

STUDENT HANDBOOK

2018-2019

General Information

Accreditation

Columbia Adventist Academy (CAA) is accredited by the Association of Seventh-day Adventist Colleges and Secondary Schools, the Northwest Association of Secondary and Higher Schools, and the State of Washington.

Who Should Apply

This handbook includes a Mission Statement and Philosophy which clearly describes what Columbia Adventist Academy offers to its students. When considering enrollment, students, with their parents, should carefully study this information to determine if CAA offers the type of educational experience the student currently is interested in. It is our experience that students who do not embrace the philosophy of the school and what it offers do not take full advantage of our school program.

Applicants who have not had the opportunity to be exposed to Seventh-day Adventism, either through attendance at an Adventist elementary school or through family background may be asked to appear at the school for a personal interview. This is done to make applicants aware of the uniqueness of a Seventh-day Adventist Christian academy experience. No religious test is required of any student upon entering, but it is expected that all who apply for admission will respect and honor the religious principles on which the school is founded.

We Welcome You

Columbia Adventist Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students. The academy makes no discrimination on the basis of race, color, or national and ethnic origin in administration of educational policies, applications for admissions, scholarship or loan programs and extracurricular athletic programs.

Admission Procedure

Each application will be considered carefully by the Admissions Committee. The following must be completed before the committee will be able to decide:

- submit a completed application form
- Send recommendation forms to a pastor and a teacher and ask them to complete those forms and submit them to CAA.
- Students desiring to attend the school may be subject to placement tests.
- Current students will complete a re-application each school year.

Students attending CAA on a probationary status due to academics, behavior, or attendance will be reviewed for probationary compliance at regular intervals. Those students not meeting the terms of their probationary status are subject to consequences up to and including a requirement to withdraw from school.

Registration

Registration opens in January for returning students and in February for new students.

New Students

New students must present the following items before registration can be completed:

- transcripts from previous schools, class standing will be based on an evaluation of the student's official transcript by the registrar
- students entering grade 9 must provide verification of completion of 8th grade
- immunization records
- birth certificate

Health Services

A nurse's office is not available on our campus. Therefore, only limited health services are available. A list of OTC medications that can be given per parent approval is available at registration. No prescription medications can be dispensed other than those provided by a parent for their child, with the physician's instructions. These medications must be kept in the school office at all times and proper paperwork must be filled out in advance.

Asbestos

CAA has been inspected by a certified asbestos technician. The asbestos in the school is in a non-friable condition and represents no hazard to anyone at the present time. It will be inspected at prescribed intervals and notice will be made of any change in the material.

Place of Residence

Because CAA is a day academy, it does not provide housing for students. Students who need housing other than with their own parents, must make these arrangements on their own. CAA reserves the right to approve housing arrangement

Student Life

You and Your Standards

Wherever you go after you have become identified with a school, you carry its name with you. People judge you not only by your own name and reputation but by the name and reputation of your school. Students are expected to exemplify positive citizenship and general Christian standards both on and off campus. The continuing good name of your school is something to be proud of and guard carefully. Columbia Adventist Academy has certain rules by which all students are expected to abide. Some of these rules exist because of the need to manage a group of people. Others exist to reinforce the spiritual principles upon which our school is founded. Many of the rules are similar to those found in Christian and other private schools. When you choose to cooperate with the rules set forth by the school, you will be able to be proud of your school and your school can be proud of you.

Appropriate Social Conduct

Understanding the need for social interaction between students, one of the goals of Columbia Adventist Academy is to help students develop healthy social relationships. To create an atmosphere that respects the comfort of others and helps students develop a balanced social life, students are expected to refrain from public displays of affection which include kissing, hand holding, arms around each other, caressing, and any other affectionate displays determined by the faculty to be inappropriate. Whereas greeting type hugs are generally acceptable, longer embraces are not appropriate. Please be aware also that the classroom and chapel are a “no contact zone.”

Attitude

In your home, as in most Christian homes, you take for granted certain standards which protect you from well-known physical, mental, social and spiritual hazards. You would expect these same standards to be held at a Christian school. A student whose attitude is non-supportive toward the standards and policies of CAA may forfeit his/her status as a student whether or not (s)he has violated a specific detail of a stated rule.

Bicycles

All bicycles on the campus are to be placed in the racks provided. A lock is recommended. CAA is not liable for any loss or damage to bicycles.

Care of Property

Each student is expected to respect the property of the school and of every member of the school. Therefore, we expect students to respect the privacy of others and value their property. Students who damage or destroy property, tamper with locks or lockers, use school facilities without permission, tamper with fire alarms and/or extinguishers, or deface school property may be suspended, expelled and/or be required to reimburse the school or its members for any cost related to their failure to care for others property.

Closed Campus

When a student finds it necessary to leave campus during the school day for any reason, (s)he must first obtain permission from administration. Because CAA maintains a closed campus, a student leaving campus without permission will be subject to disciplinary action.

