

Student Handbook



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, Champion 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 live a lifestyle consistent with the 28 Fundamental Beliefs of the Seventh-day Adventist Church
- To love and respect all of God's creation equally



Artwork by student Chrishella Kalawo (2021)

Admissions

Admissions

All application materials can be found on the Champion Academy website. Champion 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 Champion 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	C+=2.333	C=2.0	C-=1.667
B+=3.333	B=3.0	B-=2.667	D+=1.333	D=1.0	D-=0.667

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

Incompletes

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



Transcripts

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

Academic Restriction

Academic progress for each student is monitored by the Registrar's Office. Students appearing on the D, F and Incomplete report with anything below a C- are placed on academic restriction. Students on "Academic Restriction" or "Probation" status are required to attend study halls with their teachers on Monday, Tuesday, and Thursday nights. They will also lose residence hall privileges. Eligibility to play sports is determined by having a C grade or higher.

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%.
 - Example :absences due to choir tours do not count towards the 15%; absences due to a 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, 90 days per semester, 42 "A" or "B" day classes; 42 x 15%=6.3. (2 picnics, 2 parent-teacher conferences, orientation day, and music festival day are counted as school days)
- 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.)

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.



FERPA Compliance

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

Testing

The following tests are required of all students:

- Grade 9 – MAPS Testing, Mathematics diagnostic test and the EXPLORE
- Grade 10 – MAPS Testing
- Grade 11 – MAPS Testing, the Preliminary Scholastic Aptitude Test (PSAT). The ACT is required for anyone applying to take College Writing but highly recommended for all juniors.
- Grade 12 – The ACT. Although the ACT is required at Campion, seniors may also choose to take the SAT. Either the SAT or ACT is required for admission to most colleges. It is recommended that these be taken early in the senior year.

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.

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 themselves.
- It is to be reported by a Citizenship Report on Renweb.
- 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
 - o 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.
 - o 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.
 - o Students who have attended the entire four years at Champion Academy will be given a four-year-senior medallion to wear at graduation.
- National Honor Society
 - o 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 Champion in the areas of leadership, character, and service.
- Perfect Attendance
 - o 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

- o 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

- o 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

- o 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.

Absences

- Sick List

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

- Class Absence Requests

- o To be excused for scheduled doctors' appointments or other pre-arranged absences, a student should pick up a blue Class Absence Request (Blue Slip) from the attendance office. After having that form signed by each of their teachers, the work coordinator, and the work supervisor, the student should return the form to the Attendance Office for submission to the Administrative Council. This request should

be completed and turned in by 9:45 a.m. Wednesday morning before the absence is expected to occur. Turn it in even if you don't have all of your signatures. Plan ahead; if you turn your request in after Ad Co you may not get your absences excused.

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

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

- o 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.

- o 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

- o 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 or work supervisor by 8:15 a.m. for morning students or by 1:15 p.m. for afternoon students. 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.

- o 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.

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

- School Trips

- o 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

- o 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

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

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 Champion transcript for a college-level class from a college Champion does not work with, pre-approval must be received from the Academic Standards Committee.

Course Descriptions

- Bible

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

- o Sophomore Bible: Sophomores will study the experiences from bondage to freedom of God's chosen people. They will then study Acts, early church history, and the beginning

of the Christian church as we know it. Goal: To help each student feel like he or she is also set apart and here to help to achieve God's ultimate plan to return and take His chosen back with Him. 2 semesters, 0.5 units per semester.

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

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

- English

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

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

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

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

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

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

- Fine Arts

- o Art I: The purpose of this class is to teach basic techniques for drawing and painting. 1 semester, 0.5 units per semester

- o Art II: This will be a clay only class. The students will not only be making functional pottery such as dishes, cups, bowls, but they will also be making artistic, non-functional pieces to understand basic design principals using both hand building and wheel techniques. 1 semesters, 0.5 units per semester

- o Drama: Drama is a class focused on performing and creating theater. Students will learn how to create props, scripts, and performances that are meant to be positive and faith-centered. 1 semester, 0.5 units per semester



- Music

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

brass) and percussion. The String Ensemble will comprise all string instruments plus additional percussion. 2 semesters, 1.0 unit per year

o Mountain Echoes Chorale: The chorale is our concert choir and membership is open to any student who desires to improve their singing and be an active participant in the organization. This group emphasizes good vocal technique, exposure to quality choral repertoire, and development of musical knowledge.

