

# Student Handbook

## 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 dormitory worship, vespers, Sabbath School, and the church service, and are expected to conduct themselves in such 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

The Sabbath is observed from Friday sundown to sundown on Saturday. 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. Dormitory residents 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 walks are allowed. The walk directions published in "This Week at UCA" should be observed.

### 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.

Special 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 office or with the deans. 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 dormitories have guest rooms available. Guests are requested to cooperate in maintaining the regularity of the student program and suitable Sabbath observance. Guests staying in the dormitory must make arrangements with the dean.

In order to protect the privacy of all students, male visitors to the girls' dormitory and female visitors to the guys' dormitory 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 dorm, they are expected to abide by all dorm policies.

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

### Library

The Library is designed to be a service to students, who will find its many resources helpful. It is intended as an academic resource, where students cooperate in maintaining an appropriate atmosphere.

### Bulletin Board

Information placed on the dormitory or Ad Building bulletin board 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 served. 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 Restuarant

The Harvester Restaurant is a facility which offers vegetarian options in their menu. However, the lounge at the Harvester is off limits. Students are welcome to walk to Spangle on their respective town days in groups of two or more, but they must be back on campus by dusk.

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

## Officer Guidelines

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

1. Maintain a cumulative, previous quarter and semester GPA of 2.75 for President, Vice-President, and Pastor/Chaplain; 2.5 or above for other offices. ASB offices require previous quarter and semester GPA only.
2. Must not have any F's, I's or more than one D at the time of election or while in office.
3. Must have satisfactory class attendance and work attendance at all times.
4. Maintain satisfactory citizenship and not be under any major discipline.
5. Uphold the Christian principles 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.
- Amplified musical instruments and drums or other equipment without prior approval that is audibly obtrusive.
- Playing cards or gambling devices.
- Hot pots.
- Items with an open flame. This restriction includes but is not limited to matches, lighters, candles, incense and oil lamps.
- Pets.
- Liquor containers, obscene or suggestive posters, and inappropriate reading. Items such as these will be removed by the dean.
- Any weapons such as firearms (this includes any type of gun including paintball and airsoft guns), sling shots, machetes, clubs, nightsticks, throwing stars, numchucks, switchblades, or even pocket knives.  
\* Multifunctional knives (i.e. Leatherman, Swiss Army) with blades three inches or less are acceptable. 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.
- All-terrain-vehicles (ATV's), motor bikes, etc.

We recommend that you do not bring flesh foods or caffeinated drinks.

## 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 with internet capabilities are discouraged. Using a cell phone to access the internet is not allowed. 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 deans' office.

- Painting graffiti or the school year on school property
- Exiting by unauthorized means
- Open flames
- Personal listening device outside of dorm
- Possession of television, DVD or video player like equipment, or improper use of camcorders and computer monitors
- Removal or damage of window screen
- Breaking and entering
- Tampering with electrical network or phone wiring
- Illegally accessing computer network and information
- Possession of an unauthorized key
- Possession of a master key
- Possession or use of fire crackers
- Car on campus without permission
- Unauthorized use of fire escape
- Being on the roof of a building
- 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.

## Accidents

In the event an accident of any kind occurs, an accident report form must be filled out within twenty-four hours. These forms can be obtained from the principal's office or dean's office 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.

## Regular Daily Schedule

|             |                |
|-------------|----------------|
| 5:00        | Lights On      |
| 6:30-7:15   | BREAKFAST      |
| 7:15-12:12  | Classes/Work   |
| 11:45-12:30 | LUNCH          |
| 12:55-6:00  | Classes/Work   |
| 5:15-6:00   | SUPPER         |
| 7:00-7:50   | Recreation     |
| 8:00-8:20   | Dorm Workshops |
| 8:30-10:00  | Study Hall     |
| 10:30       | Lights Out     |

## Assembly Schedule

Same as Regular Daily Schedule with slightly shorter classes and the addition of a noon assembly followed immediately by lunch.

## Friday Schedule

|             |              |
|-------------|--------------|
| 5:00        | Lights On    |
| 6:30-7:15   | BREAKFAST    |
| 7:15-11:21  | Classes/Work |
| 11:15-12:00 | LUNCH        |
| 12:07-2:52  | Classes/Work |
| 5:00-5:30   | SUPPER       |
| 7:30-8:15   | Vespers      |
| 11:00       | Lights Out   |

## Recreation Periods

|           |                         |
|-----------|-------------------------|
| Sundays   | 6:00-8:00pm (Open Rec.) |
| Mon-Thurs | 7:00-7:50pm             |



# The Dormitory

## Purpose

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

## Residence

Students are to reside in the dormitory unless they live with their parents, aunts & uncles, or grandparents.

