STUDENT HANDBOOK

CAMPION ACADEMY
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Jeremiah 29:13, "You will seek me and find me when you seek me with all your heart."

Overview

Campion Academy, a co-educational boarding secondary school, operated by the Rocky Mountain Conference of Seventh-day Adventists, opened its doors to students in 1907. Today Campion Academy continues to provide an excellent experience in education; spiritually, scholastically, and socially.

Religious activities provide opportunities for witnessing and spiritual growth. Nightly dormitory worship services, chapel programs, Friday night vespers, and Sabbath worship services, evangelistic programs promote a spiritual campus environment. Students actively participate in all these programs and can also take part in Sabbath afternoon outreach activities sponsored by the Campus Ministries Office. Christian service is part of the life curriculum.

Scholastically, Campion offers a general high school diploma, a college preparatory diploma, and an honors diploma. Students are encouraged to excel in studies that will form the basis for successful performance in college and in life. Students who wish to participate in performance groups may join band, select choir (Koinonia), choir, bells, or strings.

Campion conducts a strong work experience program, which teaches students to develop positive character traits and helps finance their education at the same time. The Work Coordinator assists students in finding suitable jobs and coordinates performance evaluations for quality improvement and academic credit.

Social life is a very important part of a student's academy experience. The Student Association takes a leading role in planning many of the social events for the school year including the Fall Picnic, Christmas Banquet, and Spring Picnic. Some of life's best friendships are made on academy campuses where students find a safe environment for sharing with old friends and making new friends.

Recreation periods provide time for visiting and for exercise. Students participate in varsity sports such as soccer, volleyball, basketball, and baseball.

For many Campion students, dormitory life is an enjoyable part of the academy experience. In the dorm, students support each other in their studies, encourage one another spiritually through Bible study and prayer, make new friends, enjoy recreation times together, or simply talk together about shared interests. Learning to take personal responsibility in a new way helps make dorm life rewarding and teaches values such as self-discipline, self-reliance, and independence.

ACCREDITATION

Campion Academy is recognized as an accredited private school by the Accrediting Association of Seventh-day Adventist Schools, which is a member of the National Council of Private School Accreditation and Middle States Accreditation.

DISCLAIMER

Due to changes that inevitably occur in staffing, state regulations, accrediting organizations, technology and finances; the classes, policies and guidelines within this handbook are subject to alteration, addition or deletion.

LOCATION

The academy is located fifty miles north of Denver, three miles south of Loveland, and 20 miles east of the Rocky Mountains, within view of Long's Peak, towering to a height of 14,225 feet above sea level.

Campion is located near U.S. Highway 287 and Interstate 25. Greyhound Bus service is available to nearby communities. Students arrive by plane at Denver International Airport. Shuttle service to Loveland is available from the airport. In order that the students may have transportation to Campion Academy, they should notify their respective dean prior to time of arrival.

Mission and Goals

MISSION STATEMENT

Experiencing Christ in a Learning Environment

PHILOSOPHY

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His Church on earth, He seeks the lost for His kingdom.

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writing of Ellen White, are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist education seeks to nurture thinkers rather than mere reflectors of others' thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true, and good.

An education of this kind imparts far more than academic knowledge. It is balanced development of the whole person. Its time dimensions span eternity. In Adventist education, homes, schools, and churches cooperated together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

GOALS

The following goal statements have been established to support the unique philosophy of Seventh-day Adventist education. Each student will show or continue to develop:

Acceptance of God and His Word

Surrender one's whole life to God through conversion and use the Bible as a basis for a relationship with Jesus Christ and a guide in all areas of life.

Commitment to the Church

Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.

Family and Interpersonal Relationships

Develop a sense of self-worth, along with skills in interpersonal relationships needed for meeting the responsibilities of family membership, and respond with sensitivity to the needs of others.

Responsible Citizenship

Develop an understanding of multi-cultural diversity and historical heritage and a working knowledge of governmental processes, while affirming a belief in the dignity and worth of others and a responsibility for one's local, national, and global environments.

Healthy, Balanced Living

Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.

Intellectual Development

Adopt a systematic, logical approach to decision-making and problem solving based on a body of scientific, mathematical, and historical knowledge, within the context of a biblical perspective.

Communication Skills

Acquire optimum competency in verbal and nonverbal communication, in the use of information technology, and in effective communication of one's faith.

Life Skills

Function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.

Aesthetic Appreciation

Develop an appreciation of beauty both in God's creation and in human expression, while nurturing individual ability in the fine arts.

Career and Service

Develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities, as they relate to one's personal involvement in the mission of the church.

Admission

ADMISSION

Campion Academy is a high school operated by the Rocky Mountain Conference of Seventh-day Adventists to provide for the Christian education of the young people of the Seventh-day Adventist churches located in Colorado, Wyoming, and northwest New Mexico. But Campion welcomes students from around the world. A student may attend as a boarding or day student.

No particular religious affiliation is required of any student upon entering the Academy, but every student who presents himself or herself for admission to the school must:

- personally want to be at Campion Academy
- be open to the exploration of getting to know God and be a positive contributor to sharing His love with others
- maintain a positive attitude and pledge to observe willingly all school regulations.

Admission is available to students of any race, color, nationality, and ethnic origin. Campion Academy does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in administration of educational policies, admission procedures, scholarship programs, and athletic or extracurricular programs. The academy, however, reserves the right to accept or deny any applicant.

Prospective students and their parents are invited to visit the campus. An official Academy Visitation Day is planned each year. An appointment to visit on Academy Day or at any other time may be made by calling the Front Office (970) 667-5592 ext. 101, or the School Recruiter, at ext. 109, or by e-mail: info@campion.net

APPLICATION PROCESS

Please visit our website at Campion.net to fill out the appropriate applications forms.

INTERNATIONAL STUDENTS

Campion welcomes International students from around the world. You can go to our website at Campion.net to fill out and submit the appropriate application forms.

ELL PROGRAM

Campion Academy offers an 'English Language Learning' (ELL) program for students who are not proficient in English but desire to attend. This program will meet the students at their entry level and provide individualized English instruction designed to enable the student to reach their goal of English proficiency. The ELL student will meet daily with the instructor to improve their skills in reading, writing, listening and speaking the English Language. Students will take ELL classes until they reach a level three on the International Test of English Proficiency (iTEP SLATE).

In addition, each ELL student will attend a Study Skills and an Academic Support class in the Learning Resource Center and be provided support to successfully complete assignments in all disciplines daily.

High-achieving Campion Academy students are selected to work as International Ambassadors with our international students. The Ambassadors meet with international students daily to provide tutoring, and cultural lessons

PLACE OF RESIDENCE

All students enrolled at Campion Academy are expected to live in the dormitories or in the community with their parents. All requests for exceptions to this policy will be reviewed by the school management team and must be approved by the Academy Board before exception to this policy is granted.

Academics

Campion Academy promotes excellence in Christian education. It is the purpose of the administration and teaching faculty to provide an academic program that prepares students to excel in college or technical school and to become productive citizens in society.

CURRICULUM

In acknowledging the varied abilities and desires of the student body, the faculty has established three separate courses of study: general high school diploma, college preparatory diploma, and an advanced college preparatory diploma. As students plan a program of studies, they should be realistic regarding their abilities, academic background, interests, future education, and occupational plans. Wise students will consult faculty, academic counselors, and parents as they formulate their plans.

Campion Academy offers three different types of diplomas: general high school diploma, college preparatory diploma and an advanced college preparatory diploma. Following are the requirements for each diploma type.

General High School Diploma – GPA: 2.0

15 hours Community Service per year of attendance

Bible*	4
English	4
Math	3
Science	3
Social Studies	3
PE/Health**	2.5
Technology	1
Vocational	1
Fine Arts	0.5

22 credits are required for graduation

*Bible is required per semester of attendance
** A semester of Physical Education is required per year of attendance

Freshman

Bible I	Geography
English I	Intro to PE
Algebra I	Health
Earth Science	Computer Apps.

6.5 credits earned

Sophomores

Bible II	World History
English II	PE or Sports
Geometry	Elective
Biology	Elective

7 credits / 13.5 Cum

Juniors

Bible III	US History
American Literature	PE or Sports
Business Math	
Food Science or Chemistry	

5.5 credits / 19 Cum

Seniors

Bible IV	PE or Sports
Brit Lit/Senior Writing	Electives (2)
Government	

5 credits / Cum 24

College Preparatory Diploma – GPA: 2.75

15 hours Community Service per year of attendance

Bible*	4
English	4
Math	4
Science	4
Social Studies	3
PE/Health**	2.5
Technology	1
Vocational	1
Fine Arts	0.5
Foreign Language	2

26 credits are required for graduation

Freshman

Bible I	Geography
English I	Intro to PE
Algebra I	Health
Earth Science	Computer Apps.

6.5 credits earned

Sophomores

Bible II	World History
English II	PE or Sports
Geometry	Elective
Biology	Elective

7 credits / 13.5 Cum

Juniors

Bible III	US History
American Lit	PE or Sports
Algebra II	Spanish I
Chemistry	

6.5 credits / 20 Cum

Seniors

Bible IV	Government
College or Senior Writing	British Literature
	PE or Sports
Pre-Calculus or Calculus	Spanish II
Physics or A & P	

6 credits / Cum 26

Advanced College Preparatory Diploma– GPA: 3.5

15 hours Community Service per year of attendance

Bible*	4
English	4
Math	4
Science	4
Social Studies	3
PE/Health**	2.5
Technology	1
Vocational	1
Fine Arts	0.5
Foreign Language	2
College Credits	**9 semester hours**

26 credits (including college writing) + 6 semester hours of college credit are required for graduation.

Freshman

Bible I	Geography
English I	Intro to PE
Algebra I	Health
Earth Science	Computer Apps.

6.5 credits earned

Sophomores

Bible II	World History
English II	PE or Sports
Geometry	Elective
Biology	Elective

7 credits / 13.5 Cum

Juniors

Bible III	US History
American Lit	PE or Sports
Algebra II	Spanish I
Chemistry	

6.5 credits / 20 Cum

Seniors

Bible IV	Government
College Writing	British Literature
Pre-Calculus or Calculus	PE or Sports
	Spanish II
Physics or A & P	

6 credits / Cum 26

College Credit (9 college semester hours)

College Writing, Pre-Calculus, Calculus, Adv. Government, College Computers, Intro to Psychology

WORK EXPERIENCE

All Campion Academy dormitory students are expected to work a portion of each weekday. This work, when it has met the following requirements, will be given credit of 0.125 units per semester:

1. The students must have a job and work an average of 10 hours per week during each semester.
2. The student must have on record the Federal I-9 form with required supporting documents.
3. The student must meet all work appointments unless excused by the nurse or Registrar's Office.
4. The student must be willing, if the occasion should arise, to work during vacations and long weekends.
5. The student will be evaluated each semester to determine his/her work experience grade.

Credit for work experience is provided for all students meeting the above criteria who work at Campion Academy. Students who work for outside employers may apply for credit. The criteria for this academic experience are available in the Business Office.

CLASS STANDING

A student is given senior standing if he or she has passed core subjects for previous years and will have met all the requirements for graduation by the end of the current school year. Junior, sophomore, and freshman standing will be determined only at the beginning of first semester. Junior standing is granted to students who have earned 11 units; sophomore standing to those who have earned 5.5 units, and freshman standing to students who have an eighth-grade diploma or its equivalent on file with the registrar. An approved accelerated student will not have junior standing regardless of the number of credits.

ACCELERATION

The following criteria will be used in determining which students may be permitted to complete their secondary program in three years:

- The student should make written application for the program during 2nd semester of their sophomore year and work out a program of studies with the registrar. The student's parent/legal guardian should also submit a written request for the student to enter the program.
- The student should demonstrate scholastic achievement by scoring at or above the 90th percentile on a nationally normed test and have a cumulative GPA of 3.5 or higher.
- The student should meet the required total and specific units normally required for graduation, including junior and senior Bible.
- The student should be at least 16 years old by the time of graduation to enter the program.
- A student who would be at least 19 years old by graduation in a four-year program may accelerate with a 3.0 GPA and will not be required to take the qualifying test.

TRANSFER STUDENTS

Campion Academy accepts credit from any official credit-granting institution, including many correspondence schools. The acceptance of all transfer credits will be reviewed by the Registrar. Credit is usually not accepted for such classes as study halls, tutorial sessions, or teacher aide service. Transfer credit should be communicated to the academy registrar on an official transcript. A guidance copy or unofficial transcript should be made available to the registrar when the student transfers to Campion so that the student can be placed in the proper classes. The academy and its administration accept no responsibility for the academic advisement of a student for whom a transcript of transfer credit is not available. Under no circumstances will a diploma be granted to a student for whom the registrar is unable to obtain an official transcript of credits needed for graduation.

Students who have attended a home school without a connection to an official correspondence school must petition the Academic Standards Committee for acceptance of the home school credits. At the discretion of the committee, credit may be granted based upon documentation from the home school teacher and satisfactory standing on the ITED test. Subject proficiency tests may be required. No letter grades will be given for such credits; only a Pass/Fail grade will be assigned.

CHANGES IN CLASS SCHEDULES

A student may be allowed to change his class program upon approval of the Registrar and/or the Academic Standards Committee during the first two weeks of each semester. No class can be added after the first two weeks of each semester. Students may drop a class with proper approval during the first six weeks of each semester except for performing arts organizations. Three weeks after the beginning of *first* semester is the limit for dropping these organizations.

A drop or add voucher must be accompanied by written/verbal permission of the parents to the Registrar. Students must have a properly signed entrance voucher before entering private music lessons or a class which will incur additional cost. Grades cannot be recorded for a student who has not been properly registered for a course. Private lessons and other charges will continue for the entire semester unless the proper arrangements are carried out.

