

Columbus Christian Academy

2016 – 2017

Student Handbook

**Columbus Christian Academy
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Steens, MS 39766**

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**www.columbuschristian.com
[facebook.com/columbuschristianacademy](https://www.facebook.com/columbuschristianacademy)
twitter.com/ccarams**

**COLUMBUS CHRISTIAN ACADEMY
HANDBOOK ACKNOWLEDGEMENT PAGE**

Student's Name _____ Grade _____
_____ Grade _____
_____ Grade _____
_____ Grade _____

Parents/Guardians' Names _____
(Please Print)

Date _____

This is the Columbus Christian Academy Handbook (includes elementary and secondary) for the school year 2016-2017. We hope you find it informative regarding CCA's philosophy and policies. After reading the handbook, please contact the school office if you have any questions regarding school policies.

It is very important that you and your students in 5th-12th grades read the handbook. Parents/guardians of fourth grade students and lower are responsible for becoming familiar with the handbook policies that affect students in these grades. Please complete this page and return it to the school office, or your child's teacher, no later than August 4 on the night of Parent Orientation. On the top section of this page, please list all children/grades enrolled in CCA.

_____ accepts parental responsibility regarding all rules
(Parent/guardian signature)
as described in the Columbus Christian Academy handbook.

_____ has read and will follow all rules as described in
(Student signature; 5th – 12th grades only)
the Columbus Christian Academy handbook.

**PLEASE COMPLETE AND RETURN THIS PAGE TO THE SCHOOL OFFICE
NO LATER THAN THURSDAY NIGHT, AUGUST 4, 2016.**

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(Student signature; 5th – 12th grades only)
the Columbus Christian Academy handbook.

DO NOT REMOVE THIS PAGE! KEEP THIS PAGE IN THE HANDBOOK AS YOUR COPY.

COLUMBUS CHRISTIAN ACADEMY BOARD MEMBERS

Billy Thomas, President
Rex Gillis, Vice-President
Lanita Davidson, Secretary
Jeremy Bandre, Treasurer
Jason Minga, Chaplain

Ron DeLoach
Ronnie Herrington
Joe Studdard
Terry Walters, Administrator (non-voting)

PHILOSOPHY OF COLUMBUS CHRISTIAN ACADEMY

Columbus Christian Academy's philosophy is based upon the Word of God. The primary objective and purpose of the school is to train the student in the way presented in the Scriptures while giving him a good education.

Since the primary reason for the existence of the school is a spiritual ministry, evangelistic efforts are made to all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word.

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. There is emphasis on the mastery of the fundamental blocks of material necessary for satisfactory achievement in these areas. Stress is placed upon the acquisition of facts and concepts in the areas of study, leading to the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student to do his best. We believe the traditional system of education educates the mind and builds character. It encourages competition and teaches the value of living under a free enterprise of government.

Character training is an important element in Columbus Christian Academy. We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom. Discipline is administered firmly but fairly; to obey, to do right, to love God and country, and to always measure one's attitudes against principles laid out in the Scriptures equipping him for his role in God's plan for his life and for his proper place in society.

Columbus Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues through life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life, which fulfills both God's moral law and high law love (Matthew 22: 37-39; Romans 13:8-10; Galatians 15:14). The result is a life consecrated unto God and separated from the world.

Columbus Christian Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment.

1. All the activities of the Christian must be subordinated to the glory of God who dwells in us (I Corinthians 8:9).
2. The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Columbus Christian Academy to adopt the following standards, which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests both students and teachers/staff to refrain from swearing, indecent language and jest, smoking, gluttony, gossip, and to maintain Christian standards in courtesy, kindness, morality, and honesty.

Students and teachers are expected to abide by these standards throughout their stay at Columbus Christian Academy. Anyone found to be out of harmony with CCA's ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and student, there is fine opportunity for the development of strong Christian character.

Columbus Christian Academy is not in competition with either the public school system or other private schools. We are here as a distinct, unique ministry giving parents a Christian alternative to the public schools and private schools in our area.

The Bible is our basic curriculum. The supporting curriculum materials are interwoven with principles that build Christian character in the student. History lessons at CCA will build old-fashioned patriotism. Our literature exposes the students to the finest quality reading material, while not compromising Christian decency and morality through abusive language or lewdness.