Students are encouraged not to arrive at school earlier than 30 minutes before the start of school unless they have a class or school activity that starts earlier. Students are also encouraged to leave school promptly at the end of their day. General supervision of students is provided thirty minutes before and after the first and last class scheduled for the day. Schedules may vary by day.

Leaving Campus

When leaving campus for illness, appointment, or for any other reason, during the school day, students must check out at the office and present verification of parental permission. Failure to do so will result in unexcused absences regardless of the reason for leaving campus. In addition, consequences may include suspension or expulsion depending upon the particular circumstances.

Visitors to CAA Campus

Students wishing to have a visitor at school during class time must complete a Visitor Request Slip, available from the office. This should be submitted to the Registrar's Office at least one day prior to the visit.

Visitors must check in at the Office and get a visitor's badge/pass to have with them throughout the day. Visitors on campus or attending school functions must abide by CAA rules. Teachers reserve the right to ask visitors to leave during special class activities. Students working on campus should not have visitors present during work hours

Loitering on Campus

There is to be no loitering on the campus during school hours or during extra-curricular events. Students attending after school activities are expected to remain in the area of

the activity and to leave campus when the activity is completed. Loitering is not permitted by either current or former students or other individuals.

Academic Integrity

Students are expected to exhibit academic integrity. This means students will not copy others, seek answers dishonestly, or fail to cite all ideas used to inform their work, whether directly or indirectly. In other words, the work students turn in should be their own. If students choose not to exhibit academic integrity, the following will apply:

Phase 1

In addition to consequences given by the teacher, students will be required to attend a meeting with their teacher, the principal, and a parent to discuss the seriousness of academic integrity and further consequences.

Phase 2

After continued infractions, at the discretion of the administration, suspension, loss of credit for the semester, or expulsion will be considered.

Attendance

Regular attendance and punctuality to all classes are critical factors in achieving academic success at Columbia Adventist Academy. Our society is highly time-dependent, and students must learn to function in it. Students who are tardy or absent from classes miss a variety of significant learning experiences and may suffer a proportionate decline in academic achievement. To build responsibility in our students and reinforce good habits, the following is CAA's attendance policy:

Students who arrive late must check in at the office before going to class.

Prearranged absence forms are available in the office.

Parents will receive an automated email notification any time their student is marked absent by their teacher for the first period of the day.

Each teacher has a policy for attendance related grading and handling missed course work. Please refer to the class syllabi or ask the teacher(s) for clarification.

It is the responsibility of the students to check their attendance daily. This can be done through the students' RenWeb accounts. Should they find a mistake, please contact the Registrar to correct it. *Student has two days from an absence to correct any errors.*

Level One

If a student has acquired two unexcused absences or six unexcused tardies in a semester, a warning letter will be sent to the parents and the student will be notified.

Level Two

Once a student has acquired four unexcused absences or nine unexcused tardies in a semester, a notification letter will be sent to the parents. This letter will state that a parent/student conference needs to be held with the Principal. This meeting must be held within ten days of receiving a notification. Leadership office eligibility is withdrawn.

Level Three

Once a student has acquired six unexcused absences or twelve unexcused tardies in a semester, a notification letter will be sent to the parents. Sports eligibility is withdrawn.

Level Four

Once a student has acquired eight unexcused absences or fifteen unexcused tardies in a semester, a required parent/student meeting with the Principal and Vice Principal will be held before the student is allowed to return to school. At this meeting one of the following will be determined:

- The student is asked to withdraw from school.
- The student must pay a \$100 reapplication fee in order to return to school

Additional Notes

In accordance with Washington State Law, if a student is absent from a class eight times in a semester (15%) for any reason other than school related activities, a student may not receive credit for that course. A WP (withdraw passing) or WF (withdraw failing) will be recorded on the student's transcript. Where special circumstances exist, a student can appeal to the Administrative Committee for reinstatement.

Dress and Grooming

Columbia Adventist Academy expects to provide an instructional setting free from disruptions and distractions which may be a result of a student's dress. Students should consider this when selecting clothing to wear to all school activities.

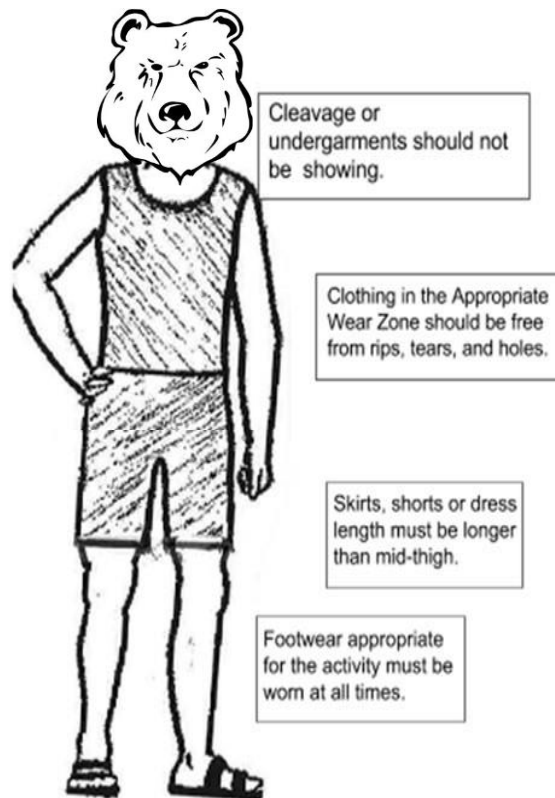
Appropriateness to the occasion, the activity, and the time should be the guide both on and off campus.