## Check-in Procedure

Upon arriving at the dormitory, 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. Charges will be made for any damages to the room.

## Changing Rooms

Do not change rooms without making prior arrangement with the dean. 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.

## Check-out Procedure

Any damage done to rooms will be noted and charges will be made accordingly. All items must be removed from the room prior to check-out.

## 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 dorm activities by lights out.

## Dormitory Lobby Visitation Policy

Visiting in the front lobby of both dorms is considered a privilege. Visiting hours will only be when a dean is present. Visits must be arranged by phone with a dean on duty.

## Dormitory Clubs

Each dormitory 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 dorm 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 such things as will make the room "homey" and comfortable. Each room is furnished with two single beds, study desks, chairs, built-in closets, two 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 by the dean. 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.

## Worship Absences

Worship absences will be dealt with in the dorms.

## Study Period

Study hall begins promptly after worship. Students are requested to be on time and are not to leave the dorms 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. Lights will be turned out at 11:00 p.m. All traffic in and out of the dormitory after sundown must be through the main lobby entrance. Announcements concerning senior privileges will be made at the beginning of the school year, as well as during the course of the year. These privileges are subject to change, depending on student behavior and cooperation.

## Illness

An ill student should be certain to follow these procedures:

1. Report to the desk worker Monday through Friday between 6:30 a.m. and 7:00 a.m.
2. Do not miss an appointment without permission from the nurse or the dean. If appointments are missed without making prior arrangements, these absences will not be excused.
3. When put on sick list remain on until the next day.
4. Once classes have been missed with permission, do not get out of bed and return to appointments or rec period without the nurse's or dean's permission, or classes will be unexcused.

## Laundry

Each dormitory has coin-operated washers and dryers. The laundry room will be locked one half 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 dorms. Outgoing mail is picked up at the Business Office by 10 a.m. or in the dorms by 8 a.m. Postage stamps are also available at the Business Office.

## 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. Permission to use cars for medical appointments approved by the nurse and for instructional activities must be approved through Administrative Council. Permission to use cars for entertainment, recreation, or errands will not be granted.



## Campus Leaves

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

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 prior to 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 the 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 homeleaves. All medical appointments should be made at times when a student is home, therefore nullifying the need for early homeleaves.

If students need to miss classes or work for valid reasons, they should submit a absence request from to the attendance office at least two days in advance. Absence requests may be reviewed by the Administrative Council every Wednesday except on weeks of homeleave when it meets the day before homeleave begins. Be sure to clearly explain why an early leave is necessary.

Students are expected to leave campus during all scheduled homeleaves and vacations as both the dormitories and the cafeteria are closed.

Homeleaves 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. Dorms will close at 1:00 p.m. on the day homeleave begins and reopen at 5:00 p.m. on the last day of homeleave. When students need to leave early for homeleaves, they should follow the procedure outlined above. A leave is valid only if the leave slip has the dean's signature before departure.

## Medical Appointments

Routine medical and dental appointments should be arranged while the student is at home during regularly-scheduled leaves. Emergency medical and dental problems can be cared for by physicians and dentists of the Spokane area. Upper Columbia Academy employs a driver to take students to Spokane for these appointments for a fee.

## Radios and Appliances

The private use of radios, television sets, DVD players, etc. 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 \$25-\$75 charge will be applicable. No electrical appliances such as toasters, popcorn poppers, or irons may be used in the dormitory 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

### Dorm Visits

If day students wish to visit in the dormitories after 8:15 p.m. or spend the night, their parents must request permission from the dean and students must sign in and out at the front desk. Day students are to abide by all dorm policies. There is a charge for day students staying in the dorm overnight.

### Cafeteria

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

## Transferring to the Dormitory

It is acceptable to transfer into the dormitory at any time during the year. However, since the dormitory 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 dorm.

## Week of Prayer

Several times during the school year we have a week of spiritual emphasis. We encourage day students to participate. We realize that for some it would be very difficult to come back after school, so 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 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 at school.

