



Castle Valley Academy

2024-2025 Student Handbook



OCI & ASI Member

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LAST REVISED AUGUST 7, 2024

Academic Calendar

First Semester

Registration	August 11, 2024
First Day of Class	August 12, 2024
Thanksgiving Break	November 21- December 1, 2024
Christmas Break	December 17 - January 5, 2024

Second Semester

Spring Break	March 21-30, 2024
Graduation	May 25, 2024

Policies, dates, and information in this handbook are subject to change without notice.

Staff Directory

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Norma Howard, Principal	(928) 765-5070
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Fred Facemire, Finance	(509) 240-3550
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Debbie Curran, Girls' Dean & Teacher	(307) 480-8276

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Who We Are

*“With such an army of workers as our youth, rightly trained, might furnish,
how soon the message of a crucified, risen,
and soon-coming Savior might be carried to the whole world!*

How soon might the end come—the end of suffering and sorrow and sin!” (Education pg. 271)

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 members of the Seventh-day Adventist Church. 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. “To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized—this was to be the work of redemption. This is the object of education, the great object of life.” (Ed 15)

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 endeavor to enlist the reason and judgment of our students, while assisting them in mastering of their lessons. 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 principles 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, their minds are stretched and strengthened. Students learn science, media, writing, and math projects with practical applications in our school industrial departments and media

and music ministries. This provides students with practical and applicable learning for real life experiences.

As we 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 succeed in every phase of their life-long educational experience!

Who May Attend

Admission is currently open to students with US Passports or Resident Status. We do not accept international students at this time. Young people of any race or ethnic background are welcome to apply. 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 use the Spirit of Prophecy writings to expound scriptural understanding. Our staff seek to create a spiritual atmosphere in every element of the school experience whether that is class time, community service, worship services, or life experiences.

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.

Worship Services

In keeping with the philosophy and objectives of Castle Valley Academy, students are expected to attend worship services. During worship services students are expected to be reverent. In addition to worship services we choose spiritually uplifting activities and outings in the grand natural beauty all around us. Sabbath is observed from sundown Friday to sundown Saturday.

Healthful Living & Cafeteria

Healthful living plays a very important role in your ability to serve others. Your physical health influences your mental and spiritual health. Therefore, here at CVA, we endeavor to promote the best

and the healthiest way to live. In keeping with the principles of the Bible and the Spirit of Prophecy for healthful living, we provide a plant-based diet free of animal products including meat, dairy and eggs. Students will be provided and consume vegan meals and drink beverages without caffeine during school sponsored activities, whether on campus or elsewhere.

We ask parents to provide healthy care packages for your children.

Students are not allowed to eat during classes or in the chapel. They are not permitted to eat, prepare, or store food in their dorm rooms, or have electrical kitchen appliances. Food and food items from care packages are to be stored in the area designated by the dean. Please see dean for kitchen rules and regulations.

Food, Allergies, And Sensitivities

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 Attive

Guidelines For Young Ladies

“I also want the women to dress modestly, with decency and propriety, adorning themselves, not with elaborate hairstyles or gold or pearls or expensive clothes, but with good deeds, appropriate for women who profess to worship God.” (1 Timothy 2: 9-10)

Be modest. Wear clothing that is appropriately distinct to your gender. Wear clothing that is healthy and is loose-fitting, but not baggy. Be neat and tidy and avoid display and anything that draws undue attention to your body. 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/leggings for certain activities. Hats may not be worn in church, vespers, class, and administrative office assignments.

Clothes must be nice, clean, free of rips or tears, and in unfaded condition.

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. This includes button up shirts. Skin must not be seen around the midriff when arms are raised straight above the head. Sleeveless tops are not permitted. All tops should have sufficient coverage so the under

garments do not show above or below the arm. No low backlines. All sheer or see-through items must have approved clothing underneath. The hood of a hoodie is never to be worn in class or chapel.

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. Leggings are to be worn under approved skirts or dresses not as pants.

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). If you can see underwear lines the pants are too tight. Pants 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.

Shorts

Shorts should be loose enough that no underwear lines show. 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

See Outdoor Education requirements.

Dorm Wear

As there are sometimes visitors in the public areas of the dorm, modesty should still be considered by students. Sweatpants, tank tops, and pajamas should only be worn inside the dorm. Wearing “underwear only” or nudity is not appropriate outside of a dorm room.

