



STUDENT HANDBOOK

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Creating Lifelong Learners...Educating for Eternity

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This document is subject to revision, change, or elimination as needed throughout the year without notice.

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.

KEY LEARNING SKILLS

Communication - Skills Include:

1. Listening actively to understand verbal and non-verbal communication.
2. Giving and following spoken instructions.
3. Presenting and discussing ideas respectfully and clearly.
4. Using language appropriately for specific audiences.
5. Initiating difficult conversations.

Community Building/Global Literacy - Skills Include:

1. Applying knowledge of local, national, and world history to explain current social and political issues.
2. Performing civic and community responsibilities essential to living basic human core values.
3. Demonstrating knowledge and acceptance of diverse cultures and individuals.
4. Allowing a global awareness to inform personal values.
5. Showing empathy by valuing others' stories and valuing others' differences.

Critical Thinking – Skills Include:

1. Identifying and explaining complex events, issues, or problems.
2. Questioning, researching, and evaluating the quality of information gathered.
3. Defending and generating claims of opinions and beliefs.
4. Differentiating reasoning based on facts, from reasoning based on opinions.

Personal Management/Teamwork – Skills Include:

1. Balancing personal and work time to maintain a healthy lifestyle.
2. Setting and attaining goals by planning, organizing, and prioritizing tasks and activities.
3. Making realistic, attainable decisions.
4. Displaying initiative and self-motivation and the ability to be dependable.
5. Demonstrating respect for team members by collaborating to identify and solve problems, and by contributing to shared goals.

Technology – Skills include:

1. Using technology as a tool to creatively and innovatively generate and present ideas, products, or solve problems.
2. Using technology to participate in a broader community through positive networking, collaboration and learning.
3. Recognizing and practicing legal and responsible behavior in the use and access of information.
4. Using technology as a tool to access, research, manage, integrate, and communicate ideas and information.

STUDENT LIFE

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.

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, CAA is a “no contact zone.” 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.

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 he/she 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.

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.

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 in lockers should be consistent with the philosophy of the school.

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.

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 without administrative permission. Students who violate this will be fined \$500.

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.

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.

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 of other's property.

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.

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.

Please understand, when a student cheats, there is a breach of trust. It will take some time to rebuild the trust between a teacher and student, but it is possible.

Attendance

CAA believes that optimum learning is a result of consistent class attendance and cultivation of key habits. Regular and punctual attendance is essential for success as a student. Therefore, excellent attendance is expected of all students and CAA discourages unnecessary tardiness, absences and vacations on school days. Being present and on time are important life skills.

Habit #1 – *Be in the assigned classroom ready to learn before the starting bell.*

Habit #2 – *Minimize outside conflicts with being at school.*

Habit #3 – *Communicate with the teacher to know expectations for missed work.*

Students are expected to be on time each day. Before the class attendance bell rings, students need to be prepared to enter the classroom on time. This is an important time when teachers make announcements, pray and worship with their students. Some classes may have entry quizzes that cannot be retaken without a school-sanctioned excuse. Students entering late, not only miss out on these important aspects of the school experience, they also disrupt the class.

CAA is a “closed campus.” Students may not leave the school campus within school hours without prearrangement.

ABSENCES

Excused Absences:

By state law, students will be excused from school, with the consent of their parent/guardian for the circumstances below or other reasons outlined in the state code (WAC 392-401-020). A parent/guardian needs to notify the school office in person, by phone, or in writing/email to request an excused absence within 3 days of the school day that was missed.

1. Physical health or mental health symptoms, illness, health condition or medical appointment. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health). Illness of more than 3 consecutive days may require doctors note;
2. For court appearances;
3. Family emergency including, but not limited to, a death or illness in the family;
4. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
5. Absences due to student safety concerns, such as weather-related driving.

The school may grant an excuse for extenuating substantiated circumstances causing an absence, which has been pre-arranged and pre-approved by the school’s administration prior to the absence. These extenuating circumstances may not exceed beyond a total of 5 days of school, within a school year, to be considered excused.