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. Dormitory students may never be in or around the day students in their vehicles on campus at anytime unless the dormitory student has proper permission from a dean.

Day students riding together must have written permission filed with the principal from their parents and from the parents of the driver to ride back and forth to the school.

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. (The above situations would be non-coed).

## Dress Code Policy

UCA students are expected to be tastefully and appropriately dressed at all times. While it is true that "the Lord looketh on 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

- Modest pants and school-approved shorts that are neat and clean with no holes are permitted for class room, 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.
- Jewelry, such as rings, bracelets, necklaces, earrings, and chokers, is not permitted. Jewelry will be taken and held until the end of the year. UCA will not be held liable for confiscated items.
- Body art is not acceptable.
- 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 or have a low crotch) and chains are not appropriate campus wear.
- Tight, form-fitting clothing is not allowed
- 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 dorm.
- Midriff should not show when arms are raised.
- 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 or Sabbath meals.
- Nails - Clear polish only.

### Sabbath Dress

#### Girls

- Dresses, skirts, or dark colored slacks with dress shoes are appropriate for church wear. Dresses and skirts must come to the knee. Skirts that touch the floor when kneeling generally are approved. Split skirts are not appropriate wear. 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.

#### Guys

- 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.
- On Sabbath, church dress must be worn in the cafeteria for Sabbath lunch. School dress is acceptable for other Sabbath meals.
- No sweatshirts, hoodies, or flip-flops for Sabbath or Vespers dress.

### Vespers Dress

#### Options for Girls

- Same as Sabbath Dress, except
- Dresses made of jean material may be worn to vespers and sundown meditations.

#### Options for Guys

- Dress pants, dress shirt, tie and dress shoes and socks.
- Dress pants, dress shirt, sports coat, and dress shoes and socks.
- Dress pants, nice sweater, and dress shoes and socks.

### Banquet Dress

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

### Clothes for Recreation

- Modest shorts 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.
- Girls are required to wear modest one-piece swimming suits while swimming.

### Week of Prayer Dress

- Girls wear dresses, skirts, or dress pants.
- We request that no jeans, shorts, T-shirts, tennis shoes, or sweatshirts/pants be worn to the meetings.
- Guys may wear slacks, dress shirt or dressy polo shirt, dress shoes and socks.
- We request that no jeans, shorts, T-shirts, tennis shoes, or sweatshirts/pants be worn to the meetings.

## Hair

- All students are to keep their hair out of their eyes and neat, clean and modest in appearance.
- 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 heads, 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 vice-principal.

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 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 the attendance office 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 the attendance officer or Ad Council.

There are five (5) different classifications of absences

- **Excused Absences (EA)** Primarily used for deaths in the immediate family, mandatory court appearances, and medical appointments. Medical appointments should be scheduled during home leave or outside class time unless approved by the nurse or deans.
- **Sick (SI)** Sick List requires approval from the school nurse (dorm or day), dean (dorm) or parent (day). Students who stay home due to illness for more than one day are required to contact the school nurse for approval. The school nurse can be reached by leaving a message for a return call with the principal's office.
- **Family Time (FT)** Family activities that cannot be scheduled outside 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.
- **Unexcused Absences (UA)**



## Unexcused Absences

A reasonable attempt will be made to reach the parent/guardian of a student after each unexcused absence. The VP may ask a teacher to meet with him and the student at any point. Three unexcused tardies equal 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.

|                       |  |
|-----------------------|--|
| 3rd Unexcused Absence | Attend one detention study hall.   |
| 4th Unexcused Absence | Attend another detention study hall.   |
| 5th Unexcused Absence | Attend another detention study hall. Meet with Attendance Committee. Sign attendance contract which will reiterate the consequences for a 7th and 8th unexcused absence. |
| 6th Unexcused Absence | Receive a 2-day in school suspension.  |
| 7th Unexcused Absence | To continue at UCA, reapply and if reaccepted pay a \$100 fee. Loss of leadership positions.   |
| 8th Unexcused Absence | Withdraw from school   |

The attendance officer or Vice Principal will schedule the student for the detention study hall. If students miss an assigned detention study hall, they must make it up plus serve another.

## Attendance Per Class

After missing 15 percent of a class (7 absences), a student will be dropped from that class. If absences are Administratively Excused they will not count toward this total.

Note: that 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 Task Force.