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

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



o Teh Campanas Hand Bell Choir: This class focuses on the styles and techniques of hand bell ringing with an emphasis on musicianship, note reading, and teamwork. There is a class minimum of 8 students per ensemble. Enrollment is open to all students with permission of the instructor. This group is a no-drop class and a full year's commitment is expected of each individual. Academic credit will only be given if the student successfully completes the year's commitment. 2 semesters, 0.6 units per year

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

• Publishing

o Yearbook: "You make the memories; we just publish them." The yearbook is created using Adobe InDesign. The editor is typically a senior, and the yearbook staff is made up of 6-8 members. Admission is by permission of the instructor, and fine art credit is given. 1 semester, 0.5 units; 2nd semester 0.25 units per year

o Journalism and Communication: This course is designed to teach junior and senior students the fundamentals of journalism and communication using digital media. Students who excel in communication skills will be selected for the course. The focus will be sharing Champion's news and feature stories through effective writing, photography, videography, and graphic design. Students will manage and produce the school's weekly e- newsletter, website, social media posts, and press releases for other local media sources. 2 semesters. 0.5 units per semester

- Foreign Language

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

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

- Mathematics

o Algebra I: A study of the fundamental principles of algebra and their application to problem solving. The process of solving equations progresses from simple linear equations and their graphs to linear systems and quadratic equations. Skill is developed in operating with polynomials, algebraic fractions, and radicals. 2 semesters, 0.5 units per semester

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

o Personal Finance: This course is a survey of personal financial basics that emphasizes applied math functions in today's world. The math skills learned in this class may be used with credit cards, taxes, real estate, banking, and related fields. This course also examines financial and economic concepts relating to the US economy and how that impacts individual financial planning. College credit is available through Colorado Christian University. Students wishing to earn college credit will have to complete supplemental assignments, and will complete a Microeconomics college course. 2 semesters, 0.5 units per semester

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

o Pre-Calculus: Prerequisite: Minimum grade of C in Algebra II and Geometry. This class will require students to apply their skills in Algebra II and Trigonometry to advanced problem solving in preparation for Calculus. The topics covered will be linear, quadratic, polynomial, exponential, logarithmic, and trigonometric functions as well as systems of equations, sequences, series, and probability. Calculus may be introduced as time permits. College credit is available through Union College. 2 semesters, 0.5 units per semester

o Calculus I: A college level course valuable for students majoring in medicine, business, architecture, engineering, science, or math. An ACT math score of 23 is recommended. College credit is available through Union College. 2 semesters, 0.5 units credit per semester

- Physical Education and Health

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

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



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

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

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



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

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

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

- Science

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

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

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



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

o Human Anatomy and Physiology: Prerequisites: Minimum grade of C in Biology and Chemistry. The course moves from introductory biochemistry to cellular physiology and then through the body systems. The majority of the course is taught by lecture and laboratory with some computer modules and dissection. College credit is available through Union College. 2 semesters, 0.5 units per semester

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

- Social Science

o World History: This study of human history reflects on the cause for the rise and fall of nations. Students apply their knowledge of history to living well as citizens now and for eternity. Themes explored from the earliest civilizations to the present include: the effect of political and economic systems and religious values on civilization, how

different societies were formed & changed, and art as an expression of the values, needs, and change on society. 2 semesters, 0.5 units per semester

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

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

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

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

- Psychology

- o This course is a broad introduction to the field of psychology. It is designed to introduce students to the history, development, and present scope of psychology. Topics include learning, memory, intelligence, personality, emotions, social psychology, psychological disorders, etc. will be addressed. Additionally, you will learn about key figures, diverse theoretical perspectives, and research findings that have shaped some of the major areas of contemporary psychology.



- Technology

- o Computer Applications: Topics covered in this class will include Internet Safety, Keyboarding, Microsoft Office software, cloud storage, Keynote, Pages, and third party office software. Students will give three presentations during the school year using PowerPoint and Keynote. Students will learn how to use a 3-D printer. 2 semesters, Required. 1.0 units

- o Basic Web Design: Students will learn HTML, CSS, and JavaScript coding skills in the first semester to create web pages. 1 semester, 0.5 units

- o CGI Animation: Students will learn to use Blender animation software to create

animated characters. Students will then learn how to integrate an animated character into real video. Students will learn how to use a 3-D printer. 1 semester, 0.5 units

o Fundamentals of Computer Science (Robotics): This class is a college-level class and helps prepare students interested in majoring in computers. 2 semesters, 0.5 units per semester