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 and in such a way as to not draw attention. Any dyed hair must look natural and be within the normal range of your own natural hair color.

Classroom Attire For Young Women

Pants and Skirts (*sportswear is excluded*)

Neat and clean casual professional attire.

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. Performance dresses are provided by the school and subject to a deposit fee which is refundable when the dress is returned in good condition at the end of the school year.

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 to your body. 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

See Outdoor Education requirements.

Dorm Wear

As there are sometimes visitors in the public areas of the dorm, modesty should still be considered by students. Sweatpants, tank tops, and pajamas should only be worn inside the dorm. Wearing “underwear only” or nudity is not appropriate outside of a dorm room.

Hair

Hair should be styled without extreme and in such a way as to not draw attention. 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

Neat and clean casual professional attire.

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.

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. Matching performance ties will be provided by the school.

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.

Our goal as Christians is to uplift and encourage others in their walk of life. While building physical skills is often expressed in the form of competition, we choose to focus on developing skills that will help us in our service to others. This can take the form of rescue operations, hiking, survival skills, and friendly recreation. Castle Valley Academy does not participate in competitive school sports.

Outdoor Education

Water Wear

(Attire for rafting, canyoneering, swimming, boating, etc.)

Young Men's and Ladies' swimwear should both have an expectation of modesty and practicality.

Tops: long sleeve, crew neck, hip length swim shirt (not see-through when wet).

Bottoms: 8-10" inch inseam swim shorts, lined with a dark colored poly/spandex type undershorts (no mesh).

Hiking & Backpacking

All hiking clothing needs to be moisture wicking fabric that is not see-through when wet. Wool or acrylic socks are advisable, especially for cold-weather trips. A list of recommended backpacking/camping equipment is provided in the student supply list available on www.cva.school.

Music

We realize that music can be an emotionally-charged issue. We love music at CVA. It is a big part of our program. We encourage every student to be involved and develop as much musical proficiency as possible! However, we are also admonished to guard the avenues to our hearts and souls.

“I feel alarmed as I witness everywhere the frivolity of young men and young women who profess to believe the truth... They have a keen ear for music, and Satan knows what organs to excite to animate, engross, and charm the mind, so that Christ is not desired... The introduction of music into their homes, instead of inciting to holiness and spirituality, has been the means of diverting their minds from the truth. Frivolous songs and the popular sheet music of the day seem congenial to their taste. The instruments of music have taken time which should have been devoted to prayer. Music, when not abused, is a great blessing; but when put to a wrong use, it is a terrible curse.” SD page 179

The Bible and the Spirit of Prophecy give us clear indication that there is a right and wrong type of music. However, they are a little more vague as to the specifics. In consideration of Philippians 4:8 and Romans 12:1-2, we have set up the following guidelines, not as moral absolutes, but as safe limits for our school:

Not Rhythm-Dominated — Music has melody, harmony and rhythm. The music performed or listened to on campus should be in that order of precedence. Melody first and foremost, harmony second and rhythm least.

Syncopation — Music should not generally have a dominant syncopated beat. There should be a balance between melodic, harmonic & rhythmic elements with syncopation being used much like salt is used in food.

Not Minimalistic or Repetitious — Music played or performed on campus should not employ minimalism, that is, the repetition of a melody over and over, which is commonly associated with New Age music. Minimalism is designed to produce a trance-like or meditative state.

Doctrinally Correct Lyrics — The lyrics should be correct in their philosophy (doctrinally and otherwise).

To God's Glory — Music is a language and as such can and should uplift our Creator. Performances of religious music should be to the glory of God and not for the glory of the performer and should draw the listener closer to God.

All music, written or recorded, that you bring to Castle Valley must follow these standards

Entertainment

Reading Materials

By beholding we become changed, for better or for worse. As Christians, we should want to read only literature that elevates our mind and brings our thoughts into a closer connection with heaven. For that reason, we have established the following guiding principles for appropriate material:

It is true — Books that are fiction, like “The Chronicles of Narnia” and “Anne of Green Gables”, are unacceptable because they have a tendency to destroy a desire for serious study and create an unhealthy fantasy world in the imagination. Books that are based on true stories, but are mainly fiction, like “Song of Eve” and “Joseph,” are considered fiction.

It inspires service to God and man — Books which will impel you to use your talents and skills in such a way as to benefit others.

It stimulates deeper thought rather than mere superficial reading only for the story — Books that motivate you to live your life more fully to God's glory and to become more aware of your need of a Savior.

It teaches philosophies that are helpful to the student — The books should not teach principles that make items such as social drinking, dancing, worldly entertainment, worldly romance, and other un-Christian activities acceptable or desirable. This can be true even of real-life stories. These same principles apply to the videos we view on campus. If you have any questions, we strongly recommend that you study the chapter in The Ministry of Healing entitled, “The False and the True in Education.”

The possession of material that is not in harmony with the above principles will not be allowed and is subject to confiscation.

Entertainment

Our goal is not to be “entertained” but to be “re-created.”

Computers & 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. During the day time, computers will be stored in charging closet while not in use for class.

Computer Games

Because of the time they consume and the anti-Christian themes they often promote, we specifically do not allow computer games. If you have questions in regard to certain programs, either don’t bring them at all, or ask for clarification from the dean.

Entertainment will not include dramatized entertainment videos or games utilizing gambling devices.

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 encouraged and will be addressed..

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

General Social Guidelines

- Stay with the group during outings or activities. Any mixed group will have a faculty chaperon.
- Avoid exclusive relationships with any one friend. Seek to interact equally with many friends.
- Avoid inappropriate physical contact in general. No holding hands, playing with hair, clinging, hugging, kissing, tickling, poking etc. between genders.

Evidences of an Inappropriate Relationship

- Spending time almost exclusively with one person, with little time for others (walking/eating/studying/note passing).
- Expressing affection in a physical manner.
- Disregarding Oklahoma Academy's general social guidelines.
- Being together in an unsupervised area.
- Inappropriate texting/posting on social media.
- Using emotional pressure or manipulation in order to keep a special friend; expressing jealousy or using words intended to wound. When a particular friendship is improper, staff will seek to understand the nature of the relationship, and when necessary, recommend changes. Students who fail to make such changes will be subject to certain disciplinary actions, including some limiting or restrictive social interaction. Additional discipline may be considered with each individual. Some good books to read on this subject are "Passion and Purity" and "Quest for Love" by Elizabeth Elliot.

Bullying & Harassment

No staff member or student may allow or participate in any act of harassment which degrades, injures or disgraces a student or staff member. Harassment includes jokes, intimidation or any physical or verbal attack directed at a person's race, religion, national origin, age, gender, or physical features. We encourage you not to participate in practical jokes or pranks because of the tendency to take them too far and damage both people and property.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct that, by design or innuendo, is sexual in nature. Incidents of harassment are to be reported immediately to the administration and will be treated with confidentiality as is appropriate.

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.

During the school day, teachers or work supervisors should know where students are at all times. Students should not return to the dorm unless arrangements have been made with appropriate staff.

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 unless arrangements have been made with appropriate staff.

Harassment & 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 as well as 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.

Flirtatious behavior can be perceived as a sexual advance. Both male and female students need to consider how their conduct impacts others. 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.

<https://le.utah.gov/xcode/Title53G/Chapter9/53G-9-S207.html>

If, for any reason, students do not feel comfortable to report what they feel is abuse to any staff member, they may report their concerns in regard to any conduct of a permissive or suggestive sexual nature, or

any sexual behavior or assault to: ProjectSafeChurch.org or they may call (215) 233-1286. The Project Safe Church staff will gladly hear and act upon your concern. Unmonitored telephones are available for student use on campus.

Discipline

Our philosophy on discipline is to ... Parents will be made aware of disciplinary actions.

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 a fine of \$100 payable in cash within ten days of notification. A second offense will result in dismissal.

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.

Student Complaints

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 principal. If the problem can not be resolved the principal will bring it to the president who may bring it to the administrative committee. Administrative Committee decisions may be appealed to the Academy Board via the Board Chairman.

