



UPPER  
COLUMBIA  
ACADEMY

# HANDBOOK

2023-2024





# CAMPUS LIFE

## Religious Services

Upper Columbia Academy (UCA) students have many opportunities for participating in worship services. It is our prayer that these services enrich your spiritual experience and increase your love for Jesus Christ. Students are encouraged to participate and to lead out at worship times. Having a student body and staff that spontaneously worship God from the heart will always be the goal of each service.

## 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 well before sunset on Friday. Secular books, magazines, music and activities should be laid aside and the mind and conversation directed to themes suited to the sacred spirit of the day, maintaining an attitude of reverence. 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 and those in nursing homes, going door to door in town and praying with people, or going on walks/hikes.

## Social Life and Relationships

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 all.

Students who attend UCA are expected to associate with each other in a proper and wholesome manner. The standards of UCA are based upon God-given principles. Physical contact such as back rubs and hand-holding is not permitted.

- At UCA each individual is welcome as a valued child of God.

- Foundational to our teachings is our biblical belief that every person is created in the image of God (Genesis 1:27) and that Jesus Christ provides a path of redemption to every person who accepts Him as their personal Lord and Savior. Our identity is to be found in Christ alone (1 Corinthians 6:17).
- As a Seventh-day Adventist community we believe that we were created in God's image, male and female, and designed to live in relationships with each other (Genesis 1:28).
- God gave marriage and family as a holy ideal at creation (Genesis 2:22-24).
- Not only was marriage divinely established in Eden, but it was affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship (Mark 10:6-9).
- As we are called to unconditional love of each other, we are also called to uphold our Seventh-day Adventist biblical beliefs on sexuality. These biblical beliefs are promoted, encouraged, and practiced at UCA.
- It is our prayer to be united in God's love (1 John 3:11).

UCA is set up with the healthy separation and development of the sexes in mind. Students will live in, and use facilities based on their biological sex.

## 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 respective deans. Guest rooms may only be reserved within 30 days of the stay date. For overnight stays during the school year, guests between the ages of 13 and 20, are asked to stay in the dorm of their respective biological sex.

## Visitors

Visitors must check in with the school office or with the deans to sign in and receive a visitors' badge. To protect the privacy of all students, male visitors to the women's residence hall, and females to the men's residence should always arrange with the dean for each visit. This policy includes parents/guardian and members of the immediate family. Since visitors may be present at all times, particularly on the weekends, students should be sure to be properly attired when in the hallways. Visiting peers of students are expected to follow UCA social guidelines.

## Accidents

A written accident report must be completed within twenty-four hours and submitted to the school nurse. This is necessary to receive coverage under the Student Accident Insurance policy or Workman's Compensation Insurance. Work accidents should be reported to the work supervisor immediately. If proper procedures are followed, Workman's Compensation Insurance will cover medical expenses.

Accidents that occur during a school-sponsored activity should be reported immediately 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/guardian insurance is the primary provider. The insurance subscribed to by UCA pays the remainder of the medical bills based on "reasonable and customary" rates.

## Bulletin Board

Information placed on the monitors and bulletin boards is there for convenience and instruction. The school office or deans must approve all notices and announcements and students are responsible for reading the information that is posted.

## Cell Phones/Listening Devices

Cell phones and headphones/earbuds are not to be used in the classrooms, the Ad Building, or any other academic buildings on campus. In addition, headphones/earbuds are not to be used in the cafeteria. Students should not bring their cell phones to the church or other worship meetings. Cell phones and headphones/earbuds will be confiscated for violations of this policy.