CONDITIONS FOR GRADUATION

A diploma will be granted to a student who has been in attendance at this academy for at least the final semester of the school year, providing he or she has met the academic requirements for graduation, has maintained satisfactory attendance and citizenship grades, and has completed his or her financial obligations with the Business Office.

SENIOR CLASS TRIP

Any senior who, as of April 1, is failing any classes required for graduation will be reviewed by the Academic Standards Committee and may be denied the opportunity to participate in Senior Class Trip.

CORRESPONDENCE/OUTSIDE WORK

Any student who wishes to take correspondence work or a class from another school which is required for graduation must clear such requests with the Academic Standards Committee prior to enrolling in another school. Required courses will not be approved unless they are make-up courses for a deficiency. All correspondence should be completed in the summer before registration for the following school year. Any requests for deviation from this policy must be submitted to the Academic Standards Committee. A senior who takes an outside course that is required for graduation and completes the course by April 1 will then be eligible to participate in all senior activities – including class trip and graduation.

MINIMUM CLASS LOAD

Students are expected to enroll in and complete a program of at least **five** core classes each semester, regardless of how many credits have already been earned. These core classes do not include music groups or private lessons, sports, drama groups, or independent study.

MINIMUM CLASS SIZE Six is the smallest number of students for which a class will be offered except when such a class is necessary to meet graduation requirements**.**

QUARTER AND SEMESTER GRADES

Interim grades are issued at the end of the first nine weeks of each semester. Final semester grades are issued at the end of each semester. Semester grades are the only grades that appear on the student's permanent record (transcript).

In addition, the registrar will send informal notification of D, F, and incomplete grades to parents at the end of the third and sixth weeks of each quarter. Parents are encouraged to communicate with individual teachers regarding their teenager's academic progress.

GRADING SYSTEM

Letter grades for classes have the following numerical values in computing Grade Point Averages:

A+ = 4.0	A = 4.0	A- = 3.667
B+ = 3.333	B = 3.0	B- = 2.667
C+ = 2.333	C = 2.0	C- = 1.667
D+ = 1.333	D = 1.0	D- = 0.667

College level classes will be graded on a five-point scale.

INCOMPLETES

A grade of "I" (Incomplete) is given when, for legitimate reasons such as prolonged illness, the student is unable to do sufficient work in a given grading period to receive a satisfactory grade. Period and semester incompletes must be removed within two weeks after the period or semester has ended except by action of the Academic Standards Committee. If work is not made up at the end of the specified period, the registrar will request a grade from the teacher for the work completed.

TRANSCRIPTS

One transcript of credit will be issued without charge. A $3.00 fee will be required for each transcript requested after graduation. A transcript will not be issued if the student has an unpaid bill at the academy.

ACADEMIC RESTRICTION

Academic progress for each student is monitored by the Registrar's Office. Students appearing on the D, F and Incomplete report with two or more Ds or one F are placed on academic restriction. Students on "Academic Restriction" or "Probation" status are required to attend study halls with their teachers on Monday, Tuesday, and Thursday nights. They will also lose dorm privileges. To play sports, students must have all C's or higher to participate.

ACADEMIC PROBATION

Students who are failing in two or more classes at the end of each semester will be placed on academic probation. Academic Standards will work with these students. Failing grades remain on the transcript even after the subject has been successfully retaken.

LEARNING RESOURCE CENTER

Campion Academy offers a 'Learning Resource Center' (LRC) to support all students, so that each one may reach their highest potential. The LRC employs student tutors that may be utilized during the day as well as during the study hour in each dorm. Protected study time is provided in the LRC each afternoon as well.

Individualized testing for academic and/or cognitive strengths and weaknesses can be scheduled as well as instruction to build weaknesses using strengths.

Two classes are provided for students to learn how to learn effectively and efficiently.

STUDY SKILLS CLASS

Students will practice strategies to manage time information and resources; improve and maintain optimum brain function; systematically take themselves out of their comfort zone to thoroughly learn content; and test taking skills.

ACADEMIC SUPPORT

Preparation for content classes will be provided which include lessons covering concepts and vocabulary that will be introduced the next content class meeting.

FERPA COMPLIANCE

Campion Academy is in compliance with the Family Educational Rights and Privacy Act.

CHEATING & PLAGIARISM POLICIES

Cheating and plagiarism is considered a very serious offense. The Administrative Council will mete out the appropriate discipline. The first offense always carries a penalty of no credit on the assignment or test involved in the infraction.

TESTING

The following tests are required of all students:
GRADE 9 – Mathematics diagnostic test and the EXPLORE
GRADE 10 – ASPIRE Readiness Test

GRADE 11 – The Preliminary Scholastic Aptitude Test (PSAT) - The ACT is required for anyone applying to take College Writing but **highly recommended** for all juniors.
GRADE 12 – The ACT Although the ACT is required at Campion, seniors may also choose to take the SAT. Either the SAT or ACT is required for admission to most colleges. It is recommended that these be taken early in the senior year.

RECOGNITION OF STUDENT ACHIEVEMENT

The administration and faculty are pleased to honor students who excel in academics and in other areas of the school program. The following programs are used to recognize these students:

GRADUATION HONORS

Students completing a College Prep or Advanced College Prep track who have a cumulative grade point average of at least 3.75 will be awarded gold cords to wear at commencement and will be graduated with high honors. Those completing a College Prep or Advanced College Prep track with a cumulative grade point average of 3.5 to 3.749 will be awarded silver cords and will be graduated with honors. Members of the National Honor Society will wear red cords.

The students completing the College Prep or Advanced College Prep track with the two highest cumulative grade point averages will be honored as valedictorian and salutatorian.

Students who have attended the entire four years at Campion Academy will be given a four-year-senior medallion to wear at graduation.

NATIONAL HONOR SOCIETY

Juniors and seniors in the College Prep or Advanced College Prep Programs with a cumulative grade point average of at least 3.5 may petition to join the National Honor Society. In addition to a 3.5 GPA, they must pass a review by the NHS team at CA in the areas of leadership, character, and service.

PERFECT ATTENDANCE

Students with perfect attendance for a semester will be able to participate in a special reward activity. Students with perfect attendance for the entire year will receive a monetary reward during the annual Awards Night ceremonies. Perfect attendance indicates that the student has no absences or tardies, excused or unexcused, for any class or chapel for the entire school year. Student participation in school-sponsored tours will not count against the perfect attendance.

PRINCIPAL'S LEADERSHIP AWARD

This award is given to an outstanding senior who typifies characteristics of honesty, character, hard work, and general contribution to the school. It is determined by the principal and carries a cash award of $100.

STUDENT OF THE YEAR

Each year a male and a female student are honored at graduation with the title of "Student of the Year." These individuals are seniors recommended by the entire academy staff. Criteria used in making this selection include character, service, academics, leadership, and Christian influence.

CARING HEART AWARD

The Caring Heart Award is given in recognition of leadership and personal commitment to witnessing and service activities. This award is sponsored by the North American Division and is accompanied by a Bible and a $500 voucher to the Adventist school of your choice.

ATTENDANCE POLICY

1. 85% of each class (per semester) must be attended to receive credit for the class.
   a. School functions, trips, or outings will not count towards the 15%.
   b. Excused or unexcused absences count towards the 15%.
   c. Example: absences due to choir tour do not count towards the 15%; absences due to a doctor's appointment do count towards the 15%.
2. When a student misses more than 15% of any class during a semester he or she may receive no credit for the class. On the transcript the class grade will show "F due to absences".
3. Students may be allowed to make up absences by attending additional classes (same type of class supervised by an accredited teacher).
4. 180 school days per year, 90 days per semester, 42 "A" or "B" day classes; 42 x 15%=6.3. (2 picnics, 2 parent-teacher conferences, orientation day, and music festival day are counted as school days)
5. 80 minute classes are counted as two 40 minute periods for attendance purposes.

ATTENDANCE GRADES

Each student will receive a semester attendance grade, which will be part of his permanent record. Specifics of the policy are outlined below.

3 Unexcused tardies = 1 unexcused absence

Unexcused absence = 1 unexcused absence per 40-minute class period, 2 unexcused absences per 80-minute class period. A tardy becomes an absence ten (10) minutes after the scheduled time for class to begin.

GRADE POINTS (UA= Unexcused Absence)

A	0 - 1 UA's	A letter of commendation.
B	2 - 3 UA's	Letter of counsel to students and parents.
C	4 - 5 UA's	Letter of warning to student and parents. Student may receive personal administrative counsel regarding his program.
D	6 - 7 UA's	Letter of probation to student and parents. Counsel with attendance officer. Special privileges and offices may be suspended.
F	8+ UA's	Student must reapply.

Reapplication procedures include filling out a new application, writing a Letter of Intent, and paying a $35 re-application fee.

If re-accepted, the student will be put on attendance probation. An *F* in attendance will remain on the transcript even after the student has re-registered for classes.

Accumulation of further absences resulting in a second F within the same semester will be grounds for dismissal. Students may apply to return to Campion after a minimum of 7 weeks of success at another school, but not before the start of a new quarter.

Students with a C or D may improve their attendance grade by perfect attendance. One tardy will be subtracted from the attendance grade for each week of perfect attendance (no absences or tardies). The attendance grade cannot be raised above a "B" in this manner. (Official attendance records cannot be changed but attendance grades can change.)

TO HAVE AN ABSENCE EXCUSED

SICK LIST

When a dorm student is ill, he or she must report to the nurse's office before classes begin for the day in order to be placed on Sick List. Under unusual circumstances, when a student becomes ill during classes or work, the student may check with the dean, administrative assistant, or registrar to be placed on the sick list. Once a student is placed on the sick list, he/she must remain in his/her dormitory room or remain at home until the next morning. Failure to do so will result in absences for that day not being excused. In no case will absences for illness of a dorm student be excused after the fact. Students who have been placed on sick list will receive their meals in their rooms.

CLASS ABSENCE REQUESTS

To be excused for scheduled doctors' appointments or other pre-arranged absences, a student should pick up a blue *Class Absence Request (Blue Slip)* from the attendance office. After having that form signed by each of his/her teachers, the work coordinator, and the work supervisor, the student should return the form to the Attendance Office for submission to the Administrative Council. This request should be completed and turned in by 9:45 a.m. Wednesday morning before the absence is expected to occur. TURN IT IN even if you don't have all of your signatures. Plan ahead; if you turn your request in after Ad Co you may not get your absences excused.

Permission should be arranged before commitments are made and plane tickets are purchased. Class absences will be approved only for medical needs or family vacations and obligations.

During the Outdoor Snowboard/Ski Trip, classes will be excused only for those students who accompany the school group or who have received permission from Administrative Council.

The Administrative Council retains the right of deciding whether or not the absence(s) will be excused and the student will be allowed to make up the work missed.

Failure to make advanced arrangements for other than emergency situations may result in a penalty applied to the attendance grade even if the absence is excused.

NOTIFICATION / WRITTEN EXCUSES

In the event a student is absent from class, either the school nurse, a dormitory dean, or, if he is a village student, his parents should call the attendance officer or work supervisor by 8:15 a.m. for morning students or by 1:15 p.m. for afternoon students. A student must then present, **in written form**, an explanation for that absence from a parent or dean to the attendance officer who will then determine the merits of the explanation and make a judgment as to whether the absence will be excused or unexcused. Being placed on sick list by the school nurse will automatically substitute for this written excuse. This explanation must be presented to the attendance officer within **three** school days of the student's return to class.

An approved excuse for an absence does not relieve the student of the duty of meeting the teachers' requirements for the schoolwork missed. Routine dental or medical treatment should be arranged outside of school hours. Students should not be kept from school or work appointments for shopping trips, etc., or other family business. A parent may be asked

to meet with Administration if excused absences become excessive.

Parents of either dorm or village students may not excuse absences that occur after the student has arrived on the campus.

MAKE-UP TESTS

For any semester test that must be taken at an irregular time, there will be a charge of $35.00 per test. Students should plan to take tests at the designated time. When early testing is absolutely necessary, the student must obtain approval from the teacher in advance, make individual arrangements for scheduling the test at an alternate time, have a test permit, and pay the test fee before taking the test.

SCHOOL TRIPS

Classes missed during authorized school trips such as field trips, promotional trips, or other trips planned by the academy staff and sanctioned by the academy administration are considered excused absences. These trips do not affect the perfect attendance grade. It is the responsibility of the staff member in charge of the group to make certain that all students in the organization have proper clearance with the school administration. Non-members of school groups will not be transported by a touring group.

PERFORMANCE GROUP ABSENCES

Any student electing to miss a performance responsibility from a performance group of which he or she is a member without approval of the Administrative Council will receive an unexcused absence from that performance group.

COLLEGE DAYS

Juniors are required to attend College Days at Union College. Seniors have the option of visiting Union College or an alternative college upon request. This experience is designed to give these students the needed information to prepare for any college they plan to attend. Students choosing not to go on this trip will receive unexcused absences unless alternate arrangements are made with the Administrative Council before the trip (includes school attendance with college and career related projects).

COLLEGE-LEVEL CLASSES

In order to receive credit on a Campion transcript for a college-level class from a college Campion does not work with, pre-approval must be received from the Academic Standards Committee.

