Student Handbook 2026-2027

Overview

Introduction
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 spiritually, scholastically, and socially.

Location
Campion 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 that towers to a height of 14,225 feet above sea level.

Mission

Mission Statement
Experiencing Christ in a Learning Environment

Philosophy
"And He appointed twelve...so that they might be with Him and He might send them out to preach." (Mark 3:14 ESV). Campion Academy's desire is for each student to experience God the way the disciples did; by getting to know Jesus, and learning to show Jesus to the world. Additionally, following the guidance from SDA church founder Ellen G. White, our hope is "...to train the youth to be thinkers, and not mere reflectors of other men's thought (Education 17.2)."

Lifestyle Commitment
Following the mission statement and philosophy above, Campion Academy expects all students to live a lifestyle reflective of Christian principles. We expect students:

- To respect the Bible as the authoritative Word of God
- To be open to a growing relationship with God
- To be open to learning about the Seventh-day Adventist church
- To strive for academic excellence
- To develop a strong work ethic and an appreciation of the dignity of service
- To life a lifestyle consistent with the 28 Fundamental Beliefs of the Seventh-day Adventist Church
- To love and respect all of God's creation equally

Disclaimer
Campion Academy reserves the right to make changes to the policies and procedures within this handbook at any time. This handbook may not reflect the most current working policy of the Academy as voted on by the Administrative Council and/or the School Board. The Academy retains the prerogative to have full discretion on any matter relating to students, parents, faculty, and staff.

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Admissions

All application materials can be found on the Campion Academy website. Campion Academy does not discriminate on the basis of race, sex, religion, 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.

Place of Residence

All students enrolled at Campion Academy are expected to live in the Residence Halls 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

Introduction

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.

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.

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 study, 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.

Work Experience

All Campion Academy residence hall 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:

- All jobs should be arranged through the work coordinator.
- The student must have on record the Federal I-9 form with required supporting documents.
- The student must meet all work appointments unless excused by the nurse or Registrar's
- Office.
- 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 they have 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 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 their 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 which allows three weeks after the beginning of the first semester as the limit for dropping these classes.

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 they have met the academic requirements for graduation, has maintained satisfactory attendance and citizenship grades, and has completed their 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. Required courses will not be approved unless they are make-up courses. 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 student'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.

Degree Pathways

Campion Academy offers three options for meeting graduation requirements. The diplomas and requirements are as follows:

	General	College Preparatory	Advanced*
Minimum GPA		2.75	3.50
Religion	4	4	4
English	4	4	4
Math	3	3 or 4	4
Science	3	3 or 4	4
Social Sciences	3	3	3
PE/Health	2.5	2.5	2.5
Foreign Language	0	2	2
Technology	1	1	1
Vocational	1	1	1
Fine Arts	0.5	0.5	0.5
Total Units	22	25	26
Community Service**	15 hrs./year	15 hrs./year	15 hrs./year

**Students choosing the Advanced Diploma track must also complete the following:*

- *Minimum ACT composite: 22*
- *9 Semester Hours of Dual-Credit Classes*

***For each year that a student is enrolled at the academy, they are required to complete 15 hours of community service, which also counts towards 10% of the Religion grade.*

Transcripts

One transcript of credit will be issued without charge. A $15 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 Probation

Academic progress for each student is monitored by the Registrar's Office and. Every three weeks, the Registrar will generate a D, F, and Incomplete (DFI) report. Students appearing on the DFI report with anything below a C- or with an incomplete grade will be placed on academic probation until the next DFI report is generated.

Students placed on Academic Probation will be required to attend a mandatory evening study hall as scheduled by the Registrar. Students on academic probation are not eligible to participate in varsity or junior varsity athletic competitions until they are removed from academic probation.

Residence hall students on academic probation will also be required to turn in their phones to the dean before evening dorm worship. Phones will remain with the dean for the rest of the evening and will be returned the following day.

Attendance Policy

- 85% of each class (per semester) must be attended to receive credit for the class.
- School functions, trips, or outings will not count towards the 15%.