- Vocational

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

o Independent Living: Independent Living focuses on skills that students will use living on their own. Money management, family living, and foods and nutrition are areas of study. 2 semesters, 0.5 units per semester (For Seniors Only)

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

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



o Acquainting Agriculture: This class provides each student the hands-on opportunity to learn agriculture from soil preparation to marketing and everything in between. Each step of the way we will

emphasize the amazing heart and mind of God that can only be recognized through His creation. As eternal lessons are learned the student will be better prepared to use the practical knowledge of agriculture as a tool to reach those in darkness, who don't know God and His love for them. We also believe using simple, low-cost, efficient methods will allow each student to share their understanding of agriculture with the entire world. 2 semesters, 0.5 units per semester.

- Study Skills Class

- o Students will practice strategies to manage time information and resources; improve and maintain optimum brain function; systematically take themselves out of their comfort zone to thoroughly learn content; and test taking skills. 1 quarter, 0.25 units

Student Life

Introduction

In order to help students develop a balanced lifestyle that provides for spiritual, mental, physical, and social growth, Champion 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 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. While residence hall students are expected to attend such services, their willing attendance can prove a great spiritual blessing. Village students are urged to attend campus religious services also and should plan to abide by the same guidelines that govern residence hall students. Attendance at chapel and all Week of Prayer services is required for all students unless

the



notification by a parent is given to the Registrar when a student is unable to attend.

Students are not required to be members of any particular religious organization but should add their own positive spirit to the spiritual character of the academy, never interfering with the benefit that might be received by those who wish to take full advantage of the spiritual emphasis. In order to maintain the best possible spiritual atmosphere at religious services, all students should plan to arrive prior to the scheduled meeting or program time and remain until the activity is over, unless excused by a staff supervisor. During religious services, electronic equipment such as cell phones must be turned off.

A variety of activities are provided for student involvement on Sabbath afternoons. These activities include various in-reach and outreach ministry opportunities, such as Bible studies, Prayer Warriors, Weeks of Prayer, Bible Conferences, mountain church, as well as homeless and street ministries. Activities ranging from hikes in the majestic Rocky Mountains to quiet time in small groups on campus listening to Sabbath music are all part of Sabbath life on the 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
 - o Student Association Presidents/VicePresidents
 - o All Class Presidents/Vice-Presidents
 - o Editor of the Mountain Echoes
- Minor Offices
 - o All remaining class offices
 - o All remaining SA offices
 - o All remaining yearbook offices
 - o All remaining campus organization offices
- Club Offices
 - o Students are encouraged to run for Men's and Women's Club offices. Candidates must be approved by Ad-Council. Officers will be expected to maintain grades, attendance, and citizenship.
- Sponsorship
 - o Faculty sponsors are assigned to all organizations and clubs. Each of these organizations is to be conducted within the framework of 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.)



Men's and Women's Club

The residence halls have a Men's or Women'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

Embodied in the philosophy of Campion Academy is the importance of the harmonious development of body, mind, and spirit. What better opportunity for this growth to take place than in the great outdoors. 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 Champion academy students must have a Consent for Treatment form signed by the parent or guardian and a copy of insurance cards on file in the nurse's office. A parent should arrange for financial payment at time of service. Specific consent for prescription medication must also be signed by parents. All habit-forming drugs or prescriptions must be given to the dean or school nurse to dispense to the student. No injectable medication will be dispensed.

Medical Care

Campion Academy utilizes area health care facilities, depending on medical need. Their policy is to bill the parents for any services rendered for which the school is not responsible. Parents, in turn, can then submit claims to their health insurance company. If parents belong to a health maintenance organization or have a strong preference for a specific physician, they should notify the nurse at the time of registration.

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

Prescription Drugs

We request that the deans and school nurse be notified of all medications necessary for the student and that these be given to the dean or school nurse to dispense to the student.

School Accident Insurance

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

- While traveling directly and uninterruptedly between school and home within one hour before school begins and one hour after school is dismissed. (Coverage is extended for any additional time required when traveling in school-furnished transportation.)
- While engaged in any activity sponsored exclusively by the school, including travel to and from such activity in a vehicle authorized by the school.

- 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.

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.

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.

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. 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, in religious services, and in all other meetings, cell phones and other electronic devices are to be turned off and not visible. This includes headphone 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 pocket knives.

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).

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.

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 Champion 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 Champion 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 Champion 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. 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 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 windows are 72" wide.