We use the traditional approach to classroom instruction with an old-fashioned emphasis on the three R's and related learning skills in a disciplined atmosphere. True phonetics is taught as a basis for reading skills beginning at the Pre-K level. Our five year olds read with skill. Columbus Christian Academy students consistently score above average on the Stanford Achievement Test in language arts, math, science, etc. The students develop a genuine sense of accomplishment through their academic labors. Rather than feeling superior to their peers, they learn that they are accountable to God for using their talents and abilities for the glory of God and the benefit of man.

HISTORICAL

Immanuel Christian School was founded in 1978 by Reverend Mike Stephens, former pastor of Immanuel Baptist Church. The school grew and developed under his direction through the years. Karl Novak served as administrator from 1983 to 1999. Gary White served as administrator from 1999 to 2005. Bob Williford served as administrator from 2005-2013. Joe York served as the administrator during 2013-2014. Effective June 30, 2014 the school's name officially changed to Columbus Christian Academy. Sandra White served as the administrator during 2014-2015. The current administrator is Terry Walters.

MISSION STATEMENT

Columbus Christian Academy, in partnership with parents and area evangelistic churches, strives to provide a Christ-centered education of excellence to enable students to soar in truth and wisdom and to become men and women of true faith, equipped to stand strong for Christ and impact their world for eternity.

ACCREDITATION

Columbus Christian Academy has completed all requirements for accreditation with the Association of Christian Schools International, the Southern Association of Colleges and Schools, and the Mississippi Association of Independent Schools. The requirements for this accreditation include a lengthy process of examination by each accrediting agency to verify that our school meets and maintains accreditation standards.

VISION STATEMENT

Columbus Christian Academy exists to provide a Christ-centered, Bible-based educational program aimed at spiritual growth and academic excellence. We will provide an environment in which every student is cared for spiritually, intellectually, physically, socially, and emotionally. Columbus Christian Academy students, by God's grace, will be servant-leaders who effectively live out and communicate a biblical world view, strive to realize their academic potential, and seek to know and fulfill the unique purpose that God has planned for each of their lives.

STATEMENT OF CORE VALUES

The primary objective and purpose of the school is to train the student in the way presented in the Scriptures while providing him a good education. With this in mind, teachers are guided by the core value of:

- Evangelistic efforts to all students to a saving knowledge of Jesus Christ so that teaching spiritual truths may have a firm foundation.
- Developing the student's character training, which will eventually cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well being of the student.
- Emphasizing the mastery of the fundamental blocks of material necessary to the development and exercise of the powers of reasoning. Realizing the difference in innate ability, we encourage and expect each student to do his best.

STUDENT OUTCOMES

1. Student's growth should begin with the initial act of saving faith and continues through life.
2. Students develop the Christian conscious of biblical demands for a holy life, which fulfills God's moral law and high law of love (Matthew 22: 37-39; Romans 13:8-10; Galatians 15:14).
3. Students should be able to apply their understanding of theories to address problems in the larger community.
4. Students should develop the ability to use information and communication resources effectively.
5. Students should be adept at critical, analytical and logical thinking.
6. Students should express themselves well in both oral and written forms.
7. Students should be prepared to take responsibility for their personal, social and intellectual choices.
8. Students should develop into individuals who make informed judgments and interpretations of the broader world.
9. Students should choose actions or beliefs for which they are willing to be held accountable.
10. Students should develop the ability to seek and use knowledge and experience in contexts that challenge and inform their suppositions about the world.
11. Students should grow intellectually and personally.