Students should choose their clothing based on the principles of cleanliness, neatness, modesty, and appropriateness. For these reasons, the following are not acceptable when participating in school activities:

Jewelry of any kind	Clothing or manner of dress which is inconsistent with conservative Christian values (including images and text)
Bare feet	See-through materials, spaghetti straps, bare midriffs, or low-cut necklines
Ripped or torn clothing (clothing manufactured to appear torn or worn through will be allowed as long as it meets the requirements in the no bare zone illustration)	Costumes or Pajamas (except for those appropriate for spirit days and that meet the no bare zone illustration)
Shorts, skirts, or dresses which are shorter than mid-thigh length. Yoga Pants or leggings worn alone as an outer garment.	No extremes in dress or grooming that disrupt or distract student learning.

The No “Bear” Zone

The shaded portions of the figure below illustrate the appropriate wear zone for both the front and back of a student. These shaded parts of the body must be covered sitting, standing, bending, and reaching.



Electronic Devices

Students in possession of cell phones and other electronic devices shall observe the following conditions:

Devices are to be kept out of view, left on silent, and are to be used only during times when classes or chapel are not in session regardless of whether a student has a class during that period or they have been released early, are working on campus, or are in study hall - unless being used for educational purposes as directed or approved by staff. When used for audio purposes headphones or earbuds must be used and the sound must not be audible to others.

Upon the first violation of the above conditions, technology will be surrendered to staff for the remainder of the current class or period. A second violation will result in the device(s) being surrendered and kept in the office for the remainder of the school day. A third violation will result in the surrender of the device(s) and parents will be required to meet with the school and retrieve the item(s) in question. Additional violations may result in the student not being allowed to bring such devices onto the campus at any time during the normal course of a school week. A fourth offense will be treated as insubordination and mediated according to school policy.

Additional Conditions:

- Cell phones/electronic devices shall not be used to harass other students or staff, to bully other students, or to disrupt the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Such activity will result in immediate seizure and search of the electronic device used and will also result in immediate suspension and consideration for expulsion.
- Use of cell phones or any other electronic device for taking inappropriate pictures such as in bathroom or in locker room and/or the use of electronic communication to bully or demean any person is expressly forbidden. Such activity will result in immediate seizure and search of the electronic device used and will also result in immediate suspension and consideration for expulsion.
- Students shall not send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature in electronic or any other form on a cell phone or other electronic device during school hours or at school sponsored activities on or off campus; while on school property, lunch or leave periods on or off school property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school; or the

process or experience of staff and students. Sexting is strictly prohibited. "Sexting" is defined as the possession, sharing, distribution, or transmission of any digital content of a sexual nature in electronic or any other form on a computer, pager, beeper, MP3 player and cellular/wireless phone, tablet, slate, e-book reader or any photographic and/or video device. Any student who receives a sexually explicit message must immediately inform school administration of the message and only delete the message when instructed to do so by a school administrator or law enforcement officer. Such activity will result in immediate seizure and search of the electronic device used and will also result in immediate suspension and consideration for expulsion. Teachers are mandated reporters of abuse and activity of this kind may result in legal authorities becoming involved.

Lockers and Locker Area

All lockers on campus are provided as a convenience to the students for storage of books, school supplies, and gym clothes. The academy will not assume responsibility for missing items. The school reserves the right to inspect lockers, book bags, vehicles and their contents at any time, with or without the student present or their consent. Changes in locker assignments are made through the office. Lockers are at times used as message centers for students and defacing of the lockers or messages may result in a fine. Items displayed inside lockers should be consistent with the philosophy of the school. Decorations are not allowed on the outside of lockers.

Hallways in locker areas must be kept clear. Items not in your locker must be kept in your backpack or sports bag and taken home daily. Items left after 3:30pm will be removed.

Motor Vehicles

The following apply to all motorized vehicles, including mopeds and motorcycles:

- All motor vehicles authorized to park on school property must meet state insurance requirements. The school cannot assume responsibility for damage or loss to the vehicles or its contents.
- Students must have administrative permission before using vehicles during school hours.
- Loitering in or around vehicles in the parking lot is not permitted.
- Students are to drive carefully at all times. Drivers should be especially careful at any time pedestrians are present.
- Students must park in areas designated as student parking. If a student parks outside the designated parking lines or in a no-parking zone, a \$25.00 fine will be imposed.

Students not complying with these guidelines may forfeit vehicle privileges.