- Excused or unexcused absences count towards the 15%, or approximately 7 block classes.
- Example: absences due to choir tours do not count towards the 15%; absences due to doctor's appointment do count towards the 15%.
- When a student misses more than 15% of any class during a semester they may receive no credit for the class. On the transcript the class grade will show "F due to absences."
- Students may be allowed to make up absences by attending additional classes (same type of class supervised by an accredited teacher).
- There are 175 school days per year, 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)
- 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 their 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.
- A 0-1UA's - Letter of commendation
- B 2-3UA's - Letter of counsel to students and parents.
- C 4-5UA's - Letter of warning to student and parents. Student may receive personal administrative counsel regarding their program.
- D 6-7UA's - Letter of warning to student and parents. Student may receive personal administrative counsel regarding his program.
- F 8+ UA's - Letter of probation to student and parents. Counsel with attendance officer.

Special privileges and offices may be suspended. 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. 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.)

Absences

- Sick List
  - When a residence hall student is ill, they must report to the dean-on-duty to be assessed in order to be placed on sick list. Any class or work missed prior to the student contacting the dean-on-duty may not be excused. If a student becomes ill during classes or work, the student needs to inform their teacher and/or supervisor and then contact the dean-on-duty for further instructions. Sick list may either be for a partial or full day. Failure to not communicate with the dean-on-duty may result in class and/or work absences not being excused. Students who have been placed on sick list will receive their meals in their rooms. While on sick list students will not have access to any electronic devices in order to be able to rest and recover from illness. The deans and the nurse are the only staff who can place residence hall students on sick list.
  - When a village student is ill, parents/guardians must contact the school prior to the student's first class or work appointment informing the school of the illness. Failure to not communicate with the attendance officer may result in class and/or work absences not being excused. Students must remain home until they are fever free (under 100.5) without the use of any medications or have not vomited for at least 24 hours. If a village student

becomes ill while at school, they need to contact the administrative office for further instructions.
    - Students with a fever (100.5 or over) or vomiting will be on sick list until they are fever free (under 100.5) for at least 24 hours without the use of medication or without vomiting for at least 24 hours without the use of medication. If a student is not feeling well but does not have a fever or vomiting a partial sick list can occur for up to two hours after which the student may return to campus life if they are feeling better. However, if after two hours the student is not feeling better at that point they will be put on full sick list until the following day.
- Class Absence Requests
    - To be excused for scheduled doctors' appointments or other pre-arranged absences, students should pick up a Class Absence Request ("Blue Slip") from the attendance office. After having that form signed by each of their teachers, and their work supervisor, students should return the form to the Attendance Office for submission to the Administrative Council. This request should be completed and turned in before Adco meets, before the absence is expected to occur. For instances where the Class Absence Request is being completed after the absence has already occurred, students should complete the same form printed in orange ("Orange Slip"). Blue and orange slips submitted two weeks or longer past the absence will not be approved, and the absence(s) will not be excused.
    - 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 residence hall dean, or if they are a village student, their parents, should call the attendance officer. An email must be sent 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.
- 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
    - 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 who choose 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).

Learning Resource Center

Campion Academy offers a Learning Resource Center (LRC) to support all students, so that each one may reach their highest potential.

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.

Testing

The following tests are required of all students:

- Grade 9 – MAP Testing
- Grade 10 – MAP Testing
- Grade 11 – MAP Testing, the Preliminary Scholastic Aptitude Test (PSAT).
- 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.

FERPA Compliance

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

Cheating and Plagiarism Policy

Campion Academy is committed to academic integrity. Cheating and plagiarism of any kind will not be tolerated. This includes copying answers, excessive revision by someone other than the student, unauthorized group work, and fabrication or unauthorized use of data. Students must also refrain from allowing others to use their work in a dishonest way. Misuse of generative artificial intelligence (AI), such as ChatGPT, will also be considered a violation of the cheating and plagiarism policy. All teachers regularly use Turnitin to mitigate the use of generative AI as well as traditional plagiarism concerns.

The following is considered plagiarism as stated in A Writer's Reference by Diana Hacker.

- "Failing to cite quotations and borrowed ideas."
- "Failing to enclose borrowed language in quotation marks."
- "Failing to put summaries and paraphrases in your own words."

First Offense

- The teacher will deal with the cheating incident themself.
- It is to be reported by a Behavior Report on FACTS SIS.
- The report will be sent to the parent(s) and administration.
- The student will receive no credit for the assignment and may receive partial credit for rewritten assignment.

Second Offense

- The cheating incident will be reported directly to the Administration/Administrative Council.
- The student will receive no credit for the assignment.
- The teacher may choose to give additional work to the student.
- The Administration may choose to assign other disciplinary measures.

