

Welcome to the Upper Columbia Academy Handbook

This handbook provides essential information for the upcoming school year, and we encourage you to read it carefully.

By enrolling at Upper Columbia Academy, both students and parents acknowledge and agree to adhere to the policies and regulations set forth herein, committing to uphold the standards of conduct expected by UCA.

This handbook has been approved by the school board and is developed and revised annually by Upper Columbia Academy's administration and faculty. UCA reserves the right to amend or interpret school regulations as needed throughout the year. Any actions, revisions, or decisions taken by the school board or faculty will be publicly announced and will carry the same authority as those outlined in this handbook.

Reviewed by UCA School Board: 08-19-2025

PRINCIPAL MESSAGE

Dear UCA Students and Families,

Welcome to a new school year at Upper Columbia Academy. It is a joy to have our campus filled with returning students and to warmly welcome those who are new to our UCA family. Whether you are returning or new, we are glad you are part of this community.

At UCA, we are dedicated to creating a community where faith and learning grow side by side. Our mission goes beyond academics. We are here to support each student in developing a strong personal relationship with Christ and to encourage growth in character, leadership, and service. This year, I invite each of you to fully engage in our school community, support one another, and seek God's guidance in everything you do.

This handbook contains important information about school policies, expectations, and resources to help you succeed at UCA. I encourage students and families to read it carefully and refer to it as needed throughout the year.

Please feel free to reach out to me or any member of our staff with your questions, concerns, or ideas. Parents, your involvement is deeply valued, and we are privileged to partner with you in supporting your student.

Let's make this year one of growth, joy, and meaningful experiences, anchored in faith and centered in Christ. I am excited to see all that we will accomplish together.

Jeff "PJ" Deming

Principal, Upper Columbia Academy

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2025 - 2026

FAMILY SCHOOL CALENDAR

UPPER COLUMBIA ACADEMY 2025 - 2026 FAMILY CALENDAR

Notable Events

August 19 - Local Student & Parent Orientation
August 20 - Online Student & Parent Orientation
August 24 - Registration Day
August 25 - First Day of School
August 25-26 - Student Orientation

September 1 - Regular School Day (Labor Day)
September 12 - HOPE Day
September 12-14 - Class Retreats
September 17-21 - Home Leave
September 26-27 - Alumni Weekend

October 15 - HOPE Day
October 17 - Academy Day
October 19 - Sunday Classes
October 22-26 - Home Leave

November 3-8 - Week of Prayer
November 7-9 - Family Weekend
November 9 - Parent, Teacher, & Student Conferences
November 20 - Regular School Day
November 21-December 1 - Thanksgiving Break

December 2 - Classes Resume
December 18 - Christmas Concert at the Fox Theater
December 19-January 4 - Christmas Break

January 5 - Classes Resume
January 19 - School Day - Winter Activity (MLK Day)

February 8 - Sunday Classes (Career Day)
February 11-16 - Home Leave
February 23-28 - Student Week of Prayer

March 6-7 - Senior Recognition Weekend
March 15 - Sunday School (HOPE Day)
March 19-31 - Mission Trip
March 19-31 - Spring Break

April 1 - Classes Resume
April 26 - Sunday Classes (New Student Preview Day)
April 29-May 3 - Home Leave

May 4-9 - Week of Prayer
May 22-23 - Spring Showcase

June 3 - Freshmen & Sophomore Last Day
June 5-7 - Graduation Weekend

LEGEND

Orientation	Early Dismissal
Homeleave / Break	Beginning of Quarter
Special Events	Shortened Friday Schedule
Week of Prayer	Sunday Classes
HOPE Day	Classes Resume

September

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FIND UP-TO-DATE EVENT INFORMATION AT UCAA.ORG OR ON THE UCA APP

2025 - 2026

SCHEDULE OF CLASSES

UCA 2025-2026 Schedule of Class Periods

Regular Schedule M – Th	Friday (2 nd & 4 th don't meet)	Shortened Friday (November 7 – January 16) (2 nd & 4 th don't meet)	Home Leave (2 nd & 4 th don't meet)	First Week of School (Monday & Tuesday)
Block 1 8:00 - 9:20	Block 1A 8:00 - 8:45	Block 1A 8:00 - 8:40	Block 1 8:00 - 9:00	Block 1 8:00 - 8:40
Period 2 9:25 - 10:10	Block 3A 8:50 - 9:35	Block 3A 8:45 - 9:25	Block 3 9:05 - 10:05	Period 2 8:45 - 9:15
Block 3 10:15 - 11:35	Block 5A 9:40 - 10:25 (1 st split)	Block 5A 9:30 - 10:10 (1 st split)	Block 5 10:10 - 11:25 1 st split (10:10 - 10:45) 2 nd split (10:50 - 11:25)	Block 3 9:20 - 10:00
Period 4 11:40 - 12:25	Block 6A 10:30 - 11:15	Block 6A 10:15 - 10:55	Block 6 11:30 - 12:30	Period 4 10:05 - 10:35
Lunch 12:25	Block 1B 11:20 - 12:05	Block 1B 11:00 - 11:40	Buses Load 12:35 p.m.	Block 5 10:40 - 11:45 1 st split (10:40 - 11:10) 2 nd split (11:15 - 11:45)
Block 5 1:15 - 2:50 1 st split (1:15 - 2:00) 2 nd split (2:05 - 2:50)	Lunch 12:05	Block 3B 11:45 - 12:25		Block 6 11:50 - 12:30
Collaboration 2:55 - 3:25 /Assembly (Wednesday)	Block 3B 12:55 - 1:40	Lunch 12:25		Lunch 12:30
Block 6 3:30 - 4:50	Block 5B 1:45 - 2:30 (2 nd split)	Block 5B 1:15 - 1:55 (2 nd split)		Orientation Meetings 1:20
	Block 6B 2:35 - 3:20	Block 6B 2:00 - 2:40		

Supper 5:00 - 5:40

Rec 6:00 - 7:30

Worship 7:45

Study Hall 8:15

Supper 5:00 - 5:30

Vespers 7:30

Supper 5:00 - 5:30

Vespers 7:30

Supper 5:00 - 5:40

Rec 6:00 - 7:30

Worship 7:45

Study Hall 8:15

8/07/2025 ed.

2025 - 2026

HELPFUL CONTACTS



Telephone Directory 2025-2026

3025 E Spangle Waverly Rd, Spangle, WA 99031

(509) 245-3600 FAX (509) 245-3643

EXT	STAFF	POSITION
3663	Anderson, Curtis	Choral Director/HOPE
3638	Ash, Kinsley	Assistant Girls' Dean
3678	Boyd, Adam	Associate Boys' Dean
3670	Brophy, Jared	Plant Services Assistant Director
3693	Castrejón, Judy	Science
3694	Colcord, Adam	IT/Computer Applications
3638	Corbo, Melanie	Assistant Girls' Dean
3612	Deming, PJ	Principal/Alumni/Recruitment
3631	Gladding, Kyle	Math
6444	Gopal, Dharmo	Staff Support
3626	Gladding, Stephanie	Wellness Center Clinical Director
3630	Hardy, Sid	Chaplain/Bible
3626	Hardy, Zara	Wellness Center
3648	Harrington, Matthew	Assistant Boys' Dean
3627	Hartman, Charles	VP of Academics/Registrar/Math
3620	Hickok, Heidi	Dean of Community & Student Services
3664	Irwin, Ryan	Athletics Director/PE
3623	Johnson, Katelyn	Food Service
3650	Knipple, Rob	Band/Orchestra/Development
3674	Kramer, Chris	Plant Services Director
3672	Kramer, Karyl	Home Ec/Art/English
3684	Lenz, Bob	IT
3621	Majors, Josh	UCA Church Pastor/Blacksmithing
3618	Maniscalco, Matt	Assistant Treasurer/Math
3696	McConnachie, Ted	Food Service Director
3664	McCoy, Ayden	PE/Athletics Assistant
3624	Melendy, Jesse	Industrial Arts
3608	Melendy, Michelle	English/Science
3621	Morris, Curtis	Assistant Pastor
3609	Oliver, Wesley	Staff Support
3604	Person, Jessy	History
3635	Person, Kim	Head Girls' Dean
3624	Plata, Daryl	Stained Glass
3602	Riffel, Derek	Food Service Assistant Director
3613	Riffel, Fred	Bible
3679	Riffel, Rachel	English/Spanish
3641	Rivera, Joe	Head Boys' Dean
3697	Sanford, Neriza	Food Service
3648	Schmeltz, Michael	Assistant Boys' Dean
3636	Smith, Victoria	Associate Girls' Dean
3614	Starr, Nancy	Administrative Associate
3615	Tungesvik, Erin	VP for Finance
3673	Wickward, Roxanne	History/English
3616	Williams, Cindy	Nurse/Health

Sick List Day Students:	(509) 245-3614
Administrator on Duty:	(509) 245-3692
Girls Dean on Duty:	(509) 879-6946
Boys Dean on Duty:	(509) 879-6124

DEPARTMENTS	509-245-EXT
Admissions/Enrollment	3620
Alumni	6262
Boys Assist. Dean	3678
Boys Dorm Monitor	3639
Boys Head Dean	3641
Business Office	3618
Cafeteria	3697
Computer Server Room	6085
Elementary School	3629
Girls Assoc. Dean	3636
Girls Dorm Monitor	3634
Girls Head Dean	3635
Gym	3664
Industrial Arts	3624
IT Support	3694
Library	3609
Music Building Monitor	3660
Nurse	3616
Plant Services	3674
Registrar's Office	3627
Sick List Day Students	3614
Student Labor	3618
Wellness Center	3691

Other Campus Numbers	
Hymark	3285
UCA Church	3621
UCA Elementary School	3629
Principal - Kristy Plata	
Office Manager - Lorna Hartman	

Emails	
admissions@uccaa.org	Admissions
attendance@uccaa.org	Attendance
business.office@uccaa.org	Business Office
nurse@uccaa.org	Nurse
maintenance@uccaa.org	Plant Services
registrar@uccaa.org	Registrar
office@uccaa.org	School Office
firstname.lastname@uccaa.org	Staff

EDUCATION PHILOSOPHY AND BELIEFS

SEVENTH-DAY ADVENTIST EDUCATION

The beliefs of the Seventh-day Adventist Church shape everything we do at Upper Columbia Academy, including the way we teach, learn, and support each other.

Seventh-day Adventist education is more than academic excellence; it is about developing the whole person: **mind, body, and spirit**. Our goal is to prepare students not only for college or careers, but also for lives of purpose, integrity, and service.

- **Christ-Centered Learning:** Faith is woven into all aspects of education. Students learn to see the world through a biblical lens and develop a personal relationship with God.
- **Character and Service:** We emphasize values such as honesty, compassion, respect, and responsibility. Students are encouraged to serve their communities and live out their faith in action.
- **Partnership with Families and Church:** Education is a shared journey. We work together with parents and local churches to support each student's spiritual and personal growth.
- **A Hope-Filled Future:** Our teaching affirms each student's potential and purpose, encouraging them to live with confidence, integrity, and eternal perspective.

WHAT DO SEVENTH-DAY ADVENTISTS BELIEVE?

Seventh-day Adventists believe in the Bible as the inspired Word of God and the foundation for faith, learning, and life. At the heart of our belief is a personal relationship with Jesus Christ, His love, His teachings, His sacrifice, and His promise to return. We honor the seventh day of the week, Saturday, as the biblical Sabbath, a day set aside for rest, worship, family, and spiritual renewal. Seventh-day Adventists also emphasize whole-person health, encouraging balanced living that nurtures the physical, mental, spiritual, and social aspects of life. As a Seventh-day Adventist school, our approach to education is deeply rooted in the Christian values and beliefs of the Seventh-day Adventist Church. Our faith inspires us to serve others, live with integrity, and prepare students not just for academic success, but for lives of purpose, character, and meaningful contribution to their communities and the world.

BRIEF HISTORY OF UPPER COLUMBIA ACADEMY

Established in 1920, Upper Columbia Academy's origins trace back to Yakima Valley Academy. The school initially operated out of the former High Line Hotel in Granger, Washington, on a modest five-acre property primarily used to grow alfalfa to feed a small herd of dairy cows. Serving grades 7 through 12, the school quickly proved successful. However, despite acquiring additional property and constructing several new buildings, the school struggled to keep up with a growing student body. By 1945, a lack of space and mounting maintenance concerns necessitated a move.

Church leadership assigned Pastor F. A. Mote the task of finding a new property for no more than \$100,000. Pastor Mote discovered that the old farm in Spangle, known as Broadacres, was up for auction. While the minimum opening bid exceeded \$100,000, Pastor Mote informed the auctioneer of the situation, prompting the bid to be lowered to the desired amount. To his surprise, Pastor Mote was the only bidder, and the property was purchased, along with 15 hogs, which were sold for \$1,500 to help fund the school's first year of operation. At that time, the property included a bakery, laundry, woodshop, barn, and a herd of dairy cows that provided milk for the cafeteria in the girls' dormitory. However, there was no boys' dormitory, gymnasium, or faculty housing. Still, Upper Columbia Academy had found its new home. Within three years, a boys' dorm, a gymnasium, and six faculty homes were built, along with a third floor added to the girls' dormitory.

Over the past eight decades, more than 6,000 students have graduated from the school campus in Spangle, WA. While all the original buildings, except the Olin Peach Powerhouse, have been replaced or remodeled over time, the school's spirit and vision remain strong. It is important to note that the hogs and cows are no longer part of the campus community!

AFFILIATIONS & ACCREDITATION

ACCREDITED BY

The State of Washington Board of Education

The Northwest Association of Schools and Colleges

Middle States Association of Colleges and Schools Commission on Elementary and Secondary Schools

National Council for Private Schools

Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, Inc.

OPERATED FOR

Seventh-day Adventist youth of the Upper Columbia Conference and others who may wish to obtain a Christian education.

OPERATED BY

Upper Columbia Conference of Seventh-day Adventists

MISSION,

GUIDING PRINCIPLES AND OBJECTIVES

MISSION STATEMENT

By the grace of God, Upper Columbia Academy educates students to develop harmoniously the physical, mental, and spiritual powers, inspiring a life-changing relationship with God and the highest service for others.

GUIDING PRINCIPLES

Unity through God's Love - Character through Service - Academic Excellence through Critical Thinking

CORE VALUES

Relationship with Christ - Upper Columbia Academy is a school where students actively seek a relationship with Christ through prayer, Bible study, service, and evangelism.

Family Atmosphere - The staff and community at Upper Columbia Academy care deeply for youth and invest their time and resources to build Christ-centered relationships with students.

Student Leadership - Upper Columbia Academy equips students to serve mankind by empowering them with leadership responsibilities.

Academic Diversity - Upper Columbia Academy provides a high-quality, diverse curriculum that offers students many alternatives to meet their academic needs.

OBJECTIVES

By the grace of God, Upper Columbia Academy will educate students with the following objectives:

Spiritual

- Growing knowledge of God as Creator and Sustainer of Life
- Development of a Christian character
- Ethical Christian decision-making
- Use of God-given talents according to Christian principles
- Appreciation for the Word of God
- Prayer, worship, and faith experience
- Recognition of God's complete ownership

Mental

- Strong academic foundations
- Intellectual curiosity
- Critical thinking
- Learning experiences that reflect Seventh-day Adventist values
- Self-motivated, life-long learning skills
- Challenge for educational excellence

Physical

- Healthful living habits
- Appreciation for the value and dignity of service
- Practice of lifelong health and fitness habits
- Engagement in outdoor and physical activities
- Development of self-discipline and responsibility in managing personal health and wellness
- Understanding the body as the temple of the Holy Spirit and making choices that reflect this belief

Relational

- Social growth consistent with Biblical standards
- Unselfish service to church, family, and community
- Appreciation of the worth of all people
- Development of Christ-centered friendships
- Personal mission to take the gospel to the world
- Preparation for the soon return of Jesus

WORSHIP AND DEVOTION

At Upper Columbia Academy, we cherish the opportunity to grow spiritually through worship and devotion. We encourage all students to engage in meaningful devotional practices that nurture their faith and deepen their connection with God. Our school community upholds principles of Christian conduct, emphasizing honesty, courtesy, reverence, respect, and purity. The guidance of the Bible and the Spirit of Prophecy forms the foundation of our conduct.

PERSONAL DEVOTIONS

A truly fulfilling Christian experience is built on daily personal time spent with Jesus. Each student is encouraged to establish a daily routine that includes personal Bible study and prayer.

DAILY GROUP WORSHIP

Evening worship services are held daily, giving students an opportunity to come together after a day filled with school, work, and external stressors. These nightly gatherings allow students to refocus their priorities on God's purpose and learn from one another's experiences. Attendance at evening worship is required for all students on campus.

SABBATH PREPARATION AND OBSERVANCE

The Sabbath is a special time for connection with God and fellow believers. Students of Upper Columbia Academy are expected to honor and observe the Sabbath. This includes:

- Preparing for the Sabbath by completing all necessary tasks before sunset on Friday.
- Attending Friday evening vespers, Sabbath School, and Church Worship.
- Refraining from ordinary labor and activities on the Sabbath, which is a time for rest, worship, and spiritual rejuvenation.

WEEKS OF PRAYER

Throughout the school year, UCA hosts special weeks of prayer featuring guest speakers and student-led sessions designed to inspire and enrich our students' spiritual journeys. These events are integral to spiritual growth and community bonding. All students are required to attend Week of Prayer sessions.

REVERENCE IN RELIGIOUS SERVICES

Maintaining reverence during religious services is essential for personal spiritual growth and respect for others. All students are asked to adhere to the following guidelines during worship services:

- Enter worship rooms quietly and reverently.
- Dress appropriately and avoid behaviors that may detract from the sanctity of worship, such as talking, chewing gum, or improper posture.
- Exercise self-discipline and show respect for others and the sanctuary.

2025 - 2026

ADMISSIONS

ADMISSION AGREEMENT

Upper Columbia Academy is committed to admitting students who already have or are willing to experience a personal relationship with God and to live a Christian lifestyle. Parents and students seeking admission to Upper Columbia Academy agree to support the school's policies, programs, and personnel. All students enrolled at UCA are required to adhere to the school's standards, requirements, and philosophy as outlined in the School Handbook, regardless of their location, whether on or off campus.