School-Sponsored Outings

Transportation is generally provided for school sponsored outings. CAA cannot be responsible for students using any other means of transportation.

Students participating in school-sponsored outings are representatives of CAA and as such are expected to conduct themselves in accordance with the standards and policies of the school.

Unsupervised Recreation

As the school cannot assume responsibility for activities which are not supervised by a staff member, there are to be no unsupervised student activities in the gym or on the ballfields. The use of skateboards, roller skates, and roller blades is not allowed on the CAA campus.

Dogs and/or Pets

Prior to bringing pet onto campus, permission should be received from the school. In particular, due to potential liability, dogs are not permitted unless prior approval has been received, they are on a leash, and they are directly under the control of the owner. Any exceptions must be approved in advance by school administration.

Water Tower

Climbing the water tower is forbidden. Students who violate this will be fined \$500.

Sexual Harassment

Columbia Adventist Academy is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment are to be reported to school authorities, so they may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. School employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition:

Sexual harassment is defined as unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical. It includes, but is not limited to, offensive pictures, graffiti, jokes, and gestures (including those made through the use of electronic devices and/or social media).

Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment. If submission to offensive sexual conduct is made a

condition of academic status, progress, benefits, honors, or activities, it is sexual harassment.

Reporting Procedures

Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible.

Substance Abuse

Substance abuse includes but is not limited to abuse that includes the use of alcohol, smoking of cigarettes, and the use of non-prescribed or the over-use of prescribed drugs either on or off campus whether during school or non-school hours.

Columbia Adventist Academy is committed to being a drug-free school. We recognize that substance abuse is a serious problem in our world, country, and community. We wish to be redemptive with students who have chosen to abuse substances, but we must also take steps to ensure that students are not exposed to such substances at CAA.

A student who is suspected of substance abuse will, at the discretion of the administration, be asked to submit to drug testing (administered at school or at a clinic of choice). Parents will be notified prior to drug testing and may have the option of arranging an independent test within four hours.

Suspicious behavior that may lead to drug testing will be determined through any or all of the following:

- firsthand or corroborated reports of substance abuse from students, parents, staff, or community persons.
- discovery of illegal substances or drug paraphernalia in the possession of the student.
- observation of erratic behavior suggesting a person is under the influence of a controlled substance.
- activity that suggests involvement that may include promotion or dealing of substances may lead to the involvement of law enforcement.

A student requested to submit to drug testing may choose to withdraw from school rather than proceed with the testing.

Students requesting help for a substance abuse issue prior to a school investigation:

- will be required to enter a rehabilitation program.
- will be required to submit to random drug testing for the remainder of the school year.

If the test is negative, school personnel will assist the student to continue in a successful school program.

If the test is positive:

- the student and parents have the option of arranging an independent test within four hours.
- the student will be asked to withdraw from school.

Drug testing will be conducted in the normal course of counseling and disciplinary action. Every attempt will be made by school personnel to ensure confidentiality during this process.

Weapons

Students are prohibited from bringing (or threatening to bring) any firearm or weapon to school or to a school-sponsored activity. A student who possesses or carries, exhibits, or draws a weapon or any object that could be mistaken for a weapon shall be subject to discipline. This includes intimidations with such object or weapon or any display which warrants cause for alarm for the safety of others. Discipline will be immediate and may result in suspension or expulsion. Counseling may be required if the student is allowed to return to school.

Clubs and Organizations

Columbia Adventist Academy sponsors a number of organizations which are designed to promote leadership among the students and to develop the physical, mental, social, and spiritual powers. Faculty sponsors are assigned to all organizations and clubs, and each organization is expected to operate within the framework of the school's standards and regulations. Club or officer meetings will have no status unless at least one of the officially appointed sponsors is present. To form a new club, students should submit objectives and a plan to the Administrative Committee.

Clubs and Organizations

Boys' Club	National Honor Society
Campus Ministries	Running Club
Class Organizations	Ski Club
Girls' Club	Student Association
Knowledge Bowl	Varsity Athletics (volleyball, basketball, golf, soccer)

Leadership Criteria

A student's academic performance, class conduct, attitude, and attendance will be considered in determining eligibility for any elected or appointed office or position of leadership. In order to run for a leadership position, students must be enrolled as a full-time student at CAA.

GPA -- A student holding a major office* must have a 3.0 GPA with no F's for the previous semester. A student holding a minor office** must have a 2.5 GPA with no F's for the previous semester. These grade requirements must be maintained while in office.

Attendance -- Students must demonstrate a commitment to being in class, on time, and ready to learn. Students who are routinely absent, tardy, or disruptive to the learning environment may risk their eligibility for extracurricular activities.

Class Standing -- Students holding class office must have class standing.

Discipline -- Students must have not been involved in major discipline. Determination of major discipline will be made by Staff Administrative Committee. Areas which may be considered as major discipline are:

- suspension
- application of the substance abuse policy
- continued noncompliance with school policies
- cheating/plagiarism

* Major offices--president and all vice-presidents

**Minor offices--secretary, treasurer, boys' and girls' club presidents, parliamentarian, public relations, and any other offices other than presidents and vice-presidents.