- The report will be sent to the parent(s).
- The student will be placed on Academic Probation: Cheating.

Third Offense

- It is probable that the student will not receive credit for the class.
- The student will automatically be suspended from school.
- The student may possibly be expelled from school.

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 Campion in the areas of leadership, character, and service.
- Perfect Attendance
  - 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.

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.

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.

Student Life

Introduction

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. Residence Hall life, Campus Ministries activities, music groups, sports, class and Student Association programs all contribute to the students' 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 residence halls, 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. Village students are urged to attend campus religious services also and should plan to abide by the same guidelines that govern residence hall students. Attendance at chapel and all Week of Prayer services is required for all 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, 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 Campion Academy 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 residence hall 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 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. 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. Students may hold one major office and one minor office. If the student is an RA, they may hold one major or minor office. 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
  - 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 Boy's and Girl's Club offices. Candidates must be approved by Ad-Council. Officers will be expected to maintain grades, attendance, and citizenship.
- Sponsorship
  - 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.

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 Cougar Athletics

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.) Students will not be able to participate in any athletic activity, including tryouts, until all registration and medical forms are properly submitted and accepted.

Boy's and Girl's Club

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

Outdoor Club

Campion 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.

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 may include Chinese New Year, Meals from Around the World, International Sabbath, as well as fun outings.

Health & Food Services

School Nurse

A nurse is employed to assist students who are injured or who become ill while at school. They 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. 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

Parents are responsible for transporting and/or making arrangements to all medical appointments if they live within 60 miles of the school for non-emergent, non-life-threatening visits. While not guaranteed, school personnel will attempt to accommodate non-emergency visits for students who live more than 60 miles away.

Medications

Students are not allowed at any time to have either prescription or non-prescription medications in their possession while on campus. The only exceptions are medications for life-threatening medical diagnoses such as inhalers for asthma or an epi-pen for anaphylaxis shock. Other medications may be approved by the school nurse on a case-by-case basis as determined if the medication is required to be in the student's possession to prevent a life-threatening reaction. If a residence hall student must have any prescription or non-prescription medication while at school, they must surrender it to the dean who will keep it in a locked closet in their office available as needed for the student. If a village student requires a prescription or non-prescription medication while at school, the student must surrender the medication to the nurse or their designee, and the nurse will make the appropriate arrangements on a case-by-case basis.

The Deans and Campion nurse are the only staff who can give students medication while on campus. Alternate arrangements will be made for off-campus events.

School Accident Insurance

Students are covered under accident insurance under the following situations while on school premises:

1. 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.)
2. While engaged in any activity sponsored exclusively by the school, including travel to and from such activity in a vehicle authorized by the school.
3. Residence hall 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.

Immunizations

Students at Campion Academy are required to provide proof of the following immunizations or complete the Colorado State Online Immunization Education Module found on the Colorado Department of Public Health and Environment website:

- Tdap/Dtap/Td – 4-5 doses with the last dose being at or after the age of 10
- Polio – 4 doses
- Hepatitis B – 3 doses
- Varicella – 2 doses
- MMR – 2 doses

If any student at Campion Academy is diagnosed with any of the above-mentioned diseases, students who have an exemption on file for that disease or no record of up to date immunizations will be required to leave school for the amount of time equal to the incubation period for the disease. This time period will begin its count again from each subsequent diagnosis of the disease on campus.

Campus Dining Services

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, residence hall students may eat all that is desired in the cafeteria during regular meal times, but no food is to be taken out.

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 any food 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.

Campus Policies

Campus Security

Campion Academy is committed to a safe and secure environment. The administration building, residence hall 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. Students are expected to always have their school ID badge and residence hall room key in their possession. Failure to do so, or lending an ID card and/or room key will result in discipline up to and including suspension. 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.

Electronic Devices

In the administration building, cafeteria, in religious services, and in all other meetings, cell phones and other electronic devices are not to be seen or heard. This includes headphones and earphones. Music should not be played through portable speakers, etc. If a device 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.

Entertainment
Students should refer to the Campion Academy Lifestyle Commitment as guidance on what types of movies, TV shows, music, reading material, etc. is considered appropriate on campus.

Gambling
Students should not engage in gambling. This includes peer-to-peer gambling as well as online, electronic gambling.