Student Responsibility: Must contact instructors via Teams for missing work before returning to school.

Parent responsibility: Required as per state law, by sending a doctor note, calling to leave a message, or emailing the office within three days of absence.

Unexcused Absences:

Unexcused absences are those that do not fall into the circumstances listed above. Arriving late 10 minutes or more from the start of daily class or 20 minutes for a blocked class will be recorded as an absence (10 minutes for all half day or Friday classes). Leaving more than 30 minutes from end of class will be recorded as an absence.

Pre-Arranged Absences:

All full day absences, which a student and parent/guardian know of in advance must be communicated and pre-arranged at least one school day in advance. Wherever possible, appointments such as drivers ed, medical, dental, ortho, and other necessary appointments should be made outside of school hours. **Note:** Pre-arranged absences will not be granted during the last two weeks of a semester.

Student Responsibility: **Must** complete a *Pre-Arranged Absence* form. Obtain parent/guardian signature, pre-approval from administration and acknowledgement from instructors.

Parent Responsibility: Form needs parent/guardian signature prior to student obtaining school signatures.

Pre-arranged absences are not necessarily excused. Pre-arranged absences need to be preapproved by the school's administration and fall under the "excused" circumstances for the absence to be excused.

Corrections:

If you or your student finds an error in Facts Family Portal (formerly RenWeb), contact the office through email to determine next steps in correcting error. Corrections can be made for up to five school days.

Excessive Absenteeism:

A student who is absent more than 20 percent, excused or unexcused, of each semester in any class will forfeit his/her grade and credit for the class period (20% is 18 daily classes or 9 blocked classes). If absences exceed this amount, the student will be asked to repeat that class in order to receive credit for that class; this will also affect the student's class standing. An absence is recorded if a student misses more than 10 minutes of a daily class or 20 minutes of a blocked class.

A parent/guardian may petition the school administration for credit if the parent/guardian believes extenuating circumstances merit review of the student's record. The petition process begins by calling the office to schedule a review with the school's administration.

Absenteeism will lead to the following:

1. Should a student be excessively tardy or absent, the school administration will contact the parent/guardian to discuss the need for improvement.

When number of absences is 10%, (9 daily or 4 blocked) a letter will be sent to the student and parent/guardian to be signed and returned to the office the following day.

When number of absences is 15%, (15 daily or 7 blocked) a formal meeting with the student, the parent/guardian, the teacher(s), and administration shall occur to determine the best plan moving forward.

2. Loss of participation in extracurricular events, sports, and leadership positions (see eligibility).
3. Loss of privileges to participate in off campus trips.
4. Forfeit grade and class credit.
5. Failure to improve attendance could result in the student needing to withdraw.

TARDIES

Students are expected to be in class when the attendance bell rings. A tardy is recorded when a student arrives to class less than 10 minutes late for a daily class or 20 minutes for a blocked class (10 minutes for all half day or Friday classes). Three tardies in any one class will be counted as one absence, which counts towards the 20% absence limit for the semester.

Excused Tardies:

Refer to the “Excused Absences” section for a list of excused absences. These are also the qualifications for an excused tardy.

ANSWERS TO COMMON QUESTIONS CONCERNING ATTENDANCE

- Students who miss class because of school functions, such as sports, field trips or music tour, are not counted as absent from any class periods they miss.
- Students who are anticipating having to miss school are expected to inform the teachers and school of their plans by completing a Pre-Arranged Absence Form available from the school office. Students must make up all work missed due to absences as determined by the classroom teacher and outlined in the class syllabus. Pre-Arranged absences are not excused unless they qualify as an excused absence.
- All reassessments must be completed during the scheduled reassessment window regardless of absences.
- Students and parents are encouraged to check FACTS (formally Renweb) to keep updated on current grades and attendance.