Varsity Activities (i.e. athletics, Knowledge Bowl)*

CAA students may participate in a number of varsity activities such as sports, Knowledge Bowl, departmental plays, etc. In order to be eligible to participate, students must meet the following requirements:

- New students to CAA will be eligible at the beginning of the school year without restrictions until mid-term grade reports.
- No one will be eligible to participate in any sport if they have more than one D listed on their grades from the previous grading period.
- Once the season has begun, any player with an F will not be allowed to play in any games until their grade is at the C- level (only one D is allowed).
- Any player with an F will not be allowed to travel with the team but will be allowed to sit with the team at home games. The Coach or AD will require athletes to come to practice but will hold players out of practice to work on their grades.
- No discipline issues. The Staff Administrative Committee reserves the right to determine the consequences of a discipline issue as outlined elsewhere in the handbook.

Following mid-term reports, athlete's status will be determined as follows:

Regular Status: All course grades at a C- or above to be eligible for regular status.

Probationary Status: If there are any grades below a C- on mid-term reports, progress in that course will be tracked by the AD and the student will be required to have all grades at the C- level with the exception of one D being allowed. Students going below the C-grade will be required to provide the AD with an updated printout every Friday. If the student is cleared, they will be eligible to participate until their grade/s are checked again the following Friday. Grades will be checked every Friday until the next grading period. If a student is not cleared, they have until the next Friday to get that deficiency cleared. They remain on probation for the entire four weeks after the mid-term/quarter grading period.

*This policy is subject to modification as deemed necessary by school Administration.

Unacceptable Behavior

When students violate the basic principles of the school by engaging in unacceptable practices, serious discipline will be recommended by the administration as follows:

Suspension

Suspension is removal of a student from classes or school activities for disciplinary reasons. Suspension may be on or off-campus at the discretion of administration. The following behaviors may result in suspension:

- threatening, attempting, and/or causing physical injury to another person.
- committing an obscene act or engaging in profanity or vulgarity.
- disrupting school activities or willfully defying the authority of school personnel.
- engaging in excessive physical contact or other activities with sexual intent.
- causing or attempting to cause damage to school or private property.
- repeatedly failing to abide by school policies.
- cheating/plagiarism.
- participating in dishonesty, including theft, cheating, lying, and willful deception.
- intentional activities which directly undermine Christianity or Seventh-day Adventist beliefs.

Suspensions will not exceed ten consecutive school days. A student will not be suspended for a total of more than twenty days during a school year. Students who reach a total of more than twenty days during a school year may be asked to withdraw from school.

School assignments while a student is on suspension are subject to the non-excused, late-work policy of the particular teachers involved. If a suspension is appealed and the suspension is overturned through the channels outlined in the grievance procedures, then the work assigned is subject to the excused late-work policy of the teachers involved.

Expulsion

Expulsion is removal of a student from the school program for at least one semester for disciplinary reasons. Students may be recommended for expulsion for any of the following behaviors:

- causing serious physical injury to another person, except in self-defense.
- possessing of any firearm, knife, explosive, or other dangerous object not of reasonable use to the pupil at school or at a school activity.
- major theft.
- practicing of occult or satanic rituals.
- using and/or possession of substances such as tobacco, alcohol, or illegal drugs, or paraphernalia associated with such substances.

In addition, expulsion may be recommended when:

- other means of correction are not feasible or have repeatedly failed to bring about appropriate conduct.
- due to the nature of the circumstances, the presence of the student causes a continuing danger to the physical safety of the pupil and/or others.

Administration may, in consultation with the CAA Faculty Administrative Committee choose to recommend expulsion.

Students under a suspension/expulsion recommendation are not to be on school grounds at any time including weekends or evening activities unless accompanied by a parent/guardian to pick up necessary items or to attend an appeal hearing approved by administration.

Students formally expelled from school are not to be on school grounds at any time including weekends and evening activities for the remainder of the school year including through the last graduation ceremony.

Students may choose to withdraw from school prior to an appeal to the full CAA Board of Directors. If this choice is made, school records will not reflect the discipline proposed.

Grievance

- A. Discipline which may lead to a suspension and/or expulsion will be processed by the CAA Faculty Administrative Committee.
- B. Such discipline is subject to appeal. However, the student will be on suspension during the appeal process.
- C. Appeals shall first be submitted to the Faculty in Session. A written statement of the basis for the appeal must be filed with the principal within five (5) calendar days of the suspension/recommendation for expulsion.
- D. Personal appearance of the parent(s), and student at the Faculty in Session may be requested by the parent(s), student, or principal.
- E. A Faculty in Session decision may be appealed to the Board of Directors (BOD) Executive Committee.
- F. Personal appearance of the parent(s) and student at the BOD Executive Committee may be requested by the parent(s), student, principal, or BOD Chair.
- G. Appeal of an expulsion by the BOD Executive Committee may be appealed to the full BOD. A suspension may NOT be appealed to the full BOD.
- H. Appeal of an expulsion by the BOD Executive Committee to the full BOD must be filed in writing with the principal within five (5) calendar day of the decision by the Executive Committee.
- I. Personal appearance of the parent(s) and student at the full BOD meeting may be requested by the parent(s), student, principal, or Board of Directors Chair.
- J. The decision of the Board of Directors is final and is not subject to appeal.