COURSE DESCRIPTIONS

BIBLE

FRESHMAN BIBLE: Freshmen will take an in-depth look into the incredible beginnings of the Bible where God creates the world and then promises to fix our mistakes. They will then examine the life of Christ here on this earth and explore all the amazing things that were left to us as challenges. Goal: To help the students completely know why Christ came and also to take that knowledge and start forming an understanding of why we are Christians.
2 semesters, 0.5 units per semester

SOPHOMORE BIBLE: Sophomores will study the experiences from bondage to freedom of God's chosen people. They will then study Acts, early church history, and the beginning of the Christian church as we know it. Goal: To help each student feel like he or she is also set apart and here to help to achieve God's ultimate plan to return and take His chosen back with Him.
2 semesters, 0.5 units per semester

JUNIOR BIBLE: Juniors will begin to look carefully at prophecy and study what things have happened and what things are still out there waiting to be fulfilled. They will also take a comprehensive look at the fundamental doctrines of the Adventist Church. They will then look at other religions so that they can understand how to find a common ground in order to reach these other belief systems. Goal: To help each student grasp the real truth about the Adventist Church but to also personalize the working knowledge into a true personal theology. 2 semesters, 0.5 units per semester

SENIOR BIBLE: Seniors will learn about lifestyle issues and challenges that they will face as they enter college and beyond. They will look at financial issues, dating and marriage, family planning, career choices, and moral dilemmas. Students will also take a deeper look into studying and applying scripture. Goal: To help each student realize that God can and wants to be incorporated into every decision that he or she will make, no matter the size or importance. 2 semesters, 0.5 units per semester

ENGLISH

ENGLISH I: English I is a survey class of literature, writing, and speech. Literature includes short stories, drama, poetry, and the novel. Basic writing and grammar skills are practiced in both free writing and edited work.
2 semesters, 0.5 units per semester

ENGLISH II: English II is a survey class of literature, writing, and speech. In studying several genres of literature, the students will develop literary understanding and learn basic literary terms. The students will continue to develop their individual writing styles as they produce both informal and fully edited papers. 2 semesters, 0.5 units per semester

AMERICAN LITERATURE AND WRITING: Students will read selections by American authors who have influenced American society. Major works will be studied in the context of American literary periods. Emphasis will be given to analyzing and evaluating literary concepts and to critical reading and thinking skills. Students will write expository essays on literature selections studied.
2 semesters, 0.5 units per semester

BRITISH LITERATURE: In this course students develop their thinking, reading, writing, speaking and listening skills through the study of British literature. This course covers the major literary periods, beginning with Anglo-Saxon times and continuing to the present day. Students will study specific authors, ideas, and styles while becoming acquainted with the political, economic, and cultural forces which influenced developments in literature. Assessment for this course includes writing assignments, quizzes, tests, projects, and oral presentations.
1 semester, 0.5 credits

SENIOR WRITING: In this course students develop their language and communication skills, written in particular, with an eye toward effects of technology on writing. This course will provide students with the opportunity to gain practice in writing for diverse audiences and situations while using different modes. Emphasis is given to the rhetorical situation of every writing task. Students will also engage in close reading, develop oral presentations skills, and complete a major argument project.
1 semester, 0.5 units

COLLEGE WRITING: This course focuses on developing composing practices that will prepare students for success in college. Therefore, the course focuses on critical reading and inquiry, writing for a variety of rhetorical situations, and learning effective writing processes. Seniors who qualify with a minimum cumulative GPA of 3.0 over the last two semesters, and an English ACT raw score of 21 or an SAT Verbal score of 490 may elect to join the class. 1 semester, 0.5 units

FINE ARTS

ART I: The purpose of this class is to teach basic techniques for drawing and painting.
2 semesters, 0.3 units per semester

ART II: This will be a clay only class. The students will not only be making functional pottery such as dishes, cups, bowls, but they will also be making artistic, non-functional pieces to understand basic design principals using both hand building and wheel techniques.
2 semesters, 0.2 units per semester

MUSIC

ORCHESTRA: The orchestra emphasizes the performance of quality orchestra music with good sound, style, and musicianship. Artistry is developed through balance, intonation, articulation, rhythm, good tone production, and progression on a student's chosen instrument. The orchestra is a touring organization that can be joined by audition only. This group is a no-drop class and a full year's commitment is expected of each individual. Academic credit will only be give if the student successfully completes the year's commitment. Within this group a Concert Band and String Ensemble will be assembled. The Concert Band will comprise all wind instruments (woodwinds and brass) and percussion. The String Ensemble will comprise all string instruments plus additional percussion. 2 semesters, 1.0 unit per year

MOUNTAIN ECHOES CHORALE (CONCERT CHOIR): The chorale is our concert choir and membership is open to any student who desires to improve their singing and be an active participant in the organization. This group emphasizes good vocal technique, exposure to quality choral repertoire,

and development of musical knowledge. Audition is required and the class is considered a full year's commitment. 0.4 units per year

KOINONIA: Koinonia is Campion Academy's traveling choir. Members are selected from the chorale. Audition is required and members are chosen according to vocal quality, musicianship, and sight-reading abilities. Koinonia specializes in sacred choral music as well as a major musical production each November. This group is a no-drop class and a full year's commitment is expected of each individual. Academic credit will only be given if the student successfully completes the year's commitment. 2 semesters, 0.6 units per year

TEH CAMPANAS HAND BELL CHOIR: This class focuses on the styles and techniques of hand bell ringing with an emphasis on musicianship, note reading, and teamwork. There is a class minimum of 8 students per ensemble. Enrollment is open to all students with permission of the instructor. This group is a no-drop class and a full year's commitment is expected of each individual. Academic credit will only be given if the student successfully completes the year's commitment. 2 semesters, 0.4 units per year

INTRODUCTION TO MUSIC THEORY:
This class centers on the fundamentals of music theory including clef reading, rhythmic notation, intervals, scales, key signatures, chord structure, counterpoint and music technology. Admission is by permission of the instructor. A background in piano is required.
2 semesters, 1.0 unit per year

PRIVATE LESSONS: Private instruction is to encourage individual growth on a chosen instrument / voice. The student meets one time per week with the instructor and is to practice a minimum of two hours per week. Lessons are a per semester course. No academic credit will be given if a semester is not completed. 2 semesters, 0.25 units per year

PUBLISHING

YEARBOOK - MOUNTAIN ECHOES: "You make the memories; we just publish them." The yearbook is created using Adobe InDesign. The editor is typically a senior, and the yearbook staff is made up of 6-8 members. Admission is by permission of the instructor, and fine art credit is given.

JOURNALISM AND COMMUNICATION: This course is designed to teach junior and senior students the fundamentals of journalism and communication using digital media. Students who excel in communication skills will be selected for the course. The focus will be sharing Campion's news and feature stories through effective writing, photography, videography, and graphic design. Students will manage and produce the school's weekly e-newsletter, website, social media posts, and press releases for other local media sources.

FOREIGN LANGUAGE

SPANISH I: This is an introductory course designed to help the student attain proficiency in understanding, speaking, and reading Spanish including a general acquaintance with Spanish grammar. Time will also be spent in learning Spanish culture. Fluent Spanish speakers may elect to take the FLATS exam to receive credit. Underclassmen wishing to enroll in Spanish need to submit a request to the Academic Standards Committee. One year of foreign language is required for a College Prep diploma. 2 semesters, 0.5 units per semester

SPANISH II: *Prerequisites: Spanish I with a grade of C or better, or consent of the instructor which can be given after the student demonstrates knowledge of conversational Spanish and the ability to read and write Spanish.* This course includes a broad variety of proficiency-building materials and supplementary cultural material. Emphasis will be on helping the student become competent in oral and written communication. Spanish films and scripture passages are included in the learning process. If a student passes Spanish II with at least a B, he or she should be prepared to take college intermediate Spanish, which is required by most Bachelor of Arts degrees. 2 semesters, 0.5 units per semester

MATHEMATICS

ALGEBRA I: A study of the fundamental principles of algebra and their application to problem solving. The process of solving equations progresses from simple linear equations and their graphs to linear systems and quadratic equations.

Skill is developed in operating with polynomials, algebraic fractions, and radicals. 2 semesters, 0.5 units per semester

GEOMETRY: *Prerequisite: Minimum grade of C in Algebra I.* In this course, students will develop powers of spatial visualization, strengthen algebraic skills, understand methods of coordinate geometry, gain skill in mathematical proof and deductive reasoning, and improve problem solving ability. Students will also find areas and volumes of plane and solid figures. 2 semesters, 0.5 units per semester

BUSINESS MATH: This course emphasizes applied math functions in today's world. The math skills learned in this class may be used with credit cards, taxes, real estate, banking, and related fields. An overview for setting up and running a business is also part of this course. 2 semesters, 0.5 units per semester

ALGEBRA II: *Prerequisite: Algebra I with a minimum grade of C for each semester.* The skills and concepts of Algebra I are reviewed and considered from a more advanced standpoint. The real number system is extended to the complex number system. Basically a study of functions, this course includes the exponential, logarithmic, and trigonometric functions. 2 semesters, 0.5 units per semester

PRE-CALCULUS: *Prerequisite: Minimum grade of C in Algebra II and Geometry.* This class will require students to apply their skills in Algebra II and Trigonometry to advanced problem solving in preparation for Calculus. The topics covered will be linear, quadratic, polynomial, exponential, logarithmic, and trigonometric functions as well as systems of equations, sequences, series, and probability. Calculus may be introduced as time permits. College credit may be granted by their college with a passing score on the CLEP test. This test is made available to students in May of each year for a fee. Class will be graded on a 5.0 scale if student received a 40 or higher on CLEP test. 2 semesters, 0.5 units per semester

CALCULUS I: A college level course valuable for students majoring in medicine, business, architecture, engineering, science, or math. An ACT math score of 23 is recommended. College credit is available through the CLEP test. This test is made available to students in May of each year for a fee. Class will be graded on a 5.0 scale if student receives a 40 or higher on CLEP test. 2 semesters, 0.5 units credit per semester

PHYSICAL EDUCATION AND HEALTH

A semester of Health is required and usually taken during the freshman year. In additional to Health, a semester of P.E. is also required each year and options available to meet this requirement are listed.

HEALTH: A variety of health issues are covered including physical, mental, and social health. The book "7 Habits of Highly Effective Teens" is also used as a textbook. The 7 habits are: Be Proactive, Begin with the End in mind, Put First Things First, Think Win-in, Seek First to Understand then to be Understood, Synergize, and Sharpen the Saw. Required. 1 semester, 0.5 units

BASIC PHYSICAL EDUCATION: This is a required class for all freshmen (grade 9) emphasizing a variety of different team sports. This course emphasizes the importance of understanding the body's functions and maintaining the body in optimum condition. Required.
1 semester, 0.5 units

MEN'S SOCCER: Tryouts are held the first two weeks of the school year. Eighteen players are chosen for varsity, and 18 players are chosen for junior varsity. Ten to fifteen games are scheduled with Colorado High School Activity Teams. Sportsmanship, teamwork, and advanced soccer skills are required. The season is August through October and a fee is required. 0.25 unit

LADIES' VOLLEYBALL: Tryouts are held the first two weeks of the school year. Ten players are chosen for the varsity team and 12 players are chosen for the junior varsity team. Ten to fifteen games are scheduled with Colorado High School Activity Teams. Sportsmanship, teamwork, and advanced volleyball skills are required. The season is August - October. A fee is required. 0.25 units

MEN'S AND LADIES' BASKETBALL: Tryouts are held the first two weeks in November. Ten varsity and 12 junior varsity players are chosen for each team. Ten to fifteen games are scheduled with Colorado High School Activity Teams. Sportsmanship, teamwork, and advanced basketball skills are required. The season lasts from November through February and a fee is required.
0.25 units

LADIES' SOCCER: Tryouts are held the first two weeks of March. Eighteen players are chosen. Ten to fifteen games are scheduled with Colorado High School Activity Teams. Sportsmanship, teamwork, and advanced soccer skills are required. The season is March through May and a fee is required. 0.25 units

MEN'S BASEBALL: Tryouts are held around the first two weeks of March. Up to fifteen players are chosen. Ten to fifteen games are scheduled with Colorado High School Activity Teams. Sportsmanship, teamwork, and advanced baseball skills are required. The season is March through May and a fee is required. 0.25 units

SCIENCE

EARTH SCIENCE: This course covers a wide range of topics, including astronomy, geology, meteorology, and oceanography. The interrelationships of these studies and their importance to humanity are an integral theme of how the material is presented.
2 semesters, 0.5 units per semester

BIOLOGY: The study of all living things, biology begins with the microscopic organism and progresses to the complex human being. Biological studies will focus on structure, function, and growth of organisms and their interaction with the environment. An outdoor camping field trip is a requisite of the class. The trip is designed to engage the student in outdoor studies of living organisms.
2 semesters, 0.5 units per semester

CHEMISTRY: *Prerequisites: Minimum grade of C in algebra I and/or Biology; concurrent enrollment in Algebra II strongly recommended.* An introductory course that is organized around a central theme: The properties of matter are a consequence of its structure. Problem solving, laboratory work, and lecture demonstrations will help prepare the student for college general chemistry.
2 semesters, 0.5 units per semester

FOOD SCIENCE: Students study the science concepts related to food. Areas of biology and chemistry are applied to the production, processing, and preservation of food. Laboratory experiences demonstrate the principles and provide practice in analyzing information. Topics also include general nutrition and health. 2 semesters, 0.5 units per semester

HUMAN ANATOMY AND PHYSIOLOGY:
Prerequisites: Minimum grade of C in Biology and Chemistry. The course moves from introductory biochemistry to cellular physiology and then through the body systems. The majority of the course is taught by lecture and laboratory with some computer modules and dissection. 2 semesters, 0.5 units per semester

PHYSICS: *Prerequisites: Minimum grade of C in Algebra II.* In the course, students will study forces, motion, vectors, waves, sound, light, color, optics, electricity, magnetism, and atomic and nuclear reactions. Laboratory techniques and problem solving skills accompanied by numerous lecture/demonstrations make this a "must take" course to help the student understand the physical world and universe around us. 2 semesters, 0.5 units per semester