ROLE OF AN EXCEPTION

CAA reserves the right to grant an exception on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual student, parent/guardian whose student attends CAA.

Dress and Grooming

Students should choose their clothing based on the principles of cleanliness, neatness, modesty, and the appropriateness for a learning environment. Clothing should cover the areas shown in the image below, front, and back. No bare skin or see-through material in the covered area. Appropriateness to the occasion, the activity, and the time should be the guide both on and off campus.

The No Bare Zone



- Hoods are not to be worn during class, assemblies, or chapel.
- No pajamas or costumes except on designated days.
- Garments worn under a zipper jacket must comply with the no bare zone.
- Appropriate footwear must be worn at all times.
- No extremes in dress or grooming.
- Words/graphics must align with CAA's school standards and core values.

In the event that a school staff member prescribes modification in dress or appearance, the student will not be allowed to attend classes until these requirements are met (e.g., shoes must be worn at all times). Students may need to change, go home to change, or have clothes brought to them.

Anytime a student is representing the school (e.g., athletics, activities) they will be required to dress appropriately. If the student does not meet the dress or grooming requirements of the activity, he/she will be removed from the program.

Student dress code violations will be reported in FACTS SIS after a staff member speaks with a student.

Dress Code Violations:

1. First offense – Student will change and will miss class until resolved.
2. Second offense – Student will change and will miss class until resolved. Parent(s)/Guardian(s) are notified.
3. Third offense – Student will be asked to go home. Student, Parent(s)/Guardian(s), and administration will set up a meeting to discuss insubordination.

Please Note: Administration may provide specific dress codes for special events such as banquets, swimming, etc.

Political Campaign Slogans, Symbols, & Paraphernalia



Among Columbia Adventist Academy's core values are respect and community building. CAA seeks to create an environment in which students, faculty, and staff respect each other and feel respected. CAA also seeks to foster a loving, supportive, and safe school community. It is in this context that the following policy on political campaign slogans, symbols, and paraphernalia has been adopted:

- Political campaign slogans, symbols, and paraphernalia are prohibited on CAA's campus grounds.
- As an academic institution, **CAA believes in the importance of facilitating educational opportunities and conversations about complex and often difficult political topics.** Within the classrooms and halls of the school, **CAA welcomes and encourages these conversations,** as it is vital that students develop the ability to communicate effectively and think deeply about political developments, ideas, and values. Teachers strive to model and teach civil discourse and are intentional about planning lessons that encourage students to engage in the civic life of our society.

However, symbols, slogans, and paraphernalia do not **convey nuanced perspectives,** and can create a hostile environment for students, faculty, and staff. Prohibiting their display does not remove the opportunities for meaningful dialogue about political issues, but it does allow for a baseline culture of respect that will encourage community building on CAA's campus.

- As a Christian institution, **CAA desires that all students experience a campus culture in which they are of equal value as children of God.** Since campaign symbols, slogans, and paraphernalia can convey messages that diminish the value of individuals or groups of people, the presence of such things on CAA's campus is contrary to our Christian values.
- **Empathy, inclusion, and respect** are integral components of building a loving **community** on CAA's campus. It is our aim that this policy will further those ends.

Care for Others

Columbia Adventist Academy believes that God created human beings in His image. Therefore, we believe in the equal value of every person, no matter their race, culture, sex, features, or place of origin. The academy encourages a high level of mutual respect between staff and students of all backgrounds and discourages any activity, language, or behavior that would diminish that respect in any way, whether verbal, physical, mental, or social.

At the core of who we desire to be as followers of Jesus is respect for our fellow human beings. Therefore, bullying in any form is not tolerated.

Bullying is when someone is being hurt either by words or actions, usually more than once, feels bad because of it, and has a hard time stopping what is happening to them. Bullying can be online (including social media), physical and/or social. Bullying does not need to occur on campus to warrant the school's involvement. Therefore, it is unacceptable to tolerate or propagate slurs or jokes that target others. Furthermore, we promote a culture where no one remains silent when others suffer, are victimized, or marginalized.

