

# INFORMATION GUIDE

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Vancouver, WA 98604

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[www.caaschool.org](http://www.caaschool.org)

Gene Heinrich, M.Div.  
Principal

Creating Lifelong Learners...Educating for Eternity

# CORE VALUES

As members of the CAA family we are committed to do our best to live by the following values and to encourage others to do the same.

“As iron sharpens iron, so one person sharpens another.” Proverbs 27:17

**RESPECT** – “Show proper respect to everyone” 1 Peter 2:17a

We will respect our God, ourselves, family, students, staff and property.

**INTEGRITY** – “The integrity of the upright guides them” Proverbs 11:3a

We will live our lives with integrity even when no one is watching.

**PURSUING CHRIST** – “You, God, are my God, earnestly I will seek you.” Psalm 63:1a

We understand that CAA is a Christian institution that encourages each student to pursue a relationship with Jesus Christ. We commit to being supportive of this goal.

**LIFELONG LEARNING** – “The fear of the Lord is the beginning of wisdom”

Proverbs 1:7a

We believe education is a blessing and a privilege. Therefore, we will intentionally embrace every opportunity to learn.

**COMMUNITY BUILDING** – “Be devoted to one another in love. Honor one another above yourselves” Romans 12:10

We will purposefully be a loving community.

# ABOUT US

Our Mission – Columbia Adventist Academy exists to provide the finest in Seventh-day Adventist secondary education. We welcome young people who see such an education as an important part of their Christian experience.

At Columbia, students, staff, and community work together to help each individual:

- Develop a deepening relationship with Jesus Christ.
- Achieve academic, physical, and spiritual excellence.
- Become an active, caring servant leader.

History – Columbia Adventist Academy was founded in 1903 due to the generosity of John and Fannie Clark, who donated the land on which the school now stands. Many of the school's first students earned their tuition by clearing the land, cutting and selling firewood. In the spring of 1907, Columbia Adventist Academy had its first graduating class.

Many changes have occurred on the campus since that first graduating class. For example, until the late 1970's, Columbia served both day and boarding students. Today, we are a day school largely serving Clark County and Portland students. In 2009, we moved into a new administrative and classroom building. The school has continued its tradition of providing quality Christian education for its students.

## Principal

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# General Information

**Accreditation:** Columbia Adventist Academy is accredited by Middle States Association of Colleges and Schools Commission on Elementary and Secondary Schools, by The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, and by the State of Washington

**Bus Service:** Bus service is provided by Meadow Glade Adventist Elementary School. Bus route information can be found at [mgaes.org](http://mgaes.org). Cost is \$

**Community Days:** Fall Fest (1st Sunday in November)  
Academy Day (high school visitation day, call for details)

**Dress Code:** Students are expected to arrive at school in compliance with all guidelines found in the Student Handbook.

**Extra Curricular** Ski/Snowboard Winter Sports Days  
Intermural Sports  
Knowledge Bowl  
Career Day  
Spring International Tour

**Governance:** CAA is operated by the Oregon Conference of Seventh-day Adventists

<b>Leadership:</b>	Student Association (SA)	Campus Ministries
	Class Officers	National Honor Society
	Praise and Worship Teams	

**Mascot:** Kody the Kodiak – Kodiak Attack – Blue and Gold

**School Hours:** Monday – Thursday 8:00-3:05 and Friday 8:00-12:30

**Social Activities:** Girl's Club/Boy's Club Activities incl. Fall Campouts  
Fall and Spring Picnics  
Winter and Spring SA Events  
Spirit Days

**Spiritual Activities:** Weekly Chapels (M, Th, F)  
Spring Mission Trips

# Athletics

## Mission and Philosophy

The mission of our Athletics department is to instill honesty, integrity, and respect, but above all to teach our students that they can take Jesus Christ into all aspects of their lives.

As a school interested in a holistic educational program, we realize the importance of the physical well-being to the social, mental, and spiritual well-being. Our athletics and physical education program is designed to get students active, create a lifetime interest in physical activity, and to have fun. The objective of the athletic program is to have kids exhibit their God-given abilities in a Christ-like manner of true sportsmanship.

## Varsity Sports

- Basketball
- Soccer
- Volleyball

## Intramural Sports

- Basketball
- Flag Football
- Kickball
- Volleyball

In addition to our varsity and intramural sports programs we have regular open gyms for basketball, volleyball and rock climbing. We also offer several winter sports days in January and February that include outings to Mt. Hood for skiing and snowboarding.

CAA is member of the Washington Interscholastic Activities Association. For more information or a tour of our athletic facilities please call our Athletic Director Adam Dovich at 360-687-3161 or email [Adam.Dovich@caaschool.org](mailto:Adam.Dovich@caaschool.org)

# Application and Enrollment

## Who Should Apply

This handbook includes a Mission Statement and Core Values 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 an application found at [www.caaschool.org](http://www.caaschool.org)>apply now. Registration open is January for the upcoming year.
- Send recommendation forms to a pastor and a teacher, ask them to complete those forms and submit them to CAA.
- Submit a copy of an official transcript and current semester grades, if applicable. Students entering grade 9 must provide verification of completion of 8th grade.
- Submit a copy of birth certificate and a signed Washington State Certificate of Immunization Status (CIS) form printed with the vaccination dates or a Washington State Exemption form signed by your health care provider.
- Students desiring to attend the school may be subject to placement tests.
- Current students will complete a reenrollment each school year.