Helmet Policy
Bicycles, skateboards, scooters, etc. are permitted on campus. Helmets are required at all times while using such equipment. Campion Academy will not be responsible for stolen or vandalized equipment.

Mail
Mail for residence hall students can be collected from their respective deans. 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.

No Weapon Policy
No weapons of any kind are allowed on campus. This includes small pocketknives.

Searches
Campion Academy 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).

Proper athletic shoes or cleats are required for all field activities and proper court shoes are required for activity in the gymnasium.

Swearing
Swearing will not be tolerated. We consider using God's name irreverently to be a serious offense. Students who swear will be issued a behavior notification and their citizenship grade will be reduced.

Technology Policies

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, communication and that all uses of technology be consistent with Christian standards. Campion Academy's network 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 network are responsible for appropriate behavior just as they are anywhere on campus.

Acceptable Use Policy
- 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 username, 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.

Consequences

- Loss of, or additional restrictions on, access to the Campion network
- School disciplinary action which may include suspension or expulsion
- Cooperation with local authorities regarding any violation of local, state, or federal laws

Personal Electronic Smart Devices/Cell Phone Policy

Students are not permitted to bring any electronic device to campus besides a personal cell phone or smart watches, with the following exceptions: Seniors on dean's list may use a personal laptop or tablet. All cell phones and Senior laptops must be registered with the deans.

Freshman and Sophomores will turn in all electronic devices to the deans by 9:45pm nightly, and Juniors and Seniors by 10:15pm nightly. All students will turn in their devices through Sabbath hours, or what hours are determined by Adco. Students should refer to the Lifestyle Commitment on what is appropriate to watch and engage with on their devices. Any students caught watching inappropriate material will be subject to discipline.

Cell phones are not to be seen or heard in the administrative building and the cafeteria.

Earbuds/Headphones

Earbuds and headphones are not to be worn outside the dormitory during school hours, before 5pm, or unless given explicit permission by a staff member.

Consequences

Students in violation of the personal electronic device/cell phone policy may be subject to any of the following:

- Confiscation of cell phones/devices
- School discipline, which may include suspension or expulsion
- Cooperation with local authorities regarding any violation of local, state, or federal laws. Campion will, to the best of its ability, comply with all applicable reporting requirements regarding illegal activity
- Routine offenses of this policy may result in the following discipline:
    - 1st Offense: Loss of device for 24 hours
    - 2nd Offense: Loss of device for 1 week
    - 3rd Offense: Loss of device for 1 month
    - 4th Offense: Loss of device for 1 semester

Decoy Phones

Students who are caught with an unregistered device, who attempt to turn in a "decoy" phone, or otherwise attempt to obfuscate nightly device turn-in will be subject to the following discipline:

- First Offense
  - Decoy device will be confiscated permanently
  - Cell phone will be confiscated for one week
  - Discipline Level Two
- Second Offense
  - Decoy device will be confiscated permanently
  - Cell phone will be confiscated for one month
  - Discipline Level Three
- Third Offense
  - Discipline Level Four

Residence Life

Introduction

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, the Chaplain, 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 approval by the Financial VP and may be withdrawn if space for another student is needed. For a single occupancy room, there is a $250.00 charge per semester and students will not be eligible if they receive financial aid.

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. Your room and its décor should reflect the Lifestyle Commitment of Campion Academy. Do not put stickers on walls, windows, mirrors, or doors, because they are difficult to remove. Use 3M Command Strips to hang up posters and other décor.

LED light strips should not be attached to walls or ceilings with the included adhesive. LED light strips will only be permitted with the use of 3M Command Strips. Decorations that are not in line with the Lifestyle Commitment 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/or 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/or student ID card a may result in a small fine.

The school is not responsible for money or other valuables kept by the students. To insure safety, residence hall 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.

Rooms

All rooms are equipped with two twin beds, two closets, two dressers, two desks, two desk chairs, and overhead lights. 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.

Men's residence hall windows are set within a block wall; second floor windows are 40" x 48" and third floor windows are 40 1/2" x 32". Rooms will vary, having two to three windows. Women's residence hall window's are 72" wide.

Kitchen

There are limited kitchen facilities available for student use. To use, please make arrangements with the Dean.

Guest Rooms

There are four guest rooms in the women's residence hall available for female visitors that are parents of students or alumni. Please contact the Dean to make reservations. There is a $50.00 per night charge for the use of the guest rooms. No pets are allowed. Please note that there are no guest rooms in the men's residence hall.

Food in Rooms

Any food in a student's room should be kept in a sealed 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 and other cooking appliances are not allowed. Microwaves are available for general use in the residence hall kitchenette. An additional charge of $25 will be made each semester to cover the extra cost of utilities for refrigerators brought into the residence hall.

Laundry

Coin-operated washers and dryers are provided in the Residence Halls. The washer is $1.50 per cycle and the dryer costs $1.00 per cycle. You are responsible for providing detergent and softener. The laundry rooms will be closed during the Sabbath hours. Campion Academy is not responsible for lost or stolen articles of clothing.

Pets

No animals or pets of any kind are to be brought into the Residence Hall, including pets of visitors.

Telephone Numbers

To get in touch with the dean-on-duty, please call their respective dean's phone number.

Men's Dean Phone: 970-556-0663

Women's Dean Phone: 970-556-0664

Electronics

See *Technology Policies.*

Music

Music and other audio should not be heard outside the confines of one's room, nor should it be played in common areas. Student will receive only one warning to lower the volume on their audio device before it is confiscated.

Evening Schedule

Below is the typical nightly schedule in the residence hall:

• 8:00pm – Return to residence hall from study hall or recreation

• 8:10pm – Worship in the residence hall chapel

• 8:30pm – Study Hall

• 9:30pm – Bed Time Preparation

• 10:00pm – "Lights Out" for Freshmen and Sophomores

• 10:30pm – "Lights Out" for Juniors and Seniors

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 Leave—refers to any request by a student to leave the campus for the afternoon or evening with a host but not overnight.
    - Procedure
        - The student must request permission from the respective Dean on duty.
        - The host/driver must contact the Dean-on-duty and be 21 years of age or older, with the exception of a sibling.
        - The student once approved MUST sign out at the front desk.
        - The student must return to the campus with the adult host at the approved time. 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.
        - 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; consuming or using substances such as drugs, alcohol, or tobacco; acts of immoral conduct; or activities which violate the Campion Academy Lifestyle Commitment
        - Students are expected to be back on campus by 8:00 p.m. for worship and study hall. Each residence hall locks their doors at 10pm, and students will need to stay with the host that checked them off campus if they are unable to return by that time.
        - Once a student returns to the campus, the leave is terminated, and the student must remain on Campion's property.
- Weekend or Overnight Leaves—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
        - A weekend leave slip must be completed and filed with the appropriate Dean before you leave campus.

- Students are expected to be back on campus by 8:00 p.m. for worship and study hall. Each residence hall locks their doors at 10pm, and students will need to stay with the host that checked-them off campus if they are unable to return by that time.
- Students wishing to go to a home other than their own must have written or verbal permission from 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.
- Any leave that requires the missing of classes, work, required school appointments, or closed weekends must be approved by Ad Council, which meets each Tuesday.
- 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.
- 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.
- Students are expected to be back on campus by 8:00 p.m. for worship and study hall. Each residence hall locks their doors at 10pm, and students will need to stay with the host that checked them off campus if they are unable to return by that time.
- 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.

Homeleave Airport Transportation

Parents and families are encouraged to plan ahead for homeleave 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 homeleaves:

- On the day the homeleave begins, a shuttle will leave campus at 12:30p.m. (arriving at DIA at approximately 1:30 p.m.)
- On the day the homeleave ends, a shuttle will depart DIA at 6:00p.m. and at 9:00p.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 homeleave, and during normal school days, for shuttles departing/arriving in Loveland between the hours of 6:30 am and 10:30pm. Outside these hours, there will be a $25 fee for each trip to cover a driver 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 are charged for the annual homeleave transportation costs at the time of the first homeleave. 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.

Student Guidelines

Introduction

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 Lifestyle Commitment listed at the beginning of this handbook.

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 Campion. 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.

Residence Hall 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 from administrative council.

Village Students

Even though a student doesn't live in a campus residence hall, they are 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.

Social Restriction

Campion encourages appropriate mixed association and recognizes the importance of teaching healthy relationships while maintaining appropriate boundaries of physical touch. Campion maintains a "hands off" policy, and students are expected to refrain from public displays of affection and other unnecessary physical contact.