Kitchen

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

Guest Rooms

We have four guest rooms in the women's residence hall available for visitors. Please contact the Dean to make reservations. Parents of students and alumni are charged \$30.00 per night for the use of the guest rooms. No pets are allowed. 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. 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 \$1.25 per cycle and the dryer costs \$1.00 per cycle. You are responsible for providing detergent and softener. The laundry rooms will be closed 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 ahold of 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

Students are not permitted to bring any electronic device to campus besides a personal cell phone with the following exceptions: seniors who are not on the D, F, & I list, and juniors who are taking an approved online college-level course. All cell phones, laptops, tablets, and other personal devices 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 10:30pm nightly. Students should refer to the Lifestyle Commitment on what is appropriate to watch on their devices. Any students caught watching inappropriate material will be subject to discipline. Students who are caught with an unregistered device, or who attempt to turn in a "decoy" phone, will be subject to the following discipline:

- First Offence
 - o Decoy device will be confiscated permanently
 - o Cell phone will be confiscated for one week
 - o Student will be placed on in-school suspension for one day
- Second Offence
 - o Decoy device will be confiscated permanently
 - o Cell phone will be confiscated for one month
 - o Student will be suspended from school for three days
- Third Offence
 - o Student will be subject to probable dismissal from school

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
- 8:15pm – Worship in the residence hall chapel
- 8:30pm – Study Hall
- 9:30pm – Recreation Time
- 10:00pm – “Lights Out” for Freshmen and Sophomores
- 10:45pm – “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

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

- o Procedure

- § The student must request permission from the respective Dean on duty.

- § Students must be back on campus by 8:00 p.m. for worship and study hall unless with parent/guardian.

- § 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 Champion Academy Lifestyle Commitment

- § Once a student returns to the campus, the leave is terminated, and the student must remain on Champion's property. Exceptions to this requirement may be made by the Dean, administrator on duty, or the Ad Council.

- Weekend or Overnight Leaves

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

o Procedure

§ A weekend leave slip must be completed and filed with the appropriate Dean before you leave campus.

§ 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 Wednesday.

§ 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.

§ Once a student returns to the campus, unless in the accompaniment of the adult host, the leave is

terminated and the student must remain on Campion's property. Exceptions to this requirement may be made by the Dean, administrator on duty, or the Ad Council.



Homeleave Airport Transportation

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

o On the day the homeleave begins, a shuttle will leave campus at 12:30p.m. (arriving at

DIA at approximately 1:30 p.m.)

o 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:

o Arrange for their own transportation. (If using Campion Academy employed staff, the fees listed below will apply.)

o 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.)

o Transportation between campus and the private shuttle stop in Loveland will be provided at no additional cost on the first and last days of home leave, and during normal school days, for shuttles departing/arriving in Loveland between the hours of 6:30 am and 10:30pm. 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.

o 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.

o 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 Champion 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 Champion Academy comes under the general regulations of the school for as long as he or she is a student at Champion. 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

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

Sexual Harassment Policy

The Board of Education believes that every employee and student has the right to work or study in an environment free of sexual harassment. Sexual harassment is barred by Title VII of the Civil Rights Act of 1964. Campion Academy reaffirms its intention to create and maintain a work and study environment for faculty and students that is fair, humane, and responsible.

Unsupervised Activity

Students are not to be in the gym, the student center, or the PE areas without direct faculty supervision.

Computer System Use Policy

- Purpose
 - o 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

- o It is Champion Academy's intent that technology on campus be used for classroom activities and research, career development, and limited high-quality self-discovery activities and that all uses of technology be consistent with Christian standards. Champion Academy's computer system is not intended to be used for recreation, entertainment, business, or political activities. Internet and other types of access are a privilege, not a right. Access requires responsibility. Students using Champion Academy's computer system are responsible for appropriate behavior just as they are anywhere on campus.

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



- All use of Champion Academy technology must be in keeping with Christian standards, the beliefs of the Seventh-day Adventist Church, and Champion Academy's handbook.
- Any use of Champion Academy technology for illegal purposes or in support of illegal activities is prohibited.
- Any use of Champion Academy technology for commercial purposes, product advertisement, or political lobbying is prohibited.
- Champion Academy technology should not be used to disrupt the use of the network by other users.
- Champion Academy logon accounts should be used only by the authorized owner of the account for the authorized purpose.
- Accessing another individual's materials, information, or files without permission is prohibited.
- All personal information, including user name, password, address, phone number, etc., should be kept private.