Transportation

Break Drop-offs and Pickups:

Transportation is scheduled to and from Grand Junction Regional Airport (**free**), Moab Regional Airport, 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 their travel plans. Please let us know how you plan to travel, when you plan to leave and arrive from campus, no matter how you plan to travel, at least 1 week in advance at: www.CVA.School/travel. On the first day of any break, breakfast is served in the cafeteria and then all staff are off duty from 8 am onward. On the last day of break, the return travel day, staff will be on duty again at 5 pm and supper will be provided in the cafeteria. Please arrange your travel and break plans with these service times in mind.

Transportation Mileage Costs

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.

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

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 \$0.67/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, scheduled outdoor education events, 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 dorm 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 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 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.

Illness Policy

In the Event of Illness:

- The dean will visit the student and determine their condition as reasonably as possible and decide on treatment procedures in conjunction with the student's 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 (if contagious) by anyone except authorized persons dealing with the student's recovery.

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 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.

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 always required. 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 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.

Bicycles

Students are welcome to bring a personal bicycle or electric bicycle for transportation on campus. Helmets are always required.

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.

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!

Dorm Rooms

Each room is furnished with a bed, dresser and closet. Students should bring bedding (including water-proof mattress cover) for a single twin-sized 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
- Candles, incense, firecrackers or any other incendiaries
- Fictional reading or viewing materials (novels, comics, fantasy, action)
- Dramatized entertainment movies.
- Appropriate games will be provided by the school. You do not need to bring any.
- Materials in a foreign language (except for Bibles and Spirit of Prophecy)

General Dormitory Rules

- Dormitory doors are closed and locked at 9:15 P.M. and unlocked 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.
- Lights are to be turned out and the heat set low during the day and on weekends when the room is not in use.
- 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.) Calls after 9:15pm are discouraged.

Mailing Address

Letters and packages may be shipped as follows:

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

Guests & Visitors

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

- \$15,000 with the option to earn up to \$5000 in a scholarship in our summer CTE program (less room and board)
- 3% discount for each semester paid in advance
- 5% discount for each full year paid in advance
- 5% discount for second, third, fourth, and so on, child in same family attending

Registration Fees: \$860

Covers registration, student life, and textbook fees.

	US
Tuition	9500
Room & Board	4650
<u>Annual Fees</u>	<u>850</u>
Registration Fee	500
Student Life Fee	200
Textbook Fee	150
	15000
<u>Additional Deposits</u>	<u>675</u>
Room Deposit (refundable)	150
Key Deposit (refundable)	25
Emergency Travel (refundable)	500

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.

Application Fees

- \$25 U.S. Student

Miscellaneous Fees

- \$25 Key Deposit (refundable)
- \$150 Room Deposit (refundable)

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

Optional Fees

Second Ski Trip

Note: We offer one ski trip per year as a part of our outdoor education program. The cost for that trip is included in our tuition. A second, optional ski trip is offered for those who would like to go at an additional fee based on the current rate (typically approximately \$75).

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.

Monthly Payments

The First month's tuition and registration fees are due upon registration. The balance will be divided into 9 monthly payments, from September through May, billed on the 1st of each month and due on the 15th.

Past Due Accounts

An account will be considered past due 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.

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 musical 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 once on campus.

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 12 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, maintenance, auto mechanics and office.

School Supply List

Available to DOWNLOAD and print at <https://www.cva.school/student-life/apply>

Essentials

- KJV Bible
- Water bottle/canteen
- Medium-small suitcase/duffel bag for tours
- Garment bag for choir uniform and shoes
- 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 expiration date at least 6 months beyond that trip.)

Class

- Notebooks, binders, paper, pencil, pen, erasers, calculator, geometry kits (protractor & compass)
- School backpack
- Bicycle - Mountain Bike recommended (optional)
- Dirt Bike or Quad (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, white dress shirts, and black (ankle) socks.

Camping

- Camping backpack (50-80 Liter)
- 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 Supplemental 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)

Backpacking Supply List

CASTLE VALLEY STAFF AND STUDENTS ENJOY SPENDING TIME IN THE OUTDOORS AND PARTAKE IN SEVERAL BACKCOUNTRY BACKPACKING OR CAMPING TRIPS EACH YEAR IN ADDITION TO OTHER OUTDOOR ACTIVITIES. THESE ARE GUIDELINES TO HELP STUDENTS AND PARENTS PREPARE IN ADVANCE.