When students spend excessive time together, disregard appropriate boundaries, or fail to comply with the school's hands off policy, they may be placed on social restriction. This disciplinary process may be initiated by any staff member, with the length of the restriction determined by the Administrative Council.

The purpose of social restriction is to separate the students so they have the opportunity to gain perspective on their relationship and refocus on their personal, spiritual, and academic growth. Students placed on social restriction will have their phones confiscated for the duration of the restriction. Students on social restriction who choose to go on weekend leave during their restriction will have their timeframe paused until they return to campus.

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.

Unsupervised Activity

Students are not to be in any area on campus without direct faculty supervision.

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, will be enforced 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.

Transportation

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

- Before any student brings a vehicle on campus, they must register the vehicle at the Registrar's Office.
- Once a student arrives on campus, they 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 their 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.
- Residence Hall 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 a 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 homeleaves 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:

- Administrative Council uses the following standards to determine senior car privileges: 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. Seniors can apply for senior car privileges after the 1st quarter grades have been published.
- Each senior applying for driving privileges must provide proof of current insurance, -driver's license, and auto registration from their state of residence.
- 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.
- 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.
- 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.
- Car privileges during the week are in effect from 8am to 8pm each week day. Specific weekly rotations for male and female students will be determined on a yearly basis. Any exceptions to those hours must be approved by the Administrative Council.
- Car privileges are not automatic. A senior may not leave the campus without specific permission from the appropriate dean each time.
- The academy board reserves the right to review, modify, or revoke all privileges for senior car use.
- 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 Code Policy

General Dress Regulations

- Clothing worn by Campion students should always be neat, clean, and modest.
- Clothing should not be tight or form fitting
- Clothing should not advertise or reference music groups/individuals, alcohol, cigarettes, slogans, pictures that are offensive, or suggestive of a lifestyle out of harmony with Christian principles and the Lifestyle Commitment of Campion Academy.
- Shoes must be worn at all times, including work and recreational activities.
- Caps, hats, and hoods for all students should not be worn in the administration building, classes, or any religious service.
- No sleepwear, slippers, or pajamas are allowed outside of the dormitories.

- Jewelry is prohibited at Campion Academy. Jewelry: Necklaces, earrings, rings (including toe rings), bracelets (including ankle, friendship bracelets, and wristbands), and other jewelry are not allowed.
- Hairstyles: Hair should be neat and clean at all times, and clear of the student's face. Hair color must be of a natural shade. Extreme hair styles, such as mohawks, shaved areas with designs, slit eyebrows, etc. are not allowed.
- Tattoos and/or body art should not be seen
- Make-up should be moderate.

Classroom Attire

- Bottoms
  - Nice pants such as khakis, jeans, or shorts in good condition with no holes or fraying may be worn.
  - Pants or shorts should not be excessively baggy, form fitting, or too tight.
  - At a minimum, shorts must be long enough to reach the tips of the fingers when standing and arms are held straight at their sides.
  - No undergarments should be visible.
  - Athletic clothing and lounge wear such as warm-ups, basketball shorts, joggers, spandex, sweats, pajama bottoms, or slippers are not appropriate as classroom attire.
  - Skirts and dresses are not acceptable clothing for guys. Skirts and dresses must reach the top of the knee.
  - The privilege to wear shorts may be revoked if abused.
- Tops
  - Women:
    - 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 may be worn under an outer garment so long as the outer garment conforms to dress code and the tank top straps are not visible.
  - Men: Tank tops or sleeveless shirts are not acceptable.
- Dark glasses are not to be worn inside any building.
- Bandanas tied around the forehead and other attire associated with gangs are not allowed.

Banquet & Special Occasions

- Men: Dress should match the occasion and must be approved by the dean.
- Women:
  - Banquet dresses/skirts must adhere to the Sabbath Attire guidelines, except one-inch straps are allowed. Straps less than 1-inch must be covered by an outer garment. The dress must be modest and the front and back neckline must be high enough to cover all ordinary undergarments with a one inch strap and no cutouts.
  - All banquet dresses must be approved prior to the event. The schedule for review, including deadline, will be communicated prior to the event. Each dress approval is at the discretion of the approval committee; elements considered include: length, coverage of cleavage, back, and shoulders, and general appropriateness.