## **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.

## **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.

## **Probationary Status**

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.

# Financial Information

## Tuition

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 \$13,360 plus an application/reenrollment fee which may be discounted during early enrollment periods.

The annual tuition rate for International Students is \$17,890 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

EFT Payment Plan: This is a monthly automatic withdrawal from your checking or savings bank account. Up to (12) twelve-month plans are available.

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 3% charge on the amount processed each month.

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—\$50 per year (9-10), \$125 (11-12)	

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](http://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. Students must maintain a Grade Point Average of 2.0

### **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 students with demonstrated financial need and to those students who meet the age or skill requirements for the available jobs. Students who are employed will be expected to be dependable, punctual, and responsible. Failure to do so may be cause for termination of employment and finance 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.)

## **Financial Aid Allocation**

Families current with their specific financial commitment as per their financial contract, will receive 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**

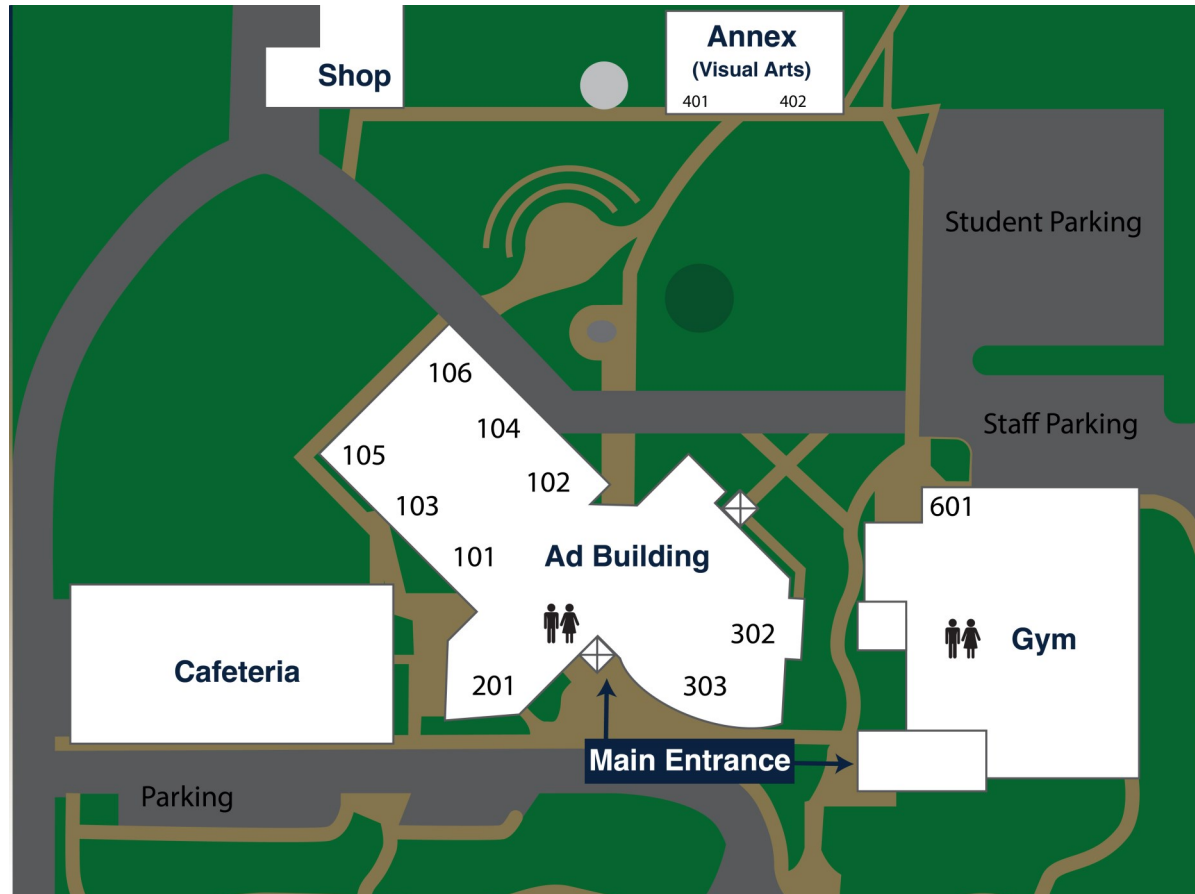
When more than one student from the same family attends CAA, a discount is given in the amount of \$125 each for two students per full year, and \$150 each for three or more students per full year.

## **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.

# Campus Information



## Walking Trail

CAA's walking trail is open to the public when not being used for school related activities. All other areas of the campus are closed to the public between 8am and 4pm on school days.

## 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.