ADMISSIONS - NEW STUDENTS (all grades)

1. **Step One: Complete the online application at ucaaa.org/apply**

To complete the application, you will need:

- A copy of the prior school(s) report card or unofficial transcript
- Names and email addresses for two references (one educational reference, one character reference)
- If applicable, any academic IEP, 504 Plan, or Individual Learning Plan

Once the application and application fee have been submitted, Upper Columbia Academy will await responses from the student's listed references. After all reference responses are received, the Admissions Committee will review the completed application. If the student is accepted, the family will receive an email with instructions to begin the enrollment process.

2. **Step Two: Complete the online enrollment packet**

After the student has been accepted, the following items will be needed to complete the student's online enrollment:

Documents required to finalize enrollment:

Physical Examination: Current physical exams are required for all students. New physical exams are required every two years. Additionally, students wishing to try out for sports or gymnastics must complete a sports physical before they are eligible to try out.

Immunization: Washington law requires proof of immunization or a signed waiver before entering school.

Financial Plan: As part of the enrollment process, families will be required to set up a financial plan through FACTS, our secure online family portal.

If required documents are not submitted during the online enrollment process, families are encouraged to complete and finalize enrollment by submitting outstanding documentation as soon as possible. After completing the online enrollment packet and submitting the enrollment fee, the student's spot will be secured for the upcoming school year at Upper Columbia Academy.

ADMISSIONS - RETURNING STUDENTS

Returning students are given priority to re-enroll for the upcoming school year before new applicants are considered. However, delays in completing the re-enrollment process may result in a loss of placement or course availability. At the end of each school year, the Admissions Committee reviews the records of all current students who wish to return. In some cases, students may be asked to reapply or participate in a re-interview to confirm their eligibility for re-acceptance.

1. Step One: Complete the online re-enrollment packet

After the student has been accepted, the following items will be needed to complete the student's online enrollment:

Documents required to finalize enrollment:

Physical Examination: Current physical exams are required for all students. New physical exams are required every two years. Additionally, students wishing to try out for sports must complete a sports physical before they are eligible to participate in tryouts.

Immunization: Washington law requires proof of immunization or a signed waiver before entering school.

Financial Plan: As part of the re-enrollment process, families will be required to set up a financial plan through FACTS, our secure online family portal.

If required documents are not submitted during the online re-enrollment process, families are encouraged to complete and finalize enrollment by submitting outstanding documentation as soon as possible. After completing the online enrollment packet and submitting the enrollment fee, the student's spot will be secured for the upcoming school year at Upper Columbia Academy.

ADMISSIONS - INTERNATIONAL STUDENTS

International students should begin the admission process by completing the International Student Application available at ucaa.org. Upon acceptance, international students must complete the required online enrollment. If the student has health insurance, proof of coverage should be submitted during the enrollment process. To support accurate grade placement and appropriate course selection, all application and enrollment documents must be submitted in English.

International students are responsible for arranging and confirming a homestay or host family. They are expected to reside with their host family during all home leaves, including Thanksgiving break, Christmas break, Spring break, and at the end of the academic year. Dormitory housing is closed during these breaks. Dates for scheduled breaks are available in the school calendar at ucaa.org. NOTE: All International Students wanting to work on campus must apply for a Social Security Number (SSN).

International Students needing an I-20 will need to do the following prior to acceptance:

1. **Agree upon a financial plan** that may include the advance payment of one year's tuition, or an automatic payment plan set up through FACTS using an accepted international credit card or automatic withdrawal from a bank account.
2. **Establish a plan for home leaves and school breaks** with approval through School Administration. International students are required to have a pre-approved family or designated plan for all home leaves and school breaks when the campus is closed.
3. **Demonstrate an adequate level of English language proficiency.** International students whose primary language is not English are not required to take the TOEFL test if they can demonstrate a good level of conversational English. These guidelines are meant to help students succeed academically and socially at Upper Columbia Academy, but they are not strict requirements. Suggested TOEFL proficiency scores are as follows:
 - 9th grade: 50
 - 10th grade: 60
 - 11th grade: 70
 - 12th grade: 80
4. **Participate in a video call interview.** International students may be asked to complete a video interview as part of the admissions process. This interview helps assess the applicant's English proficiency and determine whether the student is a good fit for academic success at Upper Columbia Academy.

CLASS PLACEMENT

The school registrar will assign students to the appropriate classes, taking into account their previously completed courses and the credits needed for graduation. This process involves input from the student and/or family. Additionally, UCA may conduct proficiency testing for new students during the first week of school to ensure proper placement in Math, Science, and English courses. Based on grades, MAPS testing, and teacher recommendations, additional course adjustments may be made. For returning students, class schedules will be determined by attendance priority number with the registrar prior to the end of the previous school year. For new students, the order for enrollment in classes is determined by their date of acceptance to UCA.

HOME SCHOOL APPLICANTS

Students who have been homeschooled for any part of their education are welcome to apply to Upper Columbia Academy. Home school credits will be evaluated based on the specific home school program used. In some cases, standardized achievement test scores may also be required. Credits from accredited home school entities will be accepted as letter grades and included in the student's GPA. In contrast, credits from unaccredited programs may or may not be accepted; if accepted, they will be recorded on a pass/fail basis and not factored into the GPA. Additionally, Upper Columbia Academy reserves the right to limit the maximum number of credits that may be transferred in any academic year. Some credits may not be eligible for transfer.

Students transferring from homeschool or non-accredited programs must have their coursework approved by the curriculum committee before credits can be awarded. UCA may provide competency testing and assign students to a suitable grade level based on their test results.

LATE ENROLLMENT

The Admissions Committee may consider students who apply after the two-week registration deadline for either semester. If accepted, late enrollees should be aware that course availability may be limited.

NON-DISCRIMINATION POLICY

Upper Columbia Academy admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools and does not discriminate on the basis of race, color, ethnic background, country of origin, or sex in administering education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

PART-TIME STUDENTS

To uphold the integrity of UCA's academic program, Upper Columbia Academy does not enroll part-time students.

PROSPECTIVE PARENTS AND STUDENTS

Upper Columbia Academy welcomes and encourages prospective families to visit our campus. We offer two organized events each year to highlight what UCA has to offer: Academy Day in the fall and Preview Day in the spring. Please refer to UCA's online calendar for the exact dates of both events. Families who are unable to attend these scheduled events are invited to arrange a personal tour by contacting us at info@uccaa.org.

QUALIFICATIONS FOR ADMISSION

While students do not need to be Seventh-day Adventists to apply for admission to Upper Columbia Academy, it is important to understand that UCA is grounded in Seventh-day Adventist Christian principles and is committed to fostering an environment for spiritual growth. Therefore, students who are indifferent to religion or dismissive of spiritual matters may find that UCA is not the right fit for them. We welcome students from diverse faith backgrounds, provided they show respect for the Word of God and maintain a reverent attitude for religious activities, adhering to all school policies.

Upper Columbia Academy is open to students in grades 9-12 who seek a Seventh-day Adventist Christian education.

- All students, both domestic and international, must not exceed the age of 20 prior to the day of graduation.
- All 12th-grade students must be enrolled full-time in four core classes for the second semester at UCA.

RE-APPLICATION PROCESS

Students who withdraw from Upper Columbia Academy, whether voluntarily or involuntarily, must reapply through the standard application process. The Admissions Committee will review all re-applications.

REGISTRATION DAY

Registration Day is mandatory for all students and takes place the day before classes begin (please refer to UCA's online calendar for the exact date). After registering, dormitory and extension students should plan to move into their assigned rooms in the dorms.

If you have any additional questions about admissions, please contact the
Upper Columbia Academy Admissions and Enrollment Team at admissions@uccaa.org

2025 – 2026

ACADEMIC BULLETIN

The desire and purpose of Upper Columbia Academy is to provide Christ-centered education that fosters academic excellence while guiding students to discover their God-given purpose. UCA strives to schedule students in programs that align with their interests and abilities. Students are expected to stay engaged and make consistent progress in their studies as part of their ongoing enrollment.

“true education trains young people to be thinkers and not mere reflectors of other people’s thought.”

Ellen G. White, education pg. 17

ACADEMIC SUCCESS PROGRAM

At UCA, we are committed to helping every student succeed academically. Our *Academic Success Program* is designed to support students who may be experiencing academic challenges by providing mentoring, personalized guidance, and encouragement. Through this program, we work closely with students to develop stronger study habits, time management skills, and academic confidence. In addition, parents are welcome to request tutoring for their student at any time, ensuring that each learner receives the support they need.

Academic Monitoring:

Students who receive one “D” at a mid-term or quarter marking period will be placed on *Academic Monitoring*. The tutoring director will watch their grades carefully and provide counsel as needed. Students who have been put on academic monitoring may be required to attend tutoring.

Academic Restriction:

Students who receive two or more “D’s” or one “F” at a mid-term or quarter marking period will be placed on *Academic Restriction*. Academic Restriction includes monitoring, as well as, required tutoring and potential dormitory study hall restrictions. Failure to attend scheduled tutoring appointments will result in discipline. Students on academic restriction may be removed from interscholastic athletic teams until the next midterm/grading period.

Academic Probation:

Students who receive two or more “F’s” at a quarter marking period will be placed on *Academic Probation**. When this occurs, a meeting will be called with the School Administration, the student, and his/her parents, where a remediation contract will be discussed and agreed upon. Academic probation includes all the requirements of academic restriction. In addition, the student must attend all classes, complete homework, and show progress over the next 9-week period. The student’s overall program will be evaluated in two-week intervals, and he/she will be counseled accordingly. Students who persistently earn low grades or violate the conditions of their probation may jeopardize their enrollment at UCA.

*Minimal exceptions to this policy may be made for extenuating circumstances

ACCELERATION

Acceleration in a student's academic program is rarely advisable. The North Pacific Union Education Board has established specific guidelines for accelerating academy students into college. Students wishing to accelerate must obtain approval from the Curriculum Committee before the second semester of their sophomore year and should plan to attend Upper Columbia Academy for all three years of their education. If approved, an acceleration fee of \$500 will apply. For more information, please contact the UCA Registrar.

ADVANCED PLACEMENT, HONORS, AND DUAL CREDIT COURSES

UCA offers Advanced Placement (AP), Honors, and Dual Credit courses as part of our commitment to providing rigorous academic opportunities that enrich the educational experience and prepare students for success in college.

To enroll in Honors, AP, and Dual Credit courses, students must demonstrate proficiency in the relevant subject area and/or receive a teacher recommendation. All Dual Credit courses are administered by partnering SDA colleges and universities, and their policies govern parental involvement and communication. Students must also meet the eligibility requirements of both UCA and the partnering institutions and obtain approval from the Honors, AP, and Dual Credit Committee.

Advanced Placement (AP) Courses:

AP courses are rigorous, college-level classes culminating in an end-of-year exam, allowing students to earn college credit. UCA offers a variety of AP courses based on teacher availability. Students enrolling in these courses take the AP exam at the end of the school year, with an exam fee of approximately \$100 billed to the family's FACTS account in the fall.

Dual Credit Courses:

Dual Credit courses allow students to take college classes while attending UCA, earning credits applicable to both high school and college. Completing these courses can help reduce the number of classes needed in college, as they provide transferable college credits. The fee for Dual Credit courses is determined by the partnering university and is typically a discounted rate compared to taking the courses directly at the college. Dual Credit Course fees will be added to the student's account at the beginning of the school year.

BIBLE COURSES

At UCA, we believe that the Bible serves as the foundation for our beliefs, influencing all aspects of our programs, policies, and values.

Bible classes are a required part of UCA's curriculum, designed to help students engage meaningfully with Scripture. By using physical Bibles and interactive activities, students are encouraged to grow in their relationship with God and build stronger connections with each other.

Our Bible classes encourage students to cultivate a personal relationship with Jesus and to develop strong Christian character. Additionally, these classes inspire students to envision lives of service to Christ, equipping them for whatever paths they may choose in the future.

CHANGE OF PROGRAM

Students must complete a Change of Registration voucher to officially register for or drop a class. Until this paperwork is submitted to the registrar, students must continue attending their original class.

Students may add classes only during the first two weeks of a semester or the first week of a quarter. Classes may be dropped up until three weeks before the end of the quarter or semester. If a student drops a class after the first two weeks of a semester (or the first week of a quarter class), a grade of WP (Withdrew Passing) or WF (Withdrew Failing) will be recorded on their transcript.

For performance classes, such as Band, Choraliers, Choir, Acro Soul, Octet, or Strings, if a student drops the class after the two-week mark, an F may be assigned as the final grade for the semester.

Students who wish to move from an AP and/or honors course to a non-honors course must do so by the end of the first semester, with approval from both the teacher and a parent. Please note that these students will still be responsible for any course fees already incurred.

CLASS SCHEDULE

Individual class schedules will be created based on student interests and graduation requirements. Current students will preregister for their classes for the following year before the end of the spring term. The School Registrar will contact new students to prepare their class schedules. Class schedules will be provided to students prior to the start of fall classes. If a student wishes to make a schedule change, they must contact the School Registrar.

UCA operates on a modified block class schedule. Students attend an A/B schedule four days a week (Monday through Thursday) with hybrid core class periods on Fridays. This structure allows for longer class periods twice a week, enabling teachers to explore topics more thoroughly while maintaining a predictable standard schedule.

CORRESPONDENCE COURSES

Any correspondence, online, or summer school courses a student intends to apply toward graduation must receive prior approval from the Curriculum Committee. Approval for a correspondence or online course will only be granted in exceptional or extenuating circumstances. All correspondence and summer school courses must be taken from educational institutions accredited by an approved regional accrediting agency.

Upper Columbia Academy reserves the right to withhold credit if prior approval for a correspondence/online course is not obtained. Additionally, UCA may require students to take an appropriate achievement test to verify the level of skill acquired.

Seniors approved to take a correspondence/online course must complete it by the beginning of the second semester of their senior year. If not, they will be required to enroll in an equivalent class on campus. Furthermore, all courses, including the final exam, must be completed before a senior student can participate in the class trip.

A student will not receive a diploma or be allowed to participate in the Graduation Commencement Ceremony until a final passing grade for all correspondence/online work is on file in the registrar's office.

COURSE FEES

Students may incur additional fees depending on the courses they take or the extracurricular activities they join. These fees are intended to cover the cost of essential items and experiences that support student learning and development. Examples include uniforms or specialized attire required for certain classes, groups, or sports; course-specific supplies such as art materials, lab kits, or technical equipment; and costs associated with educational tours, field trips, or participation in events. All such fees will be communicated to parents or guardians in advance through the FACTS Family Portal. UCA strives to keep these additional costs reasonable. The full list of course fees can be found under *Course Fees and School Fines*.

COURSE LOAD

The Curriculum Committee has the authority to adjust a student's workload or course load if necessary. The minimum class load must include four core classes, excluding music, art, and physical education. Students enrolled in a dual credit course will receive course credit, which counts toward the student's minimum load for each semester.

- Enrollment in courses such as electives and honors classes may be limited based on the type of course.
- Students in grades 11 and 12 will have enrollment priority.
- Students in grades 9 and 10 may register on a space-availability basis.
- After grade priority, students will be prioritized based on their attendance priority ranking.

CREDITS

The registrar will help students with their schedules to ensure they have the required 240 credits to graduate with a high school diploma.

For semester credits, five credits are granted for a class that meets for a minimum of 225 minutes per week for 18 weeks. Ten credits are equivalent to one Carnegie unit.

DIPLOMA REQUIREMENTS

Bible	40 Credits
English	40 Credits
Science (20 of Lab Classes)	30 Credits
Math	30 Credits
Foreign Language	20 Credits
World History	10 Credits
U.S. History	10 Credits

Civics	5 Credits
Physical Education	15 Credits
Health	5 Credits
Technology/Practical Arts	10 Credits
Computer Applications	10 Credits
Fine Arts	10 Credits
Electives (not required)	0 Credits

GRADING PERIODS

Upper Columbia Academy follows a nine-week quarter grading system, with grade reports issued four times a year. However, only semester grades are recorded on the student's official transcript and factored into their GPA. Quarter grades are noted only for classes designated as quarter-length courses. Mid-term reports are sent out only if a student shows unsatisfactory progress during the grading period. Grades are always accessible through FACTS Family Portal. Report cards are issued at the end of each semester. Students receive letter grades based on numerical scores for core subjects, while some courses may use alternative marks such as "P" (Pass), "F" (Fail), or "NC" (No Credit) for excessive absences. For more information on attendance requirements, please refer to *UCA's Attendance Policy*.

GRADE POINT AVERAGE EQUIVALENTS

Upper Columbia Academy utilizes GPA equivalents in accordance with Washington State guidelines, incorporating pluses and minuses in the calculation. The following grades and their corresponding point values are used:

100-93.00%	A	4.0
92.99-90.00%	A-	3.7
89.99-87.00%	B+	3.3
86.99-83.00%	B	3.0
82.99-80.00%	B-	2.7
79.99-77.00%	C+	2.3
76.99-73.00%	C	2.0
72.99-70.00%	C-	1.7
69.99-67.00%	D+	1.3
66.99-60.00%	D	1.0
59.99-0.00%	F	0.0
	P	Pass with credit - No GPA points
	WP	Withdrew Passing
	WF	Withdrew Failing
	NC	No Credit

GRADUATION REQUIREMENTS

To graduate, students must have a minimum of 240 credits. Additionally, every student at UCA is required to complete 10 semester credits of Bible for each year of attendance.

Participation in the Graduation Commencement Ceremony is contingent upon successfully completing all required and elective courses to meet the credit requirements for a general diploma from accredited secondary schools. Attendance at Upper Columbia Academy for the second semester of the senior year is required. Juniors and seniors involved in significant disciplinary issues during the final quarter may forfeit their participation in graduation ceremonies.

Eligibility for honor cords will be determined by academic standing at the end of the 7th semester. High honor cords will be awarded to students with an unweighted cumulative GPA of 3.75 or higher, while honor cords will be given to those with an unweighted cumulative GPA between 3.50 and 3.74.

INTERSCHOLASTIC SPORTS TEAM ELIGIBILITY

Students interested in participating in interscholastic sports must meet the following academic requirements:

- At the beginning of each school year, all students are eligible to play.
- The ineligibility list will be checked every Monday morning, starting in the third full week of each semester.
- Any student with a current grade of F at the time of the Monday check will be placed on the ineligibility list for that week.
- Students on the ineligibility list may attend practices but are not permitted to participate in games or travel with the team to away games.
- Students must maintain a satisfactory attendance record.

Failure to meet any of these conditions may result in the loss of the privilege to participate in the sports program for the remainder of the school year and, if deemed necessary by the administration, into the following year. Students must also pay the applicable sports fee, which is non-refundable.

STANDING OF CLASSES

Class standing for transferring students at Upper Columbia Academy is dependent on the receipt of official transfer transcripts. If a transcript is retained by a previous school, it may prevent the student from graduating from UCA.

Freshman:	A first-year academy student who has completed the eighth grade and is registered for 60 credits.
Sophomore:	A second-year academy student who has completed 60 credits and will have earned 120 credits by the end of the school year.
Junior:	A third-year academy student who has completed 120 credits and will have earned 180 credits by the end of the school year.

Senior: A fourth-year academy student (or approved accelerated third-year student) who has completed 180 credits and whose class load will permit graduation at the end of the school year.

TRANSCRIPTS

A transcript is an official record of a student's academic history and includes the official seal of Upper Columbia Academy. Unofficial transcripts may be requested by emailing the Registrar at registrar@ucca.org. Official transcripts will be sent directly to the designated educational institution, employer, or licensing agency. Please note that a student's account must be current or paid in full before official transcripts can be released.

For transcripts being sent to Adventist colleges or universities, please email your request to UCA's Registrar at registrar@ucca.org. For all other transcript requests, we recommend using the online transcript request Parchment, available at ucca.org/transcripts.

For incoming students, transcripts for all previous scholastic work should be mailed directly to Upper Columbia Academy at:

Registrar
Upper Columbia Academy
3025 E Spangle-Waverly Rd
Spangle WA 99031-9799

TYPICAL SCHEDULE BY CLASS STANDING

Freshmen

Algebra I	10 Credits
Bible I	10 Credits
Computer Applications	10 Credits
Essential Living Skills/ Shop	10 Credits
English I	10 Credits
Freshman PE	8 Credits
Physical Science	10 Credits
Electives	
Fine Arts	

Sophomore

Bible II	10 Credits
Biology	10 Credits
English II	10 Credits
Geometry	10 Credits
Health	5 Credits
Sophomore PE	4 Credits
World History	10 Credits
Electives	
Fine Arts	

Junior

Algebra II	10 Credits
Bible III	10 Credits
English III	10 Credits
Spanish I/French I	10 Credits
Science	10 Credits
U.S. History	10 Credits
Electives	
Fine Arts	
PE	

Senior

Bible IV	10 Credits
English IV	10 Credits
Spanish II/French II	10 Credits
Science	10 Credits
Social Studies	10 Credits
Electives	
Fine Arts	
PE	

UPPER COLUMBIA ACADEMY

CLASS OFFERING

ART

Drawing
Oil Painting
Pottery/Pottery II
Stained Glass
Watercolor

BIBLE

Bible I
Bible II
Bible III
Bible IV

ENGLISH

English I
English II
English III: American Literature
College Writing Dual Credit
Foundations of Writing
Research Writing Dual Credit
Honors English III: American Lit
English IV: British Literature

MATHEMATICS

Algebra I
Geometry
Algebra II
Pre-Calculus
AP Calculus
Consumer Math

MODERN LANGUAGE

French I
French II
Spanish I
Spanish II

MUSIC

Choir
Choraliers
Concert Band
Instrumental Ensembles
Octet
String Orchestra
Private Lessons

- Brass
- Cello
- Guitar
- Keyboard
- Percussion
- Violin & Viola
- Voice
- Woodwind

PHYSICAL EDUCATION

Acro Soul Gymnastics (full year)
Backpacking (junior year)
Fitness Interval Training (quarter)
Freshman PE (full year)
Health (semester)
Racquet Sports (quarter)
Recreational Ski (winter Sundays)
Running (quarter)
Strength Training (quarter)
Sophomore PE (semester)
Varsity/Junior Varsity Sports

- Basketball (boys and girls)
- Golf (boys and girls)
- Soccer (boys and girls)
- Volleyball (girls)

PRACTICAL ARTS

Advanced Home Renovation
Auto Shop
Blacksmithing
Essential Living Skills
General Shop
Shop

SCIENCE

Biology
Chemistry
Genetics**
Geology*
Origins/Marine Biology
Physical Science
Physics
Anatomy & Physiology Dual Credit

SOCIAL STUDIES

Civics
20th Century History
U.S. History
World History
Psychology Dual Credit

TECHNOLOGY

Computer Applications

*Odd Graduation Year

**Even Graduation Year

COURSE DESCRIPTIONS

ART

DRAWING

Units: 2.5 Quarters: 1

In this class, students learn how to use graphite pencils to portray light and shadow and create depth through various rendering and blending techniques. Students are given an introduction to perspective as well as instruction in drawing human faces and animal fur texture. May be repeated for additional credit. (Additional fee applies to this course for supplies)

OIL PAINTING

Units: 2.5 Quarters: 1

In this class, students express themselves with oil paints on canvas. Emphasis is on mixing paints to achieve the right color and incorporating details and shading into their paintings. May be repeated for additional credit. (Additional fee applies to this course for supplies)

POTTERY

Units: 2.5 Quarters: 1

In this class, students practice the three basic types of hand-building pots: pinch, slab, and coil. They will also use the potter's wheel to throw and trim pots and will learn the art of glazing. May be repeated for additional credit. (Additional fee applies to this course for supplies)

STAINED GLASS

Units: 2.5 Quarters: 1

Beginner: Students learn about the basic techniques of using stained glass and how to work safely. One beginner-level project is assigned, and the student chooses a simple piece for the main project. (Additional fee applies to this course for supplies)

Advanced: Students choose and research a major project using 3-dimensional, non-glass items or alternate techniques. With permission from the instructor, this class may be taken up to four times. (Additional fee applies to this course for supplies)

WATERCOLOR

Units: 2.5 Quarters: 1

In this class, students study the color wheel and the art of mixing paints. They practice various watercolor application techniques and learn the tools of the medium. May be repeated for additional credit. (Additional fee applies to this course for supplies)

BIBLE

BIBLE I (series)

Units: 10 Quarters: 4

EXISTENCE AND CHARACTER OF GOD

Units: 2.5

This is an introductory course to the book of Genesis. Students will explore the big questions of the existence of the Creator God, who He is, and how to have a relationship with Him.

LIFE AND TIME OF JESUS

Units: 2.5

This course is a study of the gospels and the historical relevance of the life and times. Students will gain a clearer understanding of the culture in which Jesus lived and its significance.

TEACHINGS OF JESUS

Units: 2.5

In this class, students will discover the God who is nigh at hand and who always loves, forgives, and changes the human heart in spite of our failures. They will uncover the many lessons found in these teachings and parables of Jesus that have personal implications for today's Christian.

THE PATRIARCHS

Units: 2.5

This course explores the history, themes, characters, and key events surrounding the Old Testament patriarchs. They will become familiar with the culture and customs of the Old Testament, creating a historical and theological foundation for understanding how God worked in our past history and continues to lead and guide his people in the present.

BIBLE II (series)

Units: 10Quarters: 4

SANCTUARY

Units: 2.5

This course is an in-depth study of the wilderness sanctuary and its spiritual significance to our lives today. We will be looking at the time of the judges and early kings with a specific focus on the schools of the prophets.

FRIENDSHIP, DATING, & RELATIONSHIPS

Units: 2.5

In this class, students will explore practical ways a young Christian can have godly, fulfilled relationships now that build into healthy marriages for the future.

MINOR PROPHETS

Units: 2.5

This class will introduce students to the Minor Prophets and God's dealing with His people during the time of the kings and the captivity of Israel. Students will learn what the life of a prophet was like as well as how they were treated. The study will also look at the messages of the prophets for their people and practical applications for us today.

EARLY CHURCH HISTORY AND LAST DAY CHURCH

Units: 2.5

This course consists of the history of God's Church. It will start with God's purpose for His church as an evangelistic and social tool of community building. Then it will look at the struggles of the church through apostasy, canonizing the Bible, setting doctrine, etc. We will explore Adventist doctrine, last-day church events, the character of the last-day church, as well as how we fit into church today.

BIBLE III (series)

Units: 10Quarters: 4

DANIEL AND REVELATION

Units: 2.5

This course offers an in-depth study of the books of Daniel and Revelation. This course looks at our time and place in prophecy and God's amazing offer to His people during these last days. This class is intended to encourage students in various kinds of outreach to our community. Course content will vary depending on the teacher and the outreach opportunities available.

WORLD RELIGIONS

Units: 2.5

This is a junior-level course designed to acquaint students with the major religious traditions of the world and to the academic discipline of religious studies. The religions studied will be Judaism, Christianity, Islam, Hinduism, Buddhism and Atheism. The goal of this class is to prepare students with

a knowledge base of other religions so they may be more prepared to share their faith with anyone they meet.

ROMANS

Units: 2.5

This course will look at the writings of the major contributor of the New Testament. The book of Romans delves into subjects like Christ our righteousness, righteousness by faith, character development, and the Glory of God. Students will discover that the apostle Paul is as relevant today as ever.

INDUCTIVE BIBLE STUDY

Units: 2.5

This course will use many classic places in scripture with an approach to studying God's word called Inductive Bible Study. Using the methods of observation, interpretation, and application, students may experience a wonderful way of digging deeper into the heart and mind of God.

BIBLE IV (series)

Units: 10 Quarters: 4

PHILOSOPHY AND CHOICES

Units: 2.5

For the first two weeks of this class, students will take and analyze the "career inventory test packet" called COPEs/CAPS/COPS. Many students in the past have found this section very valuable in considering what career to go into for their future. During the rest of the quarter, students will write their own philosophy of life and then present their moral beliefs or choices in light of their own philosophy.

CHURCH LEADERSHIP AND ORGANIZATION

Units: 2.5

This course will look at the inner workings and reasons for church. We will trace denominations, branches of doctrines, and the structure of church. We will also explore Adventism, evangelism, and missions within the Adventist church, along with spiritual gifts and leadership, and fulfilling the great commission. Finally, we will look at our role in Christ's church in and around the world, and at utilizing our talents in worship, service, and care, to bring others to know Jesus before His second coming.

DEDICATED LIFE AND THE BOOK OF JOHN

Units: 2.5

This course is designed for seniors to finish their last year with a Bible class as opposed to a life skills class. We will study the life of John and other devoted followers of Christ with the intent of inspiring each student to leave UCA committed to a dedicated life with God and for His service.

MARRIAGE, FAMILY, AND FINANCE

Units: 2.5

This course explores the foundational elements of building strong and lasting relationships in today's world. Students will examine the principles of healthy marriages, effective communication, and practical parenting strategies. The course also emphasizes the role of financial stewardship in family life, teaching how to manage money wisely for stability, generosity, and marital harmony. With a focus on real-life application, this class equips students with the tools to foster thriving families in a culture where commitment is often challenged.

ENGLISH

ENGLISH I

Units: 10 Semesters: 2

Freshman students review the basics of English grammar and mechanics. Literature readings from several genres are explored and analyzed. The writing process incorporates multiple writing styles and techniques.

ENGLISH II

Units: 10 Semesters: 2

This class will continue to encourage students to read for enjoyment and to build their analytical skills through quality selections from various literary genres. They will also develop their abilities in expression through speaking and creative writing opportunities and will prepare for upper-level classes with a unit on the research process.

Prerequisite: English I

ENGLISH III: AMERICAN LITERATURE

Units: 10 Semesters: 2

This class is a chronological study of American writers from the 1600's to modern times. Students increase their ability to recognize and understand literary devices and techniques and gain an appreciation for this country's rich literary heritage. Writing and grammar review are also included.

Prerequisite: English II

HONORS ENGLISH III: AMERICAN LITERATURE

Units: 10 Semesters: 2

This class surveys literature from Native American oral tradition until the present, including various genres and whole works by major American authors, and is organized by literary periods. Students are given multiple opportunities for writing, both formal and creative, and analysis of literary techniques and devices is emphasized in order to prepare students for college-level classes.

Prerequisite: English II, 3.0 GPA or above, permission from the instructor

ENGLISH IV: BRITISH LITERATURE

Units: 5 Semesters: 1

This course surveys British literature from Anglo-Saxon epic poetry to the present-day texts. Students will expand their knowledge of the Western literary canon by reading and writing critically about said texts. Writing and reading techniques, both formal and creative, are heavily practiced and emphasized to prepare students for college-level courses.

Prerequisite: Senior Class Standing

ENGLISH IV: MEDIA LITERACY AND RHETORIC

Units: 5 Semesters: 1

This course will explore the intersection of media literacy and rhetorical analysis, equipping students with critical tools to navigate contemporary media. Students will examine how language, images, and digital platforms influence public perception and their own identities. Students will use rhetorical strategies and media theory to study the art of persuasion and how to recognize it in our evolving media landscape.

Prerequisite: Senior Class Standing

COLLEGE WRITING - DUAL CREDIT

Units: 5 Semesters: 1

This course teaches close reading and the writing process, including a clear writing style and the basic elements of academic writing. We will practice critical thinking skills as we read and discuss classic novels, plays, and non-fiction works and students will learn how to write for analysis and argumentation. Students must achieve a grade of "C" or above to receive dual credit. Enrollment is limited, and approval from the instructor is required. The course earns 3 semester hours of college credit from Southwestern Adventist University. An additional fee will be charged on behalf of the university issuing the credit.

Prerequisite: Senior Class Standing, 3.5 GPA or above, and permission from the instructor

RESEARCH WRITING - DUAL CREDIT

Units: 5 Semesters: 1

This course is a continuation of the previous semester. It refines students' skills in close reading, critical thinking, and written argumentation, and introduces students to the evaluation and use of primary and secondary sources. Students will write a short Literary Analysis paper in MLA documentation style and a longer argumentative paper that will use a documentation style appropriate to the research discipline. Students must achieve a grade of "C" or above to receive dual credit. The course earns 3 semester hours of college credit from Southwestern Adventist University. An additional fee will be charged on behalf of the university issuing the credit.

Prerequisite: College Writing with a grade of "C" or above and instructor permission

MATHEMATICS

ALGEBRA I

Units: 10 Semesters: 2

This course emphasizes basic operations for number systems, including equations, inequalities, factoring, graphing, and quadratics. Students are introduced to plane trigonometry.

GEOMETRY

Units: 10 Semesters: 2

This course emphasizes logical proof, characteristics of geometric figures (lines, angles, polygons, circles, and solid figures), coordinate proofs, and trigonometric ratios.

Prerequisite: Algebra I

ALGEBRA II

Units: 10 Semesters: 2

This course extends beyond basic algebraic functions (linear, absolute value, and quadratic functions) to polynomial, rational, and radical functions. Students will be exposed to transcendental functions (exponential and logarithmic), complex numbers, matrices, and conic sections.

Prerequisite: Algebra I

PRE-CALCULUS

Units: 10 Semesters: 2

This course is designed to prepare students for college-level calculus. Topics include a review of algebraic and transcendental functions, and complex numbers from algebra 2. Students will also be introduced to radians, trigonometric functions and identities, polar coordinates, parametric equations, and limits.

Prerequisite: Geometry and Algebra II, and permission from the instructor

AP CALCULUS

Units: 10 Semesters: 2

Equivalent to the first quarter of college calculus. This course uses limits, derivatives, and integrals to analyze various functions, graphs, and real-life scenarios. A TI-84 graphing calculator is required. An additional fee will be charged for taking the AP exam.

Prerequisite: Pre-Calculus and a recommendation from the student's pre-calculus instructor.

CONSUMER MATH

Units: 10 Semesters: 2

Consumer Mathematics is a practical, real-world math course designed to help students develop financial responsibility and become informed citizens. This course focuses on essential everyday math skills used in personal finance and consumer decision-making. Topics include budgeting, banking, credit and loans, income and taxes, saving, investing, and insurance. Real-world problems are introduced throughout the course to emphasize problem-solving, critical thinking, and financial literacy to prepare students for life beyond high school.

MODERN LANGUAGES

FRENCH I

Units: 10 Semesters: 2

This class introduces the French language. Students will learn the basic grammar, vocabulary, verb tenses, and sentence structure of French and develop basic conversational ability. Students learn through reading, writing, speaking, and listening activities and investigate the cultures of various French-speaking countries.

FRENCH II

Units: 10 Semesters: 2

French II reviews and builds on the grammar and vocabulary of French I, adding more vocabulary, grammar, and sentence structure skills. Students will learn more complex verb conjugations and practice a higher level of composition and conversation. We will also explore more of the French-speaking cultures and communities while participating in a variety of reading, writing, speaking, and listening opportunities.
Prerequisite: C or above in French I

SPANISH I

Units: 10 Semesters: 2

This class introduces the Spanish language and culture. Students will learn the basic grammar, vocabulary, and sentence structure of Spanish and develop basic conversational ability. Students will also have opportunities to learn and practice Spanish through interpersonal, interpretive, and presentational practice.

SPANISH II

Units: 10 Semesters: 2

Spanish II reviews and builds on the grammar and vocabulary of Spanish I, adding more vocabulary and additional complex grammatical structures. There is a stronger emphasis on conversation. Second-year students also focus on the cultures, connections, comparisons, and communities of Spanish-speaking countries.
Prerequisite: C or above in Spanish I

MUSIC

MUSIC ENSEMBLES

Music ensembles at Upper Columbia Academy provide music for sacred and secular events at the school and off-campus for performances. (Additional fees apply to these courses for music and uniforms)

The following ensembles are offered:

Choir (no audition needed)	3 units per semester
Choraliers (concurrent with Choir or Band)	4 units per semester
Concert Band	4 units per semester
Instrumental Ensembles	1 unit per semester
Octet (concurrent with Choraliers)	1 unit per semester
String Orchestra	1 unit per semester

Instrumental Ensembles are semester classes and meet once each week.

