

Castle Valley Academy

Student Handbook

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Academic Calendar 2023-2024

First Semester

Registration..... August 13, 2023
Thanksgiving Break..... November 16-26, 2023
Christmas Break... ..December 20-January 7, 2024

Second Semester

Spring Break..... March 13-24, 2024
Graduation... .. May 26, 2024

Policies dates, and information in this handbook are subject to change without notice. Revised August 7, 2023

Staff Directory:

Randy Ward, president (805) 801-1687
Norma Howard, principal (479) 233-0689
Felicia Mayer, registrar (760) 258-7881
Fred Facemire, finance mgr (435) 243-5772
Randy Ward, boys' dean (805) 801-1687
Anita Cook, girls' dean (207) 357-3857
Luke Cook, industries dir. (207) 357-1614
Sean Strack, market mgr (269) 240-4482
Fred Facemire, farm mgr (509) 240-3550
Rosalie Jensen, cafeteria (308) 350-1036
Leland Jensen, maintenance (435) 260-7357

Utah State Board of Ed (801) 538-7500

WHO WE ARE

MISSION

To train disciples of Jesus who think and act in harmony with the mind of Christ.

VISION

To see vibrant Seventh-day Adventist missionaries impacting a world in crisis in this generation.

Castle Valley Academy is a Christian boarding school operated by Seventh-day Adventists. Located in beautiful Castle Valley, Utah, and surrounded by majestic red mesas, our school is situated between the La Sal Mountains and the Colorado River on 320 acres of high desert farmland. Our program includes Castle Valley Farms where our students train in natural and sustainable methods of agriculture.

PHILOSOPHY OF EDUCATION

Our top priority is to lead our students into a living and vital relationship with Jesus, through His Word. We endeavor to make God’s Holy Word and the Book of Nature our chief study. “Above all other books, the word of God must be our study, the great textbook, the basis of all education;” (6 Testimonies 131.3) We use mastery learning, project-based learning, and individual research models in an endeavor to enlist the reason and judgment of our students. We also encourage students to mentor and teach each other, since teaching, or sharing what one has learned, is the best way to solidify the principals learned.

This unique approach gives our students an edge. Our first goal is to build a solid foundation in the Word of God—to develop the reasoning powers of our students in the study of the Bible, which is “a feast of reason.” (*Great Controversy* pg. 329.2)

Next, we endeavor to develop their powers of judgment. As students teach and share what they have learned with each other, take leadership roles in business projects on our farm and in our bakery, sell books from door-to-door, or lead out in online Bible study programs—their minds are stretched and strengthened. Science, media, writing, and

math projects with real-life, practical applications in our school industrial departments or media and music ministries, make our students' learning practical and applicable to real-life experiences.

Our top priority is to lead our students into a living and vital relationship with Jesus, through His Word. We endeavor to make God's Holy Word and the Book of Nature our chief study. "Above all other books, the word of God must be our study, the great textbook, the basis of all education;" (6 Testimonies 131.3) We use mastery learning, project-based learning, and individual research models in an endeavor to enlist the reason and judgment of our students. We also encourage students to mentor and teach each other, since teaching, or sharing what one has learned, is the best way to solidify the principals learned.

As we use project-based and mastery learning platforms to focus our academic program on developing reason and judgment, we believe our students will excel on standardized tests such as the ACT. We also believe that intentionally training our students to be, "thinkers, not mere reflectors of other men's thoughts," (*Education* pg. 17.2) will see them excel in every phase of their life-long educational experience!

WHO MAY ATTEND

Young people of any race, ethnic background, or national origin are welcome to apply. We are currently only able to accept students who are US citizens or permanent residents. A student does not have to be a Seventh-day Adventist to apply for admission, however, we are a school operated by Seventh-day Adventist Christians and our definite purpose is the development of spiritual leaders. Therefore, students who are irreligious or make light of religious matters, have atheistic tendencies, or do not plan to come for the purpose of developing their spiritual qualities should not apply for admission. Students of other religions are welcome, provided they always show respect for the Word of God, maintain a reverent attitude during religious programs, and observe all the regulations of the school.

STUDENT LIFE

SPIRITUALITY

Castle Valley Academy upholds the Word of God, the Holy Bible, as the basis of all truth. We seek to create a spiritual atmosphere through dormitory worships, vespers, and Sabbath services. Students are encouraged to seek God’s wisdom in personal devotions and collective worship activities. We endeavor to reveal our Lord through all aspects of campus life.

As a supporting ministry of the Seventh-day Adventist Church, Castle Valley Academy seeks to work with the Seventh-day Adventist Church denomination in every way possible.

Spiritual Growth comes not only by study, prayer, and fellowship, but also by sharing. Therefore, community service is a regular part of our weekly activities.

WORSHIP SERVICES

In keeping with the philosophy and objectives of Castle Valley Academy, students are expected to attend dormitory worship, vespers, Sabbath School, and church services, and to conduct themselves in a way that is appropriate to the holiness of the services. Sabbath is observed from sundown Friday to sundown Saturday. The sanctity of this day requires that some activities that are otherwise appropriate on weekdays are to be avoided on the Sabbath, such as dirt biking (aside from campus transportation) and swimming. Spiritually uplifting activities and outings in the grand natural beauty all around us are organized for the Sabbath hours.

HEALTHFUL LIVING AND CAFETERIA

We serve three healthy and tasty vegan meals each day and use in-season produce fresh from our farm, as much as possible. Because we believe our bodies are the temples of the Holy Spirit, it is expected that students will not use meat or caffeinated beverages on campus or whenever under the care of the school. Junk food, unbalanced nutrition, and eating between meals threaten our health. We ask parents to please help support our efforts to keep your children thriving by avoiding unhealthy “treats” in your care packages. Food is not to be taken from the cafeteria without permission.

Students are not permitted to eat, prepare, or store food in their dorm rooms. Food and food items from care packages are to be stored in the dormitory kitchen. Electrical

kitchen appliances are not permitted in the dorm rooms. The dorm kitchen is available for student use, under the following guidelines: No eating is allowed outside of regular mealtimes and treats are to be eaten in moderation. Students are expected to leave the kitchen neat and clean after each use.

FOOD, ALLERGIES, AND SENSITIVITIES

Castle Valley Academy is diligent in providing a variety of vegan food options. We can accommodate some allergy-restricted diets; please feel free to inquire. In the event that a potential allergen is present in the meal being served, we will do our best to inform those who are eating what allergen is in the food.

STUDENT ATTIRE GUIDELINES FOR YOUNG LADIES

Be modest. Wear clothing that is appropriately distinct to your gender. Wear clothing that is healthy—that covers you enough and is loose-fitting, but not baggy. Be neat and tidy and avoid display and anything that draws undue attention. Logos, wording and pictures must be consistent with Christian values. Jewelry is not permitted. If you prefer to wear only skirts or dresses, you may need to pair them with approved pants for certain activities.

TOPS

All tops must be loose enough that they do not hug the bust and must be loose-fitting around the stomach. The neckline should be high enough (maximum of 3- fingers' width below the top of the sternum) that when bending over at the hips in front of a mirror, no cleavage or bra can be seen. Skin must not be seen around the midriff when arms are raised straight above the head. No sleeveless tops. Capped sleeves are only allowed if the cap sleeve goes all the way around the arm and fits the arm snugly. No low backlines. All sheer or see-through items must have approved clothing underneath.

SKIRTS

Skirts should cover the knee when standing and fully cover and drape over the knee when sitting. Skirts should not hug the hips and buttocks, but drape over. Skirts should be loose enough that underwear lines are not visible. Slits may only be in the back and must be no higher than the bend of the knee.

DRESSES

Dresses are required to follow the same guidelines as tops and skirts.

PANTS

No tight pants. Pants should be loose-fitting from the hips (including the seat of the pants) to below the knee, with at least a 1/2 inch of ease (without stretching the fabric). Avoid thinner fabrics that show underwear lines. To be considered pants, capris must be long enough that they fully cover and drape over the knee. Pants (not leggings) that are too tight to be considered acceptable, may be worn under a shirt that reaches to the end of the fingertips when the arm is fully extended downward.

CLASSROOM ATTIRE FOR YOUNG WOMEN

Pants and Skirts (*sportswear is excluded*)

Pants and skirts must be nice, clean, free of rips or tears, in unfaded condition. Skirts may be of denim material. Skirt lengths should cover the knee when sitting and should be loose enough to turn easily around the body. Skirt slits should not extend above the knee. Dresses that meet the modesty guidelines for shirts/skirts are appropriate. If you choose to wear jeans, they should be one solid color.

Shirts (*box t-shirts and sportswear of any kind are excluded*)

Shirts must be modest and long enough to cover the midriff at all times, including when reaching and bending, and should never be sheer or tight. Sleeve openings and the neckline should modestly cover the chest area so no cleavage shows at any time. (See “Tops” guidelines above for details.)

Outerwear

Coats and jackets that will be worn during class should continue to reflect an office casual style. Jackets should be of a button up or zip up style. The hood of a hoodie is never to be worn in class or chapel.

VESPER AND CHURCH ATTIRE FOR YOUNG LADIES

Nice Sabbath clothes (dress or skirt/shirt) and dress shoes or sandals should be worn. These should generally be dressier than classroom attire and within the guidelines for tops and skirts/dresses.

For music performance, comfortable black dress shoes are required (no high heels). Performance dresses must be purchased from the school. These can generally be sold back to the school if they are in good condition, upon your departure.

SHORTS

Shorts should be loose in the seat and down, with at least a 1/2 inch of ease (without stretching the fabric). Avoid thinner fabrics that show underwear lines. Shorts should have a minimum of an 8-inch inseam. Shorts that are very loose fitting (example: basketball shorts) should be paired with spandex-like shorts of an approved length. Appropriate shorts may be worn at work.

SWIMWEAR

When swimming, ladies must wear a dark-colored, thick fabric, non-clingy, non-cotton (cotton shirts are clingy when wet) t-shirt with a high, rounded neckline. Approved, dark-colored shorts must also be worn. Those choosing to wear swim skirts should pair them with approved shorts.

RELAXED WEAR

It is permissible for girls to be more relaxed during girl's free time by wearing sweat pants (without writing on the "seat") and wide-strap tank tops on dorm property only. Pajamas should only be worn in the dorm.

MAKEUP/NAIL POLISH

Make-up must appear natural (if make-up is noticeable, it is too much). Eye shadow, colored lipstick or lip-wear, glitter cosmetics, fake fingernails, as well as colored or glitter nail polish are not acceptable. Only clear colorless nail polish is allowed.