## Who Can Excuse Absences?

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

**Everything else:** Attendance Office. The appropriate form is available in the principal's office. Absence Request Forms must be completed and turned in to the Attendance Office at least 2 full school days before the requested absence. 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. During inclement weather, day students will not be charged a fee for staying in the dorm. 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 of day students will need to evaluate the road conditions and make a decision for 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 day 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 web sites.

If students have travel emergencies or will be staying home due to road conditions, parents need to call the school office (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 reference. Such sources include, but are not limited to, Internet web sites, 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:

- Receives a zero for that assignment.
- Incident is recorded in discipline file.
- Student writes a letter to parent or guardian.
- Principal writes a letter to parent or guardian.
- Student meets with discipline committee.
- Student loses leadership privileges.
- Students not eligible 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 mandatory project assigned by the discipline committee.

### Fourth Offense:

- Student receives a failing grade in that class.
- Student is expelled 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 or 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. Those using speakers will be fined \$25.

## 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 or computers.
- Media players are for dorm use only, not for general campus use or for off campus activities. The first violation will result in a \$25 fine and a loss of the media player for two weeks. A second violation will be considered a first violation of the Technology Policy, which is explained at the end of this section.
- Only Christian music (subject to dean's 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) may not contain operating systems or illegal software.
- 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 discipline committee 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 discipline committee action. (Should you inadvertently discover passwords or other measures used to control access, you must 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 that would lessen their value.



## 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 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 discipline committee.

## 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 be on the cutting edge of technology now and to be well-prepared for the future. We are also dedicated to teaching students to use technology appropriately.

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.

Student laptops are under warranty from UCA (i.e., hardware/software failure from manufacturing defects). 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 identification stickers.
- No drinks 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.

## Violations

### 1to1 Laptop Violations

1st Offense: two lunch detentions

2nd Offense: two lunch detentions and whitelisted for a week

3rd Offense: referral to discipline committee

### Technology Policy Violations

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

1st Offense: \$25 Fine (for all participants),

2nd Offense: \$50 Fine and referral to discipline committee.

3rd Offense: \$75 Fine, referral to discipline committee and possible withdrawal from school.

## 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 Fourteen

Students who engage in any of the following practices jeopardize their privilege of entering or continuing their education at UCA:



1. Undermining the religious ideals of UCA or disseminating atheistic/agnostic/infidel 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, harmful drugs or misusing prescription drugs.
4. Drinking or possessing alcoholic beverages or frequenting places where such beverages are served.
5. Possessing playing cards or other gambling devices.
6. Entering or leaving residence halls by any means other than the regular entrances and exits.
7. Stealing, 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 or computers, or computer hacking (including data destruction or theft).
9. Tampering with school lights and wiring or unauthorized use of fire alarms, fire equipment and fire escapes. Fraudulent 911 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.

Major discipline for actions such as those mentioned above affects eligibility for, but is not limited to, the following: class or organization offices, some jobs, National Honor Society, ability to play on varsity teams (not to be confused with intramural sports), gymnastics, and mission trips.

## The Big Seven

The following seven areas of conduct will result in the 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 dormitory 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. Intentional vandalism of school property or the property of a fellow student or faculty member.
6. Climbing either water tower.
7. Possession or the use of 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 Administrative 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:

1. The campus does not extend beyond the front road, except when there is an activity at the church.
2. There should be no escorting for Sabbath meetings (except for Seniors), but students may meet and separate at the flagpole.
3. 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.
4. Anywhere on campus after dusk is off limits except when walking to/from the ball field or gymnasium.
5. Leave for church services no earlier than 20 minutes prior to the meeting.
6. Physical contact, such as holding hands and back rubs, is not permitted.
7. Mixed seating is permitted on the buses, where designated during daylight hours.



8. After recreation, students are to separate at the south end of the gym.
9. Mixed groups may visit on the front campus. 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.

## Principal's Greeting

Welcome to Upper Columbia Academy, a Seventh-day Adventist Academy. UCA is committed to excellence and offers students the opportunity to grow intellectually, academically, personally, and spiritually.

Since its establishment in 1945, UCA has taken pride in its God and Bible centered program. Examples of this program are the Week of Prayer programs, ASB Sabbath Schools, Mission Trips, H.O.P.E. Taskforce, and the focus of every class on God.

UCA is proud to employ highly-qualified Christian men and women to serve as our faculty and staff. Each staff member mentors students to become spiritual leaders.

# NOTES:

