students to learn the best use of technology for education and life pursuits.

Students will be able to have their own legal and appropriate software on the laptop as long as the software meets the Technology Policy requirements. The UCA ITS Department will install the software on the laptop.

The student's parents/legal guardians are responsible for damage, loss, or theft that is not covered by warranty.

For any damage found during the year or upon return of the laptop, the cost of the replacement part(s) will be charged to the student's account.

To protect UCA's investment in the 1to1 laptop program and to minimize the work that is involved to fix a broken laptop, there are guidelines to follow. Refusal to do so will be considered a 1to1 laptop violation.

- Laptops must not be carried in any bag except the laptop bag provided by UCA.
- When laptops are carried on campus, they must be turned off and in a UCA laptop bag.
- When laptops are not in use, they should be kept in a UCA laptop bag.
- Only the laptop should be placed in the main compartment of the UCA laptop bag.
- Laptops must be placed in a laptop bag battery first and facing forward to protect against hard drive damage and accidental battery disconnection.
- Batteries should not be removed from the computer.
- No stickers should be placed on any part of the computer.
- No drawing or etching should be done on the computer or any identification stickers.
- No drink or food should be consumed near the laptop.

To avoid theft, laptops should not be left unattended in public areas (ad building, girls' lobby, boys' lobby, cafeteria, etc.). If left unattended, the laptop will be taken to the ITS Department where the student can reclaim it. The student will receive a 1to1 laptop violation.

**Laptop Deposit of \$100.** To encourage the responsible use of the laptops, a \$100 deposit must be paid before the laptop is issued. The deposit may be paid by check or credit card. This deposit is fully refundable, at the discretion of UCA's ITS Department, when the laptop is returned in acceptable condition. To avoid standing in a long line at registration, please contact the business office ahead of time by calling (509) 245-3618.

## Violations

### Technology Policy Violations

All offenses: Loss of any unauthorized equipment for rest of school year (for all participants).

- 1<sup>st</sup> Offense: Whitelisted for 1 week
- 2<sup>nd</sup> Offense: Whitelisted for 1 month
- 3<sup>rd</sup> Offense: 3-day suspension

### 1to1 Laptop Violations

- 1<sup>st</sup> Offense: Whitelisted for 1 week
- 2<sup>nd</sup> Offense: Whitelisted for 2 weeks
- 3<sup>rd</sup> Offense: Loss of computer for 3 days



# Citizenship

Principles of Christian conduct are upheld at Upper Columbia Academy. Honesty, courtesy, reverence, respect, and purity are emphasized. The counsels from the Bible and the Spirit of Prophecy form the basic guidance followed at UCA. Actions taken by the board or the faculty that are publicly announced will have the same authority as those published in this handbook. Students are held accountable for their actions on or off campus while enrolled at UCA.

## The Mid-size Fifteen

**Discipline for actions such as those mentioned below may affect eligibility for class or organization offices, some jobs, National Honor Society, playing on varsity teams (not to be confused with intramural sports), gymnastics, mission trips, and other such positions and activities.**

1. Undermining the religious ideals of UCA or disseminating atheistic/agnostic/infidels ideas.
2. Using profane language, possessing or displaying obscene literature or pictures, indulging in lewd or suggestive conduct, or unwanted teasing or touching.
3. Using tobacco, narcotics, and harmful drugs, misusing prescription drugs, or possessing drug paraphernalia.
4. Drinking or possessing alcoholic beverages or frequenting places where such beverages are served.
5. Gambling or playing games associated with gambling.
6. Entering or leaving residence halls by any means other than the regular entrances and exits.
7. Stealing and any form of cheating, willful deception, or dishonesty.
8. Entering locked facilities (picking or breaking locks, doors, or windows, duplicating school keys, using unauthorized keys).
9. Tampering with school lights and wiring or unauthorized use of fire alarms, fire equipment, and fire escapes, or making fraudulent 9-1-1 calls.
10. Possessing or using firecrackers or incendiaries of any kind.
11. Violating school regulations governing social conduct.
12. Displaying a detrimental influence or spirit that is out of harmony with the standards or basic philosophy of the school.
13. Violating the student agreement signed on the application form.
14. An uncooperative attitude or insubordination displayed by the student or parent(s) regarding school guidelines or rules.

15. Unauthorized use of computers or computer hacking (including data destruction or theft). Possessing or using a faculty member username and password.

## The Big Seven

**The following seven areas of conduct will result in probable dismissal from school:**

1. Providing or supplying drugs, including tobacco and alcohol.
2. Being involved with spiritualism in any form, such as satanically oriented computer, board, or card games.
3. A) Unauthorized or unsupervised presence in residence hall rooms, buildings, motel rooms, automobiles, or similar clandestine settings with a member or members of the opposite sex.  
B) Any sexual activity between members of the same or opposite sex.
4. Participating in hazing, sexual harassment, or initiations, or deliberately committing any act that injures, degrades, or disgraces a fellow student.
5. Intentionally vandalizing school property or the property of a fellow student or faculty member.
6. Climbing either water tower.
7. Possessing or using firearms or weapons on campus or on a school-sponsored activity. A firearm is considered any weapon that can shoot a projectile, including paintball and airsoft guns.

## Suspension and Dismissal

Students who have been suspended may not return to UCA's campus for the period of their suspension unless permission is granted by the administration. Students who have been dismissed from UCA may not return to the campus until after the end of the school year unless permission has been granted by the principal or Ad Council.



## Campus Behavior

We have a closed campus policy here at Upper Columbia Academy. These regulations apply to all students. This means that students may be together on campus but with the following guidelines:

- The campus does not extend beyond the front road, except when there is an activity at the church.
- The campus does not extend beyond the road that runs by the back part of the campus and curves around past the creek on the west end of campus. Students may go beyond the road when en route to or from a ball game, the tennis courts, or a faculty member's home.
- Campus is closed after dusk, except when en route to approved activities.
- Students are to leave for church services no earlier than 20 minutes prior to the meeting.
- Physical contact, such as holding hands and back rubs, is not permitted.
- Mixed seating is permitted on the buses during daylight hours, where designated.
- After recreation, students are to separate at the south end of the gym.
- Mixed groups may visit on the front campus during daylight hours. They are to sit upright when doing so.

## Harassment

**Harassment:** The systematic or continued course of conduct, actions, or words directed at a specific person that annoys, alarms, or causes significant emotional distress for no legitimate purpose.

No staff member or student may participate in or allow any act of harassment which degrades, injures, or disgraces a student or staff member. Harassment includes jokes, intimidation, or any physical or verbal attack directed at a person's race, religion, national origin, age, gender, or physical features.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct that by design or innuendo is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created.

**It is also a violation of this policy for anyone knowingly and recklessly to make a false complaint of harassment or to provide false information regarding a complaint.**

**Incidents of harassment should be reported to a staff member or an administrator and will be treated with confidentiality as is appropriate.**

## Substance Abuse

Upper Columbia Academy believes that the use of addictive mind or mood altering substances is not in the best interest of a student. Therefore, the academy will suspend or dismiss a student who uses illegal substances or abuses the use of legal medications or drugs.

Upper Columbia Academy reserves the right to obtain a lab specimen, at the expense of the student, to test for illegal substances when there is reasonable suspicion of such use.