HAIR

Hair should be styled without extreme. Any dyed hair must look natural and be within the normal range of your own natural hair color.

STUDENT ATTIRE GUIDELINES FOR YOUNG MEN

Choose clothing that does not express worldly ideas. Wear clothing that is appropriately distinct to your gender. Wear clothing that is healthy—that covers you enough and is

not tight and restrictive. Be neat and tidy and avoid display and anything that draws undue attention. Wear only what is consistent with Christian values. Be modest.

GENERAL APPEARANCE

Clothing needs to be clean and tidy, not frayed or torn; it needs to be loose-fitting, but not baggy. Undergarments should never be visible at any time. Logos, wording and pictures must be consistent with Christian values. Jewelry is not permitted. Hats may not be worn in church, vespers, class, and administrative office assignments.

SHIRTS & SHORTS

Shirts must have sleeves. Undershirts need to be covered up with other shirts. Shorts should have at least a 8-inch inseam. Shorts that are very loose-fitting (example: basketball shorts) should be paired with spandex-like shorts of an approved length. Appropriate shorts may be worn at work.

SWIMWEAR

Swimwear must include dark-colored shorts and dark-colored, non-clinging, non-cotton t-shirts. (Cotton shirts are clingy when wet.)

RELAXED WEAR

It is permissible for boys to be more relaxed during boy's free time by removing their shirts; this may only be on the dorm property and at the pond. Pajamas and approved sweat pants (no writing on the "seat") should only be worn in the dorm.

HAIR

Hair should be styled without extreme. Hairstyles, including facial hair, need to be neat and trimmed at all times. Hair should be trimmed short enough to be tidy and not to be in the eyes or to reach the shirt collar. Any dyed hair must look natural and be within the normal range of your own natural hair color.

CLASSROOM ATTIRE FOR YOUNG MEN

Pants Pants must be in nice, clean, free of rips or tears, unfaded condition and may be chino, twill, or denim of any color (i.e. khaki, blue, green, etc)

Shirts (*sportswear and t-shirts of any kind are excluded*)

Shirts must have collars (i.e. button-ups, Polo's). Shirts must be worn buttoned to within one button, and shirts with "tails" should be tucked in.

Outerwear

Coats, hoodies, and jackets that will be worn during class should reflect an office casual style. The hood of a hoodie or a ball cap is not to be worn in class or chapel.

CHURCH, VESPERS, & MUSIC PERFORMANCE FOR YOUNG MEN

Dress slacks with a nice belt, a buttoned up dress shirt that is tucked in, and dress shoes are suitable for church and vespers. (School attire may be worn to prayer meeting and assemblies.)

For music performance, black suits, black dress shoes, tall black socks, and white dress shirts are required. Black suits may be available for purchase from the school. Matching performance ties will be provided by the school. All uniform articles purchased from Castle Valley Academy that are in good condition may generally be sold back to the school upon your departure.

RECREATION

Recreation is a vital part of living. Properly experienced, it is better understood as "re-creation." We desire this to be of the greatest benefit to the mental, physical, spiritual, and social well being of our students. To meet this end, we aim for our recreation to be free of competition. We recognize that competition takes two prominent forms. While the most concerning form is the condition of the human heart, which can only be resolved by the softening work of the Holy Spirit, another prominent form is in the very structure of activities that are of the design where two sides work in opposition to one another. Inherent in these "structurally competitive" activities is the fact that the primary objective of any participant on either side is to prevent the other side from accomplishing their objective. Examples of structurally competitive activities include sports such as soccer and basketball, or any game where teams are chosen, among many others. In order to promote an environment where cooperation is valued, we do not offer or allow these kinds of activities at any time while under the care of Castle Valley Academy. We do provide and support activities that encourage teamwork to personal

fitness. Students will appreciate bringing bicycles, quads or dirt-bikes, camping equipment, frisbees, etc.

MUSIC AND ENTERTAINMENT

In consideration of Philippians 4:8 and Romans 12:1-2, it is the expectation of this school that the following guidelines will define acceptable music for listening. We encourage students to bring their voices and instruments to school and practice them as they have an opportunity. Any music sung or played on campus needs to be spiritually up-lifting. “Love songs” are not permitted. Music with words should not contain overly repetitive lyrics and must in no way contravene Seventh-day Adventist values. In the music itself, the melody should be predominant. Harmony and then rhythm should be next in dominance and it should not contain prolonged dissonance, noticeable or syncopated rhythms, or be driven forward by a predominant beat. Music has a profound effect on human emotions and responses, it is also a critical component of worship. We uphold music choices that will not debase our emotions, passions, or worship of God. Music that is not in keeping with this policy is not permitted. Entertainment will not include dramatized entertainment videos or games utilizing gambling devices. In keeping with good workplace production models, music for listening will not be a part of CTE.

COMPUTERS AND PERSONAL ELECTRONICS

All privately owned computers, phones, apple watches, and other media devices must be turned into the dean’s office for storage upon arrival.

SOCIAL LIFE

Life at a boarding academy brings with it an obligation to maintain standards of behavior that enhance personal welfare and group cohesion. These standards are intended to reduce temptation and damaging influences. The standards of Castle Valley Academy are based on God-given principles that the administration and staff believe will improve the spiritual and social environments.

We believe that appropriate friendships with the opposite gender are best developed in groups. Romantic relationships between students are not allowed and will be dealt with appropriately if attachments develop. Ongoing exclusive relationships with the opposite gender will result in dismissal from school.