For students staying in the dorm, each evening cell phones, personal listening devices, and e-readers (Kindles, Nooks, etc.) must be turned in to the designated area five minutes before bedtime. These phones will be monitored by a security camera. Students may pick up their phones any time after 5 a.m. On weekends, students will turn their devices in at 10:25 p.m. on Friday night and must turn them in again before Sabbath School if they have picked them up in the morning. They can then pick them up after church. Devices do not need to be turned in on Saturday night, unless Sunday is a school day. If a student needs to use their phone

to talk with a parent or call a dean, they are welcome to pick up their phone, use it, and then return it to its appropriate space. Village students staying in the dorms will be expected to follow these guidelines for their devices as well. Students are responsible for turning their devices in on time. Failure to do so will result in loss of that device the following day. Turning in a 'dummy phone' or possessing multiple phones in order to avoid being without their phone overnight will result in the following discipline: 1st offense – three day suspension; 2nd offense – five day suspension; 3rd offense – dismissal from school. Seniors on Deans' List at 3rd quarter midterm and thereafter will have the privilege of keeping their devices every night.

## Class Officer Guidelines

To be eligible to run for class or Associated Student Body (ASB) office, students must meet the following requirements:

- Maintain a cumulative, previous quarter and semester GPA of 2.75 for Class President, Vice President, and Chaplain; 2.5 or above for other offices.
- Maintain a current quarter and semester GPA of 2.75 for ASB President, Vice President, and Chaplain; 2.5 or above for the 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.

## Daily Class Schedule

The daily class schedule is available on our website at [uca.org](http://uca.org).



## Fines

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. A listing of the fines assessed for the following infractions may be obtained in the dean's office.

- Graffiti, including class year, on school property
- Exiting by unauthorized means
- Open flames (including lighters, matches or candles)
- Possession of television or video game systems
- Removal or damage of window screens
- Breaking in and entering
- Tampering with electrical network or phone wiring
- Illegally accessing computer network and information
- Possession of an unauthorized key
- Possession or use of fireworks
- Unauthorized use of fire escape
- Being on the roof of a building
- Sounding a false fire alarm
- Fire extinguisher misuse

When school property is damaged or broken by a student, the student will be liable for the actual cost of the repair and may be charged a 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.

## Food Service

The goal of UCA Food Service is to prepare healthy and tasty vegetarian meals. In order to do this, we require ALL personnel who prepare food for our students to have a valid WA food handler's card and meet or exceed all Washington food standards. 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, UCA reserves the right to decline to provide dietary services to those students.

## Harvester Restaurant

The Harvester Restaurant, located in Spangle, offers vegetarian options on 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 two or more, facing traffic, but they must be back on campus before dark.

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

## Healthy Living

UCA wants to encourage a healthy lifestyle. In doing so, it is important to exercise and get fresh air on a regular basis. There are fitness rooms in the residence halls and in the gym for students to use.

## Knives

Multifunctional knives (i.e., Leatherman, Swiss Army) with blades three inches or less are acceptable for use in the dorm room.

- If knives are needed for a specific job, they will be provided by the job supervisor.
- If a knife is taken out of a dorm room, the dean will store it for one academic quarter. If this occurs a second time, it will be confiscated.
- The use of knives in a threatening manner will result in probable dismissal and the incident will be reported to the appropriate local law enforcement.
- There may be times in the year when a student will be asked to bring a knife to a specific outdoor event. In these cases, the school administration and sponsors will outline permission and specifications.



## Library

The library is open to students during the school day for study, research, and tutoring.

## Things Not to Bring

Sometimes it is necessary for the staff to confiscate items. The staff will use their discretion in deciding which items will be returned. The following items will be confiscated:

- Speakers, monitors over 24 inches (including any televisions), and projectors.
- Personal computers/tablets.
- Inappropriate music (satanic, pornographic, immoral, anti-Christian, drug related, etc.).
- Amplified musical instruments and drums or other audibly obtrusive equipment without prior approval.
- All movies/television shows (except exercise).
- Obscene or suggestive posters, clothing, liquor containers, and inappropriate reading material.
- 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, and switchblades.
- 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 (ATVs), motor bikes, etc.
- Energy drinks.
- Meat to be prepared/cooked in the dorm.

## DORMITORY

### 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 extra mile in doing their part in helping make residence hall life enjoyable.

For a complete list of guidelines, refer to the Dorm Handbook at [uca.org](http://uca.org).