Discipline: Columbia Adventist Academy will not tolerate any form of racism, discrimination, bullying, harassment, hatred, or bigotry and such behavior will be dealt with accordingly:

- All verified incidents will be reported to and addressed by the discipline committee.
- Appropriate disciplinary actions will be taken and may include suspension.
- Additional consequences up to, and including, removal from student leadership, revoking of club membership, restriction from performing, and expulsion may apply depending on the severity of the behavior.

Students who experience or witness racism, discrimination, bullying, harassment, hatred, or bigotry in any form should report the behavior to a staff member or email reportbullying@caaschool.org with the who, what, when, where and how, along with any other pertinent information so the incident can be investigated.

Electronic Devices

To provide the best possible learning environment and support students' mental well-being, laptop computers are the only school approved electronic devices. Phones, iPads, tablets, and other personal electronic devices (including earbuds, smart watches, gaming devices, etc.) are not to be used at school or on school trips. Students are encouraged to bring digital cameras on school trips to capture memories.

Every student is assigned a personal Yondr pouch. While the Yondr pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

Daily Process

As students Arrive to School, they will:

- Turn their phone/device off.
- Place their phone (and any other personal electronic devices, including earbuds, smart watches, etc.) inside their pouch and secure it in front of school staff. Devices too large to fit in a Yondr pouch (e.g. iPads) will be secured in the office for the student to pick up after school.
- Store their pouch in their backpack or locker for the day. At the end of the day, students will unlock/open their pouch, remove their phone and put their pouch in their backpack.
- Students must bring their pouch to school with them each day.
- Students arriving late or leaving early will pouch/unpouch their phones in the front office.

Violations

Pouch Damage / Lost Pouch / Using Phone or Device During School

- If a student damages their pouch or is using their phone (or other personal electronic device) during prohibited times, Staff will collect the device/Pouch until the end of the school day, record the violation in FACTS, and notify the student's parent/guardian.
- \$35 pouch replacement fee must be paid for a new pouch if students lose or damage their pouch.

Any unapproved devices will be collected and stored in the office until the end of the school day/event. After the first violation parents will be notified and students will be allowed to pick the device up at the end of the day/event. After the second violation the device will remain in the office until a parent retrieves the device. After the third violation the student will be referred to the Student Affairs Committee for additional disciplinary consequences.

This policy applies to all school day trips except extracurricular trips such as interscholastic sports and Knowledge Bowl. Some exceptions will be made for overnight trips (such as music tour, mission trips or senior trip), trips involving travel by airplane, or at other times when having access to phones is deemed necessary by the supervising staff. Phones will not be allowed on trips such as Bible Camp and Biology Trip where students have emergency access to phones through staff and/or chaperones.

Students shall never 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 while on or off school property. Students must avoid any online/electronic behavior that detrimentally affects the personal safety or well-being of other individuals, the governance, climate or efficient operation of the school, or the process and/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.

Digital Citizenship

When joining a class virtually, webcams **MUST** be on at all times during the class video session.

- Camera angle, lighting, or seating position should be adjusted to ensure the student's face is visible on camera.
 - The camera's background view must be in accordance to school policy including posters or other wall décor. Virtual backgrounds must be solid colors and may not be changed during the duration of the class period.
 - Students should be out of bed (sitting on but not in or laying down on).
 - Students should be dressed according to dress code and ready for the day.
 - Full engagement in class is expected and includes quick response times to questions asked via video meetings, chat messages or questions posted in a Teams Channel during the classes regularly scheduled time. If students need to step away from class, the teacher should be notified first through chat.
 - Side conversations and multitasking must be limited and apps/programs/tabs/ notifications that are not school related must be closed.
 - Workspace is most ideal when it is quiet with little to no background noise.
 - Devices must be fully charged or plugged in.
 - To decrease background noises, audio must be muted unless the student is called upon to speak or is asked by the teacher to unmute.
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- Teams icons **MUST** be the student's initials (default) OR their school portrait.
 - State law forbids sharing recordings or images of class sessions on any platform.
 - School accounts are to be used for school purposes only. Students must not share, even through private chat or email, inappropriate materials.
 - Sarcasm is to be avoided in all posts and written communication to minimize
 - misunderstandings.