God's counsel:

“Again and again I stood before the students in the Avondale School with messages from the Lord regarding the deleterious influence of free and easy association between young men and young women. I told them that if they did not keep themselves to themselves, and endeavor to make the most of their time, the school would not benefit them, and those who were paying their expenses would be disappointed. I told them that if they were determined to have their own will and their own way, it would be better for them to return to their homes and to the guardianship of their parents.”

Counsels to Parents, Teachers, and Students pg. 101.3

ACCOUNTABILITY

Outside of class or work time, the deans need to know where students are. They should not be off their dorm property except during their gender's free time or with specific permission from their dean.

Students are not to visit or be in the vicinity of the dormitory of the opposite gender except for scheduled activities or to visit the dean's apartment after proper arrangements have been made with their dean.

Outside of class or work time and besides scheduled events and supervised activities, students are not to be in any school buildings except their respective dormitories.

HARASSMENT AND ABUSE

No person shall volunteer or be a member of our staff without due process of character review and proper hiring steps by our administration and state-required police background checks.

No staff member or student may participate in or allow acts of harassment that degrade, injure, or disgrace a student or staff member. Harassment includes jokes, intimidation, and any physical or verbal attacks directed at a person's race, religion, national origin, age, gender, or physical condition. Sexual harassment includes sexual advances, requests for sexual favors, and verbal or physical conduct that is sexual by intent or suggestion.

Incidents of harassment are to be reported to any member of the staff who then can bring the concern to the administration or to the attention of the chairman of the board or the Utah Board of Education.

In keeping with Utah State Law, a school administrator who has received a report or who otherwise has reasonable cause to believe that a student may have been physically or sexually abused by a staff member or volunteer will immediately report that information to the Utah State Board of Education.

We also comply with the Utah State sexual abuse prevention regulations.

SUSPENSION

Students involved in any of the following activities seriously compromise their prospects of continuing or re-entering school:

- Undermining the religious ideals of the school. Disseminating atheistic, agnostic, or infidel ideas.
- Insubordination—defiance or resistance to authority.
- Continuing involvement in a special friendship with the opposite gender.
- Being found with the opposite gender during segregated free time periods.
- Use of profane language. Possession or display of obscene material. Engaging in lewd or suggestive conduct. Inappropriate teasing or touching.
- Intentional vandalism of school property or the property of a fellow student or staff member.
- Stealing or any form of cheating, willful deception, or dishonesty.
- Bullying and harassment.
- Deliberate involvement in any act that injures, degrades, or disgraces a fellow student.
- Intentionally undermining the authority of any staff member or designated individual, including the public display of disrespect.

- Entering locked facilities. Picking or breaking locks, doors, or windows. Duplicating school keys, or using unauthorized keys.
- Intentional misuse of electronic media or communications equipment.
- Intentional tampering with fire alarms or other emergency equipment, including auto door closures. These violations will be accompanied by a \$100.00 fine.
- Tampering with school lights or wiring, or the unauthorized use of security alarms or equipment.
- Possession of firecrackers, fireworks, explosive devices, as well as unauthorized use of matches, lighters or candles.
- Violation of the signed student agreement(s).

All suspensions will result in an “on hold” application status for students wishing to return for the next school year.

All suspensions incur a 14 day probation status upon return to campus.

Students who have been suspended from Castle Valley Academy will not be allowed to return on campus without prior permission.

DISMISSAL

The following actions will normally result in dismissal from school:

- Possessing or supplying illegal drugs, tobacco, alcohol, vapor products, or other mind-altering substances.
- Involvement with spiritualism in any form.
- Persistent, ongoing disregard for instruction from staff.
- Being with a member of the opposite gender in a secretive setting.
- Being involved in any active sexual activity.

- Leaving the dormitory without authorization when the alarms are normally activated (sneaking out).
- Possession or use of firearms or weapons on campus.

Students who have been dismissed from Castle Valley Academy will not be allowed to return on campus without prior permission.

COMMUNICATION

The success of the school depends in a large part upon full cooperation between parents and the administration. If a student makes complaints to his parents concerning school matters in which he feels he was mistreated, parents are asked to notify the administration. In these situations, we request that parents withhold judgment until proper investigation can be made. Please feel free to email us at info@cva.school or feel free to call any staff member you feel will be able to bring clarity and to resolve the issue.

PARENTS' RIGHT TO APPEAL

If the parent or guardian of a Castle Valley Academy student wishes to appeal a decision that has been made by the academy or one of its staff members, they are encouraged to contact the staff member responsible for the decision. Further appeal may be brought to the Administrative Committee via the president. Administrative Committee decisions may be appealed to the Academy Board via the Board Chairman.

TAMPERING WITH SAFETY

Safety is a serious matter. Tampering with fire extinguishers, smoke detectors, or any other safety equipment is strictly prohibited. Persons who violate this policy are subject to discipline and/or a fine of \$100 payable in cash within ten days of notification. A second offense will result in dismissal.

TRANSPORTATION INFORMATION

Break Drop-offs and Pickups:

Transportation is scheduled to and from Grand Junction Regional Airport (**free**) and Salt Lake City International Airport on the first and last day of all school breaks (including summer) for students that arrive before, or depart after, specifically stated times. Students

or their parents are required to register for these pickups or drop-offs at least 1 week in advance at: www.CVA.School/travel

Transportation Mileage Costs:

All travel costs must be pre-paid, unless your student account is current. Please plan your travel so that any flights booked into Salt Lake City arrive no later than 3 pm and flights should not depart prior to 11 am on any travel day. Pick-up or drop-off costs for service to or from Salt Lake City is \$400 to be divided by the number of students travelers.