Financial Information

Tuition Information

The tuition rate for CAA covers instruction and essential school services such as textbooks, student association fees, yearbook, guidance and counseling services, media center use, computer services, graduation fees, and medical/student accident insurance. All tuition is payable in US dollars.

The annual tuition rate is \$9,180 plus a \$50 application Fee.

The annual Tuition Rate for International Students is \$12,500 plus a \$300 application fee.

The annual tuition can be divided into (10) ten or (12) equal payments. The first payment is due at or before registration in August. The final payment will be due in May or July depending on your payment plan. All families must either pay a semester in advance or participate in the EFT or auto-credit card tuition payment plan.

Payment Plans

1. EFT Payment Plan: This is a monthly automatic withdrawal from your checking or savings bank account. Up to (12) twelve-month plans are available.
2. Monthly Automatic Credit Card Payments: CAA can automatically process monthly credit card payments. Due to merchant processing fees imposed on CAA, there may be an additional 2% charge on the amount processed each month.
3. One payment in full on or before registration. (3% cash discount)

Additional Fees

Additional fees may be required for activities not included in tuition. These additional fees may include:

Workbooks	Varsity/Junior varsity sports
Field trips	Extracurricular activities
Testing fees (PSAT, SAT, ACT)	Credit by examination fees

Class Dues - fixed and required fee due at registration:

Freshman:	\$50
Sophomore:	\$50
Junior:	\$50
Senior:	\$50

A specific listing of additional fees will be provided at the beginning of the school year.

Book Fees

Textbooks are included with tuition. Additional charges for books not returned in usable condition will be assessed. All practice sets, workbooks, and other paperback books will be charged to the students account as an additional fee.

Partial Tuition

Full tuition will be charged for a student who registers late, is absent during the school year, or needs to make up work missed prior to enrollment. For students who transfer and do not need to make up work, tuition fees will be prorated.

Withdrawals

Tuition will be charged until a completed withdrawal form is on file in the Student Records Office. This will provide the official date of withdrawal. If a student withdraws after registration but prior to opening day, a refund of all but a \$125 processing fee will be made. Prepayments of tuition will be prorated and refunded as appropriate.

Payment of Accounts

In addition to the signature on the student application, parents/guardians will be asked to complete a financial agreement acknowledging their responsibility for all student tuition and fees. Where possible, CAA will assist the parents in developing resources for financial assistance. Account balances from prior years must also be cleared before financial clearance will be given for a new year.

The first payment of the (10)/(12) monthly payments must be paid at or before registration to receive financial clearance to begin school. The remaining (9)/(11) monthly tuition payments are due via automatic bank withdrawal (EFT) or automatic credit card payments on the scheduled date or prior to the beginning of the semester.

Accounts must be kept current. The Board Finance Committee will review accounts of students that are more than 60 days overdue. These students may be suspended from classes until satisfactory financial arrangements are approved.

Students with delinquent accounts will not be permitted to take semester exams and may be excluded from participation in school sponsored activities. Student transcripts of credits and diplomas will not be issued until the student account is paid in full. Delinquent accounts for any member of the family will affect every student from the family.

NSF Checks

Checks returned for non-sufficient funds will be subject to a service charge of \$30. A history of returned checks may require payments to be made in cash, money order, or certified check. Two-party checks will not be accepted.

Financial Assistance

Financial Aid is available to all qualifying families. We want all prospective students to have the opportunity to experience the academic excellence offered at Columbia Adventist Academy. Early application for financial aid is very important! Columbia Adventist Academy is committed to helping parents and students meet the financial obligations of Christian education. Assistance options include: local church assistance, the Columbia Endowment, Oregon Conference Grants and Scholarships, and CAA Worthy Student funds.

Non-CAA Financial Assistance

Local Church Tuition Assistance

Many churches have a tuition assistance program that parents can apply for at the local church level. Please talk to your pastor early in the spring so you don't miss their deadline.

Columbia Endowment

The Columbia Endowment is a non-profit organization supported by alumni and friends of CAA. Parents must apply at CAA for assistance. Applications are available in the business office. Funds will be allocated based upon family need. Allocation of endowment funds will be at the discretion of the Finance Committee.

CAA Financial Assistance

Financial aid is available to qualifying students. The amount of aid available is set by the Finance Committee and is based on the family need as determined by the financial aid application from FACTS Grant & Aid Assessment. The FACTS application is online at: factstuitionaid.com and has a deadline of June 1 of the upcoming school year. If funds are available after the deadline, reduced amounts may be awarded.