Cafeteria

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

Recreation and Work Attire

Students who work in the administration building or classroom buildings should remain in Classroom Attire. Certain campus work areas, such as the cafeteria and maintenance, have job-specific work attire guidelines. Those guidelines will be presented to the student workers at the beginning of the year during orientation.

Shorts may be worn so long as the shorts are long enough to reach the tips of the fingers when standing and arms are held straight at their sides.

Sabbath Attire

- Women: An appropriate dress, skirt with blouse, or dressy slacks and dress shoes are to be worn to the Friday evening vespers programs, Sabbath school, and church. For all dresses and skirts, the length must touch the knee, and cannot have slits higher than two inches above the knee.
- Men: Dress shirt, dress slacks, dress shoes and socks are to be worn to the Friday evening vespers programs, Sabbath school, and church
- Hats, jeans, or tennis shoes are unacceptable for Sabbath services.

Senior Pictures

Pictures submitted by seniors for inclusion in the yearbook or class wall composite must meet the Classroom Dress Attire guidelines.

Swimming Attire

Men: Modest swim trunks or board shorts that provide appropriate coverage are required. No "speedo"-style trunks are allowed.

Women: Swimsuits may be one or two-piece and provide full coverage of the chest, midsection, and buttocks. Swimwear must be appropriate on its own; shirts or cover-ups may be worn but must not be see-through or used to cover undergarments or athletic wear in place of proper swimwear.

Community Students

Community students participating in campus activities are expected to meet all dress standards outlined above, whether the activity is on or off campus, i.e. vespers, mountain church, field trips, Saturday night activities, etc.

Dress Code Violations

- 1st Offense: Staff member will enter a behavior report in FACTS and an email will be sent to parents/guardians
- 2nd Offense: Behavior report, plus the student will have a one-on-one meeting with the dean.
- 3rd Offense: Behavior report, plus the student will have one-on-one meeting with administration
- 4th Offense: Student will enter into Level 2 of the Discipline Policy (Behavior Contract)
- 5th Offense: Student will enter Level 3 of the Discipline Policy (Suspension)

The staff reserves the right to request any student to change their clothing if it is deemed inappropriate, or to confiscate any item from students.

Discipline Policy

Philosophy

Students enrolled at Campion are to model ethical and moral behavior both on and off campus, and online. Clean living, sexual purity, reverence for God, and respect for faculty and peers are expected. 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.

Campion Academy is committed to a redemptive approach to discipline that promotes responsibility, character development, and alignment with the Campion Academy Lifestyle Commitment. Discipline

is understood as a system of natural, cause-and-effect consequences designed to guide students toward maturity, accountability, and restoration.

This policy follows a four-level progressive system, with each level reflecting the severity, frequency, or impact of student behavior.

Four Levels of Discipline

1. Warning / Behavior Notification—The infraction is documented, and the student is redirected to clearly understand and align with school expectations.
2. Administrative/Dean Intervention & Behavior Contract—Repeated Level 1 behaviors or intentional disregard for school policies.
    a. Consequences may include:
        i. Room Bound (for dorm students)
        ii. Loss of privileges (e.g., technology/device use, social or recreational activities, off-campus privileges)
        iii. Behavior Contract outlining expectations and consequences
3. Suspension & Citizenship Probation—Serious misconduct or continued failure to meet expectations following Level 2 interventions.
    a. Consequences may include:
        i. In-School Suspension (ISS) or Off-Campus Suspension (OSS)
        ii. Mandatory meeting with administration, parents/guardians, and the student prior to return
        iii. Loss of elected or hired leadership positions on campus
    b. Students placed on suspension will also be placed on Citizenship Probation.

Citizenship Probation

Students placed on Citizenship Probation will not be able to have a smart phone for the duration that they are on probation. Participation in touring groups and varsity sports may also be disallowed. The status of those students placed on Citizenship Probation or accepted on Citizenship Probation will be evaluated at the discretion of Adco.

4. Withdrawal

Withdrawal reflects a student's choice, through repeated or significant actions, not to honor the Campion Lifestyle Commitment. In such cases, the student will be required to withdraw from the school.

Students who withdraw or are expelled for disciplinary reasons may visit campus only with prior approval from administration.

Fundamental Standards

The Campion Academy Lifestyle Commitment outlines expectations of the school's fundamental standards; however, participation in the following activities may result in immediate suspension with probable dismissal:

- Pregnancy or marriage during the school year.
- Unauthorized or unsupervised presence in residence hall 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 occult 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, e-cigarettes, vape pens or illegal/harmful drugs/narcotics.
- Possessing drug paraphernalia and/or supplying it to others.
- Willful injury or intentional harm of another person.