For flights into Grand Junction, Colorado, arrivals should be no later than 5 pm and departure flights should not depart prior to 9 am. Pick-up or drop-off costs for service to or from Grand Junction, Colorado is free on school travel days within the listed arrival and departure times. Travel to or from Grand Junction, Colorado outside of these dates and times is \$200 to be divided by the number of student travelers.

For flights into Moab, arrivals should be no later than 5 pm and departure flights should not depart prior to 9 am. The pick-up or drop-off fee for service to or from Moab is \$100 to be divided by the number of student travelers.

If you require travel arrangements outside of a regularly scheduled pick-ups/drop-offs, you may incur the full cost of the trip and pay early or late departure/arrival fees:

- Contact your dean or office staff to discuss your options and associated costs. We will try to coordinate with others who could share the cost.
- All arrangements must be made well in advance and pre-paid.

STUDENTS TRAVELING WITH STAFF ON SCHOOL BUSINESS

Students are welcome to travel with staff on school business, but if the student's final destination is beyond the end location of the school business on that trip, then the student will be responsible for the additional round- trip (out-of-the -way) portion, charged at the going government-set mileage reimbursement rate (currently \$0.585) per mile.

ABSENCES AND OFF-CAMPUS LEAVES

Students are required to be present for major school events including: orientation, week of prayer, tests, exams, scheduled outreach, music tours, and convention/graduation.

Generally, weekend or other leave requests will not be approved during these events. Weekend leaves begin on Friday at noon and end on Sunday at 9:00 pm unless other weekend activities call for later or earlier return. Students going away for the weekend should arrange to trade any weekend church or Sabbath School responsibilities with other students. During Christmas Break, all students must leave campus for the full break.

A student wishing to visit the home of another student during a school break should obtain an invitation from the parents of the student to whose home the visit is planned, and permission from his or her own parents.

This should be mailed, faxed, or emailed directly to the dean.

If a student is absent from the campus without approval, his or her parents will be notified. The school can not assume further responsibility for the student.

We reserve the right to deny any off-campus leave, even if all permits are in order, when, in the judgment of the school, circumstances suggest that such leave might be detrimental to the student.

Students Leaving in Groups

Students under the care of Castle Valley Academy are not allowed to participate in overnight activities with mixed-gender groups of students without the presence of a staff member. It is understood that students with their own parents are considered under their parents' care, subject to normal leave procedures.

Attendance Policy

We recognize unavoidable circumstances such as medical needs, weddings, or critical family business. However, whenever possible, please schedule any absences during our scheduled school breaks.

For absences that are not approved, a fee of \$85 per day will be charged. This fee is in addition to any transportation charges incurred.

Leave Request Form

1. Prior to an anticipated leave, the student should obtain a Student Leave Request form from the office and fill in the dates and the reason for the requested absence.
2. The parent(s) must give permissions for the leave to their child's head dean by email, phone call, etc.

3. The student should bring the Leave Request to the Registrar who will meet with the Principal and the Student Life Director to determine if the leave is excused or not.
4. The student next brings the Leave Request to their their dean, the Principal, the Music Director, and the Career & Tech. Development scheduler for signature.
5. The student then brings the Leave Request to the the supervisor of their vocational department, each of their teachers, the cafeteria manager, and to the music lesson scheduler. The student should discuss with their teachers a plan for making up missed assignments or other school work.
6. The student must return the completed Leave Request to the Registrar's Office before leaving campus.

MEDICAL POLICY

Routine medical and dental appointments should be arranged while the student is home during scheduled leaves. Emergency medical and dental problems can be cared for by local health professionals. Castle Valley Academy provides transportation to such care, and posted mileage costs will be applied to the student's account (\$0.78/mile).

Under no circumstances will an unqualified person administer prescription medications of any kind. Over-the-counter medications and pain killers should be turned in to the deans to be requested when needed. The use of any self-obtained over-the-counter medication will be at the discretion and liability of the student.

Insurance Policy

In the Event of Illness:

- The dean will visit the student and determine the condition as reasonably as possible and decide on treatment procedures in conjunction with the parent(s) or guardian(s).
- If the illness is of a serious nature, the dean will notify the parent(s) or guardian(s) immediately and make arrangements for transportation to the nearest medical facility.

- In the case of minor illness, the student will be confined to his/her room at least overnight and meals appropriate to the condition will be provided in the room.
- There will be no visiting of the student by anyone except authorized persons dealing with the student's recovery.

MOTOR VEHICLES

Motor vehicles may be brought to school, but their use is restricted to travel between home and the campus. Please do not bring a vehicle until permission to do so has been received. Please turn in the keys to your dean.

Students are not permitted to ride in a vehicle with a student driver except for CTE-related activities. Students are not allowed to ride in a vehicle with a non-staff driver unless they have permission from deans and parents.