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2016-2017 SCHOOL CALENDAR

August 1-4	Teacher Preparation
August 4	Parent Orientation
August 5	1 st Day of School (Half Day)
August 8 (Monday)	1 st Full Day of School
August 31	3 Weeks Progress Reports (7 th -12 th)
September 5	Labor Day Holiday/ School & Ext. Care Closed
September 21	6 Weeks Progress Reports (7 th -12 th)
October 7	Teacher Professional Development Early Dismissal: Pre-K - 6 th @ 11:30 7 th - 12 th @ 11:42 Book Character Day
October 10-11	Fall Break/ School & Ext. Care Closed
October 12	9 Weeks Report Cards
October 22	Fall Festival
November 2	3 Weeks Progress Reports (7 th -12 th)
November 21-25	Thanksgiving Holidays School and Ext. Care Closed
November 30	6 Week Progress Reports (7 th -12 th)
December 9 & 12	Exam Review Days
December 13-16	First Semester Exams Early Dismissal: Pre-K – 6 th @ 11:30 7 th – 12 th @ 11:42
December 19-January 2	Christmas Holidays School and Ext. Care Close
January 3	Classes Resume @ 8:00 a.m. for 2 nd Semester
January 4	9 Weeks Report Cards
January 16	Martin Luther King Holiday School and Ext. Care Closed
January 25	3 Weeks Progress Reports (7 th -12 th)
February 15	6 Weeks Progress Reports (7 th -12 th)

February 20	Presidents' Day Holiday School and Ext. Care Closed
March 9	Early Dismissal: Pre-K – 6 th @ 11:30 7 th -12 th @ 11:42
March 10-17	Spring Break/ School and Ext. Care Closed
March 22	9 Week Report Cards
April 12	3 Week Progress Reports (7 th -12 th)
April 14-17	Easter Holidays / School and Ext. Care Closed
May 3	6 Week Progress Reports (7 th -12 th)
May 4	Athletic Banquet
May 5	Senior Chapel
May 8	Senior Review
May 9-11	Senior Exams
May 10	7 th -11 th Awards Program
May 11 & 12	Exam Review Days (7 th -11 th)
May 12	High School Graduation @ 6:00 p.m.
May 15-17	Final Exams (7 th -11 th) Early Dismissal: Pre-K – 6 th @ 11:30 7 th -12 th @ 11:42
May 16	Kindergarten Graduation Last Day for Pre-K and K5
May 17	1 st -6 th Awards Program/Last Day School

ORIENTATION AND OPENING DAY OF SCHOOL

Parent Orientation Night will be August 4 between 5:30 p.m. – 6:30 p.m.

Prior to Parent Orientation we ask parents not to disturb the teachers as they make preparations for school to begin. Questions should be directed to the school office.

Friday, August 5th is the first day of school. This will be a half day with Elementary dismissing at 11:30 a.m. and Secondary dismissing at 11:42 a.m.

Monday, August 8th will be the first full day of school.

SCHOOL DISMISSALS – SPECIAL PROCEDURES

Weather Problems: In the case of severe weather conditions, necessitating the closing of school and extended care during a school day, announcements summoning parents to the school to pick up their children will be made on **WCBI TV (CHANNEL 4) and WTVA TV (CHANNEL 9)**. These announcements will also be posted to **Facebook, Twitter, Ram Mail, and through the school’s mass text information (text CCARAMS to 95577)**.

In the event of emergencies during the school day such as environmental, fire, police or medical emergencies, parents will be called directly by school personnel.

We do not dismiss school for every national holiday. If there is some particular reason why you wish to have your child excused from school on one of these holidays, please pre-arrange for this at least one week prior to the holiday.

ADMISSIONS

Admission Policies for All Students (Pre-K through 12th)

Students are not admitted to Columbus Christian Academy strictly on a “first-come, first-come” basis. For **new** students transferring to CCA, factors such as (1) previous academic effort; (2) disciplinary record; and (3) parental cooperation are considered with regard to admission. For **returning** students, the following factors are considered with regard to **readmission** of a student: (1) administrator, counselor, and teacher evaluations; (2) academic effort; (3) disciplinary record; (4) parental cooperation; (5) student’s attitude toward the school; and (6) prompt payment of accounts.

Columbus Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs received from colleges and universities, athletic programs, and other school-administered programs.

Transfer of Students and Acceptance of Credits

For school credits and records to be accepted by CCA, they must be verifiable by accredited institutions on an official transcript. For home school students to be accepted by CCA, an official transcript is required from a recognized home school organization such as A BEKA and Bob Jones. No grade over 100 will be accepted on any transcript. If no transcript is available, the administrator and counselor will review grades and the student may be required to take a test to determine the grade and class to which the pupil will be assigned.