SOCIAL SCIENCE

WORLD HISTORY - PATTERNS OF CIVILIZATION
This study of human history reflects on the cause for the rise and fall of nations. Students apply their knowledge of history to living well as citizens now and for eternity. Themes explored from the earliest civilizations to the present include: the effect of political and economic systems and religious values on civilization, how different societies were formed & changed, and art as an expression of the values, needs, and change on society. 2 semesters, 0.5 units per semester

U.S. HISTORY: This class is a broad overview of the political, military, cultural, and social events of each time period of U.S. history from the Colonial Period to the present. The twentieth century is covered in more detail than early U.S. history. 2 semesters, 0.5 units per semester

AMERICAN GOVERNMENT: A semester class in the American governmental system. The political, legislative, judicial, and economic systems are covered. Civil rights, the role of the media, and comparative economic and political systems are included. This class is required of seniors. 1 semester, 0.5 units

ADVANCED AMERICAN GOVERNMENT: An advanced semester class in the American governmental system. The class is designed to challenge those students who wish to delve deeper into the concept of government through the use of classic political science literature as well as the traditional American government curriculum. Class will be graded on a 5.0 scale if student receives a 40 or higher on CLEP test. 1 semester, 0.5 units

GEOGRAPHY: A course covering both physical and cultural geography. Students will complete research-based projects related to the countries of their choice. Being able to label and identify political and physical landmarks will be required. 1 semester, 0.5 units

TECHNOLOGY

COMPUTER APPLICATIONS: Topics covered in this class will include Internet Safety, Keyboarding, Microsoft Office software, cloud storage, Keynote, Pages, and third party office software. Students will give three presentations during the school year using

PowerPoint and Keynote. Students will learn how to use a 3-D printer.
2 semesters, Required. 1.0 units

BASIC WEB DESIGN: Students will learn HTML, CSS, and JavaScript coding skills in the first semester to create web pages. 1 semester, 0.5 units

CGI ANIMATION: Students will learn to use Blender animation software to create animated characters. Students will then learn how to integrate an animated character into real video. Students will learn how to use a 3-D printer. 1 semester, 0.5 units

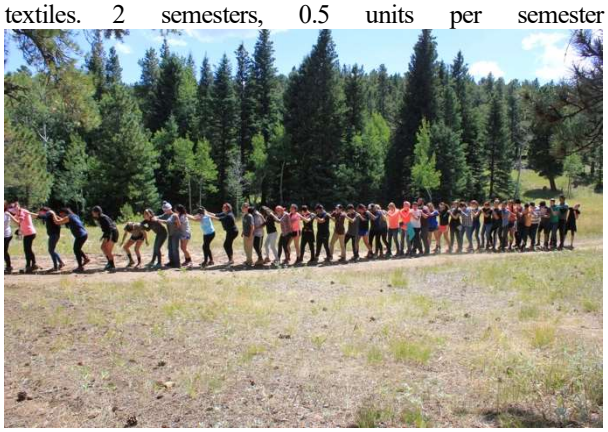
FUNDAMENTALS OF COMPUTER SCIENCE:
This class is a college-level class and helps prepare students interested in majoring in computers.

AP COMPUTER SCIENCE PRINCIPALS: Students will learn how to make APPS for Android phones. 2 semesters, 1.0 unit per year.

ROBOTICS:
Students will learn to use the Python programming language on Raspberry Pies to control LEGO robots.

VOCATIONAL

FAMILY AND CONSUMER SCIENCE: This is a survey class covering several areas of daily living. Skills are studied and practiced in interpersonal relationships, consumer education, foods and nutrition, and clothing and textiles. 2 semesters, 0.5 units per semester



INDEPENDENT LIVING: Independent Living focuses on skills that students will use living on their own. Money management, family living, and foods and nutrition are areas of study. 2 semesters, 0.5 units per semester

WOODWORKING: Designed for the beginning student, Woodworking will teach them how to work with various types of woods, as well as hand and power tools. Concepts of safety, planning, joinery, adhesives, finishes, and hardware are included. Projects could include cutting boards, toys, and pens, as well as small furniture. Students projects will be enhanced by using the CNC Router Mill.
2 semesters, 0.5 units per semester

WELDING: This course is designed for the beginning student and will cover two types of welding. First, students will learn oxy-acetylene welding then electric arc welding. Students will learn to weld lap, butt, and t-filled joints. The course may also cover some MIG and TIG welding. Students will also learn to work with some power tools, metal brake, and the shear. 1 semester, 0.5 units

ACQUAINTING AGRICULTURE: This class provides each student the hands-on opportunity to learn agriculture from soil preparation to marketing and everything in between. Each step of the way we will emphasize the amazing heart and mind of God that can only be recognized through His creation. As eternal lessons are learned the student will be better prepared to use the practical knowledge of agriculture as a tool to reach those in darkness, who don't know God and His love for them. We also believe using simple, low-cost, efficient methods will allow each student to share their understanding of agriculture with the entire world. 2semesters, 0.5 units per semester.

FINANCE AND ECONOMICS: This course is offered second semester to juniors and seniors only. It offers an overview of the financial world such as: money and the financial system, financial markets, financial institutions, investments, and monetary policy as well as the central banks. We also cover modern monetary economics as it affects the world economy and the challenges facing central banks, such as the Federal Reserve. We cover some international business banking rules and policies such as tariffs that governments impose on products and foreign exchange. Some marketing and management studies will be part of the course as well. 1 semester, 0.5 units

Student Life

In order to help students develop a balanced lifestyle that provides for spiritual, mental, physical, and social growth, Campion Academy has established a variety of programs and services. Dorm life, Campus Ministries activities, music groups, sports, class and Student Association programs all contribute to the student' enjoyment of academy life. The academy also provides assistance for students in the areas of academic counseling and testing, health services, and spiritual guidance.

RELIGIOUS ACTIVITIES

To aid students in their spiritual growth, the academy conducts regular religious services. These meetings include evening worships in the dormitories, a weekly chapel program, Wednesday night Fusion, Friday evening vespers, Sabbath School, Sabbath morning worship, and Sabbath evening vespers. The Sabbath programs are regarded as the highlight of the week, and Sabbath is observed from sundown Friday night to sundown Saturday night. While weekend services provided by the academy are primarily intended for academy students and staff, guests and visitors are welcome to attend. Exceptions are delineated in other areas of the school bulletin.

While dormitory students are expected to attend such services, their willing attendance can prove a great spiritual blessing. Village students are urged to attend campus religious services also and should plan to abide by the same guidelines that govern dorm students. Attendance at chapel and all Week of Prayer services is required for village students unless notification by a parent is given to the Registrar when a student is unable to attend.

Students are not required to be members of any particular religious organization but should add their own positive spirit to the spiritual character of the academy, never interfering with the benefit that might be received by those who wish to take full advantage of the spiritual emphasis.

In order to maintain the best possible spiritual atmosphere at religious services, all students should plan to arrive prior to the scheduled meeting or program time and remain until the activity is over, unless excused by a staff supervisor. During religious services, electronic equipment such as cell phones must be turned off.

A variety of activities are provided for student involvement on Sabbath afternoons. These activities include various in-reach and outreach ministry opportunities, such as Bible studies, Prayer Warriors, Weeks of Prayer, Bible Conferences, mountain church, as well as homeless and street ministries. Activities ranging from hikes in the majestic Rocky Mountains to quiet time in small groups on campus listening to Sabbath music are all part of Sabbath life on the C.A. campus.

Some activities are limited due to transportation space; at such times students are encouraged to sign up ahead of time. A staff member attends each activity to provide supervision and assistance. Participants are to dress in accordance with the dress guidelines as appropriate for each activity.

GUIDANCE SERVICES

A number of school personnel provide guidance services. The campus chaplain and the dormitory deans are available for spiritual and personal counseling. Academic counseling is under the direction of the Guidance Counselor. The Learning Resource Director addresses students' personal needs and conducts programs that provide strategies for enhanced academic growth. In addition, each student is given a personal counselor from among the staff members who take a personal interest in the students on their advisory list.

VILLAGE MAIL

Mailboxes for village students are located in the registrar's office. Schedules, notices, and messages will be placed in boxes, so students should check for mail on a regular basis.

VILLAGE LOCKERS

At the time of registration, village students may obtain locker assignments through the Registrar's Office. Village students may rent lockers on a semester basis. A school lock will be provided. Only school locks may be used. If a lock other than a school lock is found on a locker, it may be removed by school personnel.

Students are encouraged to keep their personal belongings in the lockers and locked at all times. It is not wise to store money or items of value in the lockers or leave them lying around in conspicuous places. All students should lock their vehicles.

The school assumes no responsibility for damage to or loss of personal property left on the school premises. The school also reserves the right to search lockers at any given time.

CLUBS AND ORGANIZATIONS

The academy sponsors a number of organizations that are designed to promote leadership among the students and to develop the physical, mental, social, and spiritual powers.

Offices in organizations are defined as major and minor. In order to hold an office, a student must have achieved a minimum of 2.50 GPA from the previous quarter for a major office, or a 2.0 GPA for a minor office. This GPA must be maintained during the term of office. In addition, the student must maintain both a B in attendance and an A- in citizenship currently and for the past quarter. A student may hold no more than one major office or two minor offices. The Administrative Council reserves the right to remove from office any student whose attendance, citizenship, or grades are unacceptable.

MAJOR OFFICES

- Student Association Presidents/Vice Presidents
- All Class Presidents/Vice-presidents
- Senior Class Treasurer
- Junior Class Treasurer
- Editor of the *Mountain Echoes*

MINOR OFFICES

- All remaining class offices
- All remaining SA offices
- All remaining yearbook offices
- All remaining campus organization offices

CLUB OFFICES

Students are encouraged to run for Men's and Women's Club offices. Candidates must be approved by Ad-Council. Officers will be expected to maintain grades, attendance, and citizenship.

Faculty sponsors are assigned to all organizations and clubs. Each of these organizations is to be conducted within the framework or the school's standards and regulations.

The treasurer of each organization, in co-operation with the sponsors and the school business office, is to keep written accounts of all the funds of that organization. All cash must be receipted by the treasurer and duplicate receipts must be filed in the school business office.

No Student Association officers, class, or club meeting has any official status unless an officially appointed sponsor is present at the meeting.

An eligibility list from the Registrar's Office must be used in the selection of officers before an election result will be considered official.

CAMPION COUGARS

The teams are designed to provide students possessing above average athletic ability the opportunity to improve their volleyball, basketball, baseball, and soccer skills, while glorifying God through their athletic performances. The teams represent Campion Academy in the local community as well as the entire Rocky Mountain Conference. (An additional fee is required for membership. See the schedule of tuition and fees available from the Business Office.)

ORCHESTRA

The Concert Band emphasizes the performance of quality band music with good sound and style. Musicianship is developed through the principles of balance, intonation, articulation, rhythm, and good tone production. The Band is a touring organization that can be joined only by audition. This class is a year-long commitment.

MEN'S AND LADIES' CLUBS

The dorms have a Men's or Ladies' Club. Activities include open houses, club nights, town trips, benefits, tournaments, etc. Village students are always welcome to join in these activities.

NATIONAL HONOR SOCIETY

Campion Academy has a functioning chapter of the National Honor Society. Membership is open to juniors or seniors, and is based not only upon high academic standing (GPA of at least 3.50 in the College Prep or Honors Track), but also upon a faculty-evaluation rating of excellence in each of three additional areas: character, leadership, and service. Membership in the society is indeed a prestigious honor and may aid the student in receiving certain scholarships.

OUTDOOR CLUB

Embodied in the philosophy of Campion Academy is the importance of the harmonious development of body, mind, and spirit. What better opportunity for this growth to take place than in the great outdoors. C.A. takes advantage of the many outdoor recreational sports the great state of Colorado provides. Students may choose from a variety of activities including hiking, snowboarding and skiing, backpacking, cycling, camping, snowshoeing or snow caving, and rock climbing.

SPORTS CLUBS

These clubs provide opportunities for all students to participate in recreational activities regardless of ability levels. Many options are available; however, activities may be added or deleted according to student interest and availability of adult sponsorship. Possible activities include volleyball, flag ball, weight or fitness training, ping-pong, cycling, and outdoor pursuits. Special charges or fees may apply and no academic credit is given.

INTERNATIONAL CLUB

Students from all over the globe come to Campion Academy. In this club, international students plan events to help show their culture to the other students. Events include Chinese New Year, Meals from Around the World, International Sabbath, as well as fun outings.

Health and Food Services

SCHOOL NURSE

A nurse is employed part-time to assist students who are injured or who become ill while at school. She will also help students in making appointments to see doctors or dentists for emergency procedures. **Routine medical examinations should be scheduled while the student is at home.** The nurse is specifically on duty from 6:45-8:00 a.m. in her office in the Administration Building. Whenever possible, please plan to see her during that time.

In case of an emergency, notify the dean or the staff member in charge of the activity during which the emergency occurs. In order to take advantage of the school's insurance plan, a student must report an injury as quickly as possible to the school nurse or the staff sponsor so that proper procedures and paperwork can be completed.

CONSENT FOR TREATMENT

All Campion academy students must have a Consent for Treatment form signed by the parent or guardian and a copy of insurance cards on file in the nurse's office. **A parent should arrange for financial payment at time of service**. Specific consent for prescription medication must also be signed by parents. All habit-forming drugs or prescriptions must be given to the dean or school nurse to dispense to the student. No injectable medication will be dispensed.

MEDICAL CARE

Campion Academy utilizes Skyline Urgent Care, Orthopedic & Spine Center of the Rockies, and McKee Medical Center as its medical facilities of choice, depending on medical need. Their policy is to bill the parents for any services rendered for which the school is not responsible. Parents, in turn, can then submit claims to their health insurance company. If parents belong to a health maintenance organization or have a strong preference for a specific physician, they should notify the nurse at the time of registration.

The school nurse purchases prescriptions locally if the student does not have the cash. The school, in turn, will bill the parents for the prescription unless the medication is prescribed as a direct result of a covered injury, in which case the parents or school insurance will cover the cost, as outlined in the insurance plan.

STUDENT ACCIDENT INSURANCE

Students are covered while on school premises and

- While traveling directly and uninterruptedly between school and home within one hour before school begins and one hour after school is dismissed. *(Coverage is extended for any additional time required when traveling in school-furnished transportation.)*
- While engaged in any activity sponsored exclusively by the school, including travel to and from such activity in a vehicle authorized by the school.
- Dormitory students are covered on a 24-hour basis while under school care.
- *The insurance is secondary coverage only.* This means that the parent's insurance company (if applicable) must pay its portion before Campion Academy's accident insurance can be paid.

CAMPUS DINING – FOOD SERVICE

Residence hall students are expected to eat all their meals in the school cafeteria and will be charged a flat rate for board each month. Subject to the guidelines and regulations, dormitory students may eat all that is desired in the cafeteria during regular meal times, but **no food is to be taken out.** Takeout trays are for those on sick list. Extra charges may be made for food unnecessarily wasted.

Village students and guests are invited to eat in the cafeteria. Meals may be charged to student accounts. Village students who are eating or just socializing in the cafeteria are expected to adhere to the guidelines specified by the school. They should not eat from a friend's tray or help themselves to toast or fruit, etc., unless they have paid for a meal. Students who are observed doing so will be charged for a full meal.

Please contact the Food Service Director if you have food allergies or restrictions. Doctor's orders are expected.

School banquets, SA picnics and other such whole school functions are included in the entrance fee.

ASBESTOS NOTIFICATION

As required by AHERA, the federal law that governs asbestos in schools, we are informing you that our school has been inspected for asbestos. Some non-friable asbestos containing material is present. This material does not present any health hazard as long as proper maintenance procedures are followed. This we are doing. There is a Management Plan in our files that is available for you to look at if you so desire. This Management Plan gives instructions regarding the maintenance procedures for materials that contain asbestos. Feel free to contact the school principal or the Academy Board chairperson if you need further information.

Campus Policies and Safety

BICYCLES

Students are permitted to bring their bicycles to school. Bicycles are not to be ridden in the dorms. Helmets are required for bike riding. Campion Academy will not be responsible for stolen or vandalized bicycles.

CELL PHONES AND MUSIC DEVICES

In the classroom, in religious services, and in other meetings, cell phones and music devices are to be turned off and not visible. If a cell phone is visible in one of the above situations, it will be confiscated and must be retrieved in the Principal's Office.

EMERGENCY DRILLS

Fire and other emergency drills are executed regularly throughout the school year. Students are expected to follow directions and cooperate fully with the supervising staff member(s). Students should acquaint themselves with the posted exit routes in the various buildings.

GAMBLING AND SWEARING

Students should not engage in gambling. We consider using God's name irreverently to be a serious offense. Swearing will not be tolerated.

LAPTOP COMPUTERS AND PERSONAL DEVICES

Students are NOT permitted to bring laptop computers or tablets to campus with the following exceptions: seniors who are not on the D, F, & I list, and juniors who are taking an approved online college level course. No desktop computers are allowed in dorm rooms. All laptops and personal devices must be registered with the deans.

MAIL

Mailboxes for village students are kept in the Attendance Office. Students should regularly check their mail for attendance notices and other important information.

TRANSPORTATION

Students must ride in school-sponsored transportation when attending off-campus school activities. See page 28.

MUSIC

Campion Academy cannot be responsible, however, for damage to or theft of these items. Music must be appropriate according to Christian principles and is subject to monitoring by any staff. Parental Guidance CDs and objectionable music will be confiscated and the student will be fined. Devices may be used only in the dorms, on the campus, or at recreation. **They are not permitted in the classroom buildings.** On tour, use is with the permission of the tour leader. On-duty personnel may restrict this privilege on site. (Any changes in policy will be announced to the student body.)

NO KNIFE POLICY

Knives are not allowed on campus. This includes small pocket knives.

PRESCRIPTION DRUGS

Past experience has indicated that some young people in time of stress and emotional upset have made unwise use of prescription drugs; therefore, we request that the deans and school nurse be notified of all habit-forming drugs or prescriptions necessary for the student and that these be given to the dean or school nurse to dispense to the student.

READING MATERIAL

Reading for personal enjoyment is a great habit to develop and is encouraged by Campion Academy. Students should choose reading material that is in harmony with the standards of Campion Academy. Because it is our belief that reading objectionable material interferes with your relationship with God, such material that is contrary to Christian values is not allowed. (Examples include obscene, horror, or science fiction literature.)

SEARCHES

Campion reserves the right to search a student's room, vehicle, locker, or backpack at any time. Your signature on the school application confirms your consent.

SPORTS SAFETY

While engaging in any sport on the Campion campus or in off-campus games or outings sponsored by Campion Academy, students must wear the protective gear specified by the teacher, coach of that sport, or administration. Helmets as well as other protective gear are especially required but not limited to these sports: bicycling, skateboarding (allowed in designated areas), rock climbing, skiing, snowboarding, and hockey (full face guard required).

CAMPUS SECURITY

Maintaining campus security at all times is important. The Administration Building, Dorm Front Entrances, and other campus doors are normally kept locked at all times and are accessible only with card access systems or other appropriate key systems. Students and staff are issued ID badges that also serve as access cards for certain designated doors. It is important that all lost cards be reported to Administration immediately, so that the security of the campus is not compromised. There is a $10 replacement fee for lost cards.

HOMELEAVE AIRPORT TRANSPORTATION

Parents and families are encouraged to "plan ahead" for home leave or other transportation requiring airplane travel. Due to limited staffing levels and distance to Denver International Airport (DIA), shuttle service between campus and DIA will be provided to students free of charge at the following times during regularly scheduled home leaves:

- On the day the home leave begins, a shuttle will leave campus at 12:30 p.m. (arriving at DIA at approximately 1:30 p.m.)
- On the day the home leave ends, a shuttle will depart DIA at 6:00 p.m. and at 9:00 p.m. at door #611 on the East side. When purchasing airplane tickets, please keep the above shuttle schedules in mind. It takes approximately 1 hour to travel between the campus and DIA. In addition, passengers should normally arrive at DIA two hours prior to their flight departure. Students may need to spend extra time at the airport in order to take advantage of the provided shuttle service.

Students needing transportation between campus and DIA at times outside our normal shuttle schedule have the following options:

- Arrange for their own transportation. (If using Campion Academy employed staff, the fees listed below will apply.)
- Pay for a private shuttle company to go between Loveland and DIA. (Contact the Business Office for information on available shuttle companies and shuttle stop locations. Private shuttles normally need to be reserved at least 24 hours in advance.)
- Transportation between campus and the private shuttle stop in Loveland will be provided at no additional cost on the first and last days of home leave, and during normal school days, for shuttles departing/arriving in Loveland between the hours of 6:30 am and 10:30 pm. Outside these hours, there will be a $25 fee for each trip to cover a drive and transportation costs to/from campus. An allowance of 30 minutes is needed to travel to the shuttle stop in Loveland from campus.
- In cases where a private shuttle is not available, there will be a $75 fee for each trip to or from DIA to pay for a drive and transportation costs outside the regularly scheduled shuttle service.

Campion staff provide limited shuttle services to Grand Junction, Durango, Nebraska, and Kansas. These routes may vary year-to-year due to needs and availability. Students must sign up and pay for these shuttles through the business office one month in advance of each home-leave throughout the year. Shuttles leave at 12:30 p.m. on the day home-leave begins. Due to limited space, luggage is restricted to one large suitcase and one carry-on (or backpack) type bag.

Dorm Life

RESIDENCE HALLS

Residence hall living is a great experience, and we are excited to have you join the "team" to make another great year at Campion Academy. We are looking forward to the memories and experiences that will make this year unique from all the others. We hope to facilitate growth in building relationships, creating healthy study habits, and other skills necessary to deal with life's many challenges. Jesus said, "And this is life eternal, that they may know thee, the only true God and Jesus Christ whom you have sent." John 17:3. This is our main goal and focus in the Residence Halls, to help young men and women develop a personal relationship with Jesus.

WORSHIPS

Worship is an integral part of who we are at Campion Academy. This is a special time when we can set aside studies and work to reflect on our Creator and Savior and how He impacts our personal lives. Evening worships are provided in the residence halls by Deans, Club Pastors, RAs, and fellow students. Often, small worship groups occur during the week as additional options.

ROOM RESERVATIONS

Preference in reserving a room is based on seniority and the previous year's room cleanliness scores. New students are placed by the deans.

Students are encouraged to have a roommate. The friendships experienced at Campion grow and often last a lifetime. Single occupancy room requests are subject to availability and may be withdrawn if space for another student is needed. There is a $150.00 charge per semester for students who choose not to have a roommate.

CLEANLINESS

Residents are responsible for keeping their own rooms clean and taken care of: including walls, ceilings, windows, blinds, screens, desks, dressers, beds, closets, lights, and doors. Vacuum cleaners are available for your use. All rooms are inspected to be sure everything is in good repair before students move in, and again when they move out. You will be held financially responsible for any damage done throughout the year, no matter who did it or how it happened. Rooms are expected to be clean and orderly and will be checked regularly.

DECORATIONS

Keeping the residence hall in the best condition possible is a primary concern. Remember that at the time you check out of your room, all damages will be evaluated and charged. Holes in the walls are not permitted. Your room should reflect the Christian standards of Campion Academy. Do not put stickers on walls, windows, mirrors, or doors, because they are difficult to remove. Use small finish nails or pins to hang up posters. Objectionable posters, pictures, stickers, and other types of décor will be confiscated. Painting is not allowed.

ROOM SECURITY

Doors should be kept locked at all times. The school will not be responsible for missing articles and valuables. If you lose your key, there is a $25.00 replacement charge, and the lock will be changed. The unauthorized copying of residence hall keys is prohibited. Having a residence hall master key in your possession without authorization may result in a fine of $300.00 and dismissal. Failure to carry your key and need a dean or RA to unlock your room may result in a small fine.

Individual Dorms

MEN'S DORM

ROOM SIZES/WINDOW SIZES

The room size is 11 ½' x 16 ½'. The windows are set within a block wall. Second floor windows are 40" x 48". Third floor windows are 40 ½" x 32". Rooms will vary, having two to three windows. There are no curtain rods provided and we request that the students use tension rods to hang curtains in the windows. Drilling holes for curtain rods is not permitted. Each room is equipped with desk, bed, closet, dresser, chair.

There are no guest rooms in the Men's Dorm.

LADIES' DORM

ROOM DÉCOR

All rooms are equipped with two twin beds, two closets, dresser(s), a sink/vanity, desks, 2 desk chairs, and overhead lights. Window size is 72" wide. There are no curtain rods provided and we request that students use tension rods to hang curtains in the windows. Drilling holes for curtain rods is not permitted. Mini blinds are installed in every room and should not be removed. If damaged, students will be charged for new.

KITCHEN

There is a full kitchen available for student use. To use please make arrangements with the Dean.

GUEST ROOMS

We have four guest rooms available for parents. Please contact the Dean to make reservations. Parents of students and alumni are charged $30.00 per night for the use of the guest rooms. NO PETS are allowed. Deans email: melissa.mekelburg@campion.net or erin.johnson@campion.net.

SUNBATHING

Sunbathing should be done only on the sun deck located behind the dorm. Clothing/bathing suit is required at all times.

FOOD IN ROOMS

Any food in a student's room should be kept in a metal or Tupperware type of container at all times so as not to attract insects and rodents. Students are not to bring food or drinks into the residence hall for the purpose of selling them. Students are allowed to bring a small refrigerator. but microwaves are not allowed. Microwaves are available for general use in the dorm.

LAUNDRY

Coin operated washers and dryers are provided in the Residence Halls. The washer is $1.25 per cycle and the dryer costs $1.00 per cycle. You are responsible for providing detergent and softener. The laundry rooms will be closed at sundown Friday evening throughout the close of the Sabbath. The Residence Hall is not responsible for lost or stolen articles of clothing.

LOBBY

We are proud of our dorm lobbies and strive to take care of them. The furniture is for sitting on only, not for rough housing. Do not move furniture without Deans permission.

MAIL

Mail will be delivered to the students' rooms. Outgoing mail can be deposited in the mail slot in the entryway of the Administration Building or dropped off at the Business Office.

PERSONAL PROPERTY

The school is not responsible for money or other valuables kept by the students. To insure safety, dormitory students should deposit their money in the student bank at the Business Office. All students should lock their doors and vehicles. Campion Academy is not responsible for property left by a departing student.

PETS

No animals or pets of any kind are to be brought into the Residence Hall., including pets of visitors. Students may be allowed to keep a small fish tank, (subject to the dean's discretion).

TELEPHONES NUMBERS

Campion Academy	(970) 667-5592
Mens' Dean Phone #	(970) 556-0663
Ladies' Dean Phone #	(970) 556-0664

ELECTRONICS/MEDIA

Students are NOT permitted to bring laptop computers or tablets to campus with the following exceptions: seniors who are not on the D, F, & I list, and juniors who are taking an approved online college level course.

Cell phones are allowed within certain parameters including but not limited to: noise level must not disturb others, appropriate according to Christian principles, subject to Dean's discretion. Students caught watching inappropriate movies at inappropriate times are subject to confiscation and $25.00 fine.