- Basic courtesy, respect, and politeness are expected online as in person.
- Students are to read through teachers' posts, FAQs, classmates' questions, etc. carefully before posting questions that may already be covered.
- Students are to keep comments on topic to support the learning environment.
- Students are responsible for what happens through their accounts and should therefore guard login information carefully.

An important note: things posted online become a permanent record.

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.

Harassment

Columbia Adventist Academy (CAA) and the Oregon Conference of Seventh-day Adventist Office of Education (The Oregon Conference) prohibits unlawful discrimination and harassment of any kind. This policy defines these terms and provides a complaint procedure for all persons who believe they have been victims of prohibited conduct.

This policy includes sexual harassment of students by students or staff members; sexual harassment of staff members by students or other staff members. It may also encompass any conduct that a reasonable person in the individual's circumstances would consider unwelcome, hostile, intimidating, threatening, humiliating, abusive, offensive, or violent behavior that is not necessarily illegal, but is still prohibited by this policy.

Discrimination and Harassment

It is our policy to provide a learning environment free from discrimination or harassment on the basis of race, color, religion, sex, national origin, marital status, age, or physical or mental disability, or any other characteristic protected by federal or state law. Beyond the legal requirements, it is the expectation for all members of our school community that we follow Biblical counsel and Jesus' example to respect and affirm every person as made in the image of God and loved deeply by Him.

It is our policy that all students, staff members, volunteers, and visitors to the school are entitled to a respectful and productive learning environment free from behavior, action, or language that constitutes harassment or discrimination. The "school" includes when any individual is on school premises, at a school-sponsored off-site event, traveling on behalf of the school, or conducting school business, regardless of location.

Sexual Harassment

Sexual harassment is a form of harassment and includes, but is not limited to 1) unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, explicit or implicit; 2) unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with performance or creating a hostile, intimidating or offensive environment.

Sexual Abuse or Assault

Sexual Abuse or Assault is 1) conduct of a sexual nature directed toward a person younger than the age of consent or a person who is unable to give consent; 2) unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, psychological or emotional manipulation, threat, or intimidation.

Prohibited Conduct

This policy prohibits conduct based on an individual's protected status. The following examples, while not comprehensive, represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person;
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances or requests for favors in exchange for conduct of a sexual nature;
- Sharing, requesting, or having possession of inappropriate photos of a sexual nature. (Sexting is the sending of nude or sexually explicit images by cell phone, smartphone, or other electronic devices. Teenagers who share nude or sexual images of minors may be prosecuted under the state's child pornography laws.)

Disciplinary Action

CAA and the Oregon Conference will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action, up to and including expulsion.

Protection Against Retaliation

CAA and the Oregon Conference prohibit retaliation against any individual for filing a complaint regarding conduct in violation of this policy. CAA and the Oregon Conference will not tolerate retaliation against any student or staff member for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy.

Reporting Procedure

1. Any student or staff member aware of or experiencing discrimination, harassment, or sexual assault at school or participating in school-related activities should report that information immediately and may make the report verbally or in writing to an immediate supervisor or school administration.
2. The school administrator/principal shall contact his/her superintendent to report any information or incident he/she becomes aware of regarding discrimination, harassment, or sexual assault.
3. If the report is of sexual abuse or assault and involves a student, the staff member shall also immediately fulfill his or her duties as a mandatory reporter by contacting either local law enforcement or the Child Abuse Hotline for their state.
4. The Oregon Conference will work in cooperation with the principal to coordinate efforts to ensure the student/staff is protected and to promote a nonhostile learning environment by:
 - a. providing resources for support measures to the student/staff
 - b. taking any action necessary to remove future impact on the student/staff
 - c. investigating and document all complaints
 - d. communicating with involved students/staff and parents. The individual who initiated the complaint and, if applicable, the student's parents shall be notified:
 - i. when an investigation is initiated
 - ii. of the protected rights of the student reporting
 - iii. when an investigation is concluded and whether a violation of this policy was found to have occurred
 - e. documenting action(s) taken.
5. Local law enforcement may be involved if required by the facts of the incident.