Prerequisite: Audition and invitation

PRIVATE LESSONS

Units: 1.25 Quarters: 4

The following private music lessons are available to any interested students from beginner to advanced levels:

Brass	Percussion
Cello	Viola & Violin
Guitar	Voice
Keyboard	Woodwinds

Private lessons are quarter classes. Voice and instrument lessons are included in tuition. Cello, guitar, piano, viola, and violin lessons are charged separately. (Additional fees may be charged for renting instruments)

PHYSICAL EDUCATION

FRESHMAN P.E.

Units: 8 Semesters: 2

A brief exposure to a variety of individual, dual, and team activities. The students will use these activities to better their overall fitness and skill levels and to promote lifetime fitness.

SOPHOMORE P.E.

Units: 4 Semesters: 1

This class offers fundamental instruction to team sports. Football, soccer, basketball, volleyball, and softball are covered throughout the year. The students will gain a deeper understanding of these team sports as well as a continued development of the pursuit of fitness.

HEALTH

Units: 5 Semesters: 1

This class helps students develop a Bible-based philosophy of health and gain the tools needed to make choices that lead to a lifetime of physical, mental, emotional, social, and spiritual health.

GYMNASTICS (Acro Soul)

Units: 8 Semesters: 2

This is a touring/witnessing team designed to enhance the student's skills in gymnastics and sport acrobatics, facilitate public relations, and promote a healthy lifestyle. Admission is through audition, evaluation, and selection by the instructor. Being a member of the gymnastics team requires a significant investment of time.

GENERAL P.E.

Units: 2 Quarters: 1

These classes offer instruction in recreational sports with an emphasis on skill development and personal fitness to encourage lifetime fitness. Students gain knowledge of the rules, game strategy, and physical fitness. The present offerings include Fitness Interval Training, Racquet Sports, Running, and Strength Training.

BACKPACKING

Units: 1 Quarters: 1

This course provides an opportunity to go backpacking and receive P.E. credit. In addition to the weekend backpacking trip, there are two required evening classes.
Prerequisite: Junior Class standing

RECREATIONAL SKIING

Units: 2 Quarters: 1

This course provides an opportunity to go skiing and receive P.E. credit. To obtain credit, the student must go at least five times with the school. (Additional fee applies to this course)

JUNIOR VARSITY & VARSITY SPORTS (Basketball, Golf, Soccer, Volleyball)

Units: 2 Quarters: 1
These classes involve conditioning, skill development, and team strategy. All practices and games are required. Admission is through audition, evaluation, and selection by the instructor. (Additional fees apply to these courses)

PRACTICAL ARTS

ESSENTIAL LIVING SKILLS

Units: 5 Semesters: 1
This is a course designed to give students an overview of basic skills needed in the home. Areas covered include food preparation, nutrition and personal health principles, clothing care, and basic sewing, all through hands-on practice. It is a required coeducational freshman course taught in conjunction with General Shop.

GENERAL SHOP

Units: 5 Semesters: 1
This course introduces students to the various aspects of a functioning shop, including safety protocols, an introduction to basic construction, home maintenance, and automotive mechanics. Students will gain basic knowledge and skills to perform essential life activities related to the construction, home maintenance, and automotive fields. This course is an introduction to the Industrial Arts courses offered at UCA. This is a required coeducational freshman course in conjunction with Essential Living Skills.

AUTO SHOP

Units: 2.5 Quarters: 4
This course is designed for students with some previous knowledge of the automobile and its systems. Students will learn preventative and ongoing general maintenance, basic troubleshooting, minor repairs, and basic autobody repair. (Additional lab fee applies to this course)

Recommended Prerequisite: General Shop or equivalent experience

Prerequisite: Successful completion of Quarter 1 is necessary for enrollment in Quarter 2, and successful completion of Quarter 3 is necessary for enrollment in Quarter 4.

ADVANCED HOME RENOVATION

Units: 2.5 Quarters: 4
This course will teach students basic home maintenance and renovation skills through projects in the construction lab space. Students will understand design concepts, materials, and construction techniques and execute actual construction projects. (Additional lab fee applies to this course)

Recommended Prerequisite: General Shop or equivalent experience

Prerequisite: Quarter 1 is required for Quarter 2, and successful completion of Quarter 3 is required for Quarter 4.

SHOP

Units: 2.5 Quarters: 4
This course introduces students to basic construction, home maintenance, and auto mechanics. Students will explore topics to increase their interest in the industrial arts field as well as prepare them for advanced classes. Students will also learn basic knowledge and skills to perform essential life activities related to the field. (Additional lab fee applies to this course)

Prerequisite: Successful completion of Quarter 1 is necessary for enrollment in Quarter 2, and successful completion of Quarter 3 is necessary for enrollment in Quarter 4.

SCIENCE

PHYSICAL SCIENCE

Units: 10 Semesters: 2

This is a survey of physical sciences, which includes chemistry, physics, and earth and geological sciences.

BIOLOGY

Units: 10 Semesters: 2

Biology is a laboratory course designed to give a summary of the many areas in the life sciences. Some of the topics covered are scientific methods, origins, cell biology, genetics, selected body systems, and ecology.

GEOLOGY (Course offered on odd graduation year)

Units: 5 Semesters: 1

This first-semester course acquaints students with basic scientific principles that apply to the earth and the natural environment. Topics include geologic history, composition of the Earth, plate tectonics, climate, forces shaping the Earth's crust, and geologic hazards and their impact.

Prerequisites: Biology and upper-class standing

GENETICS (Course offered on even graduation year)

Units: 5 Semesters: 1

The first-semester course covers the examination of the basic principles of genetics in eukaryotes and prokaryotes at the level of molecules, cells, and multicellular organisms, including humans. Topics include Mendelian and non-Mendelian inheritance, structure and function of chromosomes and genomes, biological variation resulting from recombination, mutation and selection, and population genetics.

Prerequisites: Biology and upper-class standing

ORIGINS/MARINE BIOLOGY

Units: 5 Semesters: 1

Third quarter is an in-depth study of origins through geology, paleontology, molecular biology, genetics, embryology, and archeology. Fourth quarter is a survey of marine biology, which includes organism anatomy, the laws governing our oceans, and the stewardship required to keep the oceans pristine. Marine Biology includes a 4-day lab trip to the Puget Sound. (An additional lab fee applies to this course)

Prerequisites: Biology and upper-class standing

CHEMISTRY

Units: 10 Semesters: 2

This laboratory class emphasizes the following basic concepts: atomic structure, the Periodic Table, formulas and nomenclature, balancing equations, stoichiometry, gas laws, solutions, and organic chemistry. The course format is based on the assumption that the student will be going into a science-related occupation.

Prerequisite: Algebra 1

Recommended cognate: Algebra II

PHYSICS

Units: 10 Semesters: 2

This is a study of the concepts of basic physical science, including matter, mechanics, heat, sound, electricity, magnetism, light, and nuclear relationships. Emphasis will be placed on both conceptual understanding and the application of mathematical principles.

Prerequisite: Algebra II

Recommended cognate: Pre-Calculus

ANATOMY AND PHYSIOLOGY DUAL CREDIT

Units: 10 Semesters: 2

Study of human (organ-system) anatomy and physiology with reference to cellular, genetic, and developmental relationships. Over the course of the year, students will explore all 13 body systems, gaining a comprehensive understanding of how they function and interrelate. First semester includes a study of histology, the integumentary, skeletal, and muscular systems. Second semester focuses on nervous, endocrine, and circulatory systems. This course emphasizes the complexity and simplicity evident in cells and systems that the Creator has designed in the human body. A passing grade of 'C' or above is required to receive 12 Semester Hours of credit through Southwestern Adventist University. (An additional lab fee applies to this course, and there will be a charge on behalf of the university issuing the credit.)

Prerequisite: Senior Class Standing, 3.50 GPA or above, and permission from the instructor

Recommended prerequisite: Chemistry

SOCIAL SCIENCES

CIVICS

Units: 5 Semesters: 1

This senior-level, semester-long course blends American government, basic economics, personal finance, and practical law. Students will explore how government functions, how economic systems impact daily life, and how to manage personal finances. Legal topics, including contracts, rights, and responsibilities, are also covered to prepare students for real-world decision-making.

Prerequisite: Senior Class Standing

20th Century History

Units: 5 Semesters: 1

This semester-long research survey course explores the major political, social, economic, and cultural developments of the 20th century, beginning with the aftermath of World War II. Students will examine each decade through primary and secondary sources, focusing on key global and national events, movements, technology, and figures that shaped the modern world. Emphasis will be placed on critical thinking, historical inquiry, and independent research.

Prerequisite: Senior Class Standing

UNITED STATES HISTORY

Units: 10 Semesters: 2

This course covers the major events that led to the establishment and development of the United States of America. The study begins with the European discovery of North America (1492) and ends with World War II.

Prerequisite: Junior Class Standing

WORLD HISTORY

Units: 10 Semesters: 2

This full-year course traces the development of world civilizations from ancient times up to the Age of Discovery. Students will explore the rise and fall of empires, the spread of major religions and philosophies, and the evolution of political, cultural, and economic systems. Emphasis is placed on global connections, cultural exchange, and the historical foundations that shaped the early modern world.

Prerequisites: Sophomore Class Standing

PSYCHOLOGY 140 – INTRODUCTION TO PSYCHOLOGY: BIOLOGICAL FOUNDATIONS (DUAL CREDIT)

Units: 5 Semesters: 1

Overview of issues in psychology related to thinking, intelligence, human development, personality, social psychology, stress and health, psychological disorders, and treatment. This course is taught through Walla Walla University and offers four quarter hours of credit. An additional fee will be charged on behalf of the university issuing the credit.

Prerequisites: 3.25 GPA, permission from the instructor

PSYCHOLOGY 141 – INTRODUCTION TO PSYCHOLOGY: SOCIAL FOUNDATIONS (DUAL CREDIT)

Units: 5 Semesters: 1

Overview of issues in psychology related to history, research methods, neuroscience, sensation and perception, consciousness, memory, learning, emotion and motivation, and language. This course is taught through Walla Walla University and offers 4 quarter hours of credit. An additional fee will be charged on behalf of the university issuing the credit.

Prerequisite: 3.25 GPA, permission from the instructor

TECHNOLOGY

COMPUTER APPLICATIONS

Units: 10 Semesters: 2

As a comprehensive introduction to computer technology and keyboarding, this class focuses on computer basics, computer and network components, and software use, including Microsoft Office. The keyboarding portion of class is designed to develop touch typing proficiency, emphasizing proper finger placement, speed, and accuracy through repetition and drills.

2025 - 2026

STUDENT CITIZENSHIP

Upper Columbia Academy strives to reinforce a godly lifestyle for all students. Accordingly, students are expected to adhere to standards that represent the highest levels of integrity and godly character, walking in a manner worthy of the calling with which they have been called (Ephesians 4:1). Our framework emphasizes **Unity through God's Love, Character through Service, and Academic Excellence through Critical Thinking**. This framework guides our expectations for student citizenship, fostering an environment where respect, cooperation, and a positive learning atmosphere thrive.

All Upper Columbia Academy students are expected to engage in appropriate behavior at all times, both on and off campus, for whatever you do, do all to the glory of God (1 Corinthians 10:31). We believe that student behavior reflects their pride in themselves, their peers, and their school. Our staff will partner with parents to ensure that student behaviors are pleasing to God, embracing the principle of training up a child in the way he should go (Proverbs 22:6, NKJV).

At UCA, we expect our students to conduct themselves in a way that reflects respect, responsibility, and integrity. This includes treating others with kindness, maintaining a positive attitude, following school guidelines, and promoting a safe and respectful environment. We believe that appropriate behavior helps create a school community where all students can succeed and reflect the values of our faith.

By enrolling at Upper Columbia Academy, students agree to uphold these expectations. Disciplinary action, when necessary, will focus on being redemptive and corrective, guiding students toward better choices rather than simply imposing punishment. We encourage our students to conduct themselves with honor and integrity, embodying the Christian values that define our community.

THE BIG SEVEN

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

- Being involved with spiritualism in any form, such as satanically oriented computer, board, or card games.
- Providing, supplying, or using drugs, including tobacco and alcohol, or possessing drug paraphernalia.
- A) Unauthorized or unsupervised presence in residence hall rooms, buildings, motel rooms, automobiles, or similar clandestine settings with a member or members of the opposite sex. B) Any sexual activity between members of the same or opposite sex.
- Participating in hazing, sexual harassment, or initiations, or deliberately committing any act that injures, degrades, or disgraces a fellow student or faculty member.
- Intentionally vandalizing school property or the property of a fellow student or faculty member.
- Climbing either of the water towers.
- Possessing or using firearms or weapons on campus or at a school-sponsored activity.

THE MIDSIZE FOURTEEN

Discipline for actions such as those mentioned below may result in suspension or dismissal and affect eligibility for class or organization offices, some jobs, National Honor Society, playing on varsity teams (not to be confused with intramural sports), gymnastics, mission trips, and other such positions and activities.

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

2025 – 2026

GENERAL INFORMATION

INTRODUCTION

Within these pages, you will find the policies, expectations, and guidelines that help create a Christ-centered learning environment at Upper Columbia Academy. Our goal is to support each student in their academic, social, and spiritual growth by providing clear standards that promote safety, responsibility, and integrity.

ATTENDANCE

UCA is an active learning environment. Every day, teachers provide activities, labs, tests, and/or quizzes that deepen the students' understanding and measure their growth in knowledge and skills. Teachers do their best to work with students who are sick or absent due to emergencies, helping them make up the work they missed and recover as much of the learning experience as possible. Even in the best circumstances, there are labs and other learning experiences that cannot be made up when a student misses classes for any reason. Home leaves and vacations should be utilized for such things as medical appointments, senior pictures, and family trips. Travel is to be scheduled so that students do not miss classes. Parents/guardians and students should communicate with a dean or administrator about emergency events, such as funerals. For more information, please refer to *UCA's Attendance Policy*

CLASS OFFICER & STUDENT ASSOCIATION GUIDELINES

Students at Upper Columbia Academy are encouraged to grow as leaders by serving in Class or Associated Student Body (ASB) offices. Those seeking to run for these positions must meet the following eligibility requirements.

- Maintain a cumulative, previous quarter, and semester GPA of 2.75 for Class President, Vice President, and Chaplain; 2.5 or above for other offices.
- Maintain a current quarter and semester GPA of 2.75 for the ASB President, Vice President, and Chaplain, and a GPA of 2.5 or above for the other offices.
- Must not have any "F's" or more than one "D" at the time of election or while in office.
- Must maintain satisfactory class attendance and work attendance.
- Maintain satisfactory citizenship and not be under any major discipline.
- Uphold the Christian principles and the policies of UCA.

CELL PHONES/ELECTRONIC DEVICES

To support a focused and respectful learning environment, cell phones and headphones/earbuds are not permitted in classrooms, the Ad Building, other academic buildings, or during worship services, including church. Students should not bring phones to worship meetings, and any violations of this policy will result in confiscation. In designated common areas not listed above as academic buildings (including the cafeteria), students may use one earbud responsibly. Over-the-ear and noise-cancelling headphones are not permitted on campus for safety reasons. For more information, please refer to *UCA's Cell Phone Policy and UCA's Technology Policy*.

COMMUNICATION

At Upper Columbia Academy, we believe that student success is built on a strong partnership between school and home. When both environments share aligned expectations and open lines of communication, students are supported in their academic and spiritual growth. To support this partnership, UCA encourages and expects parents to take an active role in the school community. Upper Columbia Academy is committed to keeping families engaged and informed through consistent, transparent communication. We offer several channels of communication for families stay informed and connected throughout the year.

1. Parent Orientation: Parent Orientation takes place in the weeks leading up to the start of the school year and provides an important introduction to student life at UCA. Separate orientation events are offered for Day Students, Extension Students, and Dorm Students, each designed to address the specific aspects of their UCA experience. During these orientations, parents have the opportunity to meet a few staff members, learn about school-wide policies and expectations, ask questions, and receive an overview of the academic, spiritual, and community life that shapes the UCA experience. Please refer to the *School Calendar* for specific orientation dates.
2. Student-Parent-Teacher Conferences: Consistent dialogue between parents, teachers, and students is essential for student success at UCA. Formal student-parent-teacher conferences are scheduled in the middle of the second quarter to review student progress and address any concerns. In addition to these scheduled meetings, parents are encouraged to contact teachers directly whenever questions arise. If a conversation with multiple staff members is needed, the school office is available to help coordinate those meetings.
3. Student Information System (FACTS): Upper Columbia Academy uses FACTS / RenWeb as its primary student information system. This secure, online platform allows parents to access a wide range of academic information, including current grades, report cards, assignment due dates, attendance, and teacher comments. Parents also receive daily attendance updates via email whenever a student is marked tardy or absent.
4. Mail: Interim grade reports with teacher feedback are mailed home during the year to provide a snapshot of student performance. Login information for FACTS / RenWeb is sent to families at the start of each school year, and our registrar is available to assist with technical support or password recovery.
5. Email Communication: Email remains one of the most effective and direct methods of communication between parents and school staff. Faculty and administrators are readily available by email and welcome questions, feedback, and updates from families. Parents are encouraged to maintain regular communication with teachers to support student success. Please note that emails coming from the school are occasionally filtered into junk or spam folders. To avoid missing important messages, we recommend adding school email addresses to your contact list and regularly checking your junk or spam email folders.

6. UCA Mobile App: Upper Columbia Academy offers a dedicated mobile app to make staying informed more convenient than ever. The app provides real-time access to school announcements, calendar events, push notifications, and emergency alerts. It also serves as a centralized hub for important updates and reminders, keeping families connected and informed from anywhere.
7. Microsoft Teams: At UCA, Microsoft Teams is an essential tool used by faculty and students for classroom communication and collaboration. Teachers use the platform to share announcements, post assignments, and facilitate discussions. Students are expected to check Teams regularly for updates, while parents may request observer access or updates if they wish to stay informed about class activity and deadlines.
8. Bulletin Boards, Digital Monitors, and Door Postings: In addition to digital communication, important announcements and daily updates for students are displayed throughout campus. Bulletin boards and digital monitors in hallways and common areas feature information about upcoming events and schedule changes. Notices are also posted on the doors of campus buildings, ensuring students and staff see the latest updates as they enter and exit facilities. All announcements and postings must be approved by the school office or deans. Students are responsible for reading these notices and staying informed about the information shared.