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.

Students who engage in the following behaviors will beheld accountable and disciplined in one or more ways identified in the Campion Discipline Policy.

- Hazing, bullying, or cyberbullying in any form.
- Use of pornography in any form.
- Sexual harassment in any form toward either sex.
- Willful disrespect, disobedience, or non-cooperation with staff or delegated authority.
- Violation of the school's computer use policy
- Vandalism or tampering with student or school property.
- Dishonesty, including theft, falsifying legal records, willful deception, and/or cheating
- Tampering with lights, surveillance cameras, wiring, telephones, fire alarm systems, and/or electrical equipment
- Entering a locked or unsupervised area without authorization from a staff member or delegated authority
- Leaving the dorm and/or school premises without obtaining the dean's approval or falsifying dorm passes
- Disseminating ideas or displaying attitudes that undermine the philosophy of Christian education, doctrines of the Seventh-day Adventist Church, or the ideal and objectives of the school
- Use of profanity, vulgar language, and/or disparaging, and/or discriminatory comments/acts relating to race, national origin, gender, or religion – even in jest.

This list is not meant to be an exhaustive list and cannot include every unacceptable eventuality. Students may be disciplined, asked to withdraw, or expelled for things listed or not listed above.

Appeal of Decisions

At Campion Academy, policies and decisions are made by the following committees: Academic policies are generated through the Academic Standards Committee; Administrative policies come through the Administrative Council and the school board; Residence Hall policies and procedures originate from 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:

- Reconsideration of a specific decision:
    - 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.

    - 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.
- An external review of the policy and procedures in the case.
- 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

When signing application materials, students and parents/guardians are agreeing to the following photo release policy: “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.

This photo release only applies to Campion Academy and is not transferred to students, parents, and staff. Students, parents, and staff should not disseminate any photos of others without written permission.

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 discount for yearly charges or a three percent discount for semester charges will be applied if payment is received within seven days of the start of each semester. (Scholarships will be deducted from the yearly charge figures.) 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 who are approved to work on campus will be taken to the Social Security office by our work coordinator after their arrival to apply for 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 (1 ½%) finance charge will be applied (annual percentage rate of 18%).

Cash Discounts

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 (residence hall) 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 website. 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 in addition to any fees charged by the bank, for every check that is returned.

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, their 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, residence hall fines, etc., must also be paid before an "examination permit" will be issued.

Cash for the Student

The school will ordinarily not permit a student to draw cash from their account. It is the responsibility of the parents to provide sufficient spending money for the students for their personal needs.

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 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 through Campion's website.

Single Occupancy Room Charges

All students are expected to have a roommate. Residence Hall 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 $500 per year (billed at $250 per semester) and a request must be made to the Residence Hall Dean, who will submit the request to Administration for final approval.

Parental agreement to pay the extra charge will be required before a student will be allowed to room alone. Students receiving financial aid through the "Campion Grant" program will not normally qualify for a single room.

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 residence hall through a pro-rated assessment against all residents' accounts. All unused portions of the fund will be applied to the student's account if they leave the room and its furnishings clean and free from damage beyond ordinary wear.

Tuition and Fees

For complete tuition and fee information see the financial brochure on the Campion website.

Bookstore

The Business Office operates a store 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 store also may sell snack food/s, clothing, personal supplies, and batteries for student enjoyment and use. However, these nonessentials are sold on a cash only basis.

Medical Services

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, prescriptions, 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

Introduction

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. Residence hall 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 their 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 residence hall students because of their school expenses. Village students may be offered on-campus jobs after all residence hall 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 residence hall 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.

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, they will receive an unsatisfactory work grade and no work experience credit for the period worked on the job from which they were 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 their job, does not show up, or refuses to work, they 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 their 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. Most on-campus jobs will be limited to 8-10 hours per week. 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.

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.

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 their 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 their work appointment, they should notify the nurse, dean, or attendance officer as outlined in the sick list policy.

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 Labor Coordinator and a letter will be sent to the parents.
- Second Warning
  - The student must visit with the Labor Coordinator and Principal. 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 their job.

Off-Campus Work

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.

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 if you need further information.

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