DIRT BIKES AND QUADS

Students may bring their own dirt bikes or quads so long as their parents sign a liability release waiver and the ATV is properly muffled (no 2-stroke engines). Helmets are required, always. Students must operate their machines in a safe and respectful manner, being careful to go slowly past pedestrians, campus homes, and school buildings. Additionally, no racing, “peeling out,” “doing doughnuts,” making loud engine noises, or throwing up rocks from the tires is allowed—quads and dirt bikes are for transportation and to enjoy time together out in nature. Dirt bikes or quads may be parked for a set period of time, or indefinitely, for failing to abide within these safety and courtesy parameters.

STUDENT DRIVERS POLICY

- No insured vehicle shall be operated by a student off campus except a student driving their own car to or from school for school breaks.
- No uninsured vehicle or farm machinery shall be operated by anyone who does not have a valid legal driver’s license or a current CTE-issued driver’s training certificate and parental/guardian permission and waiver of liability.

- Unlicensed student drivers may not carry passengers unless a licensed staff member is present in the vehicle.
- All license restrictions apply.
- Seatbelts must be worn.
- No student is to drive any vehicle unless they are requested to do so by a staff member.
- Any driving incidents will be assessed and reported.
- Castle Valley Academy reserves the right to suspend student driving privileges.

INTERNATIONAL STUDENTS

Castle Valley Academy welcomes international students who understand the unique mission of this school. Castle Valley has places open to international students within our regular class structure. English proficiency testing, such as the Duolingo English Proficiency Test, may be required for international students, at the discretion of the academy. Castle Valley Academy does not offer an ESL (English as a Second Language) program so any international student applying must be proficient with the English language.

THE DORMITORY

Dormitory life provides an opportunity to develop many personal and social skills. Students who respect and appreciate their fellow dorm residents, generally enjoy their experience.

Please take time to label your belongings. It's a good idea to put your initials on the tags in your clothing, and write or affix your name to other valuables. You won't regret doing this! All students live in the dormitories except for children of staff who live on campus with their parents.

DORM ROOMS

Each room is furnished with a bed, dresser and closet. Students should bring bedding (including water-proof mattress cover) for a single bed and personal and decorative items that will make the room attractive and comfortable.

WHAT NOT TO BRING

- Posters or pictures not in harmony with Christian beliefs, of sports, movies, or teen idols
- Computer games, game devices, or material that is not in agreement with the principles of the school
- Pets of any kind
- Matches, candles, cigarette lighters, incense, fire crackers or any other incendiaries (matches or lighters for camping should be turned into the dean upon arrival)
- Fictional reading or viewing materials (novels, comics, fantasy, action)
- Dramatized entertainment movies
- Playing cards (including Rook) and board games (including chess and checkers)
- Materials in a foreign language (except for Bibles and Spirit of Prophecy)

GENERAL DORMITORY RULES

- Dormitory doors are closed and alarms are armed at 9:15 P.M. and disabled at 6:00 A.M.
- Students must be in the dorms by 9:00 P.M. unless they are on a school outing.
- Students are to be in their rooms and quiet by 9:15 p.m. Lights must be out by 9:30 P.M.

- Visitors to the dormitory should contact the dean prior to arrival and should not enter beyond the lobby without notifying the dean.
- Lost keys will result in a \$5.00 replacement fee.
- Students should see the dean if they wish to hang pictures. All pictures should be tasteful and uplifting.
- Lights are to be turned out and the heat set low during the day and on weekends when the room is not in use.
- Electrical appliances such as toasters, popcorn poppers, microwaves, hotpots, and irons may not be used in the dormitory rooms.

LAUNDRY

Laundry facilities are available in the dormitory and are free of charge (except for soap, fabric softener, bleach, etc). Due to the number of washer and dryer sets, laundry must be done quickly and neatly to avoid "laundry traffic jams."

Laundry hours are from 6:00 AM to 9:00 PM. No washers, dryers or irons are to be used during the Sabbath hours. On Friday all laundry must be completed and out of the laundry rooms at least one hour before sunset, or prior to supper during the summer when sunset is late.

TELEPHONES

Dormitory phones may not be used after 9:15 P.M. during the week (only emergency calls will be accepted after 9:15 P.M.)

MAIL & SHIPPING ADDRESSES:

Castle Valley Academy, Attn: __ (Student's name) __, HC 64 Box 2201
Castle Valley, UT 84532

UPS/FEDEX:

Castle Valley Academy Attn: __ (Student's name) __, 320 East Castleton Rd. Castle Valley, UT 84532

SUPPLIES AND TOWN TRIPS

Students may occasionally have opportunities to shop in Moab or Grand Junction Colorado for basic items, but should not count on these trips for major items.

ACCIDENT PROCEDURE

In the event of an accident, the following procedure is to be carried out:

1. If someone becomes injured, have them sit down. If they are lying on the ground, leave them on the ground. **DO NOT** try to have them sit up. Cover them with a blanket, jacket or any other type of covering. **DO NOT MOVE THE INJURED PERSON.**
2. Call the school nurse, Luke Cook, or EMS certified staff such as Randy Ward and give a brief description of the injury and location of the victim.
3. Stay with the injured person and find out exactly what happened and notify the first aid attendant, or nurse, when they arrive.
4. Get the first aid kit that is closest to you and have it ready for the first aid attendant. First Aid bags are located in:
 - Both Dormitories, Admin Building, Cafeteria, and Market Garden
5. **DO NOT** give the injured person any water to drink, even if they are thirsty and ask for water.
6. Notify administration for possible emergency transportation to the hospital.