Student Labor

CAA has limited employment opportunities on-campus. Students may apply at the business office for campus employment. Students must be at least 14 years of age and present a social security card, one other form of photo-identification, and a work permit.

Priority will be given to students with demonstrated financial need and to those students under 16 years of age. Students who are employed will be expected to be dependable, punctual, and responsible. Failure to be so may be cause for termination of employment and financial assistance.

Off Campus Work Match

For financial aid recipients, CAA offers a dollar-for-dollar (100%) work match for qualified off campus student labor dollars earned, up to a determined maximum. A pay stub and determined off-campus work monies must be brought into the business office to be applied to the account. Worthy Student Work Match funding will only be allocated during the school year for which it was approved.

Requirements

Student Performance

- Minimum Grade Point Average: 2.0 (C Avg.)
- Satisfactory Work Grade
- Attendance Grade: 2.0 (C Avg.)

Financial Aid Allocation

Families current with their specific financial commitment as per their financial contract, will receive one quarter of their allotted financial aid each quarter. The minimum performance guidelines must be met by the student or they will forfeit the financial aid for the next quarter. Financial aid allocations will expire at the end of the parent payment plan for that current school year.

Family Discount

When more than one student from the same family attends CAA, a discount is given in the amount of \$75 each for two students per full year, and \$150 each for three or more students per full year. These discounts will be credited at the end of the school year for the number of students in attendance at that time.

Student Accident Insurance

All students at CAA are covered by student accident insurance. The premium is included in the tuition. The insurance pays expenses incurred in treatment of accidental bodily injuries sustained in school activities. Please remember that student accident insurance is a secondary coverage to your own personal insurance coverage.

In addition, the academy carries Worker's Compensation insurance for students who are employed by the school. This covers accidents which may occur during the student's work hours. Students are expected to report any injuries immediately and receive a claim form from the business office.

Academic Information

Grading System

The four-point system is to be used to determine the grade point average. The value of the letter grades will be:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

If, because of extraordinary circumstances, a student has not completed sufficient work at the end of a grading period, an Incomplete may be given. Incomplete grades must be removed within the next nine-week period. A contract will be developed between the student and teacher to determine what work must be completed. If the work is not completed, the grade will revert to the grade indicated by the teacher.

Class Standing

To be considered for regular class standing, a student must meet the following requirements:

Freshman

A certificate of completion of 8th grade

Sophomore

Have completed 60 units of credit

Junior

Have completed 120 units of credit

Senior

Have completed 180 units of credit

Scholastic Reports

The school year is divided into four periods of approximately nine weeks each. At the end of each of these periods a report of the student's progress will be available to the students and parents. The grades issued at the end of each semester are permanent grades and are recorded on the transcript. Required classes that are failed at the semester, must be retaken for a passing grade before a student is eligible for graduation.

Change in Class Schedule

Class schedules must be approved by the Registrar at the time of registration. Exceptions to policies must be approved by the Curriculum Committee. The following signatures must be obtained in order to process a change in class schedule, including the dropping of a class:

- parent
- classroom teacher
- registrar

The last day to drop a class without any record of it showing on a transcript will be one week after mid semester or by teacher request. Any class dropped after this will have either a WP (withdraw passing) or WF (withdraw failing) recorded on the student's transcript. The last day to withdraw is ten days prior to finals week.

Outside Credit

Credits earned in any program other than at CAA are designated as outside credits. A request shall be made in advance to the registrar who will then submit the request to Curriculum Committee for approval of any outside credits that apply toward graduation at CAA. These requests should be limited to students interested in grade recovery or with scheduling conflicts.

Online course electives must also be approved in advance by the registrar. The generally accepted schools are River Homelink, Red Comet and Greenways Academy.

All examinations of online courses must have an approved proctor plan prior to beginning the course. Because of the amount of time necessary for transcripts to be processed, it is recommended that all online courses for seniors be completed by May 10. Students will be unable to participate in graduation exercises until verification of completion of all online work has been received. This policy also applies to those students who may wish to enroll in Running Start.

Acceleration Policy

Students who may be considering an accelerated program should become familiar with the policy of the North Pacific Union Conference of SDA (copies are available in the school office). Application for acceleration must be made before the end of the first semester of the sophomore year.

Semester Credit Definition

Students earn ten semester units of credit by the satisfactory completion of minimum requirements for a class meeting a minimum of 225 minutes per week, for 36 weeks of the school year.