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.

Marriage and Pregnancy

CAA's goal is to provide students with age-appropriate experiences and to nurture them in their successful academic and social growth. Because life passages such as marriage and/or pregnancy often distract students from a successful experience at a traditional school, such students may be asked to find alternate educational settings.

Custodial Guardianship

As a school, we do our best to follow legal documentation for custodial requests. We cannot make custody accommodations for your child without appropriate court orders. If there are any custody orders or restrictions regarding your family that impact your student in this school, please inform us and provide copies of legal documentation.

Student Records

Our school operates in compliance with the Family Educational Rights and Privacy Act (FERPA). It is our goal to maintain confidentiality regarding student information and records. Student information and records will not be disseminated without parental or legal guardian permission. A parent, legal guardian, or eligible student may inspect and review education records upon request. We will comply with a request for access to records by a parent, legal guardian, court order, or eligible student within a reasonable period of time.

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 Executive 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, 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. Students with more than 10% absentee rate (9 daily or 4 blocked classes in the semester) may lose leadership and extra-curricular eligibility.

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

Discipline -- Students in leadership roles 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.
- Students with more than 10% absentee rate (9 daily or 4 blocked classes in the semester) may lose leadership and extra-curricular eligibility.
- No discipline issues. The Staff Executive 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.

Discipline for 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 Executive 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 Executive 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.

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.

ACADEMIC INFORMATION

Grading Philosophy

The Meaning of a Grade

Grades communicate to our students and their families each individual student's proficiency in relation to the standards on the proficiency scales.

We believe:

- Grades reflect student academic proficiency.
- Grades are to be assigned based on a student's proficiency in learning standards – not on a student's achievement compared to other students.
- At the start of each course, students and their parents should be provided with information regarding grading practices and student expectations.
- While it is important for teachers to consider the mounting evidence that supports student growth, summative evidence should constitute the majority of a student's grade.
- Academic dishonesty should be addressed with behavioral consequences. Students should reassess to determine actual level of achievement.
- Grading should not be used for disciplinary purposes.
- Learning to manage deadlines is an important life skill.
- It is vital for teachers to regularly update their grades, and it is up to the student to stay informed using established communication methods.
- Students should receive feedback in a timely manner.
- The professional judgement of the teacher should be respected.

Academic, Non-Academic Factors, and Grades

Course grades will reflect the level of a student's academic proficiency. While non-academic factors may be highly valued and often contribute to academic success, they should be communicated separately from academic proficiency. The following are examples of non-academic factors:

- Practice work on which students are not being assessed on their knowledge and skills.
- Class participation that is not tied to a specific learning objective.
- Behavior (punctuality, attendance, attitude, effort)

Late, Missing, and Incomplete Assignments

Teachers addressing late, missing, and/or incomplete assignments:

- Assign an "I" (incomplete) for all assignments that have not been completed, or an "M" (missing) for all assignments that have not been turned in.
- Use established communication methods to convey work that is late, missing, or incomplete (Renweb/Facts, Teams).
- Evaluate and provide feedback for all student work submitted on time. Evaluate and provide feedback for student work submitted late as time allows. Student work turned in late cannot take priority over current workload.

Grade Point Average

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 two semesters of approximately 18 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.

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. Generally, credit will be accepted under any of the following conditions:

student repeating a class
graduation deficiencies
part of an acceleration plan

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.

Late/Missing Work

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.

See Academic Catalog for further Academic Program Details and Course Descriptions