GUESTS & VISITING CASTLE VALLEY ACADEMY

Guests are welcome on campus. Guest rooms are available in our guesthouse and in the dormitories, as space allows. Rooms are provided on a first come basis. Please contact the academy for information on guest room availability and cost. Cafeteria meals will be charged at \$10 per person per meal. Meals for children ages 4 to 12 are \$6, and free for children 3 years and under. Fees for guest rooms and meals should be paid directly to the accounting or registrar's office.

We also have some RV hookups for sewer and water and minimal electricity. Our climate is also suitable for tents from April to October. A reservation for rooms or sites can be made by calling the office during business hours.

Guests are requested to cooperate in maintaining the student programs and to observe Sabbath standards.

In order to protect the privacy of all students, male visitors to the Ladies' Dormitory and female visitors to the Mens' Dormitory must make arrangements with the Dean for each visit. This includes parents and family members.

Parents are always welcome to arrange to visit their students on campus. Parents or others should contact the Registrar prior to their planned visit so that proper arrangements can be made. Parents wishing to take students off campus must contact the respective dean.

FINANCIAL INFORMATION

Tuition, Room and Board, and Annual Fees

- \$15,000 for the 2023-24 school year
- Includes registration (\$500), student life (\$200), and textbook (\$150) fees
- 3% for each semester paid in advance or 5% for each full year paid in advance
- 5% for second, third, fourth, and so on, child in same family attending

	US citizen or resident
Tuition	\$9,500
Room & Board	\$4,650
<i>Annual Fees</i>	
Registration Fee	\$500
Student Life Fee	\$200
Textbook Fee	\$150
	\$15,000

Refundable Deposits

- Collected at registration in addition to tuition, room and board, and fees
- Unused deposits are refundable at end of school year
- Emergency fund (\$500)
- Dorm room deposit (\$150)
- Dorm room key deposit (\$25)

Refundable Deposits	
Emergency Fund	\$500
Dorm Room	\$150
Dorm Room Key	\$25
	\$675

Application Fee

- \$25 per student due with application

Emergency Travel Fund (refundable)

Due to the fact that many of our students live a long distance from Castle Valley, oftentimes making it difficult for them to return home in case of an urgent situation, we require that parents place a deposit with the school for the amounts listed below, depending on the student's status. Any unused funds may be held in reserve for the following year or refunded at the end of the year. These travel funds may be used to return a student to their home for school discipline, and in that case, those travel expenses will not be refundable.

- \$500 per student

Other Possible Fees

- Music Uniform – Each student is required to participate in our music program and will need a uniform... black dress of a particular style for ladies and white button-down shirt/black pants/maroon tie for young men. Students needing uniform items can purchase them through the school at cost. Uniform items in good condition can be sold back to the school at the end of the school year.
- Second Ski Trip - We offer one ski trip per year as a part of our outdoor education program. The cost for that trip is included in our student life fee. A second, optional ski trip is offered for those who would like to participate. The fee will be based on actual ticket and transportation costs (typically around \$75).
- Leave Transportation – please see section on “Transportation” below.

Monthly Payments

The 1st month's tuition, room and board, and annual fee installment payment of \$1,500 is due at registration, along with the refundable deposits totaling \$675. The balance will be divided into 9 monthly payments of \$1,500, from September through May, billed on the 1st of each month and due on the 15th.

Mission Trip

Each year students are invited to participate in a mission trip. The costs of these trips vary, but fundraising letters will be provided to students and their families in the hope that all will be able to raise the necessary funds and to participate in the mission trip.

Transportation

All travel costs must be pre-paid, unless your student account is current.

Please plan your travel so that any flights booked into Salt Lake City arrive no later than

3 pm and flights should not depart prior to 11 am on any travel day. Pick-up or drop-off costs for service to or from Salt Lake City is \$400 to be divided by the number of students travelers to a minimum fee of \$100 each.

For flights into Grand Junction, Colorado, arrivals should be no later than 5 pm and departure flights should not depart prior to 9 am. Pick-up or drop-off costs for service to or from Grand Junction, Colorado is \$200 to be divided by the number of student travelers, to a minimum fee of \$50 each.

For flights into Moab, arrivals should be no later than 5 pm and departure flights should not depart prior to 9 am. The pick-up or drop-off fee for service to or from Moab is \$100 to be divided by the number of student travelers, to a minimum fee of \$25 each.

Worthy Student Scholarship

Funds for worthy student scholarships will be allotted to students, as available, and based on the student's need and application to our program.

Delinquent Accounts

An account will be considered delinquent on the 1st of the month, approximately 30 days following the unpaid bill. Arrangements should be made with the business office if a monthly payment might be late. There is a finance charge of 2% on all past due accounts. The account for the previous school year must be settled before a student is permitted to re-enroll. Any delinquent accounts of family members who attended Castle Valley Academy must be settled before another student from the same family will be admitted. Any delinquent account will necessitate having diplomas, and/or transcripts withheld. Students with accounts delinquent over 90 days may be asked to withdraw.

MUSIC, TRAVEL, AND TOUR CONSIDERATIONS

As we travel, because of the heightened exposure to germs and viruses and the need for excellent overall health, students may not bring or purchase food or snacks as we travel. Wholesome meals are provided and no one is to order in or go to restaurants on their own during tours. If we "eat out" as a group, no one is to eat sweets. After concerts, our hosts may provide us with desserts at our meals. It is permissible to partake of these in reasonable quantities.