Diploma Checklist

COLUMBIA ADVENTIST ACADEMY

NAME							
		9	10	11	12		
Religion 40 credits						Bible I	
						Bible II	
						Bible III	
						Bible IV	
						ELL Bible	
						Total	0
English 40 credits						English I	
						English II	
						English III	
						English IV	
	AP Enriched Humanities					AP English	
						ELL English	
					Total	0	
Math 30 credits						Pre-Algebra*	
						Algebra I	
						Geometry	
	40 cr.--for enriched math					Algebra II	
						Pre Calc	
						AP Calc	
					Total	0	
World Language 20 credits					Spanish I		
					Spanish II		
					ELL		
					Total	0	
Technology 10 credits					Comp. App		
					Graphic Des		
					Total	0	
Social Studies 30 credits					World History		
					US History		
					US Gov't.		
					Sr. Social Study		
AP Enriched Humanities					AP Hum. Geog		
					Total	0	

250 credits /semester periods						
	9	10	11	12		
Science 30 credits					Phys. Science	
					Biology	
40 cr. - for enriched science					Chemistry	
					Physics	
					Anat and Phys.	
					Total	0
Electives						
					Total	0
Physical Education 15 credits					PE I	
					PE II	
					Adv Phys Tr.	
					Wt. Training	
					Total	0
Health 5 credits					Health	
					Total	0
Fine Arts 20 credits					Band	
					Choir	
					Handbells	
					Art/Woodwork	
					Photography	
					Film Production	
					Praise/Worship	
				Total	0	
Misc.					Work Exp.	
					Drivers Ed	
					Total	0

		9	10	11	12	Total
Credits		0	0	0	0	0
Cumltv GPA						

Need to Take:

[illegible]

* Pre-Algebra does not count towards graduation req.

Senior Schedule				
	Semester I	Semester 2	Credits	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Late or missing work is subject to individual teacher syllabus/course outline requirements. It is the responsibility of the student to know their teacher's policy.

Mission Trip Schoolwork Policy

One of the significant reasons for the existence of a school such as Columbia Adventist Academy is to help students develop a strong work ethic and an appreciation of the dignity of service. This is included in the school's mission statement: through the developing of a "deepening relationship with Jesus Christ," and through "becoming active, caring citizens."

In an effort to promote these goals, CAA provides a wide variety of service projects, both in the local community and in other countries. We also encourage students to participate in mission activities sponsored by their local churches and the Oregon Conference of Seventh-day Adventists. However, such participation inevitably impacts the classroom experience of the student. We want to be as cooperative as possible with students as they are making arrangements for participation in mission experiences. Since we will only be successful when there has been adequate communication, we ask that each student (and parents, if necessary) make contact with teachers well in advance of any days during which they will be away from school. Prearranged Absence forms must be completed. Teachers will attempt to provide assignments which coincide with the mission activity in which the student will be involved. Students may not be required to complete all daily work which they miss. They will, however, be responsible for concepts covered as well as any tests and projects due during the time they are away. Teachers may determine the appropriate make-up period for work assigned. Grades given at the end of the grading period will reflect any work still missing.

Home School Admissions Policy

Columbia Adventist Academy exists to provide the finest in Seventh-day Adventist secondary education. This education takes place in an atmosphere of community and with the goal of providing each student with the educational experiences necessary to help them achieve excellence.

CAA includes as full time students those who are enrolled in other educational programs such as Clark County Skills Center and Running Start. The CAA Curriculum Committee monitors the academic programs of these students to ensure that they are complete and that they will lead to the achievement of a CAA diploma and participation in CAA graduation exercises. Students enrolled in these programs must be taking at least 40 credits on CAA campus, including a Bible course, and attend Chapel.

CAA allows students who are home-schooled to enroll in a limited number (2, plus music) of classes to enhance the program they are completing. Tuition would be pro-rated based on the number of classes taken. This type of program will not lead to the achievement of a CAA diploma.

In addition to the academic environment at CAA, there are a wide variety of extracurricular activities provided. These activities are open only to full-time CAA students unless specific administrative exemption has been made. Part-time students, such as those who are home-schooled, would be invited to participate in open activities such as Week of Prayer, CAA Church, Family Weekend, athletic events, music programs, and other events to which the general public is invited. Academic testing services will also be provided on a space-available basis for home school students at a fee.

Advanced Placement Program

Advanced Placement courses are provided by Columbia Adventist Academy as a way of preparing students for the exams. Though an AP course is not required before a student takes an AP exam, AP courses are designed to provide the college-level instruction which is normally necessary to make a student successful on the exam. All AP students will be required to take the corresponding AP exam for their course(s).

AP courses make it possible for academically talented students to upgrade the quality and to increase the challenge of their studies. These courses require a higher level of commitment to reading and synthesis of ideas, writing, problem-solving, and critical thinking skills. It is not unusual for students to spend nearly twice the homework time for an AP class as for a regular class.

Screening

Advanced Placement courses are not designed for all students. Because this is a college-level program, it is important to review a student's achievement before entering an AP course. The following guidelines will be used in determining a student's eligibility for enrollment in an AP course.

	Overall	Specific Subject
GPA	3.0	3.5
ITED score	75th percentile	85th percentile

Weighted GPA

Because AP courses are considered to be college-level, a student's GPA will be weighted to reflect the increased difficulty.

A	5.0
A-	4.7
B+	4.3
B	4.0
B-	3.7

A grade of C+ and below will receive a four-point scale GPA score.