Admission Procedures

1. Parents/guardians must complete, in its entirety, the Columbus Christian Academy enrollment application and return it to the school office with the registration fee. This application is available in the school office and at the school's website (www.columbuschristian.com). Parents must sign the application agreement to abide by all school policies and discipline procedures and be supportive in their attitudes toward the school and its personnel.
2. All information requested on the application must be submitted with the application applicable to the enrolling grade. This information includes: (1) a copy of the most recent report card; and/or achievement test and a high school transcript; (2) the Mississippi Certificate of Immunization Compliance Form 121; and (3) a copy of the student's birth certificate.
3. The elementary principal will review new elementary student applications. The guidance counselor will review new secondary student applications. Some applications may be rejected at this point, and the family will be notified of the rejection.
4. When a student's application is approved, a meeting with the elementary principal or guidance counselor will be scheduled.
5. If the results of this meeting are acceptable to all parties, the student is officially enrolled as a student of Columbus Christian Academy. If the results are not acceptable, the student will not be accepted as a student of Columbus Christian Academy.

Age Requirements for Pre-K through Kindergarten

Columbus Christian Academy is in compliance with the Mississippi school entrance law which requires that a child must be five on or before September 1 to enter kindergarten. We accept both three and four year olds in our Pre-K program. To ensure that we are in compliance with the Mississippi school entrance law for kindergarten, we have the following policy for Pre-K enrollment:

- **Three** year old entrance: the child must be three on or before September 1.
- **Four** year old entrance: the child must be four on or before September 1.

Other Requirements for Three Year Old Entrance to Pre-K:

- The child must be completely potty trained.
- If a 3 year old proves to be too immature for our Pre-K program, Columbus Christian Academy reserves the right to request withdrawal of that student.

Birth Certificates and Immunization Records

Each student's file must contain a certified copy of his birth certificate.

Three year-old preschoolers must be up-to-date with shots and have Form No. 121 Certificate of Immunization Compliance marked "Temporary Compliance" with a date for next immunization on file in the school office. All four and five year old kindergarten students, 1st graders, and students attending Columbus Christian Academy for the first time MUST have form No. 121 Certificate of Immunization Compliance on file in the school office.

The following vaccines are required for school entry:

- 5 doses of DTaP, unless the 4th dose is given on or after the 4th birthday
- 4 doses of Polio, unless the 3rd dose is given on or after the 4th birthday
- 3 doses of Hepatitis B
- 2 doses of MMR
- 2 doses of the Varicella-containing vaccine or a history of typical varicella (chickenpox)

Beginning with the 2012-2013 school year the Mississippi State Department of Health will require the Tdap vaccination for all students entering 7th grade. Immunization certificates may be obtained from the Lowndes County Health Department or your physician. Immunization requirements must be completed **no later than the 15th day of school or the child will be excluded from school until requirements are met.** There will be no tuition credit for any time lost from school.

Please bring your child's birth certificate and immunization certificate to the school office prior to Parent Orientation.

FINANCIAL INFORMATION

Registration Fee

Registration fees are NON-REFUNDABLE. Upon payment, places are reserved for the student. A registration fee refund will be considered only in the event of a mandated unavoidable relocation such as a military transfer. Written proof of such a required move must be submitted to the Columbus Christian Academy office before July 1st.

- Registration Fee is \$350 per student and due with the application
- Extended Care Registration is \$40 per student

TUITION AND FEES

- Tuition for **K3 & K4** students will be \$2,600 per child.
- Tuition for **K5** students will be \$3,600 per child.
- Tuition for 1st – 12th students will be \$4,800 per child.

MULTIPLE CHILD DISCOUNTS: 2 children - \$700; 3 children - \$1,800; 4 children - \$3,000;

- **\$3,000 maximum discount per family**

We reserve the right to adjust these fees either upward or downward due to any unforeseen, drastic economic changes.

2016-2017 SCHOOL YEAR TUITION PAYMENT PLAN

Our school is totally dependent on tuition fees. No tuition allowance will be considered for absence from school. You may choose to pay your child’s tuition on a prepaid or monthly schedule.

- Prepay Plan is due July 1st.
- 10 Month Payment Plan includes tuition and interest. Monthly payments must be paid by the 5th of each month (**July – April**). Tuition payments should be paid through the mail or at the school office. **PLEASE DO NOT SEND THESE PAYMENTS WITH YOUR CHILD TO GIVE TO THE TEACHER.**
- There will be a \$30.00 service charge on any RETURNED CHECK.

<u>*K3 and K4 Children:</u>	<u>Annual</u>	<u>Monthly</u>
Per Child (Includes Extended Care)	\$2,600	\$ 269

<u>*K5 Children:</u>	<u>Annual</u>	<u>Monthly</u>
Per Child (Includes Extended Care)	\$3,600	\$ 373

**No discounts are available for the K3, K4 or K5 Program*

<u>1st Through 12th Students</u>	<u>Annual</u>	<u>Monthly</u>
One Child	\$ 4,800	\$ 497
Two Children	\$ 8,900	\$ 921
Three Children	\$12,600	\$1,304
Four Children	\$16,200	\$1,677

Athletic Fee: This is a yearly fee of \$125 per athlete. This includes students in grades 7 through 12 that will be playing one of the following sports: JV or Varsity Football; JV or Varsity Basketball, Soccer, Baseball, Softball or Track.

Delinquent Accounts

On the date an account becomes two billing periods overdue, the student or students will be withheld from class. If the problem has not been satisfactorily taken care of within one week after that date, the student/students will be officially dismissed from the Columbus Christian Academy program. Any tests or quizzes missed will receive grades of 0. No final exams may be taken until delinquent accounts are settled.

Withdrawal for Pre-Paid Plan:

If a student withdraws during the school year, tuition will be refunded on a percentage basis as follows:

<u>Withdrawal during the period of:</u>	<u>Refund Percentage</u>
1 st day of school through October 15	75%
October 16 through December 31	50%
January 1 through March 15	25%
March 16 through the end of school	0%

Withdrawal for Monthly Payment Plan

Payments must be current through the month of withdrawal. **Example:** If a child withdraws on October 10, the July, August, September, and October payments must have been paid.

No records will be transferred, no report cards will be presented, and no diplomas will be conferred until all accounts are brought up-to-date.

SCHOOL HOURS

Our school day begins at 8:00 a.m. Throughout the year we follow a Full Day Schedule and sometimes a Half Day Schedule with early dismissal times.

	<u>Elementary</u>	<u>Secondary</u>
Full Day Dismissal Times	3:00 p.m.	3:13 p.m.
Early Dismissal Times	11:30 a.m.	11:42 a.m.

Students not enrolled in Extended Care must be picked up by 3:30 p.m. on Full Days and by 12:00 noon on Half Days. **Any students not picked up by 3:30 p.m. (Full Day Schedule) or 12:00 p.m. (Half Day Schedule), will be taken to Extended Care. The parent will be charged \$8.00 per day per child.**

Early Morning Care Program

We offer an Early Morning Care Program for working parents who must leave their child/children at the school before 7:30 a.m. This program is available from 6:45 – 7:30 in the cafeteria. Parents interested in early morning care will be provided the opportunity to sign up for this program the night of Parent Orientation. The cost of this program is \$1.00 a day per student, and there is no registration fee. We do allow drop-in students for \$1.00 a day.

Extended Care Program

Our Extended Care Program is offered to working parents who are unable to pick up their child/children directly from school at the designated times. Extended Care provides a snack time, study hall, recreation, etc. Parents are expected to send a snack from home. Parents need to register their child/children for Extended Care the same time that they register for the school term.

Registration: \$25.00 per student until May 18th
\$40.00 per student after May 18th

Weekly Fee: \$30.00 per student

Daily Fee: Drop-in (3:30 p.m. – 5:30 p.m.) \$ 8.00 per student
Drop-in (12:00 noon -5:30 p.m.) \$ 8.00 per student

Monthly Fee: Extended Care monthly fees are due on the same schedule as the Tuition Payment Plan. Monthly Extended Care begins on the first day of school and ends on the last day of school.