All laptops, cell phones and other personal devices must be registered with the deans. Freshman and Sophomores will turn in all electronic devices to the deans by 10 p.m. nightly. To guard Sabbath hours, all students will turn in electronic devices by 10 p.m. Friday night and receive them back after lunch on Sabbath.

MUSIC

(See music policy under campus policies.)

EVENING SCHEDULE

We encourage you to spend your time wisely while at Campion Academy. The evenings in the residence halls are spent in worship, fellowship with your peers, and study hall. "Lights out" is included to make sure you are getting necessary rest. Students are to remain in the residence hall from worship until 6:00 a.m. the following morning unless permission is granted by the dean on duty.

LEAVE POLICY

Students leaving campus, including going to faculty homes, must check out with the dean. You must obtain permission to leave directly from the Dean. Any leave requiring missed classes or work must be cleared with Administrative Council before you leave.

SHORT-TERM LEAVES

A short-term leave refers to any request by a student to leave the campus for the afternoon or evening with a host but not overnight.

PROCEDURE

1. The student must request permission from the respective Dean on duty.
2. Students must be back on campus by 8:00 p.m. for worship and study hall unless with parent/guardian.
3. The host/driver must contact the Dean-on-duty and be 21 years of age or older.
4. The student once approved MUST sign out at the front desk.
5. The student must return to the campus *with* the adult host at the approved time.
6. While the student is under the authority of the host, the school assumes no responsibility for events, activities, or other decisions made by the host.
7. The school reserves the right to discipline the student for any off-campus activities that violate the principles of Christian ethics. These include such things as stealing; abusing substances such as drugs, alcohol, or tobacco using abusive substances such as drugs, alcohol, or tobacco; acts of immoral conduct; or activities which violate school standards and requirements.
8. Once a student returns to the campus, the leave is terminated, and the student must remain on Campion's property. Exceptions to this requirement may be made by the Dean, administrator on duty, or the Ad Council.

WEEKEND OR OVERNIGHT LEAVES

A weekend leave is an approved leave from the campus from Friday after classes and work until Sunday, evening at 8:00 p.m. Whenever students return to the campus, all campus regulations are in effect.

PROCEDURE

1. A weekend leave slip must be completed and filed with the appropriate Dean before you leave campus.
2. Students wishing to go to a home other than their own must have written or verbal with the Dean. On each occasion, the parent/guardian must contact the Dean to give permission and an invitation must be extended from the host family.
3. Any leave that requires the missing of classes, work, required school appointments, or closed weekends must be approved by Ad Council, which meets each Wednesday.
4. When a student receives approval to visit another home for the weekend, he/she automatically comes under the jurisdiction of the host once the student arrives. The school will not take responsibility for events, activities, or other decisions made by the host.

5. The school reserves the right to discipline any student for off-campus activities that violate the basic principles of Christian ethics. These include, but are not limited to, such things as stealing; abusing substances such as drugs, alcohol, or tobacco; acts of immoral conduct; or activities that violate school standards and requirements.
6. Once a student returns to the campus, unless in the accompaniment of the adult host, the leave is terminated and the student must remain on Campion's property. Exceptions to this requirement may be made by the Dean, administrator on duty, or the Ad Council.

Student Guidelines

The purpose of Campion Academy is to train young people not only in academic subjects but also in Christian principles of conduct. With this purpose in mind, the faculty has established guidelines that promote spiritual growth, harmonious personal relationships, safety of the students, and a smoothly operating program.

Students registering at Campion Academy voluntarily place themselves under requirements that are designed for the benefit of the entire student body. By the act of applying for admission and attending Campion Academy, students pledge to observe willingly all printed and announced regulations and to uphold the Christian principles upon which the school is operated. In general, the basic rules of the school could be summarized as follows:

Campion Academy students will:

- Respect God and His Word.
- Respect the rights of others.
- Be clean in body and in mind.
- Be conscientious in all they do.
- Be friendly and considerate.
- Be prompt to meet appointments.
- Dress modestly, neatly, healthfully and appropriately.
- Practice the Golden Rule.
- Respect and obey all those in authority.
- Take care of personal property and respect the property of others.
- Uphold the standards of the Seventh-day Adventist Church.
- Use good judgment.

CITIZENSHIP

Christian students should be good citizens of their country, community, home, and school. The willingness to observe sensible and reasonable regulations as a matter of honor is the mark of a good citizen. Each student will receive both quarter and semester grades in citizenship.

ACCOUNTABILITY

A student enrolling at Campion Academy comes under the general regulations of the school for as long as he or she is a student at CA. The academy reserves the right to hold all students accountable for their actions even when they are not on campus.

BANQUETS

All students are encouraged to attend the formal banquets prepared for the student body. Dating for such events is encouraged, but not necessary. Banquet dates should be selected from among the student body only.

CAMPUS VISITORS

Campion Academy welcomes visitors to the campus at appropriately scheduled times. If students wish to bring a visitor on campus, they must obtain a visitor's pass from the principal or other administrator preferably prior to the visit. All visitors are expected to abide by all campus regulations. Visit requests from students who have been asked to leave school or are not accepted must be processed through Administrative Council before the visit.

GRADUATION WEEKEND

Juniors and seniors are expected to remain on campus throughout the graduation weekend. Both juniors and seniors are expected to work on campus on Thursday and Friday and to participate in graduation exercises Friday night through Sunday noon. Juniors and seniors who do not show up for practice jeopardize their ability to participate in the function for which practice is held. Those who do not complete work expectations will be charged $100.00.

Dormitory students must continue using proper procedures when leaving campus even after final exams are completed.

Freshmen and sophomores are expected to leave the campus shortly after their final tests, unless they receive special permission to remain on campus because of work duties.

VILLAGE STUDENTS

Even though a student doesn't live in a campus dormitory, he or she is expected to abide by all Campion Academy rules while on campus.

To live in the village, a student must live with parents or immediate family. Students who wish to live with someone other than their family may apply for a hardship exception by submitting the parents' tax return and W-2's from the

previous year, along with financial aid forms. Temporary permission may be given by Administration, but the final decision will be made by the Academy Board.

COURTESY AND RESPECT

In harmony with the standards of Christian living, students are expected to conduct themselves in an appropriate manner at all times. Each student is expected to demonstrate respect to his or her peers and to staff members as well as guests on campus. Courtesy, poise, and dignity are desirable qualities to be found in maturing Christian young people.

SOCIAL RESTRICTIONS

Campion encourages appropriate mixed association. When a couple, however, spends excessive time together and/or becomes involved in public display of affection, they may be placed on social restriction. (Campion students should follow a "hands off" policy.) This disciplinary process can be initiated by any staff member and lasts until removed by the Administrative Council. The purpose of social restriction is to separate the students so that they can view their relationship from a distance.

SEXUAL HARASSMENT POLICY

The Board of Education believes that every employee and student has the right to work or study in an environment free of sexual harassment. Sexual harassment is barred by Title VII of the Civil Rights Act of 1964. Campion Academy reaffirms its intention to create and maintain a work and study environment for faculty and students that is fair, humane, and responsible - an environment which supports, nurtures, and rewards people on the basis of such relevant considerations as ability, performance, dedication, and diligence *(A full text of the Campion Sexual Harassment Policy is available in the Administrative Office.)*

UNSUPERVISED ACTIVITY

Students are not to be in the gym, the student center, or the PE areas without direct faculty supervision. *The school cannot assume responsibility for students who are playing on the campus unless their activity is under the direct supervision of an authorized adult.*

COMPUTER SYSTEM USE POLICY

**For full details on Campion Academy's Acceptable Use Policy, please refer to "Student Acceptable Use Policy" available through the Administration.*

PURPOSE

The purpose of access to the Internet and other electronic information resources at Campion Academy is to provide research and educational opportunities as well as a source of communication with family members and friends. Use of the Internet for educational projects will assist in preparing students for success in life and work in the 21st Century.

INTENT

It is Campion Academy's intent that technology on campus be used for classroom activities and research, career development, and limited high-quality self-discovery activities and that all uses of technology be consistent with Christian standards. Campion Academy's computer system is not intended to be used for recreation, entertainment, business, or political activities.

Internet and other types of access are a privilege, not a right. Access requires responsibility. Students using Campion Academy's computer system are responsible for appropriate behavior just as they are anywhere on campus.

The following guidelines are provided in order to give the user an idea of what is and what is not acceptable behavior while using Campion Academy's computer resources. They include, but are not limited to:

- All use of Campion Academy technology must be in keeping with Christian standards, the beliefs of the Seventh-day Adventist Church, and Campion Academy's handbook.
- Any use of Campion Academy technology for illegal purposes or in support of illegal activities is prohibited.
- Any use of Campion Academy technology for commercial purposes, product advertisement, or political lobbying is prohibited.
- Campion Academy technology should not be used to disrupt the use of the network by other users.
- Campion Academy logon accounts should be used only by the authorized owner of the account for the authorized purpose.
- Accessing another individual's materials, information, or files without permission is prohibited.
- All personal information, including user name, password, address, phone number, etc., should be kept private.
- Hate mail, harassment, discriminatory/obscene/ suggestive remarks, access or handling of inappropriate material, and all other anti-social behaviors are prohibited.

TRIPS

PROMOTIONAL TRIPS

No student will be excused from a touring group trip unless arrangements with the sponsor have been agreed upon in advance. Students must travel with the group. School standards and regulations, including the dress code, and Ipads will be in force at all times. Laptop computers are allowed on tours with permission of the tour leader for educational purposes.

BUS TRIPS

All bus trips are under the direction of the sponsors and the bus driver. It is expected that all students will cooperate with their directions. Mixed seating is allowed only during daylight hours and at other times, when appropriate. A seat must be reserved for the supervisor in the designated area.

TRANSPORTATION

The following regulations apply to all motorized vehicles used by students during school hours:

- Before any student brings a vehicle on campus, he/she must register the vehicle at the Registrar's Office.
- Once a student arrives on campus, he/she must park in the designated parking lot. The school does not assume responsibility for damage to or loss of the vehicle.
- It is the student's responsibility to get his/her car into the lot. If the student's car is found outside of the lot, a $25 fine will be assessed. Repeat offenders may be fined larger amounts and their car privilege revoked.
- Dorm students may use cars only on weekend leaves, home leaves, for work requirements, and/or as a senior privilege.
- Students are not to loiter in the parking lot or sit in cars parked in the lot.
- Students are not to transport any other student, other than by special permission of the dean or administration.
- All students attending off-campus school-sponsored activities must ride in school-sponsored transportation. Any exceptions must have specific administrative permission in advance.
- Music played on car music systems should not be loud enough to be heard outside the car.
- Students must abide by all Colorado traffic laws and campus speed limits and drive carefully at all times so that tires do not squeal or the vehicle does not make abnormal noise that attracts attention.
- Students may not ride with anyone under the age of 21, except as a senior privilege. Exceptions for weekend and home leaves may be made with written parental permission of both students' parents.
- Student Accident Insurance does not cover any loss resulting from travel in or upon or any off-road motorized vehicle not requiring licensing as a motor vehicle, such as a motorcycle or 4-wheeler.

Senior Car Policy

To better prepare seniors for the responsibilities of post-academy life, the Academy Board has approved the following policy.

1. Each senior name must appear on the current Principal's List to qualify for privileges. The list's standards include a minimum of 3.0 GPA for the previous nine weeks, current citizenship and attendance grades of not less than B, no current F or Incomplete grades. The student must not be under disciplinary action. The Ad Council reserves the right to restrict any individual privileges for cause.
2. Each senior applying for driving privileges must provide proof of current insurance, driver's license, and auto registration from his/her state of residence.
3. Based on direction from our insurance company, only those ages eighteen or older will be permitted to apply for senior driving and/ or riding privileges. Parental permission is required.
4. Licensed drivers must hold a valid driver's license for at least six months to carry one passenger under age 21, and must hold a valid driver's license for at least one year to carry more than one passenger under age 21 (siblings and passengers with medical emergencies excepted). Parental permission is required.
5. Qualifying senior riders must have written permission from a parent or guardian, giving permission for his/her senior to ride with other qualifying senior drivers.
6. Car privileges during the week are in effect from the beginning of the class day and end with worship. Monday and Thursday are designated for girls and Tuesday and Friday for guys. Alternate Sabbath afternoons (for the purpose of transport to church members' homes, etc.) and Sundays will be assigned for guys and girls on the weekend school schedule. Any exceptions to those hours must be approved by the Administrative Council.

7. Qualifying seniors may request Sunday summit leaves. *(If the school provides transportation to a ski or snowboard area where a student has a season ticket, he/she will be expected to ride with the group.)*
8. Car privileges are not automatic! A senior may not leave the campus without specific permission from the appropriate dean <u>*each*</u> time.
9. All qualifying seniors are expected to comply with the guidelines and Colorado and Federal laws. Failure to do so will result in personal loss of privileges. The academy board reserves the right to review, modify, or revoke all privileges for senior car use.
10. Senior driving privileges end on the last day of regular classes before final tests.

Privileges take effect when all appropriate papers have been filed and approved by Campion Academy.

DRESS POLICIES

Students are expected to dress in harmony with the basic principles of health, modesty, appropriateness, and attractiveness. The term modesty is relative, but denotes the basic spirit of a Christian concerned for his/her appearance and what it is saying to others. The staff reserves the right to request any student to change their clothing if it is deemed inappropriate or to confiscate any item from student.

Several categories have been designated to make it easier to explain and understand the type of dress for various events and activities throughout the school year. These categories are listed below.