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

### Appliances

Microwaves and refrigerators are allowed. All space heaters must be approved by the deans. Toasters, popcorn poppers, and irons may not be used in the residence hall rooms but may be used in authorized areas. Televisions, monitors over 24 inches, video players, gaming consoles, and halogen lamps/lights are not allowed in the residence halls. The dean will store any unauthorized items found on the campus and fines may be applicable.





## Campus Leaves

**Leaving Campus for the Day** Student may not drive themselves to their own home or other's homes for the day. A parent must come pick up their child and other students for any trips that are not overnight. Students may still drive themselves home for weekend leaves and home leaves with parental permission. Seniors will be permitted to check off campus one evening a week, Monday through Thursday. Even numbered days senior girls will be permitted to check off campus and odd number days senior boys will be permitted to check off campus (beginning after September home leave). Additional senior privileges can be requested by the class to their class sponsors who will submit the request to Administration. Anytime students wish to leave campus for the weekend or overnight, arrangements must be made with the dean before leaving campus. They must submit a leave request to the dean's office, have their parent/guardian call the dean to confirm their plans, and make sure the dean has signed the slip before they leave campus. Deans must communicate with parents/guardian whenever a student is leaving campus. Students expecting to go to a home other than their own must get permission from their parents/guardian and an invitation from the family they wish to visit. This must be submitted to the dean in person, by e-mail, or by phone. Students may not leave campus with anyone without dean and parental/guardian 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 or overnight leaves (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 Administrative Council (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 registrar's office by the end of classes on the Monday before the absence will take place.

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 the end of classes on the scheduled day of leave and end at 9 p.m. on the day of return. If students return later than 9 p.m., they should call the dean and make arrangements. **Residence halls will close at 3:00 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 stay after 3:00 p.m. and return before 5:00 p.m., prior arrangements **must** be made with a dean. When students need to leave early for home leave, they should follow the procedure outlined above. A leave is valid only if the leave slip has the dean's signature before departure.

## Vehicles

Before a vehicle is permitted to remain on campus, it must be registered at the school office.

Students will not be allowed to ride with any other students unless the students have explicit permission from their parents and the dean. When going to a friend's home, residence hall students should provide the school with a specific verified invitation.

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 Ad Council. Permission to use cars for entertainment, recreation, or errands will not be granted.

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

## Changing Rooms

Students must 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 or dean. Deans reserve the right to make room assignments.

## Check-in/Check-out Procedure

Students can only move into the dorm on Registration Day after completing the registration process and with specific permission from the dean. Upon arriving at the residence hall, students will be assigned a room; they will sign the room's condition form and be checked in. This same form will be consulted at checkout and signed. All personal items must be removed from the room prior to checkout. 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. Prearranged early move-in will incur a minimum \$50 fee. Rooms will not be assigned until two weeks before Registration Day.

## Illness

A sick student should follow these procedures:

- Dorm students, report to the dean Monday through Friday between 7:00 a.m. and 7:45 a.m.
- Parent/guardian of day students will call or email the school office by 9:00 a.m.
- Students should not miss any classes or appointments without permission from the nurse or the dean. Absences may not be excused for classes or appointments missed without making prior arrangements.
- Once the student has been put on sick list, they must remain on sick list for the full day. Students should not get out of bed and return to classes or appointments without the nurse's or dean's permission or classes may be unexcused.
- Both dormitories have infirmaries near the deans' offices. These enable the deans to provide better care for 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 be unexcused.

## Laundry

Each residence hall has 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 or may be dropped off in the business office. Postage stamps are also available for purchase in the business office.

## Medical Appointments

Routine medical and dental appointments should be scheduled for when the student is at home during regular leaves. Physicians and dentists in the Spokane area are available for medical and dental emergencies. (UCA provides a driver to take students to Spokane for these appointments for a fee.)