1 st Child - \$110.00	3 rd Child - \$ 77.00
2 nd Child - \$ 77.00	4 th Child - \$ 39.60

If you decide to withdraw your child/children who are presently enrolled in Extended Care, you will be charged for the entire month that they are presently attending.

STUDENT ILLNESS/ACCIDENTS

If a student is ill or injured during school hours, the following steps will be taken:

1. If the problem appears to be minor in severity, the teacher will personally check the student and determine whether or not some type of medical attention is needed.
2. If the problem does not appear to be severe but the student is ill or injured enough to warrant being sent home for the remainder of the day, the teacher or office staff will call the parent to arrange transportation home.
3. If the student appears to be in need of immediate medical attention, the teacher or office staff will call the CPR certified teacher; remain with the student until the CPR certified teacher arrives; and then notify the student's parents and the administrator. If the CPR certified teacher is not available, the parents will be notified and the administrator will be

consulted. A decision will be made as to whether or not emergency medical assistance should be called upon.

4. If the CPR certified teacher or supervisory personnel determine that the student needs emergency medical assistance, arrangements will be made for transporting the student to a medical facility. The parents will be contacted immediately.

Administering Medicine

1. Medications that are sent by the parent will be administered by a member of the office staff, faculty, or administration.
2. All medications will be kept in a secure area separate from first aid supplies and not accessible to students.
3. All medications must be in the original pharmacy labeled or commercially labeled containers.
4. Prescription medications will be given only as ordered by a physician.
5. All prescription and non-prescription medications for students in **Pre-K through 6th** must be brought to the office by the parent/guardian (we suggest a week's supply of medication at a time). The only exception will be inhalers that may be carried and self-administered by the student.
6. Students in grades **7th through 12th** may carry and self-administer prescription and non-prescription medication with the exception of controlled substances. Parents/guardians of **7th through 12th** grade students must bring controlled substances to the office to be administered by school personnel.
7. Parents/guardians of students **Pre-K through 12th** grade must provide written permission for the in-school administration or self-administration of prescription or non-prescription medications to be kept on file. This written permission must include: student's name, medication name, dosage, time to be administered, and parent/guardian signature.
8. School personnel administering the medication shall use a logbook. The logbook will indicate the student's name; the name of the medication; the name of the person administering the medication; the date; the time; and the dosage. The person administering the medication will initial the record immediately after the medication is given.
9. The school staff must count and record the quantity of any controlled substance (i.e., Ritalin) received from the parents/guardians. When controlled substances are administered, the medications administration record must include the amount on hand, the amount received, the amount given, and the amount remaining.

Student Accident Insurance

An additional fee for student accident insurance is included in tuition. This insurance is necessary since our property and casualty medical liability insurance is not adequate for student accident protection.

Affordable student accident insurance policies are only available when purchased for all students, and therefore, the premium is included as a mandatory fee for all students. Specific information regarding coverage is available in the school office.

TELEPHONE

PLEASE DO NOT CALL STUDENTS DURING SCHOOL HOURS UNLESS ABSOLUTELY NECESSARY. STUDENTS WILL ONLY BE ALLOWED TO USE THE SCHOOL PHONE IN CASE OF EMERGENCIES.

Parents may leave messages for teachers during the school day. The teacher will return the call at the earliest convenience.

PARENT – SCHOOL COMMUNICATION

One of our most important means of communicating with parents is through our Ram Mail. School information is emailed to our entire school family weekly. *You have the opportunity to provide your email address on the student enrollment application. Please make sure our school office has the correct email address so you will receive our weekly Ram Mail.* In addition, parents are encouraged to opt in for mass texting (text CCARAMS to 95577). You can also take advantage of social media by following the school on twitter.com/ccarams and facebook.com/columbuschristianacademy

Parent -Teacher Conferences

1. Parents will receive advance notice of any scheduled parent-teacher meetings scheduled during the school year. Meetings with teachers may be scheduled at other times as needed.
2. Parents may call the office and arrange for special meetings with their child's teacher.
3. Parents may contact their child's teacher directly by leaving a message with office personnel during the school day for the teacher to call back as soon as possible.
4. The teachers are not to be disturbed during the school day while they are in charge of their classes.