CLOSED CAMPUS

Upper Columbia Academy operates as a closed campus, meaning that students are not permitted to leave campus during the school day without prior approval from both their parents and the School Office. This policy ensures the safety and well-being of students while maintaining a focused academic environment.

Students who need to leave campus during school hours (8:00 am – 5:00 pm) for any reason must first make arrangements with the school office for permission to check out. Upon returning to campus, students must immediately check back in at the school office. Dormitory and Extension Students are not permitted to leave campus at any time without permission from their respective dormitory dean.

Day Students are required to remain on campus from the time they arrive in the morning through their last school obligation (class, work, assembly) and until they are ready to return home for the day. During this time, Day Students are subject to all school rules and expectations as Dormitory Students. Coming and going from campus is not permitted during the school day. If Day Students remain on campus after 7:30 pm or following a school-sponsored event, they are asked to attend their respective dormitory worship services and wait in the dormitory lobbies for their parents to pick them up. For more information, please refer to *UCA's Closed Campus Policy*.

CLOSED WEEKENDS

Several weekends throughout the school year are designated as closed weekends, during which weekend leave requests will not be approved. These weekends include all Weeks of Prayer and other specific weekends tied to specific campus events. Attendance is required during these times to support full participation in the spiritual and community life of UCA. For more information, please refer to *UCA's Closed Campus Policy*.

CO-EDUCATIONAL CAMPUS GUIDELINES

Upper Columbia Academy is a co-educational institution, meaning both boys and girls live and learn together on campus. While students may spend time together in common areas, it is important to maintain a respectful and appropriate environment. To ensure that interactions are respectful and consistent with UCA's values, the following guidelines are in place:

- The campus is defined by the loop (identified by a red circle on the *UCA Campus Map*). Students may leave the loop only when en route to approved activities such as the field, the church, the tennis courts, or a faculty member's home.
- The campus is considered closed after dusk, except when students are traveling to and from approved activities.
- Students are expected to leave for worship services no earlier than 20 minutes before the scheduled meeting time.
- Physical contact between students, including actions such as holding hands or back rubs, is not permitted.
- On buses, mixed seating is allowed during daylight hours.
- After recreation time, students are expected to separate at the south end of the gym.
- Mixed-gender groups may gather on the front campus when it is open and supervised, but they are to remain seated upright while doing so.

DAILY CLASS SCHEDULE

The daily class schedule may occasionally change to accommodate school activities, testing, and events. If the schedule is adjusted, parents will be able to access the revised schedules on UCA's mobile app. Students will be alerted of changes when the adjusted schedules are posted on Microsoft Teams.

DAMAGE TO SCHOOL PROPERTY

Any student found responsible for illegal entry, vandalism, or defacement of school property, grounds, or equipment will face fines and other disciplinary actions. Additionally, the student will be held financially responsible for the cost of repairing any damage caused.

The student is responsible for covering the cost of repairs for any damage to school property. If the damage is promptly reported, only the actual repair cost will be charged. However, if it is necessary to investigate and identify the responsible party, a fine will be added to the repair costs. For more information, please refer to *Course Fees and School Fines*.

DAY STUDENT INFORMATION

Students who live with their parents, guardians, grandparents, aunts, or uncles within a reasonable driving distance may register as Day Students at Upper Columbia Academy. Day students are encouraged to fully engage in all UCA activities and events. Day students are expected to be familiar with the dormitory policies, as well as those outlined in the school handbook.

The following policies specifically apply to Day Students:

- Campus Presence and Departure: Day Students are required to remain on campus from the time they arrive in the morning until they are ready to return home for the day. During this time, day students are

subject to all school rules and expectations. Coming and going from campus is not permitted during the school day.

- Dress Code Compliance: Day Students must comply with the dress code and other student policies while on campus. This includes Church Services, Christmas Concert, Spring Concert, Athletic games and tournaments, and Graduation Weekend services.
- Evening Hours: Day students remaining on campus after 7:30 p.m. or after a school-sponsored event are asked to inform their respective dormitory dean and wait in the dorm lobby for their parents to pick them up.
- Overnight Stays: When available, Day students may be able to request a Day Student room in the dormitory. Additional fees apply for the dorm room and for overnight stays that include supper and breakfast for each night of stay. Day students are asked to inform the dean by 9:00 pm each day if they plan to stay overnight.
- Participation in Campus Activities: Day Students must participate in scheduled activities and services when on campus.

DORM STUDENT INFORMATION

Students who live on campus in the dormitories are considered Dorm Students at Upper Columbia Academy. Dorm Students are expected to follow all dormitory policies, as well as the guidelines outlined in the school handbook, to help maintain a safe, respectful, and Christ-centered living environment. For more information, please refer to *UCA's Dormitory Handbook*.

DRESS AND APPEARANCE STANDARDS

Students at Upper Columbia Academy are expected to dress in a tasteful and appropriate manner at all times. While Scripture reminds us that “the Lord looks at the heart” (1 Samuel 16:7), it is also understood that personal appearance, including dress and grooming habits, reflects individual character and values. The dress code at UCA is designed to provide a framework that encourages students to make thoughtful and respectful choices about their appearance.

The school believes that how students present themselves reflects not only their own character but also the values of the Upper Columbia Academy school community. The goal of UCA's dress code is to help create an environment where students are prepared to learn, ready to lead, and able to reflect the principles that set them apart from secular influences. The dress code is not intended to impose strict uniformity, but instead to provide broad boundaries that allow for personal expression while honoring God, others, and self. Parents and guardians play a vital role in supporting these standards. Enrollment at UCA represents a mutual commitment to uphold these expectations, and families are encouraged to review the dress code together with their students

The dress code applies to all students, whether Day, Dormitory, or Extension, whenever they are on the Upper Columbia Academy campus or participating in UCA-sponsored events off campus. This includes church services,

the Christmas and spring concerts, athletic games and tournaments, and graduation weekend activities. For more information, please refer to *UCA's Dress Code Policy*.

EMERGENCY EVACUATION

For the safety of all students and staff, emergency evacuation drills are conducted regularly throughout the school year. These drills apply to all buildings on campus, including academic buildings, dormitories, the cafeteria, the music building, and the gymnasium. When an alarm sounds, students are to exit the building immediately and in an orderly fashion through the nearest designated exit. Once outside, everyone must move at least fifty feet away from the building and remain at their designated location until the all-clear signal is given by school personnel. Cooperation during these drills is essential to ensure safety and preparedness in the event of an actual emergency.

EMERGENCY SCHOOL CLOSURE

The safety of all students is a top priority at Upper Columbia Academy. Since the majority of UCA students live on campus, classes will continue as scheduled even if the local public school district, Liberty School District, is closed. Liberty SD often cancels school due to conditions that may not impact the roads leading to our campus. Parents and guardians are encouraged to evaluate travel conditions in their area and make decisions based on their students' safety. If Liberty School District announces a two-hour delay, UCA will still operate on its regular class schedule.

If a Day Student is unable to attend due to inclement weather or unsafe travel conditions, the absence will be excused and will not impact perfect attendance. If severe weather or hazardous road conditions develop during the school day and travel home becomes unsafe, Day Students are encouraged and welcomed to stay overnight in the dormitory. Arrangements must be made in advance between the students, parents, and deans.

In the event of a travel-related emergency or a weather-related absence, parents or guardians are asked to notify the school office by emailing office@ucca.org or calling (509) 245-3600.

EXTENSION STUDENT INFORMATION

Students who live in the Coeur d'Alene area and have attended Lake City Academy may enroll as Extension Students at Upper Columbia Academy, provided they are enrolling in either their freshman or sophomore year. These students typically attend classes on the UCA campus from Tuesday through Thursday, with occasional full-week attendance for events such as Week of Prayer and campus activities. Extension Students may also be required to attend classes held at the Lake City Academy campus as part of their academic schedule. While their weekly schedule differs from that of traditional Day and Dorm Students, Extension Students are expected to fully engage in the UCA community and follow all student policies and guidelines.

The following policies specifically apply to Extension Students:

- Campus Boundaries: Extension Students must remain on campus from arrival until departure back home and are not permitted to come and go during the school day or leave campus without prior approval.

- Campus Participation: When on campus, Extension Students are required to participate in all classes, chapel, and scheduled school activities or services.
- Dress Code Compliance: Extension students are expected to follow UCA's dress code and behavior standards at all times while on the UCA campus, at the extension campus at Lake City Academy, and when attending classes online. This includes all special events, such as church services, Christmas and Spring concerts, athletic games and tournaments, and Graduation Weekend services.
- Individual Course Selection and Schedule: Depending on a student's class schedule, extracurricular involvement, and academic requirements, they may be required to be on the UCA campus outside of regular Extension days, for field trips, labs, music practices, or JV/varsity sports practices and games, for example. In such cases, parents may need to arrange transportation to and from campus if these activities fall outside of UCA's standard Extension Student transportation schedule.
- Overnight Stays: There is no additional nightly charge for required overnight stays on campus. Including those during scheduled full-week attendance (e.g., Week of Prayer or other designated events). If Extension Students wish to stay on campus outside of the required days, they are welcome to do so, provided they make prior arrangements with their Dormitory Dean. An additional overnight dorm fee will apply for these optional stays.
- Transportation: UCA provides transportation for enrolled Extension Students to and from campus. Transportation details and required on-campus days can be found in the *Extension Calendar on the UCA mobile app*.

FACULTY ADVISORS

Each student at Upper Columbia Academy is assigned a faculty advisor who serves as a mentor and point of connection throughout their time at UCA. The advisor's role is to offer academic guidance, spiritual encouragement, and personal support, helping students navigate both challenges and opportunities during the school year.

Faculty advisors meet regularly with their assigned students to build meaningful relationships, monitor academic progress, attendance, and provide encouragement as students work toward their goals. This program is designed to foster a strong sense of belonging and ensure that every student has a trusted adult advocate within the UCA community.

FAMILY DAYS

UCA provides students with up to seven Family Days per school year to help manage personal absences beyond school-sponsored activities. These days are intended for family-related events or emergencies, not illness. Any absence of half a day or more counts as a full Family Day. If needed, students who live far away may request approval for one or two additional travel days when going home, though this does not apply to friends traveling with them. Absences due to medical appointments or counseling sessions may be excused separately from Family Days and may require proof of appointment.

Requests for Family Days after the month of March will require special administrative authorization and should be limited to family graduations or other significant events that cannot reasonably be postponed until after the school year ends. Absences related to the death of an immediate family member will also be excused and will not count against the seven Family Days. UCA is subject to Washington State's requirements, and to remain in compliance with those guidelines, no additional excused personal time beyond the seven Family Days will be permitted.

FINANCIAL RESPONSIBILITY

Upon acceptance to Upper Columbia Academy, families will receive instructions to complete enrollment and set up a tuition payment plan through the FACTS Tuition Management System. By enrolling, families agree to fulfill all financial obligations in a timely manner. With limited exceptions, tuition, fees, and incidental charges must be paid automatically via FACTS using a valid bank account or credit card. Payments are due by the 20th of each month. If a payment is returned by your bank, a FACTS returned payment fee of \$30.00 will be charged to your account. A finance charge of 1% may be incurred on all past-due balances for accounts that are overdue. Financial holds will be placed on student accounts with outstanding balances, limiting access to official documents until the account is paid in full. For any billing or payment questions, families should contact UCA's Business Office. The UCA Board reserves the right to revise the published rates and available discounts without notice.

FINES

When fines are assessed, they will be added to the student's account through FACTS Tuition Management System. Refusal to pay a fine may jeopardize a student's ongoing enrollment. For more information, please refer to *Course Fees and School Fines*.

FOOD SERVICE AND CAFETERIA

Upper Columbia Academy's Food Service is committed to providing healthy, nutritious, and flavorful vegetarian meals that support student well-being and academic success. All food is prepared by trained staff who hold a valid Washington State Food Handler's Permit and follow food safety practices that meet or exceed state health standards.

The cafeteria offers a variety of options at each meal to accommodate diverse tastes and dietary preferences. While UCA strives to support students with special dietary needs, we cannot guarantee that every student's needs can be fully met due to limitations in our food preparation facilities, staffing, and resources. As such, students are ultimately responsible for selecting food items that are appropriate for their specific health or dietary requirements.

Students with food allergies or medically required dietary restrictions must schedule a meeting with the school nurse to discuss their needs and determine the best approach for managing their condition while at school. In situations where UCA determines that a student may face an unreasonable health risk due to dietary limitations that cannot be safely accommodated, the school reserves the right to decline the provision of specialized dietary services.

HARASSMENT, THREATS, INTIMIDATION, AND BULLYING

Upper Columbia Academy is committed to maintaining a safe, respectful, and supportive environment where all students and staff are treated with dignity. Harassment, threats, intimidation, and bullying of any kind will not be tolerated.

Harassment refers to a repeated pattern of behavior, whether verbal, physical, written, or digital, that is directed at a specific individual and causes alarm, emotional distress, or harm without a legitimate purpose. This includes any conduct that degrades, humiliates, or threatens a student or staff member.

Harassment may take many forms, including but not limited to:

- Derogatory comments, jokes, or slurs based on race, religion, national origin, gender, age, or physical characteristics
- Verbal or physical intimidation
- Threatening behavior or gestures
- Cyberbullying or other harmful online interactions

Sexual harassment is strictly prohibited and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any behavior, whether overt or implied, that creates a hostile, offensive, or intimidating environment interferes with an individual's ability to focus on academic or professional responsibilities and will be addressed accordingly.

Knowingly making a false report of harassment or providing false information during an investigation is also considered a serious violation of school policy and may result in disciplinary action.

All incidents of harassment, bullying, or intimidation should be reported promptly to a trusted staff member or school administrator. Reports will be handled with discretion and confidentiality to ensure the safety and well-being of students.

HEALTHY LIVING

Upper Columbia Academy is committed to promoting a healthy and balanced lifestyle for all students. Regular physical activity and time spent outdoors are essential for both physical and mental well-being. To support this, UCA provides access to fitness rooms located in both dormitories as well as in the gymnasium. Students are encouraged to make use of these facilities as part of maintaining an active and healthy routine.

HOMEWORK AND MAKE-UP WORK

When a student misses class due to an excused absence, they are allowed the same number of days they were absent to complete and turn in any missed assignments. For unexcused absences, teachers are not required to accept any late work. The acceptance of unexcused late or make-up work is ultimately at the discretion of each teacher.

HOPE TASKFORCE

Inspired by the message of service found in Matthew 25:34–46, Upper Columbia Academy is proud to offer a meaningful community service program known as HOPE Taskforce, which stands for Helping Other People

Everywhere. The goal of this program is to help students learn the value of serving others, develop a deeper understanding of community needs, and grow as responsible, compassionate members of society.

The HOPE Taskforce program is integrated into the school year with designated school days devoted entirely to service projects. Students and staff work together on a wide range of community service initiatives. Each project involves approximately four hours of hands-on service. Students are given the opportunity to sign up for a project that aligns with their interests and passions.

Participation in HOPE Taskforce is a required part of UCA's curriculum and is considered a regular school day. Attendance is mandatory. Any requests for absences on HOPE Taskforce days must be submitted to the Administrative Council for review. If a student's absence is excused, they will be required to complete the equivalent service hours on a school-sponsored project, arranged in coordination with the HOPE Taskforce director. Students absent due to illness will also need to make up their service hours accordingly.

ILLNESS

At Upper Columbia Academy, the health and well-being of our students are of the utmost importance. To manage illness effectively and minimize the spread of contagious conditions, the following procedures are in place for students who are feeling unwell. Please note that students who are sick may not attend classes online as a substitute for in-person attendance.

For Students in the Dormitory:

Morning Reporting: Dorm students who are feeling ill must report to their dean between 7:00 am and 7:45 am, Monday through Friday. The dean will assess the student's condition and determine whether they should be placed on the sick list.

Sick List Protocol: Once placed on the sick list, students are expected to remain in the dormitory's designated sick rooms for the full school day unless released by the dean or school nurse. UCA's dormitories include designated sick spaces near the deans' offices, allowing for appropriate care and supervision of ill students while helping to prevent the spread of illness in the dorm. Once added to the sick list, the student's classes will be excused for the day. Leaving the sick rooms or attending classes without prior approval will result in unexcused absences. Students will be evaluated by the dean and added to the sick list each day that they are sick.

Visitor Restrictions: Dorm students on the sick list are not permitted to have visitors without the dean's permission.

For Students at Home:

Morning Notification: Parents or guardians of students at home must notify the school office by 8:00 am via email at office@uccaa.org or by phone at (509) 245-3600 if their student is too ill to attend school. Absences must be communicated clearly and in a timely manner to ensure accurate attendance records.

Sick List Protocol: Sick students must be reported to the school office each day they are absent due to illness. It is the responsibility of the parent or guardian to notify the school office daily with updates regarding the student's condition. This helps the school maintain accurate attendance records and support student health and safety.

Return to Campus: Students living at home who are on the sick list should not return to campus for any reason during the sick list excused day unless they have been cleared by a medical provider and approved by the school office. This restriction also applies to all evening events, including athletic games, music performances, and other school-sponsored activities.

Important Sick List Notes for All Students:

Class Attendance: Students may not miss classes or activities for illness without prior approval from the school office, school nurse, or a dean.

Full-Day Sick List Requirement: Once placed on the sick list, students must remain on sick list for the entire day unless cleared to return by the school nurse or a dean. This restriction also applies to all evening events, including athletic games, music performances, and other school-sponsored activities.

Unexcused Absences: Failure to follow sick list procedures may result in unexcused absences.

Make-up Work: Recorded classes may be watched when the student feels up to working on schoolwork. Students who are sick may not attend live classes online as a substitute for in-person attendance. When students feel well enough, they are encouraged to reach out to classmates or their teachers for additional information on the assignments that were missed.

INFORMATION UPDATES

Upper Columbia Academy requires parents or guardians to provide accurate contact and household information at the time of enrollment. This includes home, work, and emergency phone numbers; names of emergency contacts; current address; relevant medical information; and parental or guardian status. Families are also expected to review and update this information each year during the enrollment process. If any changes occur during the school year, families are requested to promptly notify the school office to ensure that all student records remain accurate and up to date.

LIBRARY

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

LOCKERS

Locker assignments are issued by the school office and are intended for student convenience. Each student is responsible for keeping their assigned locker clean, organized, and secure. Lockers should remain locked at all times when not in use. Upper Columbia Academy is not responsible for lost, damaged, or stolen items stored in lockers. UCA reserves the right to inspect lockers at any time.