- Hate mail, harassment, discriminatory/obscene/suggestive remarks, access or handling of inappropriate material, and all other anti-social behaviors are prohibited.

Trips

- Promotional Trips
 - o No student will be excused from a touring group trip unless arrangements with the sponsor have been agreed upon in advance. Students must travel with the group. School standards and regulations, including the dress code and iPads, will be enforced at all times. Laptop computers are allowed on tours with permission of the tour leader for educational purposes.
- Bus Trips
 - o 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 home leaves may be made with written parental permission of

both students' parents.

- Student Accident Insurance does not cover any loss resulting from travel in or upon or any off-road motorized vehicle not requiring licensing as a motor vehicle, such as a motorcycle or 4-wheeler.

Senior Car Policy

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

- 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 the beginning of the class day and end with worship. 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 Policies

Students are expected to dress in harmony with the basic principles of health, modesty, appropriateness, and attractiveness. The term modesty is relative, but denotes the basic spirit of a Christian concerned for his/her appearance and what it is saying to others. The staff reserves the right to request any student to change their clothing if it is deemed inappropriate or to confiscate any item from students. Several categories have been designated to make it easier to explain and understand the type of dress for various events and activities throughout the school year. These categories are listed below:

- General Dress Regulations

- o Shoes must be worn at all times, including work and recreational activities.
- o Caps, hats, and hoods for all students should not be worn in the administration building, classes, or any religious service.
- o Jewelry: Necklaces, earrings, rings (including toe rings), bracelets (including ankle and friendship bracelets), and other jewelry are not allowed. Students wearing these items will be requested to hand them immediately to the staff member bringing the matter to their attention. Students are urged not to bring jewelry of monetary or sentimental value to the campus. No guarantee will be given for the safekeeping or return of these items. Repeat offenders are subject to further discipline.
- o Hairstyles: Hair should be neat and clean at all times. Boy's hair length should be no longer than the top of the collar of a men's dress shirt. Extreme hair styles, such as man buns, ponytails, mohawks, etc. are not allowed. Guys and girls will not be allowed to have shaved areas with designs. Hair must be a natural hair color.
- o Make-up should be moderate.



- Classroom Attire

- o Nice pants such as khakis, jeans, or shorts in good condition with no holes or fraying may be worn. Pants should not be excessively baggy or tight. No undergarments should be visible. Athletic garments and lounge wear such as warm-ups, basketball shorts, spandex, sweats, pajama bottoms, or slippers are not appropriate as classroom attire.
- o Sleeveless shirts/blouses that are three inches across and modest at the neck may be worn. They must be long enough to cover the top of the slacks or skirts at all times and should be tuckable. Tank tops are not appropriate.
- o Skirts and dresses must be no shorter than 2 inches from the top of the knee. Shorts

must have a minimum inseam of 5 inches. The privilege to wear shorts may be revoked if abused.

- o Pants or skirts must not be too tight.

- o No hats should be worn in the Administration Building, in classes, or chapels.

- o Dark glasses are not to be worn in the Administration Building, in classes, or chapels.

- o Bandanas tied around the forehead and other attire associated with gangs are not allowed.

- o Clothing that conveys a message contrary to the Lifestyle Commitment of Campion Academy will not be permitted on campus.

- Recreation and Work Attire

- o Sleeveless shirts may be worn and shorts must have a minimum in seam of 5 inches. If shorts have an inseam shorter than 5 inches, you may wear leggings/spandex underneath which meets the length requirement. If leggings are being worn, loose shorts must be worn on top. No tank tops or ripped shirts. The work supervisor dictates the dress policies for work.

- Sabbath Attire

- o Women—An appropriate dress, skirt with blouse, or dressy slacks and dress shoes may be worn to the Friday evening vespers programs, Sabbath school and church.

- o Men – Dress shirt, dress slacks, dress shoes and socks. Optional: suit coat or sweater and/or a tie. No hats, jeans, or tennis shoes. Sleeves must be worn.

- o Village students participating in campus activities are expected to meet all dress standards outlined above.

- Special Occasions

- o For men, dress suits and dress shirts are appropriate. Women may wear modest dresses/outfits with one-inch straps. The dress must be modest and the front and back neckline must be high enough to cover all ordinary undergarments. All other dress code issues must be followed. There will be dates set up for the ladies to bring their banquet outfits for approval. These times will be announced prior to any banquet event.