CLASSROOM ATTIRE

- Nice pants such as khakis, jeans, or shorts in good condition with no holes or fraying may be worn. Pants should not be excessively baggy or tight. No undergarments should be visible. Athletic garments and lounge wear such as warm-ups, basketball shorts, spandex, sweats, pajama bottoms, or slippers are not appropriate as classroom attire.
- Sleeveless shirts/blouses that are three inches across and modest at the neck may be worn. They must be long enough to cover the top of the slacks or skirts at all times and should be tuckable. Tank tops are not appropriate. Undergarments should never be visible.
- All skirts, dresses, and shorts must be *no shorter than 2 inches from the top of the knee.* The privilege to wear shorts may be revoked if abused.
- Pants or skirts must not be too tight.
- No hats should be worn in the Administration Building, in classes, or chapels.
- Dark glasses are not to be worn in the Administration Building.
- Bandanas tied around the forehead and other attire associated with gangs should be avoided.
- Clothing that conveys a message contrary to the teachings of Campion Academy such as inappropriate music, sex, alcohol, tobacco products, and occultism will not be permitted on campus.

RECREATION AND WORK

Sleeveless may be worn and shorts must be less than two inches above the knee. If shorts are shorter than two inches above the knee, you may wear leggings/spandex underneath which meets the length requirement. If leggings are being worn, loose shorts must be worn on top. No tank tops or ripped shirts. You may wear athletic wear to dinner only. All other meals must be Classroom Attire. The work supervisor dictates the dress policies for work.

SABBATH

- *Girls* – An appropriate dress, skirt with blouse, or dressy slacks and dress shoes may be worn to the Friday evening vespers programs, Sabbath school and church.
- *Guys* – Dress shirt, dress slacks, dress shoes and socks. Optional: suit coat or sweater and/or a tie. No hats, jeans, or tennis shoes. Sleeves must be worn.
- Village students participating in campus activities are expected to meet all dress standards outlined above.

SPECIAL OCCASIONS

For young men, dress suits and dress shirts are appropriate. The ladies may wear modest dresses/outfits with one inch straps. The dress must be modest and the front and back neckline must be high enough to cover all ordinary undergarments. All other dress code issues must be followed. There will be dates set up for the ladies to bring their banquet outfits for approval. These times will be announced prior to any banquet event. Spending excessive amounts of money for formals and tuxedos is neither necessary nor encouraged.

SENIOR PICTURES

Pictures submitted by seniors for inclusion in the yearbook or class wall composite must meet the Campion classroom attire dress policy for modesty and presentation and the jewelry policy.

CAFETERIA

School attire and recreation wear are appropriate in the cafeteria during the week. Dress for Sabbath dinner is the same as church attire.

GENERAL DRESS REGULATIONS

- *Shoes* must be worn *at all times,* including work and recreational activities.
- *Caps/hats* for all students are appropriate anywhere other than in organized meetings or religious services.
- *Jewelry:* Necklaces, earrings, rings *(including toe rings)*, bracelets *(including ankle and friendship bracelets)*, and other jewelry are not allowed. Students wearing these items will be requested to hand them immediately to the staff member bringing the matter to their attention. Students are urged not to bring jewelry of monetary or sentimental value to the campus. No guarantee will be given for the safekeeping or return of these items. Confiscated items may be picked up at the beginning of the next home leave. Repeat offenders are subject to a $25 fine and/or further discipline.
- *Hairstyles:* Hair should be neat and clean at all times. Boy's hair length should be no longer than the top of the collar of a men's dress shirt and sides no longer than the middle of the ear. Extreme hair styles, such as man buns, ponytails, mohawks, etc. are not allowed. Guys and girls will not be allowed to have shaved areas with designs. Hair must be a natural hair color (not purple, green, orange, bright yellow, blue, etc.)
- *Make-up* should be moderate.

BEHAVIORAL EXPECTATIONS

Occasionally, the administration of Campion Academy must consider the reality that students have violated the trust placed in them by disregarding the fundamental standards upon which the academy is based. At such times, the Administrative Council carefully and prayerfully discusses each situation in an effort to administer discipline that will not only preserve the integrity of the academy but will also assist the growth and understanding of the student.

School discipline is not a condemnation of the individual, but of the undesirable behavior that produced the necessity for discipline. It is always the purpose of the Administrative Council to preserve the dignity of the student and his or her parents, recognizing that each individual is precious in the sight of God. Experience has shown, however, that there are some practices that require unpleasant disciplinary actions.

FUNDAMENTAL STANDARDS

Participation in the following activities requires automatic suspension with probable dismissal:

- Pregnancy or marriage during the school year.
- Unauthorized or unsupervised presence in dormitory rooms, buildings, motel rooms, automobiles, or other unsupervised areas with a member of the opposite sex.
- Any sexual activity between members of the same or opposite sex.
- Disseminating satanic ideas or literature, or possessing ouija boards or similar materials.
- Possessing, using, or threatening to use any weapons, including but not limited to guns, knives (even pocket knives), or clubs.
- Making, possessing, or handling explosive devices.
- Using, possessing, supplying, sharing, or selling alcohol, tobacco, vapor pens or illegal/harmful drugs/narcotics.
- Possessing drug paraphernalia and/or supplying it to others.

The Academy reserves the right to contact law enforcement officers regarding violations of any of the fundamental standards. Confiscated illegal or inappropriate items will not be returned.

Because Campion Academy is committed to providing a safe drug and alcohol free environment, any student suspected of non-compliance may be required to take a Urinary Analysis test. All students and staff are subject to testing. The student's and parent's/ guardian's signatures on the school application confirm written consent when a test is required. Financial costs will be charged to the student if the test is positive. The Academy will cover costs for negative test results. A more complete drug prevention policy is available in the Principal's office.

The following offenses will result in serious discipline and may result in dismissal:

- Willful deception regarding the violation of school rules and regulations or assisting/encouraging another student to do so.

- Using profane or inappropriate sexual language or indulging in lewd conduct or suggestion, including possession of obscene pictures or materials.
- Sexual harassment in any form toward either sex.
- Fighting or hazing (including attacking, disturbing, tormenting, or forcing a student to act against his/her will).
- Insubordinate or disrespectful language or behavior toward staff members or work supervisors.
- Violation of the school's computer use policy.
- Vandalism or tampering with student or school property. Restitution and fines may be expected.
- Stealing from other students or the academy.
- Entering locked places and/or unsupervised areas without authorization.
- Cheating in examinations, class work, or any other phase of school life.
- Leaving a school-sponsored activity, on or off campus without permission.
- There will be a $100 fine for unauthorized roof access, plus the intruder will have to pay for the repair of any damage incurred to the roof.

Discipline for unsatisfactory conduct may include fines, restriction, suspension, and dismissal. The school may hold any current student accountable for behaviors on and off campus and administer discipline.

By enrolling a student in Campion Academy, parents and guardians agree to support the standards, policies and rules of the academy and recognize the administration's right to question a student regarding his/her behavior or activities with or without their presence.

DISCIPLINE PROTOCOL

These are the current practices at Campion Academy and have been considered officially by the Board:

1. Staff members in their respective areas handle minor incidents.
2. If a student is involved in an incident that requires administrative attention, the following steps will take place:
   a. As soon as administration confirms the event, the parents of the student are notified of the incident and informed that it will be taken to the Administrative Council or other governing body.
   b. Parents are offered the opportunity to meet with the committee. If that is not practical, parents may give input in writing either by e-mail, fax, or letter.
   c. The governing body's decisions are communicated to parents and student verbally, followed by written documentation.
3. All decisions concerning admission or denials of admission to the school program are communicated to the parents and the student. Included in this communication are the expectations of non-accepted students with respect to campus presence and any other applicable issues.
4. Even though a student's choices may require an unfavorable decision regarding his or her presence at Campion Academy, every effort will be made throughout this process to communicate love, understanding, and the fact that the student is valued by God and the school community.

DISMISSAL

A student whose progress or conduct is unsatisfactory, or who by his attitude shows that he is out of harmony with the standards and principles of this academy, or whose influence is found to be detrimental may be asked to withdraw at any time although there may have been no specific violation of any regulations.

Parents or student sponsors are also expected to work positively with the school in upholding policies and discipline. The administration may ask that a student withdraw if satisfactory relationships and support cannot be achieved.

Students who have not been accepted or have been dismissed or who leave school under adverse circumstances will not be allowed to return to the academy campus or join any off-campus school-sponsored activities for any reason without the specific permission of the Administrative Council. This includes any activity, religious service (including Sabbath school and church), or public meeting held on academy grounds, which is under the direction of the Academy. The above restrictions do not apply to the local (Campion) church facility. (Campus is defined as any properties or facilities belonging to the Academy.)

Students who have been dismissed from school may be asked to attend another school and have a good record for a minimum of a full quarter and preferably a semester before reacceptance will be considered.

APPEAL OF DECISIONS

At Campion Academy, policies and decisions are generally made by committees. Academic policies are

generated through the academic Standards Committee. Administrative policies come about through the work of the Administrative Council. Dormitory policies and procedures often originate in the Deans' Council. Discipline for infractions is determined by either the Dean's Council or the Administrative Council. There may be times when decisions are made by individual staff members.

Christian principles include the right to appeal decisions. There are three avenues in the appeal process: (1) Reconsideration of a specific decision: a) In the case of a decision made by a staff member, the decision may be appealed in person, first to the staff member, then to the principal if the issue is not successfully resolved. b) In the case of decisions or judgments rendered by committees, an appeal may be made in person or writing to the chairperson or the committee as a whole. (2) An external review of the policy and procedures in the case. (3) A review of the policy itself.

Requests or appeals on policy applications, procedures, or a review of the policy in question are available through the academy principal or the conference educational superintendent.

It must be understood that certain violations carry automatic penalties that must be enforced uniformly and consistently. Appeals on written standards publicly stated will not be considered.

POLICY/PROCEDURES ACTION REVIEW

A parent/guardian may make a written request for a policy/procedure review of any specific disciplinary action taken by the academy. This written request must be submitted to the RMC superintendent of education. During the review process, it must be understood that the decision of the academy remains in force.

A report of the review will be submitted to the academy principal, the academy board chairman, and the parent/guardian requesting the review.

If it is found that satisfactory due process according to the policy and procedures in question has been followed, the decision will stand. If it is determined that due process has not been followed, the academy board will review the action and make a final determination of the issue.

(Action process: The academy will make decisions regarding all aspects of student and faculty life within the parameters established by appropriate boards, committees, and published documents. They will communicate with parents and students in a timely manner and explain due process for satisfactory resolution of unresolved issues.)

POLICY REVIEW

In unusual circumstances a parent/guardian may make a written request that the Campion Academy Board review a particular policy of the academy. This request must be submitted to the academy principal or the superintendent of education. It will be studied first by the appropriate academy committees, then by the board at its next regularly scheduled meeting. A final appeal, if requested, may be reviewed by the K-12 Board of Education. (Action process: the Academy and then the Academy Board will study the written request. Final appeal rests with the K-12 Board of Education.)

ADDITIONAL REGULATIONS

All regulations adopted by the faculty and announced to the students will have the same significance as those published in the school bulletin and will remain in effect throughout the year, including vacations.

PHOTO RELEASE

I hereby consent and authorize Campion Academy, or its assigns, to use my name, likeness, photos, and videos that include myself or my family members for the purpose of news releases, advertising, publicity, publication, or distribution in any manner whatsoever. I further consent to such use in their present form and to any changes, alterations, or additions thereto. I hereby release Campion Academy from all liability in connection with all such uses.
The application form has a spot for both student and parents to initial acceptance of this practice.

If there are specific concerns in relation to this, please inform us in writing.

Financial Information

FINANCIAL POLICIES

It is the purpose of Campion Academy to keep the cost of Christian education as low as possible, thereby making an education at Campion Academy available for all young people who wish to attend. The following statements outline general financial policies that are important to students and parents/financial sponsors. It has been found that strict adherence to these policies is in the best interest of both the student and the school.

The parent or legal guardian is responsible for the legal aspects of students accepted at Campion Academy, regardless of the student's age. Such parental responsibilities include, but are not limited to, payment of the account and damage to property. Feel free to contact the school principal, or the Academy Board chairperson if you need further information.

The account for the previous semester's schooling must be settled before the student is permitted to enter for another semester. Since parents are generally the ones responsible for students' accounts, any delinquent accounts remaining from brothers or sisters who attended Campion Academy must be settled before another child from the family will be admitted as a student.

A student transferring from another school must, at the time of registration, present a statement showing that his/her account at the other school is fully paid.

If an account becomes 60 days delinquent, satisfactory financial arrangements must be made with the academy Business Office in order for the student to continue in school.

In harmony with the policy established by the General Conference of Seventh-day Adventists and the school Operating Committee, no transcript or diploma will be issued until the student's account is paid in full.

All accounts must be cleared or prior arrangements made with the Business Office before semester examination permits will be issued.

All senior accounts must be paid in full before the student may participate in graduation exercises.

Any account not meeting the above expectations will be reviewed by the Academy Finance Committee.

STATEMENTS

Tuition, board, and room are charged monthly, and the statement is issued by the fifteenth of each month, giving an accounting for the previous month. It is expected that the statements will be paid within ten days from the time of mailing. Campion Academy operates on a cash basis and needs your support.

REMITTANCES

Remittances should be made payable to Campion Academy and sent directly to

Business Office
Campion Academy
300 42nd Street SW
Loveland, CO 80537

CHANGING CONDITIONS

It is the purpose of the Operating Committee of the academy to keep the school charges as low as is consistent with good business management. The school reserves the right to change the rates charged at any time in order to meet changing economic conditions.

PREPAYMENT

A five percent (5%) discount is allowed if the total yearly charges are paid by registration day. (Scholarships will be deducted from the yearly charge figures.) A three percent (3%) discount is allowed if the first semester charges are paid in full by registration day, or by January 10, for the second semester. Discount does not apply to credit card payments.