## Residence Hall Lobby Visitation Policy

Students of the opposite sex may visit in the front lobby of both residence halls during posted lobby hours. **These visits may only occur during posted lobby hours when a dean is present.** Requests to be in the lobby outside of posted hours must be approved by the 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

UCA reserves the right to search student 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

Each room is furnished with two twin beds, study desks, chairs, built-in closets, dressers, and a sink. Students are responsible for keeping their rooms clean and for all activities that take place in the room. A room cleanliness check may be made each school day and a grade will be given. These grades will help determine room selection for the following year. A disorderly room will not be tolerated for an extended period.

Student should bring bedding for a standard-length, single bed, and things that will make the room comfortable.

Screws, nails, masking tape, or thumbtacks are not to be used to hang items on the walls. Deans reserve the right to remove any items found in the room that are not consistent with school standards. If something needs to be repaired, notify the dean and a work order will be filled out.

## Roommates/Respect

An important part of successful dormitory 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.



## 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 without the dean’s permission. A quiet atmosphere conducive to study needs to be maintained during the entire study hall time. Students will be asked to refrain from activities that might disturb such an atmosphere. Attendance checks will be made throughout the study period.

## DAY STUDENTS

### Cafeteria

Day students are welcome to eat their personal meals in the dining room. If they wish to partake of **any** food served by the cafeteria, they will be charged the cost of one meal. An optional school day lunch meal plan is available for day students.

### Closed Campus Policy

UCA is a closed campus. This means day students are expected to remain on campus from their arrival through their last school obligation (class, work, or assembly). Students are not allowed to leave campus in between school obligations without prior permission. Day students should bring a lunch to school or buy a meal ticket from the cafeteria and not drive or be driven off campus to eat.

If a day student is needing to leave campus during the school day for any reason, they should fill out a pre-arranged absence form if they will be missing any classes, assembly, or work. The form can be picked up in the attendance office or school office. Students are required to sign out at the school office, and sign back in at the school office if they return during the school day.

If they will be not missing any school-related obligations, a pre-arranged absence form is not required. However, in either case, proper permission from parents/guardians must be given to Administration. This can be done by either emailing [office@ucca.org](mailto:office@ucca.org) or calling (509)245-3600 and leaving a message.



## 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.

## Residence Hall Visits

If day students wish to visit in the residence halls after 7:45 p.m. or spend the night, their parent/guardian 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 an additional charge for day students staying in the residence hall overnight.

## Right to Search

UCA 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.

## 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 all students to participate, but attendance at evening meetings is optional for day students. We do expect all students to be present at morning meetings.



# DRESS CODE POLICY

UCA students are expected to dress tastefully and appropriately 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 that contributes to natural attractiveness and good taste. This characteristic excludes gaudiness or display that will attract undue attention.

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

### Class and General Campus Wear (School Dress)

- All clothing must be clean, neat, and modest with no holes or tears for classroom, cafeteria, and general campus wear.
- Shorts and pants with a full elastic waistband (athletic wear) are not allowed in classroom buildings.
- School-approved shorts must be modest and the hem must reach the bottom of the fingertips when arms are down at the side.
- Jewelry is not permitted on campus or during school events. It will be confiscated. The school will not be responsible for any confiscated jewelry.
- 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 sag low on the hips) and chains are not appropriate campus attire.
- Extremely tight, form-fitting clothing is not permitted. Tights and leggings must be worn with school-approved clothing over the top.
- Alternate dress and extreme styles are not allowed.
- Pajamas are not acceptable attire outside of the residence hall.
- The midriff should not show at any time, including when arms are raised or when bending.
- All tops must have sleeves and modest necklines (not more than 4-finger widths below the suprasternal notch). Undergarments and cleavage must not show.

- Articles of clothing with pictures or writing not in harmony with school principals are unacceptable.
- Rec dress is not allowed in academic buildings or the cafeteria for lunch.
- Fingernail polish may be any color except black or what looks like black. A design that does not undermine Christian principles is permitted.
- Skirts must comfortably touch the knees. If worn with leggings or opaque tights, skirts may be three-finger widths above the knee. Slits may be only two inches above the knee.