INSTRUMENTS

Castle Valley Academy is not able to rent or lend instruments to any students. Please bring with you any instrument you plan to play in our music program. Due to our remote

location, it is very hard to arrange to rent or obtain an instrument from an outside source.

CAREER AND TECHNICAL EDUCATION (CTE)

In the schools of the prophets, manual training was part of the program provided for the sons of the prophets. God has given counsel that each student should have a balanced education. That balance should be between spiritual development, physical training, and mental knowledge.

While school is in session, every student is required to participate in Career and Technical Education for 15 hours per week and no remuneration is given. Students will be given a Career and Technical Education Certificate documenting their performance while attending Castle Valley Academy. Students receive up to 500 hours per year of practical experience in selected vocations. All students are given various assignments based on what they need to best improve their skills, needs in our program, and at the discretion of the work coordinator. Areas include: farm, market garden, bakery, cafeteria, grounds, digital media, music, janitorial, and office.

EQUIPMENT LIST (ALL ITEMS NECESSARY)

General

- Bible
 - Ellen G. White Books:
- History of Redemption (from Everlasting Gospel Publications, available at your local ABC or online) or the Conflict of the Ages set (PP, PK, DA, AA, GC)
- Steps to Christ
- Messages to Young People
- Ministry of Healing
- Water bottle/canteen
- Medium-small suitcase/duffel bag for tours
- Musical instruments and case (optional)
- Envelopes for mailing letters (optional)
- Valid Passport (optional, except for on years with a planned international mission trip, and then it needs with an expiry date at least 6 months beyond that trip.)

Class

- Notebooks, binders, paper, writing instruments, calculator, geometry kits (protractor, compass)
- School backpack/bag Recreation
- Bicycle - mountain bike recommended (optional)
- Dirt Bike (optional)

Dorm

- Twin/single size water-proof mattress cover, sheets, pillow and pillow cases, blanket and bedspread (comforter/quilt/duvet)
- Towels, hand-towels, and wash cloths
- Laundry soap, laundry bag/basket, (optional: fabric softener or dryer sheets)
- Clothes hangers
- Personal toiletry items
- Mending kit
- Alarm clock (without radio)
- Desk lamp
- Flip-flops for the shower (optional)

Clothing

- Clothes for vocational training, school, church,& free time
- Outerwear/underwear for cold winters (including winter jacket and snow-pants)
- Rainwear
- Two pairs of wool socks
- Shoes (including athletic and dress shoes)
- Durable hiking boots/shoes
- Snow boots
- Black dress shoes for the music uniform (closed-toe black flats for girls)
- Young men's music uniform: plain black suits (students are not required to source them with us, but some suits jackets and/or pants can be purchased at Castle Valley on registration day), white dress shirts, and black (ankle) socks.

Camping

- Camping backpack (3,000-5,000 in.³)
 - Sleeping bag (32 F / 0°C or below) and sleeping pad
 - 1-2 man tent

- Camping dish, spoon, knife, fork, cup
- Small camping pot for cooking
- Camping fry pan & lifter (optional)
- Camp stove - strongly recommended
- Small Bible
 - Water bottle
 - Portable water filter
 - Folding lock-blade knife
 - Flashlight or headlamp
 - Whistle
 - Non-cotton clothing - preferably synthetic materials (example: fleece or wool)
- Hatchet or folding camp saw (optional)
 - Personal First Aid kit (optional)
 - Metal Match (optional)
 - Waterproof match container (optional)

SNOW-CAMPING SUPPLEMENT LIST (OPTIONAL)

Many of these items may be borrowed or found at your local thrift store.

- 4 pairs of warm socks (wool or synthetic)
- Insulating ground pad or thick quilt
- Winter sleeping bag (0F or -20F)
- Warmest gloves or mittens you can find/waterproof shell
- Warm jacket or wool sweater
- Waterproof-breathable jacket-shell, rain coat, or 33 gallon trash bag
- Synthetic long johns or sweats
- Warm waterproof boots
- Warm hat or balaclava (synthetic or wool)
- Snow-shoes or back-country skis/poles (optional)

CASTLE VALLEY WEATHER

JULY- AUGUST

Summers are hot and dry with daytime temperatures of 90-110 F and nighttime temperatures between 65-75 F

SEPTEMBER

Remains somewhat hot and dry, but begins cooling down towards the end of the month and there may be some rain. Daytime temperatures range from 85-88 F and nighttime temperatures are between 54-60 F.

OCTOBER-NOVEMBER

Autumn varies between warm and cold days with some rain. Daytime temperatures are from 38-77 F and nighttime temperatures range between 30 - 48 F).

DECEMBER-FEBRUARY

Winter can be cold, but with limited precipitation. Typical snowfall on campus is two to three snowfalls per winter of about 8-9 in. total. (But there will be a lot more snow in the mountains around us.) Daytime temperatures hover in the mid 40's with occasional colder spells. Day temperatures could range from 38-54 F and nighttime temperatures are between 20-32 F.

MARCH-APRIL

Spring will be a mix of cool and warm days with some rain. It can get muddy. Daytime temperatures are around 55-73 F and nighttime temperatures at 32-47 F.

MAY-JUNE

By mid to end of June we are in full-swing summer with temperatures likely up to 100 F. But until then, daytime temperatures range from 64-85 F and nighttime temperatures are between 57-74 F.