Parent Organizations

1. **ATHLETIC BOOSTER CLUB** – This club is composed of all individuals who wish to be part of helping the CCA athletic program grow. Members pay an annual membership fee, participate in fund raisers, and labor in a variety of ways to support and improve the Columbus Christian Academy athletic program.
2. **PARENT-TEACHER ORGANIZATION (PTO)** – The Columbus Christian Academy PTO's basic tenet is to assist the administrators, teachers, and students in achieving the mission goals of CCA. The bylaws have been adopted for organizational structure, with officers chosen for each school year. The organizational vision entails a free flow of information and ideas between teachers and parents. The practical application of PTO action includes increased parent-teacher communication, fundraising, volunteerism, and

most importantly, a free flow of ideas and solutions to help make Columbus Christian Academy a premier “Christ centered” educational institution.

Problems

A parent who has a problem with a teacher, a coach, or an administrator should follow this procedure:

1. If the problem is with a teacher or coach, go directly to the teacher or coach.
2. If the problem remains unsolved, go to the administrator.
3. If the problem remains unsolved, go to the school board.

If there is a problem with a member of the administration, start by going to that person; and then follow the above steps from that point.

LOST AND FOUND

Please write your child’s name on all personal items to enable us to return lost items. *Also, please write your child’s name on the inside collar of jackets, sweaters, coats, etc.* We do collect and store lost items for a reasonable length of time. However, the collection of unclaimed items will eventually be taken to a goodwill organization. Students should check in the office when they are missing a personal item.

USE OF SPECIAL EQUIPMENT

In the event that a student requires special equipment to assist in the educational process, CCA will be responsible for storing the equipment in a secure place while it is not in use (nights and weekends). It will be the responsibility of the owner of the equipment to arrange for maintenance or repair due to damage caused by normal wear. CCA will not be responsible for any damage to the equipment that is caused by a malicious or intentional act on behalf of the students.

NUT- FREE POLICY

The Columbus Christian Academy school board recognizes that allergies to peanuts and tree nuts represent a health and safety hazard which can have serious consequences for those who have such an allergy. In order to protect those students, staff, and employees from an environment that may be harmful to them because of such an allergy, the Board hereby prohibits the serving or selling of peanuts, peanut butter or any product containing nuts, peanuts, or peanut oil by students, staff members, or employees on the Columbus Christian Academy grounds. It will be prohibited to provide snacks for a **classroom** or for a **bake sale** that contain these ingredients (including peanuts, almonds, walnuts, pecans, sunflower seeds, etc.) Students should use their own discretion when purchasing prepackaged items from vending machines during break and at athletic contests.

HANDBOOK REVISION POLICY

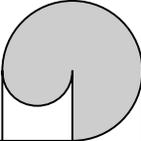
The Columbus Christian School Board reserves the right to change any policy or procedure in the Parent/Student Handbook at any time when, at the discretion of the board and administration, it deems the change to be in the best interest of the school.

ACCESS TO STUDENT RECORDS

Student records are available to school personnel and parents who need access to those records to provide educational services to that student. Purposes for accessing student records include, but may not be exclusive to: academic, behavior, health, and/or disciplinary action.

ASBESTOS INSPECTION

An EPA Certified Asbestos Inspection has been conducted and the necessary reports have been filed. Columbus Christian Academy is an asbestos free facility.



ELEMENTARY SCHOOL GENERAL INFORMATION

DAILY SCHEDULE

The school building will be open to students at 7:30 each morning. *When the two duty teachers begin opening car doors, students may begin entering the building through the front doors.* Students and parents may not enter any other doors upon arrival to school. Students should walk directly to their classrooms where their teachers will be supervising.

BELLS

7:55	Warning bell
8:00	School begins
3:00	Dismissal begins
3:30	Dismissal ends (Remaining students will be taken to Extended Care).

THE ACADEMIC PROGRAM

The Columbus Christian Academy elementary program consists of a pre-kindergarten program through sixth grade. All kindergarten and elementary grades begin the day with Bible class which includes the pledges to the American flag, the Christian flag, and the Bible. Students sing songs, memorize a weekly Bible verse, and learn about God's Word through a Bible lesson.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands; one Savior, crucified, risen, and coming again with life and liberty to all who believe.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

The A Beka or Bob Jones curriculum is used for all academic subjects. Kindergarten through sixth grade students participate in weekly extracurricular classes in physical education, music, art, computer, Spanish, and library. Enrichment experiences, such as field trips and resource speakers, are encouraged and incorporated at all levels of the elementary school.