### **Clothes for Recreation**

- School-approved shorts must cover non-athletic leggings, spandex shorts or tights.
- Shoes are required outside the residence halls. Safety is the number one reason for this rule.
- Women are required to wear modest one-piece swimming suits or overlapping tankinis for swimming.

### **Vespers Dress**

#### **Women**

- Dresses, skirts, dress pants, khakis, corduroy, and non-blue denim.
- Dressy blouses, or sweaters are allowed.
- Dress shoes, boots, and sandals; no athletic or casual shoes.

#### **Men**

- Slacks, khakis, corduroy, and non-blue denim pants.
- Button-ups or sweaters are allowed.
- Dress shoes and boots; no athletic, casual shoes, or sandals.



### **Church Dress**

#### **Women**

- Dresses, skirts, or dress pants may be worn for church.
- Dressy blouses or sweaters are allowed. Sleeveless dresses or tops may be worn with a cover.
- Dress shoes, boots, and sandals; no athletic or casual shoes.

#### **Men**

- Dress pants, buttoned shirt, and dress socks must be worn for church.
- Dress shoes and boots; no athletic, casual shoes, or sandals.

#### **All Students**

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

### **Banquet Dress**

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

### **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 two inches in length.
- Hair is to be a natural color (auburn, black, blonde, and brown). Students should avoid extremes in hairstyle and color (i.e. brightly colored hair, mohawks, etc.).
- Highlighting of the hair should be subtle.
- Since neatness and acceptability are highly subjective qualities, the deans and administration will give guidance.

# ATTENDANCE POLICY

UCA is an active learning environment. Every day teachers provide activities, labs, tests, and/or 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. 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. Parents/guardians and students should communicate with a dean or administrator about emergency events, such as funerals.

- Students need to arrange for absences ahead of time. Teachers are not required to provide make-up work, tests, or quizzes for absences that have not been arranged ahead of time except in case of an emergency.
- Teachers do not excuse classes. Their notes and signature let the attendance officer know that the student has communicated with the teacher 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.

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 dean, school nurse, or parent/guardian. Students who stay home for more than one day due to illness need the approval of the school nurse.

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 they do not miss any school days during this time.

## School Attendance Plan

**Tardy – 1 point, Extreme tardy – 2 points, Absence – 3 points**

**Level 1 – 6 points** – Parents/guardians notified.

**Level 2 – 9 points** – Consultation with counselor to develop an attendance plan; parents notified.

**Level 3 – 12 points** – Consultation with student and parent (in person or via phone call); documentation in student's file.

**Level 4 – 15 points** – Student meets with Administrative Council; phone call to parents, documentation in student's file.

**Level 5 – 18 points** – Two-day in-school suspension; \$25 re-application fee; student's written letter of intent; phone call to parents.

**Level 6 – 21 points** – Probable dismissal.

Points reset every quarter. Each week of perfect attendance will erase one point, **upon student's request.**

- Absence request forms must be completed and submitted to the registrar's office before the end of classes on the Monday before the absence is going to take place. Failure to do so may result in unexcused absences.
- Missing more than six classes per quarter (three for block classes), for any reason other than school-sponsored activities (e.g. field trip, tour, etc.), may result in no credit being given for that class. This is to fulfill the state required minimum attendance.
- Students missing class, work, or lessons because of school-sponsored activities should still check with their teachers/work supervisors prior to the absence.
- Students need to have absence requests approved **BEFORE** parents/guardians make travel arrangements or purchase plane tickets.
- Students may take up to seven family days of school per year, in addition to all school-sponsored activities. These are intended for family events or emergencies only, not when a student is sick. An absence of a half day or longer will count as a full day.
- Absences related to a death in the immediate family will be excused and will not count against the seven Family Days. While it is not required to fill out an absence request for this, it is still recommended so are aware.