- Backpack - We recommend staying below the 55 L size to help prevent overloading yourself. Go to a good store like REI and they will help fit the pack to your body type and make sure it fits right.
- Boots - Get a good pair of boots that offer ankle support.
- Socks - Preferably good merino wool or similar hiking socks. At least 2 pairs of more socks than planned days on trail.
- Underclothing - Preferably something that dries quickly and provides the most protection from chafing. At least 2 pairs of more underwear than planned days on trail.
- Pants - Preferably some type of outdoor or hiking pants, something that is lightweight and dries quickly. Cut-offs are ok but you keep a lot of bugs and scratches and other potential things like stinging nettle and poison ivy etc. from your skin if you wear full length pants.
- Shirts - Preferably something that is lightweight and is moisture wicking, a couple short and long sleeve options. Clothes layering is your friend so plan accordingly. I pack as many shirts as days on the

trial, shirts tend to smell more offensive after a day of sweating. And usually take up less space and are lighter than pants.

Jackets - Plan for a windbreaker, a fleece or lightweight hoodie, and an outer layer like a raincoat or hardshell jacket. Again plan to layer these so plan sizes accordingly. The lighter the better, but you can spend an absurd amount of money on jackets so do what you can.

Rain Gear / Rain Poncho- doesn't need to be fancy, just needs to cover you and your pack. Good rain gear is important so having a lightweight rain coat and pants to wear under your poncho can help keep you closer to the dry side, but is not necessary.

Gloves and Hats - Some lightly insulated gloves that can hold up to tasks like collecting firewood. A ball cap or something to keep the sun from burning you and a beanie or similar for warmth.

Water bladder and container - A water bladder at least 2L in capacity that fits in your pack is the best thing as well as a water container like a foil bottle as they don't take up much room when they are empty, but you have some extra water capacity and it's easier to use when cooking. Bringing a nice insulated cup also might be nice for hot drinks.

Water filter

Sleeping Bag and Sleeping Mat - You want a good packable sleeping bag, remember that the temperature rating is not a comfort rating but a survival rating. I would recommend at least a 15°F degree bag if you are a person that gets cold easily. Sleeping mats range a lot in thickness and weight. It's easy to want to get a big and super comfy mat, but don't get too carried away. You will have to carry it on your pack so if it's the size of a small tree it will be hard to attach to your pack.

Inflatable pillow... get one.

Sleeping Bag liner is a good thing to add a little extra insulation.

Tent or Hammock - Tents are expensive... the lighter they are the more expensive they become. Try and find the middle ground here. Something that weighs 4-6 pounds is pretty good. And remember that a one-person tent has room for just you and not your bag. So, I would plan on getting a two-man tent so you can have your gear inside your tent with you. Hammock camping can be very comfortable and is another option, but I don't suggest that you try it for the first time on a multiple day trip. Just make sure that you have a tarp for rain and a bug net to complement your hammock if you choose to go that route.

Cook Stove and Pots - For backpacking, you mainly need to boil water so something simple is better. Jet boil is a great option, they are pretty cheap and work great. Some stoves come with pots, but you will need to get some type of silverware or camp eating ware.

- Dry bags - Dry bags are awesome and can be a real lifesaver. They are cheap and I would get several sizes.
- First Aid Kit - Have a basic first aid kit with you. This includes any medications you may be on or something like ibuprofen, Tylenol, or allergy medicine. Charcoal is also a great thing to have handy for stings and bits. If you're on of the more adventurous side when it comes to packing, you could also pack a Tourniquet and surgical kit. A hypothermia bag might also be a nice idea to bring (sterno can, emergency blanket)
- Personal Hygiene Wipes - Showers won't happen, but if we come across a stream or lake there is a potential for cleaning up. Camp wipes are a great solution to keeping clean on the trail, it's not the same but it does help.
- Electrolyte powder to help keep hydrated.
- Tools - A good multitool is handy and I don't have a problem with folding or fixed blade knives, but please don't bring axes or hatchets or machetes, they are not needed for this kind of trip.
- Shovel for digging doodoo holes
- Lighter, matches or flint and steel for starting fires.
- Compass (if you know how to use it)
- Flashlight/Headlamp
- 550 Cordage comes in handy for many things
- (OPTIONAL) If you can't handle high altitudes, an oxygen canister can be used to help boost oxygen intake.

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.