Students are not permitted to post items on the exterior of their locker doors, and tampering with locker locks is prohibited. Lockers are assigned for the entire school year and may not be changed without approval from the School Office. Students are expected to use the locker assigned to them or carry their books and supplies with them throughout the day.

Gym lockers are available in the gymnasium's locker rooms. Students are expected to use these lockers to store athletic clothing and personal items needed during physical education classes and extracurricular activities.

LOST ITEMS AND VALUABLES

Upper Columbia Academy is not responsible for the loss or theft of personal belongings, including money, electronics, or other valuables. Students are strongly encouraged to label all personal items. Students should avoid bringing unnecessary valuables or large amounts of money to campus. If valuable items must be brought to school, they should be securely stored. Day Students may leave items with the school office, while dorm students can check them in with their respective deans.

All lost items will be kept in the designated campus lost and found area. Items that remain unclaimed for more than 30 days may be donated to a charitable organization.

LUNCH

School lunch is included in student tuition for ALL students. The UCA cafeteria staff provides nutritious, well-balanced meals each day and takes great care to offer a variety of options that accommodate different dietary and nutritional needs.

In keeping with Upper Columbia Academy's closed-campus policy, students are not permitted to leave campus during the school day, including lunch periods. All students should either eat lunch in the cafeteria or bring a lunch from home. Additionally, food delivery services (such as DoorDash, Uber Eats, etc.) are not allowed on campus. Ordering or receiving outside food deliveries disrupts the academic environment and poses security concerns.

If a parent wishes to take their student off campus for lunch, they must come in person to pick them up and sign them out at the School Office.

MEDICAL AND DENTAL APPOINTMENTS

Whenever possible, routine medical and dental appointments should be scheduled during home leaves or school breaks, when students are off campus and not missing classes. This helps minimize disruptions to academic learning and campus activities. In the event of a medical or dental emergency, Upper Columbia Academy can assist in arranging appointments with providers within a 30-mile radius of campus, including in the Spokane area.

All off-campus appointments must be coordinated in advance through the school office and/or the respective dormitory dean. Students are expected to communicate appointment times clearly and follow proper checkout procedures when leaving campus for medical reasons. Upon return, students may be required to provide documentation verifying the appointment.

MEDICATION POLICY

Students who require prescription medication during school hours must have a current, written request and administration instructions from both a licensed health professional and a parent or legal guardian. All prescription medications must be in the original container, labeled with the student's name, and stored in a locked cabinet in the dean's office or school nurse's office, unless the student has received special permission to carry and self-administer the medication.

Over the counter (non-prescription) medications also require written authorization from both a licensed health professional and a parent or guardian if administered by staff. However, parents may give permission for their child to carry and self-administer non-prescription medications. In such cases, the student must bring the medication in its original container and be capable of taking it independently, storing it securely in their dorm room, backpack, or locker.

NON-DISCRIMINATION POLICY

Upper Columbia Academy admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools and does not discriminate on the basis of race, color, ethnic background, country of origin, or sex in administering education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

PARENT RESPONSIBILITIES

Parents play a vital role in the success of their students at Upper Columbia Academy. Parents are encouraged to actively support their student's spiritual, academic, and social growth by maintaining regular communication with school staff, promoting positive attitudes toward learning, and reinforcing school policies from home. Parents are also asked to partner with UCA by participating in school events, volunteering when possible, and helping foster a respectful, cooperative environment that upholds the values and mission of the school.

PHOTO AND VIDEO RELEASE

By enrolling at Upper Columbia Academy, students authorize UCA, or anyone authorized by UCA, uncompensated use of any photographs or videos taken of them while enrolled at Upper Columbia Academy. All prints, digital images, and digital files shall be considered the property of Upper Columbia Academy.

RIGHT TO SEARCH

Upper Columbia Academy reserves the right to search student rooms, lockers, vehicles, electronic devices, files, and personal belongings if there is reason to believe they contain items or materials that violate the school's rules and regulations or pose a threat to the safety and well-being of the school community.

SABBATH OBSERVANCE

Sabbath is observed from Friday sundown to Saturday sundown, and it is a time set apart for spiritual renewal and rest. During these hours, students are encouraged to approach the Sabbath with reverence and respect. All recreational activities should be concluded before sunset on Friday. Secular books, magazines, music, and activities should be put aside, and students should focus their minds and conversations on themes that reflect the

sacredness of the day. Day Students are expected to observe the Sabbath appropriately when on campus during Sabbath hours.

On Sabbath afternoons, students are invited to engage in meaningful activities such as feeding the homeless, visiting shut-ins or those in nursing homes, going door-to-door to offer prayers, or enjoying nature through walks and hikes.

STANDARDIZED TESTING

Each year, Upper Columbia Academy administers standardized tests to assess the effectiveness of the academic program and to provide valuable insights into students' academic performance, potential, and areas of strength. These tests also serve as a helpful tool for students and parents to track academic progress. The following standardized tests are administered at the designated grade levels:

- **9th Grade** – Placement testing is offered for freshmen during the first week of school to help assess academic readiness and assist with course placement. MAP Growth Test (Fall) and MAP Growth Test (Spring)
- **10th Grade** – MAP Growth Test (Fall) and MAP Growth Test (Spring)
- **11th Grade** – MAP Test (Fall), MAP Test (Spring), PSAT, and ACT College Entrance Exam
- **12th Grade** – MAP Test (Fall), MAP Test (Spring), and ACT College Entrance Exam

Parents and students are encouraged to contact the Registrar's office with any questions regarding standardized test results or placement testing.

SUSPENSION AND DISMISSAL

Students who have been suspended may not return to UCA's campus during the time of their suspension unless special permission is granted by the School Administration. Students who have been dismissed from UCA may not return to the campus until after the end of the school year unless permission has been granted by school administration.

SOCIAL MEDIA USAGE

Students are expected to use social media responsibly and respectfully, reflecting the same standards of behavior expected when on campus at Upper Columbia Academy. Posts should not include bullying, hate speech, profanity, or any content that is threatening, harassing, or discriminatory. Content that misrepresents or harms the reputation of fellow students, staff, or the school may result in disciplinary action. Any social media account created to represent a school club, team, or organization must be approved by school administration. Students are encouraged to use social media in positive ways that support one another, celebrate school life, and contribute to a respectful and uplifting school community.

SPORTS

Upper Columbia Academy views athletics as a part of student development, supporting physical health, character growth, and maturity. UCA offers a variety of sports, including soccer, volleyball, basketball, and golf, providing students with opportunities to engage in healthy exercise and develop life skills. UCA's Athletic Taskforce works diligently to align the athletic program with UCA's mission, incorporating the guidance of Ellen White, the North

American Division's standards, and feedback from staff, parents, and educators. The Athletic Taskforce works to build a sustainable, Christ-centered program that emphasizes teamwork, integrity, and community. UCA also offers intramural sports throughout the year, encouraging friendly games, school spirit, and student involvement in a more relaxed setting.

STATEMENT OF SURVEILLANCE

Upper Columbia Academy utilizes security cameras across the campus to ensure the safety of our students, staff, and facilities. Cameras are designed to observe, capture, transmit, photograph, and record activities within their vicinity. Video and audio footage from these cameras is stored for a reasonable period before being routinely erased. When appropriate, recordings may be used internally for safety purposes or provided to law enforcement, if necessary. Any attempt to tamper with, disable, or alter this equipment is a serious violation and will result in disciplinary action. The privacy and respect of all individuals are of utmost importance. As such, cameras are not placed in areas where personal privacy is expected, such as bathrooms, locker rooms, and changing rooms. By enrolling at Upper Columbia Academy, both students and parents consent to the recording and use of such footage as described in this handbook.

STUDENT ACCIDENT INSURANCE

UCA provides secondary accident insurance for students. This insurance covers injuries caused by accidents while the student is involved in school-sponsored activities. The parent/guardian insurance is the primary provider. The insurance subscribed to by UCA pays the remainder of the medical bills based on "reasonable and customary" rates. Work accidents should be reported to the work supervisor immediately. If proper procedures are followed, Workman's Compensation Insurance will cover medical expenses. Accidents that occur during a school-sponsored activity should be reported immediately to the activity supervisor and to the school nurse or dean.

A written accident report must be completed within twenty-four hours and submitted to the school nurse. This is necessary to receive coverage under the Student Accident Insurance policy or Workman's Compensation Insurance.

STUDENT WORK OPPORTUNITIES

Upper Columbia Academy offers a variety of on-campus work opportunities designed to enrich students' work experience and help offset school expenses. Positions may include work in areas such as clerical support, classroom assistance, computer technology, landscaping, custodial services, the gymnasium, dormitories, and the cafeteria. All student workers are expected to demonstrate responsibility, a positive attitude, and a commitment to their assigned duties.

While UCA values student employment as part of campus life, we cannot guarantee a job for every student. Dormitory Students are given first priority for on-campus jobs. Day Students who are 16 years of age or older are encouraged to seek employment in the surrounding community when possible.

SUBSTANCE ABUSE

Upper Columbia Academy is committed to maintaining a safe and healthy campus environment. Substance abuse is one of UCA's "Big Seven" conduct violations that may result in immediate dismissal from school. The use,

possession, or distribution of mind- or mood-altering substances, including illegal drugs, alcohol, vaping products, and the misuse of medications, is strictly prohibited and considered a serious breach of school expectations.

At the same time, the school recognizes that some students may face genuine struggles with substance use. Students who voluntarily come forward to seek help before a violation is discovered are encouraged to speak confidentially with a trusted faculty member. In such cases, the school will partner with the student and their family to develop a support plan that may include counseling or treatment, allowing the student to remain enrolled while receiving appropriate help.

When there is reasonable suspicion of substance use, UCA reserves the right to require a drug test through a certified laboratory. The student and their family will be responsible for the cost of testing.

SUNDAY CLASSES

At Upper Columbia Academy, classes are occasionally held on Sundays to allow students the opportunity to depart early for long weekends, known as home leave weekends. These extended weekends are particularly beneficial for students who live farther from the school, providing them with the chance to travel home and spend time with their families. Students and parents are encouraged to review the school calendar in advance and note any Sundays that require attendance for classes or activities. By planning ahead, students can ensure they are present for all mandatory events and classes. This helps avoid conflicts, unexcused absences, and ensures full participation in the necessary activities.

TECHNOLOGY

Technology is an important part of education at Upper Columbia Academy and is provided to support student learning, research, and communication. School-issued computers and internet access are intended primarily to assist students with academic work and to facilitate appropriate communication with peers and teachers. Use of computers and mobile devices for non-educational purposes may violate UCA's Technology Policy and could result in loss of privileges or disciplinary action.

All communication conducted through school devices or on school networks, whether by email or messaging apps, should reflect the same standards expected in face-to-face interactions. Students are expected to use technology in a respectful, responsible, and Christ-centered manner, understanding that digital conduct is often public and permanent. Inappropriate use, including harassment, threats, or offensive language, may fall under the school's "Big Seven" conduct violations. For more information, please refer to *UCA's Student Citizenship Policy* and *UCA's Technology Policy*.

UNAUTHORIZED ENTRIES

Students who access restricted areas such as building roofs, the water tower, or fire escapes without permission, or who enter any building without authorization, will face disciplinary action and may be required to pay a fine or cover the cost of any resulting damage, whichever is greater. Tampering with fire or safety equipment is considered a serious offense and will result in higher fines along with further disciplinary measures. In cases where unauthorized keys are used, students may also be charged for the cost of changing the locks. If repairs are

necessary and exceed the available resources of the school, a contractor may be hired, and the cost added to the student's account.

VEHICLES

Students who wish to bring a vehicle to campus must first register it with the school office and provide proof of a valid driver's license, current insurance, and up-to-date license plates. Student vehicles must be parked in designated areas, and students may not access their vehicles during the school day without prior approval. For safety reasons, students are not permitted to drive to school-sponsored events or activities. Responsible driving is expected at all times; reckless driving or failure to follow campus traffic regulations may result in disciplinary action or the loss of driving privileges. For more information, please consult *UCA's Vehicle Policy*.

VISITORS ON CAMPUS

Upper Columbia Academy welcomes visitors to our campus but prioritizes the safety and security of our students and staff. During the school day (8:00am – 5:00pm), all visitors must check in at the school office upon arrival and obtain a visitor's pass, which must be worn while on campus. This includes parents, family members, and any other individuals coming to campus for events or meetings. After school hours and on weekends, visitors are expected to check in with the dormitory deans before accessing any campus buildings or engaging with students. All visitors are expected to follow the same standards of respect and behavior as our students and must remain in designated areas unless otherwise authorized. Unauthorized visitors or those who fail to comply with campus policies may be asked to leave.

VOLUNTEERS

Upper Columbia Academy values the partnership of parents, alumni, and community members who generously give their time to support our school. Volunteers are an important part of campus life and contribute in many ways - including assisting teachers, helping in the office, supporting school events, supervising activities, and participating in fundraising efforts. Their involvement strengthens our program and helps foster a spirit of service.

We encourage every UCA family to get involved in some capacity during the school year. Volunteers for various roles will be asked to complete a background check, which must be on file with the UCA administrative office prior to volunteering. For information about how you can volunteer, please contact the school office.

WALKING TO TOWN

Students are welcome to walk into the town of Spangle on their designated town days, provided they receive permission and travel in groups of two or more, following the identified walking path to town. All students must return to campus before dark. While *The Harvester* restaurant in Spangle offers vegetarian options and is a popular destination, its lounge area is off-limits to students. In addition to town walks, students may also walk the designated "loop" around campus, shown as a red circle on the campus map. Mixed groups are permitted on the loop when the front campus is open and actively supervised.

WEAPONS ON CAMPUS

Upper Columbia Academy is committed to maintaining a safe and secure environment for all students, staff, and visitors. In compliance with Washington State law (RCW 9.41.280) it is a violation of school policy for any person

(student, staff, or visitor) to bring, carry, possess, exchange, store, or otherwise enable a firearm, dangerous weapon, knife, or any object capable of producing bodily harm to be on campus, on school transportation, or at any off-campus school-sponsored activity.

Students found in possession of a firearm are subject to a mandatory expulsion of no less than one calendar year, with possible case-by-case modification by school administration, in accordance with state law. Other weapons violations will result in disciplinary action and may include suspension, expulsion, and referral to law enforcement.

WEEK OF PRAYER

Throughout the school year, UCA hosts Weeks of Prayer featuring guest speakers and student-led sessions designed to inspire and enrich our students' spiritual journeys. These events are integral to spiritual growth and community bonding. All students are required to attend Week of Prayer sessions.

WELLNESS CENTER

The UCA Wellness Center exists to support the physical, mental, and spiritual well-being of our students, in alignment with the school's mission. It offers on-campus access to mental health counseling through independently contracted professionals who provide care from a Christian perspective. In addition to individual counseling, the Wellness Center provides guidance counseling for college and career planning, group therapy sessions, and a calm, welcoming space where students can engage in wellness-focused activities and find support throughout the school year.

WHEELED ITEMS AND BICYCLES

Students may use non-electric skateboards, rollerblades, and bicycles on campus as long as they follow all established safety guidelines. Two or three-wheeled all-terrain vehicles are not allowed to be operated on campus. Failure to follow these rules may result in the confiscation of the equipment and could lead to disciplinary action. The safety guidelines include:

Helmet Requirement: All students must wear a properly fitted helmet whenever using skateboards, rollerblades, bicycles, or similar recreational equipment on campus.

Prohibited Devices: The use, storage, or charging of electric personal transportation devices, including hoverboards, e-scooters, e-skateboards, and similar devices, is strictly prohibited on campus.

Designated Areas: Skateboards, rollerblades, and bicycles must be used in designated areas and are not permitted inside school buildings, residence halls, or on pedestrian-only pathways.

Respect for Others: When using these devices, students must yield to pedestrians and operate them in a manner that ensures the safety of themselves and others. Reckless or negligent usage is prohibited.

Compliance with Traffic Laws: Students must comply with all applicable traffic regulations and laws.

Residence Hall Storage: Dorm students may store bicycles and all other wheeled devices in the residence halls, but they are not to be ridden, used, or played with inside dormitory buildings. Bicycles should not be left in hallways, stairways, or any areas that may obstruct walkways, entrances, or exits.

CAMPUS VISITOR INFORMATION

Visitors on Campus: Upper Columbia Academy welcomes visitors to our campus, but prioritizes the safety and security of our students and staff. During the school day (8:00 am – 5:00 pm), all visitors must check in at the school office upon arrival and obtain a visitor’s pass, which must be worn while on campus. This includes parents, family members, and any other individuals coming to campus for events or meetings. After school hours and on weekends, visitors are expected to check in with the dormitory deans before accessing any campus buildings or engaging with students.