- Absence requests for Family Days will not be approved during the month of May (exceptions may be made for the graduation of family members).
- Absences for doctor's visits, counseling sessions, and other approved medical appointments may be excused in addition to the seven Family Days.
- Students who live far away will be granted 1-2 days of travel time (depending on distance) when going home, in addition to Family Days. Travel time does not apply to friends who go home with them during breaks.
- Any other personal time over the seven Family Days in a calendar school year will not be excused. NO EXCEPTIONS.
- Absences will be tracked through the Registrar's Office.

## Attendance per Class

After missing 15% of a class (7 period absences or more than 3 block absences) in a quarter, loss of class credit is probable. Administratively excused absences do 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 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.
- Attendance is tracked live in FACTS (Family Portal). **It is the student's responsibility to check FACTS. A student will have three school days to take care of an unexcused absence, after which it will not be changed.**

## Perfect Attendance

Students must have no absences or tardies (other than those administratively excused or from sick list) in classes, HOPE Taskforce, Assembly, Week of Prayer meetings, or educational school days on a Sunday to have perfect attendance.

## Who Can Excuse Absences

**For sickness:** Deans or the school nurse can excuse absences if the student is on campus. If the student is at home, parents/guardians must contact the school office at (509) 245-3600 or email [office@ucca.org](mailto:office@ucca.org) by 9:00 a.m. to report their student is sick.

**For everything else:** Attendance Officer will be responsible for approvals. The pre-arranged absence form is available in the registrar's office or school office. It must be completed and turned in to the registrar's office for processing by the end of classes on the Monday before Ad Council meets. **Failure to do so may result in attendance discipline.**

## 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. Arrangements must be made 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/guardians 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 School District often closes due to conditions that do not affect travel to UCA. If Liberty School District 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.

If students have travel emergencies or choose to stay home due to road conditions, parents/guardians need to call the school office at (509) 245-3600 and leave a message.



## ONLINE CLASS ATTENDANCE POLICY

In order to achieve our mission and objectives, the administration and staff of UCA firmly believe the best education we can provide happens in-person in the classroom. Instruction, discussions, activities, and cooperative learning opportunities are most effective when the students and teacher are together in the same room. However, we do realize that there are times when this cannot happen and so we are providing a viable alternative for those rare occasions through online learning. As we are not an online school, this option is only to be used as a tool to provide continuity in education when in-person attendance is not possible. These instances include:

- Illness or other medical reason (the school nurse must give permission to be online since we want students to be getting well instead of trying to attend classes which may delay their recovery)
- Quarantine
- Bereavement, family emergency, or serious weather emergency

Other reasons outside of these may be counted as a Family Day or be unexcused.

Online class attendance falls under the general attendance policy. Students need to follow the guidelines for absences as outlined in this Handbook.

When a student needs to attend their classes online, the following procedure should be followed:

- Contact the following individual as soon as possible:
  - School nurse (Illness, quarantine, or other medical reason)
  - Dean or administrator (bereavement or family emergency)
  - Work Supervisor (if missing work)
- Contact each teacher personally to alert them that you will be on Teams
  - Understand their online policies
  - Make arrangements for submitting homework and taking tests or quizzes

\*Please note that failure to make arrangements with teachers may affect class grades.

- Join the class through Teams to be considered “present”
  - Turn on camera and be present from beginning to end
  - Actively participate in class activities and discussions

It is the student’s responsibility to keep up with the requirements of the class and to make any necessary arrangements for homework, labs, and tests.

## TECHNOLOGY POLICY

Computers have become an essential tool of modern education. One of their purposes at UCA is to assist students with their schoolwork. 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 computers and mobile devices (both local and on the Internet) is often public, and school rules for conduct and language apply. Students are expected to use electronic devices in a considerate, responsible, and Christian manner and to remember that such use is a privilege, not a right. Threatening or harassing language in the use of electronics will be dealt with in accordance to the Harassment Policy and The Big Seven.