CARE OF SCHOOL PROPERTY

Parents and students assume full responsibility for careless damage done by the student to any school property.

PERSONAL PROPERTY

Campion Academy is not responsible for loss or damage to personal property. Damaged, lost, or non-returned iPads will have additional fees charged.

SOCIAL SECURITY

For employment purposes and because of the extensive use of Social Security numbers by examination boards, scholarship commissions, and colleges and universities, students are urged to get a Social Security number before the school year begins. Application forms are available at your local post office. *No student may work without a Social Security number.* Students should bring their Social Security card at registration so that a copy can be kept on file at the school.

Foreign students attending the Academy on an F-1 educational visa with an I-20 form will be taken to the Social Security office by our work coordinator after their arrival to obtain a work social security number. This number may be used only to work on our school campus. It may not be used in any other capacity.

FINANCE CHARGES

All accounts are due within ten days of the billing date. If the account is not paid in full by the 10th of the following month, a one and a half percent (1½ %) finance charge will be applied (annual percentage rate of 18%).

CASH DISCOUNT

If, on the 10-month payment plan, the account balance is paid in full within 10 days of the billing date, a cash discount of $10.00 (dorm) or $5.00 (village) will be given.

CREDIT CARDS

Campion Academy accepts Visa, MasterCard, American Express and Discover. Online payments can also be made via PayPal, through Campion's web site (www.campion.net). Discounts do not apply to payments made by credit card, PayPal, or other similar online payment services.

RETURNED CHECKS

There will be a $15.00 service charge for every check that is returned by your bank.

LATE ENTRANCE

Students who enroll late but are allowed to make up work or receive full credit will be required to pay full tuition. Likewise, students who may be absent for a period of time, but are allowed to make up work or receive full credit will also be required to pay full tuition. *A full non-refundable entrance fee will be charged regardless of when a student enters school.*

STUDENT BANK

A Student Bank is provided in which student may deposit their money for safety purposes. Since Campion Academy cannot accept responsibility for loss of personal property due to theft, etc., students are strongly encouraged to deposit their money in the Business Office Student Bank.

REFUNDS

Vacations or regular weekend leaves have been taken into consideration in setting the yearly charges. If a student is absent from the campus for seven or more consecutive days due to sickness or other unavoidable reasons, a refund of board charges may be allowed, provided application is made at the Business Office immediately following such absences. If, for any reason, a student drops school before the end of the semester, refunds are made on a pro-rated basis. The effective date for calculation of refunds is the date the drop is received by the Registrar or Business Office. The Entrance Fee is not refundable.

SEMESTER EXAMINATION PERMITS

Prior to the end of each semester, a special "examination permit" must be obtained from the Business Office. In order for a student to be cleared to take examinations and receive this permit, his or her account must be current and/or specific arrangements made with the Vice-principal for Finance. All other fines such as re-registration fees, library fines, dormitory fines, etc., must also be paid before an "examination permit" will be issued. All appropriate paperwork must be on file in the office: a copy of the Social Security card, financial contract, W-4 form, I-9 form, etc.

CASH FOR THE STUDENT

The school will ordinarily not permit a student to draw cash form his account. It is the responsibility of the parents to provide sufficient spending money for the students for their personal needs. However, exceptions are made only if parents request such and keep their account current each month.

STUDENT AID

If a student desires to come to Campion but has a financial challenge, there are a number of scholarships and other programs that are available to many students that may dramatically decrease the overall out-of-pocket cost to the parent, guardian, and student. Campion's website (www.campion.net) contains detailed information and forms for various scholarship options and requirements.

Please contact the Business Office for personalized financial planning and any available scholarships, grants, subsidies, and work programs that may be available to you to make your enrollment at Campion Academy affordable.

Students are encouraged to contact their home church for potential "matching" sponsorship funding.

In cases where there is a severe hardship, additional financial aid may be available through Campion Academy's "grant" program. Families requesting this grant funding must submit an online application through the "FACTS" program (available in English and Spanish.) A new application must be submitted each school year. The online application can be accessed at

https://online.factsmgt.com/signin/4609X.

SINGLE OCCUPANCY ROOM CHARGES

All students are encouraged to have a roommate. Dorm fees are based on double occupancy for each room. If a single room is available, there is an additional fee for any single occupancy room of $300 per year. Parental agreement to pay the extra charge will be required before a student will be allowed to room alone.

APPLIANCES IN THE DORMITORIES

An additional charge of $25 will be made each semester to cover the extra cost of utilities for refrigerators or microwaves brought into the dorm.

ADVANCED ROOM DEPOSIT

A deposit of $100 will be charged and held in a reserve fund until the end of the school year or until the student withdraws. This fund may be used for unsolved vandalism occurrences in the dorm through a pro rated assessment against all dorm residents' accounts. All unused portions of the fund will be applied to the student's account if he/she leaves the room and its furnishings clean and free from damage beyond ordinary wear.

TUITION AND FEES

For complete tuition and fee information see financial brochure.

BOOKSTORE

The Business Office operates a bookstore for the convenience of students. It sells basic school supplies needed by the students such as notebooks, paper, and pens. These school necessities may be purchased on credit and charged to the student's account. The bookstore also sells snack foods, clothing, personal supplies, and batteries for student enjoyment and use. However, these nonessentials are sold on a *cash only* basis.

ELECTRONIC BOOKS AND TEXTBOOKS

Campion endeavors to keep the curriculum as current and up to date as possible, both in printed materials, as well as with the use of technology. The Academy is using I-pads for the classroom and electronic book use. It is the intent of the Academy to allow graduating seniors to be able to keep their I-pad upon graduating.

A "technology/electronic book fee" is charged to all students for the use of the I-pad, as well as any electronic books that are installed on a particular student's device. The actual fee charged varies based on the grade of the student and whether or not the student is new to Campion or a returning student. Please refer to the "Tuition & Fees" brochure for the current fee schedule. Additional fees will be charged for damage to or loss of the electronic device.

There may be occasions where electronic books are not available in a particular subject. In those cases, students will be charged for actual printed books and materials.

NURSING SERVICE

The cost of health services for students is included in the entrance fee. This covers emergency first aid by the school nurse and routine care in case of minor illness. Special medication, prescription, and hospital costs are not covered. A fee will be charged for transporting students to medical appointments; $5.00 for the Loveland or Berthoud areas; $10 for the Longmont or Ft. Collins areas. Any distance of more than 35 miles round trip will be charged a "per mile" fee.

Work Program

A variety of work experience is available to enrich each student's learning experience at Campion Academy. The work program is an integral part of the school program, not only because it helps students pay their school bills, but also because the daily responsibility of a specific job teaches young people self-discipline, consistency, and economy. It also offers students the opportunity to develop self-confidence and competence in preparing to enter the work world.

WORK ASSIGNMENTS

The school Work Coordinator assists students in finding jobs both on campus and in the community. **Dormitory students are required to work** and should make their work arrangements through this department. While every attempt is made to place the student in the position of his or her choice, it will be necessary to distribute the labor force according to the needs of the academy. The student's age, experience, and financial need, as well as work availability, are all factors considered when work assignments are given.

VILLAGE STUDENT WORK OPPORTUNITIES

Limited work opportunities may be available for village students; however, priority is given to dorm students because of their school expenses. Village students may be offered on campus jobs after all dorm students are accommodated. If a village student is placed in an on campus job, their status may be reevaluated at the start of 2nd semester due to an increase of new dorm students. Village students working in school or industry jobs may be expected to work during home leaves. If you are interested in working on campus, please apply through the Work Coordinator.

WORK THROUGH COMMUNITY SERVICE

Because work experience is an integral part of Campion's training program, students who do not have a job are expected to volunteer in a community service setting. (Campion Academy's scheduled community service days are separate from this expectation.)

FINANCIAL SPONSORS

Students may personally arrange for financial sponsors who agree to contribute a specific amount per hour the student works each month. Arrangements must be made with the Business Office.

JOB CHANGES AND TERMINATIONS

All job changes and terminations must be arranged through the Work Coordinator. Unauthorized termination of a job will jeopardize the work grade and work experience credit. If a student is fired from a job, he /she will receive an unsatisfactory work grade and no work experience credit for the period worked on the job from which he/she was fired. In addition, it is likely that no reassignment of work will be made for at least two weeks. It may not be possible to provide on-campus employment for students fired from off campus jobs.

Students are expected to **maintain continual employment** where assigned. If for any reason the student quits his/her job, does not show up, or refuses to work, he/she may be suspended from school or possibly dismissed. Students who are fired from their jobs during the last quarter of the school year may be immediately dismissed from school.

WORK GRADES

To further make work experience an important part of the school program, the academy has instituted a Work Experience Grade plan. Students may earn 0.125 units for work experience per semester of attendance at Campion Academy by fulfilling their assigned work program with a passing grade. Students are evaluated in each semester with a standard grading instrument. This grade will be reported through the office of the Work Coordinator to the Registrar and is recorded on the permanent student record.

TITHE

Students may arrange with the Business Office to have tithe deducted from their earnings. This will not be done unless requested. All tithe is paid to the Rocky Mountain Conference. The tithe forms for campus workers and industry workers are available in the Business Office.

DEPOSIT OF PAY

Student earnings from industry and campus jobs are typically an important part of the overall financial package to help offset tuition and other related fees that the student incurs at Campion Academy. Therefore, it is strongly encouraged that wages be applied to the student's account at Campion Academy and not paid directly to the student for personal use. Any payments requested to be paid directly to the student for his/her wages while attending Campion Academy must have the written approval of the student, the parents, and the Vice-Principal of Finance.

AGE REQUIREMENTS

State and Federal labor laws do not allow students under the age of 16 to work more than three hours on a school day or more than 18 hours in a school week. Students under age 16 are not permitted to work during school hours (as defined by the local public school system). Therefore, students under age 16 will work a limited schedule and will usually average 8-10 hours per week. Most on-campus jobs will also be limited to 8-10 hours per week, regardless of the age of the student. Students over 16 years old may be allowed to work more hours if they choose employment off campus.

SCHOLARSHIP REQUIREMENTS

Students who participate in Campion's scholarship or Rocky Mountain Grant financial aid programs must be willing to work as assigned. The student must faithfully perform all work assignments. In order for these scholarship programs to be financially viable and to help the greatest number of students attend Campion, participating students must work in a job that generates cash for the academy when available.

SICK LIST

If a student is placed on sick list, they cannot go to work, classes, or sports activities for that day. If a student works at an off-campus job, it is their responsibility to call their employer.

SOCIAL SECURITY

Each student must present an original Social Security Card and a photo I.D. card and complete an I-9 Employment Eligibility form. In addition, a W-4 withholding form must be on file in the Business Office. **Students are not allowed to work and labor cannot be credited until these forms are on file.**

WORK ATTENDANCE

Students must be punctual in meeting work appointments and schedules. Absences and tardiness will be dealt with as part of the labor program. *It is the student's responsibility to secure permission* from his work supervisor and the Work Coordinator before being absent from work, regardless of the reason for the absence. If notification and permission are not received in advance, the student's work absence may not be excused (even for illness). Any request to be absent for trips (band, choir, etc.), doctor appointments, and family excursions are to be worked out by the student with the work supervisor at least a week in advance of the absence. If a student is ill and cannot meet his or her work appointment, he or she should notify the nurse, dean, or attendance officer as outlined in the sick list policy. In addition, *it is the student's responsibility to see that the department or industrial head is notified before scheduled work time that he or she is not able to work due to illness.*

WORK PERFORMANCE:

Students are evaluated by the following: conduct, dependability, loyalty, personal appearance, personal relations, punctuality, safety, initiative, truthfulness/honesty, and work performance. If a student fails to meet one or more of these standards, these three steps will be followed:

FIRST WARNING:

The student must visit with the Work Coordinator and a letter will be sent to the parents.

SECOND WARNING:

The student must visit with the Work Coordinator and Vice-principal for Finance. The Work Coordinator will phone the parents. The student and parents will be informed that if there is a third unexcused absence, the student may be suspended from school.

THIRD WARNING:

A third absence may result in automatic suspension. The problem will be taken to Ad Council. The student may be fired from his or her job.

INDUSTRIES

Campion has an affiliation with several privately owned businesses off-campus that provide labor for academy-age students. Students 16 years of age and older will be expected to work off campus if an opening exists. Off campus employees typically work more hours per week and have the potential of earning more than on-campus workers.

It is the responsibility of parents to provide sufficient spending money for their student's personal needs. However, as an incentive, students employed in cash-paying positions may withdraw 10% of their net earnings for personal use. This can be done by obtaining a cash voucher from the Business Office or, in some cases, industries pay this incentive directly. If the student's tuition account is delinquent, or work attendance has been unsatisfactory, this privilege may not be granted.

INDEX

Overview 1
Mission and Goals 2
Admission 3
  Procedure
  International Students
  Place of Residence
  Registration
Academics 4
  Curriculum
  Diplomas
  Areas of Emphasis
Work Experience 5
  Class Standing
  Acceleration
  Transfer Students
Schedule Changes 6
  Correspondence Work
  Senior Trip/Graduation
  Class Load
  Grading System
  Transcripts
  Academic Policies
Learning Resource Center/Testing/Award Programs 7
Attendance Policies 8
Course Descriptions 10
Student Life 16
  Religious Activities
  Guidance Services
  Village Lockers and Mail
Clubs and Organizations 17
Health and Food Services 19
Campus Policies and Safety 20
Dorm Life 21
Leave Policy 23
Student Guidelines 25
Graduation, Banquets 27
Computer Use Policy 27
Trips and Transportation 27
Dress Policy 28
Behavioral Expectations 29
Discipline Protocol 30
Financial Information 32
Work Program 35