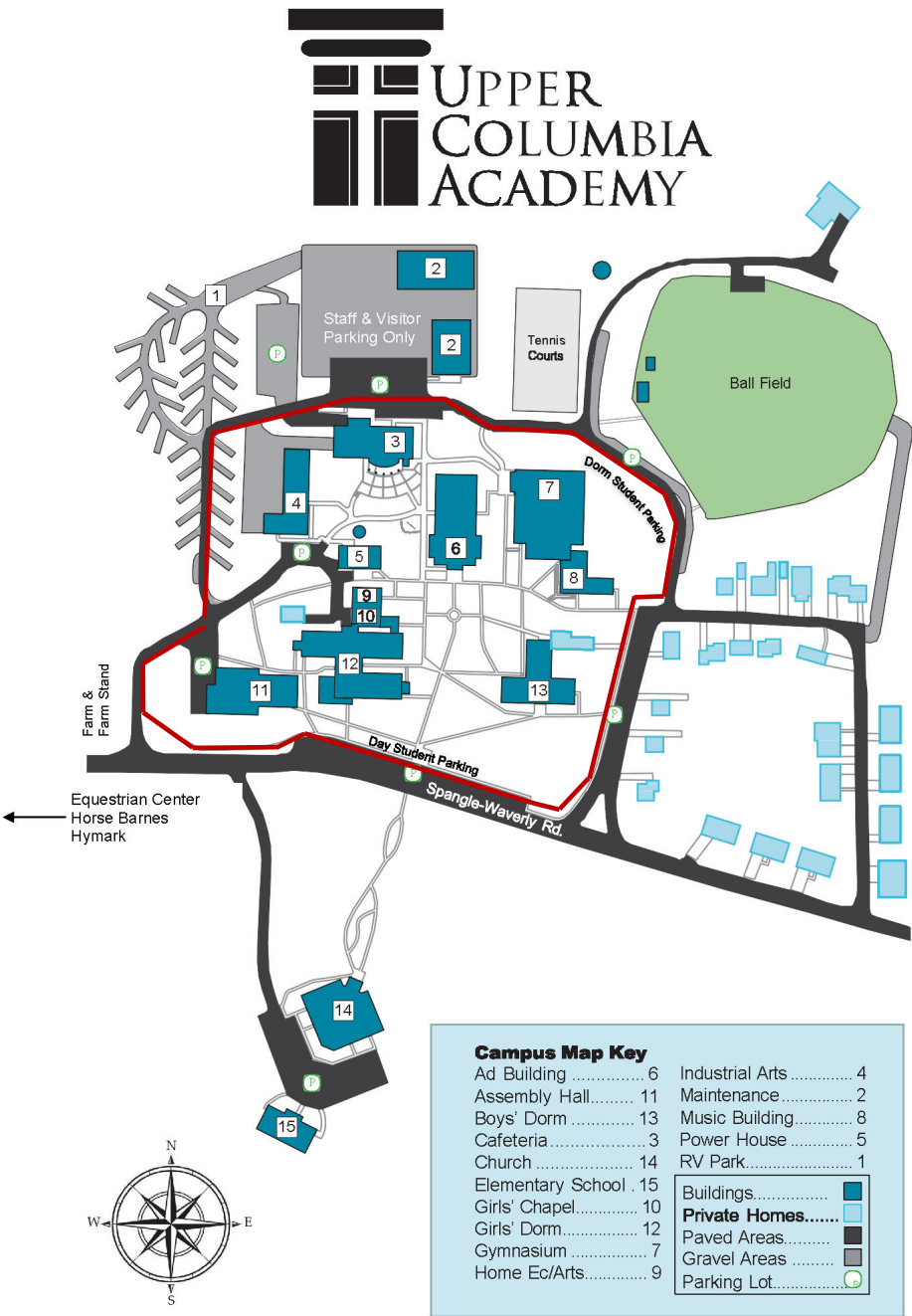
Traveling to Spangle: Visitors flying in to visit Upper Columbia Academy can access Spangle, Washington, most conveniently through the Spokane International Airport (GEG), located approximately 35 minutes north of campus. Rental cars are available at the airport. Visitors are encouraged to contact the school office prior to their arrival for directions, assistance, or recommendations to ensure a smooth visit to campus.

Lodging Options: If you are planning a visit to Upper Columbia Academy, several lodging options are available in the surrounding area. While there are a few small short-term rentals and bed-and-breakfasts in nearby towns, the closest city with the widest selection of hotels is Spokane, located about 30–40 minutes north of campus. Spokane offers a full range of accommodations, from budget-friendly hotels to more upscale options. We recommend booking early during major campus events, as availability may be limited. If you need suggestions or assistance, feel free to contact the school office.

Dining Options: While visiting Upper Columbia Academy, guests can enjoy a meal at *The Harvester*, a locally owned restaurant located right in the heart of Spangle. *The Harvester* restaurant offers vegetarian options and is a popular destination. For a wider variety of dining choices, we recommend making the short drive to Spokane. Spokane offers a diverse selection of restaurants, including casual dining, fast food, and more upscale options to suit a range of tastes and dietary needs. If you need recommendations based on your preferences, feel free to contact the school office.

2025 - 2026

CAMPUS MAP



2025 - 2026

FINANCIAL INFORMATION

TUITION & FEES*

2025-2026 Tuition \$14,320

UCA Tuition includes tuition, general fees, and school day lunches.

ROOM & BOARD COSTS

Dorm	Full Time	\$7,950
Dorm	Part Time/ Mon - Fri	\$5,730
Extension	with LCA	\$3,820



DISCOUNTS**

Family (2 UCA Students)	\$660
Family (3 + UCA Students)	\$1,320
Returning Student - 2nd Year	\$660
Returning Student - 3rd Year	\$1,320
Returning Student - 4th Year	\$3,300

COSTS TO CONSIDER

Application Fee	\$50
Enrollment Fee	\$150
Additional Overnight Stay***	\$30 /night
Additional Cafeteria Meals*	\$ 8 /meal
Laptop Deposit	\$100
Graduation Fee	\$150
Dorm Room Deposit	\$50
Day Student Dorm Room	\$250 - \$1000
Single-Occupancy Dorm Room	\$900

*School day lunches are included in Tuition for all students. Tuition and fees are payable online via FACTS Tuition Management system. Annual, semester, or monthly payment plans are available.

**The Returning Student discount replaces UCA's Tuition Incentive Plus (TIP) program discount. The 3rd and 4th year discounts will only be available for the 2025-2026 school year.

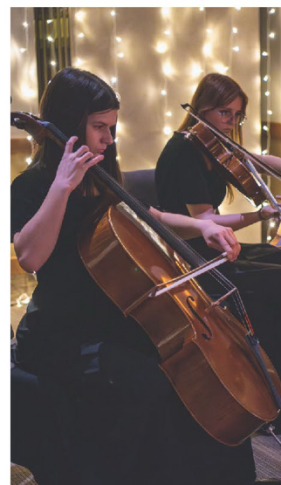
***Overnight Stay charges include supper and breakfast for the night of stay.



SCHOLARSHIPS & GRANTS

FoundationOne Grants ⁺	need based
FoundationOne Named Scholarships	\$500 - \$4,000
NPUC Hispanic Scholarship	\$1,400
Summer Camp Earning Match	\$500
UCA Out-of-Area Grant	\$1,000
Worthy Student Aid ⁺	need based

For scholarship, aid, and grant forms, please visit
uca.org/financialaid



CHURCH MATCHING PROGRAM

UCA provides a dollar for dollar tuition match (up to \$3,000) for funds received from a supporting church

HOW TO APPLY FOR FINANCIAL AID

- Step One** Be accepted as a UCA Student for the applicable school year.
- Step Two** Complete FACTS Grant & Aid online application (\$45)
- Step Three** Submit the required documentation. This includes 2024 tax forms and W-2s.
- Step Four** Completed and verified financial aid applications will be processed as they are received.
- Step Five** Families are notified via email and the student financial plan will be updated within FACTS Tuition Management

Financial aid is based on family income, number of dependents, and other financial considerations

2025 - 2026

INCIDENTAL CHARGES, COURSE FEES, AND SCHOOL FINES

Acceleration Fee	\$500
Acrosoul Team	\$200/semester
Airport Shuttle	\$30 each way during standard shuttle times \$60 each way outside of standard shuttle times
Art Classes	\$45 - \$65 per quarter
AP Calculus Exam Fee	\$100
Cafeteria Meals (lunch included for all students on school days)	\$6 per meal
Day Student Dorm Room	\$100 per room/month, dependent on availability
Dual Credit – Anatomy and Physiology	\$950
Dual Credit – College & Research Writing	\$600
Dual Credit - Psychology	\$950
Home Leave Transportation	\$30 - \$140
Music Lessons	Instrument & Voice - included Guitar - \$30 for a half hour lesson Piano & Strings - \$35 for half hour lesson or \$70 per hour
Musical Group Participation	Octet/Choraliers - \$50/semester plus uniform and folder Choir - \$25/semester
Necessary Town Trips	\$30/trip
Optional Trips (Mission Trips, EF Tours, etc.)	Varies by trip
Overnight Dorm Stay (Day, Extension and Part-Time Dorm students)	\$30 per night (includes supper and breakfast)
Parking Violation	\$25 per violation
Single-occupancy Dorm Room	\$100 per month
Recreational Ski (including Schweitzer season pass & transportation)	\$645
Shop – Home Renovation and Welding	\$50 per quarter
Sports – Practice Team Participation	Soccer, Volleyball, Basketball: \$75 Golf: \$200
Sports – Jr. Varsity Team Participation	Soccer, Volleyball, Basketball: \$285 Golf: \$335
Sports – Varsity Team Participation	Soccer, Volleyball, Basketball: \$485 Golf: \$535
Testing – SAT/ACT	One SAT test included for Jr/Sr Additional optional SAT/ACT tests approximately \$70/each

Fines and Disciplinary Action: Students who engage in behaviors that damage property, compromise safety, or violate school policies may face both fines and disciplinary action. These behaviors include, but are not limited to, graffiti (such as class year markings), exiting through unauthorized doors, possessing or using open flames (lighters, matches, candles), tampering with window screens, unauthorized entry into buildings, misuse of fire safety equipment, or possession of unauthorized items such as fireworks, keys, televisions, or gaming systems. Students found tampering with electrical systems, computer networks, or sounding false alarms will also be subject to serious consequences. Fines are assessed based on the nature of the violation and the cost of any necessary repairs or replacements. Additional disciplinary measures may include loss of privileges, suspension, or further administrative action as deemed appropriate.

UCA ACADEMIC INTEGRITY POLICY	Revised: 06.10.2025
PAGE 1 OF 1	Ratified: 08.19.2025

ACADEMIC INTEGRITY POLICY

At UCA, students are expected to practice academic honesty. Plagiarism and cheating are unacceptable.

PLAGIARISM is presenting someone else's material as your own. Work is plagiarized if any part is taken from another source without proper attribution. Such sources include internet websites, encyclopedias, textbooks, magazines, and other students' papers.

CHEATING includes copying homework, copying off the Internet, looking on another's test or quiz, letting another student look on a test or quiz, using other secretive methods for giving answers on a test or quiz, taking information from another source that is not properly attributed, and working with others on an assignment that was meant to be done by individuals.

The use of artificial intelligence (AI) in academic work undermines the principles of academic integrity and personal accountability that are essential to our educational mission. Therefore, all forms of AI assistance, including but not limited to content generation, problem-solving, and research tasks, are strictly prohibited in the completion of assignments, examinations, and other academic assessments. Students are expected to produce original work that reflects their own understanding and abilities. Violations of this policy will result in disciplinary action, as maintaining the integrity of our academic environment is paramount to fostering genuine learning and intellectual growth.

First Offense:

- The student receives a zero grade for that assignment.
- Incident is recorded in the student's discipline file.
- The school will inform the student's parent or guardian.

Second Offense:

- The student receives a zero grade for that assignment.
- Incident is recorded in the student's discipline file.
- The school will inform the student's parent or guardian.
- In-school suspension with community service.

Third Offense:

- The student will be asked to withdraw from school.

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

UCA ATTENDANCE POLICY	Revised: 06.10.2025
PAGE 1 OF 2	Ratified: 08.19.2025

ATTENDANCE POLICY

UCA is an active learning environment. Every day, teachers provide activities, labs, tests, and/or quizzes that enhance and measure the learning experience of their students. Teachers do their best to work with students who are sick or gone for emergencies to help them make up the work they missed and recover as much of the learning experience as possible. Even in the best circumstances, there are labs and other learning experiences that cannot be made up when a student misses classes for any reason. Home leaves and vacations should be utilized for such things as medical appointments, senior pictures, and family trips. Travel is to be scheduled so that students do not miss classes. Parents/guardians and students should communicate with a dean or administrator about emergency events, such as funerals.

- Students need to arrange for absences ahead of time. Teachers are not required to provide make-up work, tests, or quizzes for absences that have not been arranged ahead of time, except in case of an emergency.
- Teachers do not excuse classes. Their notes and signature let the attendance officer know that the student has communicated with the teacher so that an informed decision can be made regarding the absence request. The absence request is not approved until the entire absence request process is completed and final approval is given.

There are different classifications of absences:

- **Excused Absences** - Primarily used for medical appointments, mandatory court appearances, and deaths in the immediate family. Medical appointments should be scheduled during home leave or outside of class time unless approved by the nurse or deans.
- **Sickness** - To be placed on the sick list requires approval from the dean, school nurse, or parent/guardian. Students who stay home for more than one day due to illness need the approval of the school nurse.

The fourth quarter is an incredibly busy time. To help ensure our students' success as they finish the school year, we strongly encourage them not to miss any school days during this time.

SCHOOL ATTENDANCE PLAN	Tardy – 1 point, Extreme tardy – 2 points, Absence – 3 points
Level 1 – 6 points	Parents/guardians notified.
Level 2 – 9 points	Consultation with counselor to develop an attendance plan; parents notified.
Level 3 – 12 points	Consultation with student and parent (in person or via phone call); documentation in student's file.
Level 4 – 15 points	Student meets with Administrative Council; phone call to parents, documentation in student's file.
Level 5 – 18 points	Two-day in-school suspension; \$50 re-application fee; student's written letter of intent; phone call to parents.
Level 6 – 21 points	Probable dismissal.

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

UCA ATTENDANCE POLICY	Revised: 06.10.2025
PAGE 2 OF 2	Ratified: 08.19.2025

Attendance Guidelines

- Absence request forms must be completed and submitted to the registrar's office before the end of classes on the Monday before the absence is going to take place. Failure to do so may result in unexcused absences.
- Missing more than six classes per quarter (three for block classes), for any reason other than school-sponsored activities (e.g. field trip, tour, etc.), may result in no credit being given for that class.
- Students missing class, work, or lessons because of school-sponsored activities should still check with their teachers/work supervisors prior to the absence.
- Students need to have absence requests approved **BEFORE** parents/guardians make travel arrangements or purchase plane tickets.
- Students may take up to seven family days of school per year, in addition to all school-sponsored activities. These are intended for family events or emergencies only, not when a student is sick. An absence of a half day or longer will count as a full day.
- Absences related to a death in the immediate family will be excused and will not count against the seven Family Days. While it is not required to fill out an absence request for this, it is still recommended so are aware.
- Absence requests for Family Days will not be approved during the month of May (exceptions may be made for the graduation of family members).
- Absences for doctor's visits, counseling sessions, and other approved medical appointments may be excused in addition to the seven Family Days.
- Students who live far away will be granted 1-2 days of travel time (depending on distance) when going home, in addition to Family Days. Travel time does not apply to friends who go home with them during breaks.
- Any other personal time over the seven Family Days in a calendar school year will not be excused. **NO EXCEPTIONS.**
- Absences will be tracked through the attendance officer in the school office.

ATTENDANCE PER CLASS

After missing 15% of a class (7 period absences or more than 3 block absences) in a quarter, loss of class credit is probable. Administratively excused absences do not count toward this total. Note: In order to be a student at UCA you must be enrolled in a Bible class. Being dropped from a Bible class withdraws a student from UCA.

- Students may appeal being dropped from a class only if they had an extended illness during the quarter. The Curriculum Committee will hear and decide such appeals.
- Attendance is an important part of class participation. Therefore, teachers may reduce a student's participation grade based on attendance.
- Attendance is tracked live in FACTS (Family Portal). It is the student's responsibility to check FACTS. A student will have three school days to take care of an unexcused absence, after which it will not be changed.

PERFECT ATTENDANCE

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

WHO CAN EXCUSE ABSENCES

For sickness, the deans or the school nurse may excuse absences if the student is on campus. If the student is at home, a parent or guardian must call (509) 245-3600 or email office@ucca.org by 9:00 a.m. each day the student is absent. All other absences require approval from the Attendance Officer. A pre-arranged absence form, available in the school or registrar's office, must be submitted to the registrar by the end of classes on the Monday before Ad Council meets.

UCA CELL PHONE POLICY	Revised: 07.05.2024
PAGE 1 OF 2	Ratified: 08.19.2025

CELL PHONE POLICY

At Upper Columbia Academy, we are committed to creating an environment that nurtures our students' academic, spiritual, and social growth. With that in mind, starting in August 2024, student cell phone usage will not be permitted during the school day in any academic setting.

Cell phones should be kept in the student's backpack, dorm room, locker, or vehicle. Student's cell phones should not be SEEN OR HEARD in any academic locations across campus. UCA's academic locations include the administration building, the fine arts building, the industrial arts building, the music building, the gymnasium (during class time), the assembly hall, the church, and the dorm chapels. UCA's school day is from 8 am to 5 pm. Additionally, UCA asks that cell phones not be used during music performances or religious services, such as evening worship, assemblies, vespers, and church services.

There may be an occasional circumstance where a teacher or work supervisor specifically grants a student permission to use their cell phone for a specific activity. That usage must take place under the direction and supervision of the teacher or work supervisor. If students need to contact their parents during school hours, they may call from the school office. Parents are encouraged to contact the school office directly in case of emergencies during school hours, where staff will promptly notify the student to make contact.

Students may use their personal cell phones:

- Outside of academic buildings.
- Before or after school hours.
- During the lunch break, for brief communication.

Cell phone usage during lunch is intended for brief communication needs and not as a continuous viewing device. For the majority of the lunch period, cell phones should not be in use.

Consequences

If a student's cell phone is seen or heard in an academic area, it will be considered a violation of the cell phone policy and result in disciplinary action. All disciplinary action will be documented in FACTS.

First Offense:

- The student is sent to the school office to turn in their cell phone.
- The phone will remain in the school office for one full day (24 hours).
- The student may collect their cell phone when they go home for the day but must return it to the office the next school day until the full 24-hour period has passed.
- Parents will be notified of the cell phone infraction.

Second Offense:

- The student is sent to the school office to turn in their cell phone.
- The phone will remain in the school office for three full days (72 hours).
- The student may collect their cell phone when they go home for the day, but must return it to the office the next school day until the full 72-hour period has passed.
- Parents will be notified of the cell phone infraction.

UCA CELL PHONE POLICY	Revised: 07.05.2024
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Third Offense:

- The student is sent to the school office to turn in their cell phone.
- The phone will remain in the school office for five full days (120 hours).
- The student may collect their cell phone when they go home for the day, but must return it to the office the next school day until the full 120-hour period has passed.
- Parents will be notified of the cell phone infraction.
- Parents are asked to communicate with a school administrator.

Ongoing Violations:

- Continued school cell phone policy violations will be considered insubordination and result in referral to UCA's Discipline Committee. It is possible that the student may not be allowed to have a cell phone on campus for the remainder of the semester or school year.