### Media

Christian standards (Phil. 4:8) should be used in the selection of all media brought to UCA. Inappropriate media (satanic, pornographic, anti-Christian, drug related, etc.) is prohibited. Deans reserve the right to check rooms unannounced and confiscate inappropriate media. Music played during Sabbath hours should be sacred. If the student has any questions about what is appropriate, they should ask the dean before bringing it.

### Audio Devices

Audio devices are for residence halls only, not for general campus or off campus activities. Headphones or earbuds outside of residence halls are permitted only when walking/running the loop or while working out in the weight room. External speakers are never allowed.

## Allowed Devices

E-book readers, audio playback devices, and cell phones with 6 inch or smaller screens are allowed. Personal computers, TVs, game consoles, tablets and projectors are not allowed.

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

## Acceptable Use

The campus information network provides UCA with access to many educational resources. UCA's network allows students and staff to access files, printers, 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.

### Policies for the use of computers and the internet:

- Computers should be used for academic purposes only while in academic areas.
- UCA may remotely monitor activities on any UCA computer.
- The One-to-One student laptop computers are UCA property and may not be defaced in any way.
- Student laptops do not have CD/DVD drives. External hard drive and flash drive functionality is disabled. Deans or IT Department personnel can upload appropriate data to the network for students to access.
- Licensed UCA software is not 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 IT 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 provided by UCA through a UCA 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 must not share their password with anyone.
- Attempting to discover passwords or other measures the school uses to control access to the network/internet is prohibited. Violation may result in major disciplinary action. Should you inadvertently discover measures used for access, please report this to the IT Department.

### Internet

A student's level of internet access depends on academics, dorm standing and computer responsibility.

There are three standings for internet access (Regular, DF&I, and Whitelist):

**Regular** – Access to all school approved sites. Must 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 social networking. Students are assigned to this category if they hold a dorm standing of Category 3 or 4 with any "D's," "F's," or Incomplete grades.

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

### One-to-One Student Laptops

All students will be enrolled in the One-to-One student 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 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 if the software meets the Technology Policy requirements. The IT 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/guardians are responsible for damage, loss, or theft that is not covered by warranty. Insurance is available through UCA.

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 One-to-One laptop program and to minimize damage at the student's expense, there are guidelines to follow. Refusal to do so will be considered a One-to-One laptop violation.

- Laptops must not be carried in any bag except the laptop bag provided by UCA.
- When laptops are not in use or being carried on campus, they should be turned off and in a UCA laptop bag.
- Only the laptop should be placed in the main compartment of the UCA laptop bag.
- No stickers should be placed on any part of the computer.
- No drawing or etching should be done on the computer.
- No drinks or food should be consumed near the laptop.

To avoid theft, laptops should not be left unattended in public areas (ad building, dorm lobbies, cafeteria, etc.). If left unattended, the laptop will be taken to the IT Department where the student can reclaim it.

**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 the IT Department, when the laptop is returned in acceptable condition. To avoid standing in a long line at registration, please call the Business Office ahead of time at (509) 245-3618 to prepay.

## Technology Policy Violations

All offenses: any unauthorized equipment will be confiscated (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

# CITIZENSHIP

Principles of Christian conduct are upheld at UCA. 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.

## Suspension and Dismissal

Students who have been suspended may not return to UCA's campus during the time of their suspension unless permission is granted by 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.

## The Big Seven

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

- Being involved with spiritualism in any form, such as satanically oriented computer, board, or card games.
- Providing, supplying, or using drugs, including tobacco and alcohol, or possessing drug paraphernalia.
- 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.
- Participating in hazing, sexual harassment, or initiations, or deliberately committing any act that injures, degrades, or disgraces a fellow student or faculty member.
- Intentionally vandalizing school property or the property of a fellow student or faculty member.
- Climbing either water tower.
- Possessing or using firearms or weapons on campus or on a school-sponsored activity.