- Cafeteria

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

- Senior Pictures

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

Behavioral Expectations

Occasionally, the administration of Campion Academy must consider the reality that students have violated the trust placed in them by disregarding the fundamental standards upon which the academy is based. At such times, the Administrative Council carefully and prayerfully discusses each situation in an effort to administer discipline that will not only preserve the integrity of the academy but will also assist the growth and understanding of the student. School discipline is not a condemnation of the individual, but of the undesirable behavior that produced the necessity for discipline. It is always the purpose of the Administrative Council to preserve the dignity of the student and their parents, recognizing that each individual is precious in the sight of God.

Fundamental Standards

The Campion Academy Lifestyle Commitment outlines expectations of the school's fundamental standards; however, participation in the following activities requires automatic 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 materials.
- Possessing, using, or threatening to use any weapons, including but not limited to guns, knives (even pocket knives), or clubs.
- Making, possessing, or handling explosive devices.
- Using, possessing, supplying, sharing, or selling alcohol, tobacco, vapor pens or illegal/harmful drugs/narcotics.
- Possessing drug paraphernalia and/or supplying it to others.

The Academy reserves the right to contact law enforcement officers regarding violations of any of the fundamental standards. Confiscated illegal or inappropriate items will not be returned. Because Campion Academy is committed to providing a safe drug and alcohol-free environment, any student suspected of non-compliance may be required to take a Urinary Analysis test. All students and staff are subject to testing. The student's and parent's/ guardian's

signatures on the school application confirm written consent when a test is required. Financial costs will be charged to the student if the test is positive. The Academy will cover costs for negative test results.

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

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

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

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

Discipline Protocol

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

- Staff members in their respective areas handle minor incidents.
- If a student is involved in an incident that requires administrative attention, the following steps will take place:
 - As soon as administration confirms the event, the parents of the student are notified of the incident and informed that it will be taken to the Administrative Council or other

governing body.

- o Parents are offered the opportunity to meet with the committee. If that is not practical, parents may give input in writing either by e-mail, fax, or letter.
- o The governing body's decisions are communicated to parents and student verbally, followed by written documentation.
- All decisions concerning admission or denials of admission to the school program are communicated to the parents and the student. Included in this communication are the expectations of non-accepted students with respect to campus presence and any other applicable issues.
- Even though a student's choices may require an unfavorable decision regarding their presence at Champion Academy, every effort will be made throughout this process to communicate love, understanding, and the fact that the student is valued by God and the school community.

Dismissal

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

Parents or student sponsors are also expected to work positively with the school in upholding policies and discipline. The administration may ask that a student withdraw if satisfactory relationships and support cannot be achieved. Students who have not been accepted or have been dismissed or who leave school under adverse circumstances will not be allowed to return to the academy campus or join any off-campus school-sponsored activities for any reason without the specific permission of the Administrative Council. This includes any activity, religious service (including Sabbath school and church), or public meeting held on academy grounds, which is under the direction of the Academy. The above restrictions do not apply to the local (Champion) church facility. (Campus is defined as any properties or facilities belonging to the Academy.)

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

Appeal of Decisions

At Champion 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:
 - o 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.
 - o 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 Champion 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 Champion 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 Champion Academy from all liability in connection with all such uses.” The application form has a spot for both student and parents to initial acceptance of this practice. If there are specific concerns in relation to this, please inform us in writing.



Financial Information

Financial Policies

It is the purpose of Champion Academy to keep the cost of Christian education as low as possible, thereby making an education at Champion 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 Champion 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 Champion 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. Champion Academy operates on a cash basis and needs your support.

Remittances

Remittances should be made payable to Champion Academy and sent directly to:

Business Office
Champion 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

Champion 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 Champion 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 Champion 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. Champion’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 foods, clothing, personal supplies, and batteries for student enjoyment and use. However, these nonessentials are sold on a cash only basis.

Electronic Books and Textbooks

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

their iPad upon graduating.

A “technology/electronic book fee” is charged to all students for the use of the iPad, as well as any electronic books that are installed on a particular student’s device. The actual fee charged varies based on the grade of the student and whether or not the student is new to Campion or a returning student. Please refer to the “Tuition & Fees” brochure for the current fee schedule. Additional fees will be charged for damage to or loss of the electronic device. There may be occasions where electronic books are not available in a particular subject. In those cases, ~~students will be charged~~ for actual printed books and materials.

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 Labor 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 Labor 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 Labor 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 Champion 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 Labor 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 Champion Academy. Therefore, it is strongly encouraged that wages be applied to the student's account at Champion 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 Champion 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 Champion'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