CELL PHONE INFORMATION - DAY STUDENTS

Day students are to abide by all school rules and regulations during campus activities, school-sponsored trips, school events, and while on school transportation. This includes when visiting UCA's campus & church with your family.

CELL PHONE INFORMATION - EXTENSION STUDENTS

Extension students are expected to adhere to cell phone policies outlined in the student handbook and those in the dormitory handbook when staying on campus. Extension students identified using cell phones during remote learning classes will be immediately referred to the Discipline Committee.

NOTE: The school assumes no liability for confiscated phones.

UCA STUDENT CITIZENSHIP POLICY	Revised: 06.12.2024
PAGE 1 OF 2	Ratified: 08.19.2025

STUDENT CITIZENSHIP POLICY

Upper Columbia Academy strives to reinforce a godly lifestyle for all students. Accordingly, students are expected to adhere to standards that represent the highest levels of integrity and godly character, walking in a manner worthy of the calling with which they have been called (Ephesians 4:1). Our framework emphasizes **Unity through God's Love, Character through Service, and Academic Excellence through Critical Thinking**. This framework guides our expectations for student citizenship, fostering an environment where respect, cooperation, and a positive learning atmosphere thrive.

All Upper Columbia Academy students are expected to engage in appropriate behavior at all times, both on and off campus, for whatever you do, do all to the glory of God (1 Corinthians 10:31). We believe that student behavior reflects their pride in themselves, their peers, and their school. Our staff will partner with parents to ensure that student behaviors are pleasing to God, embracing the principle of training up a child in the way he should go (Proverbs 22:6, NKJV).

At UCA, we expect our students to conduct themselves in a way that reflects respect, responsibility, and integrity. This includes treating others with kindness, maintaining a positive attitude, following school guidelines, and promoting a safe and respectful environment. We believe that appropriate behavior—both on and off campus—helps create a community where all students can thrive and reflect the values of our faith.

By enrolling at Upper Columbia Academy, students agree to uphold these expectations. Disciplinary action, when necessary, will focus on being redemptive and corrective, guiding students toward better choices rather than simply imposing punishment. We encourage our students to conduct themselves with honor and integrity, embodying the Christian values that define our community.

THE BIG SEVEN

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

- Being involved with spiritualism in any form, such as satanically oriented computer, board, or card games.
- Providing, supplying, or using drugs, including tobacco and alcohol, or possessing drug paraphernalia.
- A) Unauthorized or unsupervised presence in residence hall rooms, buildings, motel rooms, automobiles, or similar clandestine settings with a member or members of the opposite sex. B) Any sexual activity between members of the same or opposite sex.
- Participating in hazing, sexual harassment, or initiations, or deliberately committing any act that injures, degrades, or disgraces a fellow student or faculty member.
- Intentionally vandalizing school property or the property of a fellow student or faculty member.
- Climbing either of the water towers.
- Possessing or using firearms or weapons on campus or at a school-sponsored activity.

UCA STUDENT CITIZENSHIP POLICY	Revised: 06.12.2024
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THE MIDSIZE FOURTEEN

Discipline for actions such as those mentioned below may result in suspension or dismissal and affect eligibility for class or organization offices, some jobs, National Honor Society, playing on varsity teams (not to be confused with intramural sports), gymnastics, mission trips, and other such positions and activities.

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

UCA CLOSED CAMPUS POLICY	Revised: 07.05.2024
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CLOSED CAMPUS POLICY

Students are not permitted to leave campus during the school day to visit their own homes or those of others. Any off-campus trip (excluding weekends or home leaves) requires a parent or guardian to pick up the student; students may not drive themselves or others. Students may drive themselves home only for weekends or home leaves with parental permission.

Seniors are allowed one evening off-campus per week (Monday–Thursday):

- Even-numbered days: senior girls
- Odd-numbered days: senior boys

These privileges begin after the September home leave. Additional requests for senior privileges may be made through class sponsors to the School Administration.

Weekend & Overnight Leaves require:

1. A completed leave request submitted to the dean.
2. Parent/guardian confirmation by phone and invitation, if applicable
3. Signed approval from the dean before departure.

Students must have both dean and parental permission to visit another student's home, with verified adult supervision (25+ years old). Non-students under 21 may only drive students home for overnight or weekend leaves (siblings are exempt).

Weekend leaves begin after Friday's last commitment and students must return by 9:00 p.m. Sunday. Late returns require prior dean approval. After returning, students must re-check out to leave again.

Closed weekends require all students to remain on campus. Exceptions are rare and granted only by the Admin Council.

Home Leaves & Vacations:

- Students must leave campus, as residence halls and cafeteria close.
- Dorms close at 3:00 p.m. on departure day and reopen at 5:00 p.m. on return day.
- Leaves begin after classes and end at 9:00 p.m. on return day.
- Early or late departures/returns require prior approval from a dean.

Absences for appointments must be pre-approved with an Absence Request Form submitted to the registrar by Monday before the expected absence. Medical appointments should be scheduled during home leaves when possible. Students may be required to provide official documentation of the appointment upon their return to campus.

UCA DRESS CODE POLICY	Revised: 06.10.2025
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DRESS CODE POLICY

UCA students are expected to dress tastefully and appropriately at all times. While it is true that “the Lord looks at the heart” (1 Samuel 16:7), a person’s dress and grooming habits are strong indicators of character. Modesty in dress is a Biblical principle that contributes to natural attractiveness and good taste. This characteristic excludes gaudiness or display that will attract undue attention.

In the spirit of unity and fairness, all students (day, dorm, and extension) are held to this same dress code.

General Campus Guidelines for all students	<ul style="list-style-type: none"> • Clothing must be clean, neat, modest, and in good repair. • Avoid sloppy, grubby, or unkempt clothing. • Extremely tight-fitting, sagging, or overly baggy clothing is not permitted. • Midriffs must remain covered at all times, including when arms are raised or when bending over. • Pajamas, robes, slippers, and loungewear may not be worn outside the dormitories. • Shoes are required outside the dormitories. • Clothing and accessories must not display images, messages, or symbols that conflict with school principles. • Body art, including temporary designs such as marker or henna, is not allowed. • Undergarments must remain fully covered. • Extreme, alternative styles and cross dressing is not permitted.
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Dress Category	Men	Women
School Dress	<ul style="list-style-type: none"> • Shirts with sleeves; no undershirts worn alone. • Jeans and pants in good repair, without rips or tears • Shorts with the hem reaching bottom of fingertips when arms are down at side. • Clean shoes or sandals. No slippers. • No sweatpants, athletic shorts, or athletic pants (full elastic waist) in academic buildings. • Clothing should have hems. No clothing that is torn or cut. 	<ul style="list-style-type: none"> • Shirts with sleeves. Blouses may be sleeveless if straps are a minimum of 2” wide and undergarments cannot be seen. • All tops must have modest necklines (not more than 3” below the suprasternal notch). • Skirts and dresses to knee. Skirts and dresses may be up to up to 2” above knee if worn with leggings or opaque tights. Slits max 2" above knee • Jeans and pants in good repair, without rips or tears • Shorts with the hem reaching bottom of fingertips when arms are down at side. • Clean shoes or sandals. No slippers. • No sweatpants, athletic shorts, or athletic pants (full elastic waist) in academic buildings. • Clothing should have hems. No clothing that is torn or cut.

UCA DRESS CODE POLICY	Revised: 06.10.2025
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Rec Dress (Recreation & Casual Activities)	<p>In addition to general campus wear:</p> <ul style="list-style-type: none"> • Athletic pants and sweatpants are permitted. • Athletic non-spandex shorts with hems that reach the bottom of fingertips. • T-shirts with sleeves; no muscle shirts or torn/cut sleeves. • Shirts must be worn at all times on campus, outside dormitory. • Modest swim trunks; no speedos for swimming events. <p>Rec Dress is not allowed in academic buildings or the cafeteria during lunchtime.</p>	<p>In addition to general campus wear:</p> <ul style="list-style-type: none"> • Athletic leggings, pants, and sweatpants are permitted. • Athletic (non-spandex) shorts with hems that reach the bottom of fingertips. • Shorts must be worn over non-athletic leggings or spandex. • Sleeveless shirts with finished hems; tops must have 2" wide strap and not be more than 3" below suprasternal notch. Undergarments should not be seen. • Modest one-piece swimsuits or overlapping tankinis for swimming events. <p>Rec Dress is not allowed in academic buildings or the cafeteria during lunchtime.</p>
Worship Dress (Vespers, Church)	<ul style="list-style-type: none"> • Dress pants, slacks, khakis, corduroy pants and non-blue denim. No blue jeans allowed. • Dress shirts (full button-up) and/or sweaters. • Dress socks • Dress shoes, or nice boots. No athletic or casual shoes. • No jeans, sweatshirts, hoodies, or casual flip-flops <p>On Sabbath, worship dress must be worn in the cafeteria for Sabbath lunch.</p>	<ul style="list-style-type: none"> • Skirts and dresses to knee. Skirts and dresses may be up to up to 2" above knee if worn with leggings or opaque tights. Slits max 2" above knee. • Dress pants, slacks, khakis, corduroy pants and non-blue denim. No blue jeans allowed. • Dressy blouses, sweaters, wide-strap dresses (sleeveless tops are permitted with cover) • All tops must have modest necklines (not more than 3" below the suprasternal notch). • Dress shoes, boots, or sandals. No athletic or casual shoes. • No jeans, sweatshirts, hoodies, or casual flip-flops. <p>On Sabbath, worship dress must be worn in the cafeteria for Sabbath lunch.</p>
Banquet Dress	<ul style="list-style-type: none"> • Worship Dress or more formal. • Slacks, khakis, and corduroy dress pants. No jeans. • Dress shirts (full button-up) and/or sweaters • Dress socks • Dress shoes, or boots. No athletic or casual shoes. • No sweatshirts, hoodies, or casual flip-flops. <p>All attire will be pre-approved by deans for modesty & appropriateness</p>	<ul style="list-style-type: none"> • Worship Dress or more formal. • Skirts and dresses to knee. Skirts and dresses may be up to up to 2" above knee if worn with leggings or opaque tights. Slits max 2" above knee • Tops with sleeves. Tops may be sleeveless if straps are a minimum of 2" wide • All tops must have modest necklines (not more than 3" below the suprasternal notch). • Any dress modifications, cardigans, or shawls must be sewn on. <p>All attire pre-approved by deans for modesty & appropriateness</p>

UCA DRESS CODE POLICY	Revised: 06.10.2025
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Hair and Accessories	<ul style="list-style-type: none"> • All students are to keep their hair neat, clean, and modest in appearance and out of their eyes. • Any hair styled to stand on end is to be no longer than two inches in length. • Hair is to be a natural color (auburn, black, blonde, or brown). Highlighting of the hair should be subtle. • Students should avoid extremes in hairstyle and color (i.e. brightly colored hair, mohawks, etc.). • Jewelry is not allowed on campus or during any school-sponsored events or off-campus tours/performances. Chains, friendship bracelets, and all other jewelry are prohibited. Any jewelry worn will be confiscated, and the school is not responsible for lost or confiscated items. 	<ul style="list-style-type: none"> • All students are to keep their hair neat, clean, and modest in appearance and out of their eyes. • Any hair styled to stand on end is to be no longer than two inches in length. • Hair is to be a natural color (auburn, black, blonde, or brown). Highlighting of the hair should be subtle. • Students should avoid extremes in hairstyle and color (i.e. brightly colored hair, mohawks, etc.). • Fingernail polish may be any color except black or what looks like black. A design that does not undermine Christian principles is permitted. • Jewelry is not allowed on campus or during any school-sponsored events or off-campus tours/performances. Clear stud earrings may be worn to keep ear piercings from closing. Chains, friendship bracelets, and all other jewelry are prohibited. Any jewelry worn will be confiscated, and the school is not responsible for lost or confiscated items.
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UCA TECHNOLOGY POLICY	Revised: 06.12.2024
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TECHNOLOGY POLICY

Computers have become an essential tool of modern education. One of their purposes at UCA is to assist students with their schoolwork. Internet access provided by the school enables students to explore thousands of useful libraries and databases. Another purpose is to facilitate communication with parents. Students who use their computers in other ways risk violating the Technology Policy and may lose computer privileges and face additional discipline.

Communication through computers and mobile devices (both local and on the Internet) is often public, and school rules for conduct and language apply. Students are expected to use electronic devices in a considerate, responsible, and Christian manner and to remember that such use is a privilege, not a right. Threatening or harassing language in the use of electronics will be dealt with in accordance to the Harassment Policy and The Big Seven.

MEDIA

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

AUDIO DEVICES

In designated common areas not listed as academic buildings (including the cafeteria), students may use one earbud responsibly. Over-the-ear and noise-cancelling headphones are not permitted on campus for safety reasons. External speakers are never allowed.

ALLOWED DEVICES

E-book readers, audio playback devices, and cell phones with screens 6 inches or smaller are allowed. Personal computers, TVs, game consoles, tablets, and projectors are not allowed. Any unapproved media or devices will be confiscated and may be claimed at the end of the year by a parent. Unclaimed items will be recycled. Any non-original copyrighted material will be discarded immediately.

ACCEPTABLE USE

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

The network and laptops are provided for students to conduct research and communicate with others. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and involves responsibility.

UCA TECHNOLOGY POLICY	Revised: 06.12.2024
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POLICIES FOR THE USE OF COMPUTERS AND THE INTERNET:

- Computers should be used for academic purposes only while in academic areas.
- UCA may remotely monitor activities on any UCA computer.
- The One-to-One student laptop computers are UCA property and may not be defaced in any way.
- Student laptops do not have CD/DVD drives. External hard drive and flash drive functionality is disabled. Deans or IT Department personnel can upload appropriate data to the network for students to access.
- Licensed UCA software is not to be copied.
- Students are not to reconfigure the hardware or software on any UCA computer. Legal software that complies with UCA's policies may be installed by the IT Department only.
- The use of chat rooms is never acceptable.
- Students are to care properly for all computer equipment. Students and parents will be responsible for damage caused by misuse or abuse of equipment. Food and drink are not to be consumed around UCA computers.
- Students may only access the Internet provided by UCA through a UCA computer. Any attempt to bypass content filtering or network security will result in disciplinary action.
- Students may not use the Internet for any illegal purpose.
- Students may not attempt to change, harm, or destroy another user's data.
- Students must not share their passwords with anyone.
- Attempting to discover passwords or other measures the school uses to control access to the network/internet is prohibited. Violation may result in major disciplinary action. Should you inadvertently discover measures used for access, please report this to the IT Department.

INTERNET

A student's level of internet access depends on academics, dorm standing, and computer responsibility. There are three standings for internet access (Regular, DF&I, and Whitelist):

REGULAR – Access to all school-approved sites. Must hold a dorm standing of Category 1 or 2 with no "D's," "F's," or Incompletes.

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

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

ONE-TO-ONE STUDENT LAPTOPS

All students will be enrolled in the One-to-One student laptop program as an integral part of their educational experience at UCA. Our goal is for our students to be on the cutting edge of technology and to be well prepared for the future. We are also dedicated to teaching students to use technology appropriately.

UCA TECHNOLOGY POLICY	Revised: 06.12.2024
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Students will be able to have their own legal and appropriate software on the laptop if the software meets the Technology Policy requirements. The IT Department will install the software on the laptop.

Student laptops are under warranty from UCA (i.e., hardware/software failure from manufacturing defects). The student's parents/guardians are responsible for damage, loss, or theft that is not covered by warranty. Insurance is available through UCA.

For any damage found during the year or upon return of the laptop, the cost of the replacement part(s) will be charged to the student's account.

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

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

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

TECHNOLOGY POLICY VIOLATIONS

All offenses: any unauthorized equipment will be confiscated (for all participants)

- 1st Offense: Whitelisted for 1 Week
- 2nd Offense: Whitelisted for 1 Month
- 3rd Offense: 3-Day Suspension

UCA VEHICLE POLICY	Revised: 06.12.2024
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STUDENT DRIVER AND VEHICLE POLICY

Each vehicle brought on campus by a student must be registered with the school office. To register, please complete the information in the enrollment section. A parking registration sticker will be issued to the student upon arrival at UCA. The vehicle registration sticker must be displayed on the vehicle at all times.

Parents agree to clear Upper Columbia Academy of any legal responsibility for problems resulting from their students' vehicle use. This acknowledgment is made by signing below.

- Vehicles will be parked on campus at the student's own risk, the school is not responsible for vandalism, theft, etc.
- Students must maintain a valid driver's license, valid license plates, and current insurance.
- Students will NOT be allowed to ride with any other student (on or off campus) unless explicit permission is received by a dean from both the driver's and the rider's parents.
- Vehicles are to be used by their owners and are not to be loaned to other students.
- If the student misuses a vehicle, the privilege of having a vehicle on campus may be denied, and the student will be referred to the discipline committee. This includes but is not limited to leaving campus without permission, transporting other students without permission, driving on the lawn, etc.
- Any use of motorcycles must be pre-approved by UCA's Ad Council.
- All student vehicles are to be parked in their assigned parking area whenever the vehicle is on campus. This applies to Day, Dorm, and Extension students. Students are allowed to load or unload near the dorms when going to or from home, but the vehicle should be moved immediately when finished.

DORM AND EXTENSION STUDENT VEHICLES

Dorm and Extension student vehicles will be used primarily for transportation to and from home. Dorm and Extension students' vehicles are to remain in the gravel parking lot below the ball field. The dean's permission and parental consent must be granted prior to moving vehicles. See the detailed [Campus Map](#) if you have questions about approved parking locations.

DAY STUDENT VEHICLES

Day student vehicles are to be parked along Spangle-Waverly Rd by the flagpole during the hours of 7 am – 8 pm. If a Day student plans to be on campus outside of those hours, overnight, or if they leave their vehicle on campus over the weekend, they need to move their vehicle to the dorm parking area. See the detailed [Campus Map](#) if you have questions about approved parking locations.

VEHICLE POLICY VIOLATIONS

1. The first violation will result in a \$25.00 fine.
2. The second violation will result in contacting a parent and addressing the concern, in addition to another \$25.00 fine. For seniors, a loss of town privileges for four weeks.
3. The third violation will result in the indefinite loss of vehicle privileges. The vehicle will go home for the remainder of the year.
4. Failure to have a vehicle registered will result in a \$50.00 fine.