## The Midsize Fourteen

**Discipline for actions such as those mentioned below may result in suspension or dismissal and 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.**

- Undermining the religious ideals of UCA.
- Displaying a detrimental influence or spirit that is out of harmony with the standards or basic philosophy of the school.
- Using profane or obscene language.
- Possessing or displaying profane or obscene literature, pictures or video (hard copy or digital); indulging in lewd or suggestive conduct, or unwanted teasing or touching.
- Violating school regulations governing social conduct.
- Gambling or playing games associated with gambling.
- Stealing and any form of cheating, willful deception, or dishonesty.
- Entering or leaving residence halls by any means other than the regular entrances and exits.
- Entering locked facilities (picking or breaking locks, doors, or windows, duplicating school keys, using unauthorized keys).
- Tampering with school lights and wiring or unauthorized use of fire alarms, fire equipment, and fire escapes, or making fraudulent 9-1-1 calls.
- Possessing or using firecrackers or incendiaries of any kind.
- Unauthorized use of computers or computer hacking (including data destruction or theft). Possessing or using a faculty member username and password.
- Violating the student agreement signed on the application form.
- An uncooperative attitude or insubordination, including dishonesty, displayed by the student or parent(s)/guardian(s), regarding school guidelines or rules.

## Academic Integrity Policy

At UCA, 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, copying off the Internet, 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.
- School meeting with parent or guardian.
- In-school suspension with community service.

### Third Offense:

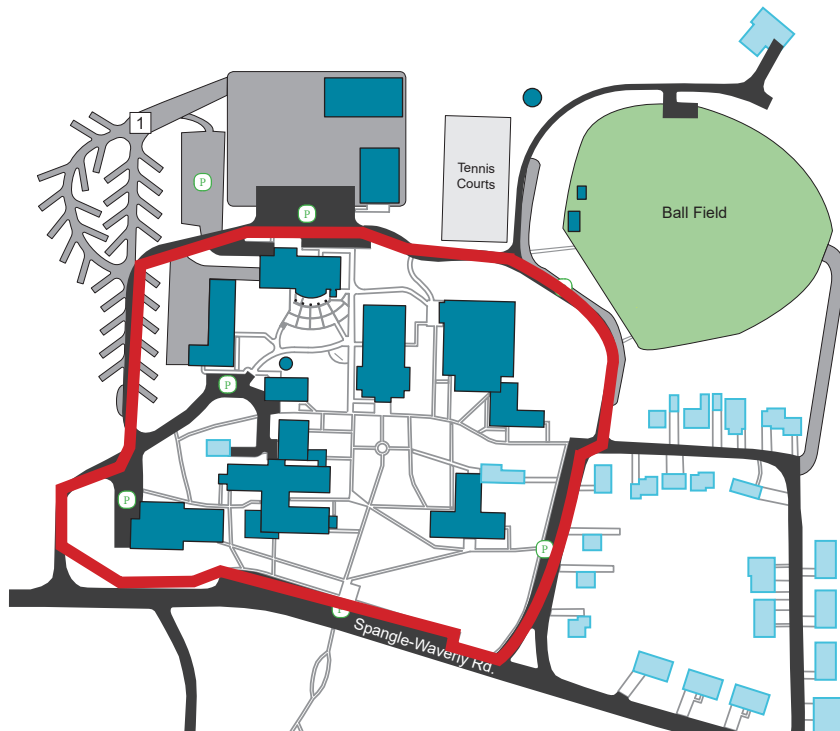
- Student will be asked to withdraw from school.

**Academic integrity policy violations are per student, not per class.**

## Campus Behavior

We have a closed campus policy here at UCA. 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 loop (see red line on map below). Students may go beyond the loop when en route to an activity (the field, the church, 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 when campus is open. 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

UCA believes that the use of addictive mind or mood-altering substances is not in the best interest of a student. The academy will dismiss a student who uses substances or abuses the use of legal medications or drugs.

While our goal is to provide the safest possible campus, we also are aware that some students do have a real struggle with this issue. Our students are encouraged to come forward and confide in a faculty member that they trust if they are struggling in this area. If the student comes forward, a plan will be put together with the student and his/her family that will provide a way for confidential help while continuing as a student at UCA.

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