The Accelerated Reader program is used as a supplement to our classroom reading program. AR begins in second grade and continues through fifth grade. During kindergarten and first grade, our teachers focus on the basic reading skills.

Grading System

The Columbus Christian Academy's year consists of 4 9-week grading periods. Pre-K students do not receive report cards. Kindergarten students will begin receiving report cards the second nine weeks grading period and will receive letter evaluations in academics and conduct. The following grading scale is used for 1st through 6th grades.

<u>Grading Scale</u>	<u>Conduct Evaluation</u>	<u>Penmanship Grading Scale</u>
A 90 – 100	E Excellent	E Excellent
B 80 – 89	S Satisfactory	S Satisfactory
C 79 – 70	N Needs Improvement	N Needs Improvement
D 65 – 69	U Unsatisfactory	U Unsatisfactory
F 0- 64		

Weekly Progress Reports

Graded quizzes, tests, seatwork, and other student work will be sent home weekly. Parents are expected to review this work and follow the teacher's directions for signing and returning this work to school in a timely manner. **It is extremely important for parents to carefully review the weekly graded/checked work so you will be aware of any problem academic areas.**

Report Cards

Report cards will be issued on the Wednesday immediately following the end of a nine weeks grading period. If any school holidays immediately follow a nine weeks grading period, report cards will be issued the Wednesday after the holiday. Report cards must be signed by a parent and returned by Friday of the week of issuance.

Academic Recognition

Students earning all A's (90-100) for a nine-week grading period will be on the A Honor Roll. Students earning all A's and B's (80-100) will be on the A-B Honor Roll.

Physical Education Class and Grading Policy

Students in kindergarten through 6th grades will participate in two weekly P.E. classes. During P.E. class students will wear their regular school clothes, but they are required to wear tennis

shoes. Grading for P.E. class will begin in 1st grade. Students in 1st through 6th grades will begin each nine weeks with a grade of 100. Within each nine weeks grading period, one point will be deducted for the following:

1. Each discipline problem
2. Each failure to do exercises
3. Each failure to exert reasonable effort
4. Each failure to cooperate and follow directions

Music Class and Grading Policy

Students in kindergarten through 6th grades will participate in one weekly music class. Grading for music will begin in 1st grade. Students in 1st through 6th will begin each nine weeks with a grade of 100. Within each nine weeks grading period, one point will be deducted for:

1. Each discipline problem
2. Each failure to complete a workbook page
3. Each failure to participate

During the nine weeks grading period in which the Elementary Musical is scheduled, 25 points will be deducted for failure to attend and participate in this program. See the school calendar in this handbook for the date of this year's Elementary Musical.

Art Class and Grading Policy

Students in grades 1 through 6 will participate in a weekly art class. These students will begin each nine weeks with a grade of 100. Within each nine weeks grading period, one point will be deducted for:

1. Each discipline problem
2. Each failure to cooperate and follow directions

Computer Class and Grading Policy

Students in grades 2 through 6 will participate in a weekly computer class. These students will begin each nine weeks with a grade of 100. Within each nine weeks grading period, one point will be deducted for:

1. Each discipline problem
2. Each failure to cooperate and follow directions

Library Policy

1. Students will only be allowed to check out one book at a time.
2. Books may not be checked out unless the librarian is on duty.
3. Books that are damaged or lost will be the financial responsibility of the student.

1st book	Cost of the book plus a \$5.00 processing fee
2nd book	Cost of the book plus a \$10.00 processing fee
3rd book	Cost of the book plus a \$20 processing fee

The student will not be issued another book until the lost book is returned to the librarian or the proper fees are paid to the librarian.

After a fine is paid and the book is found no refund will be given.

Accelerated Reading Policy: A student must have his Accelerated Reading book at school in order to take the Accelerated Reading quiz.

Homework Policy

The following policy is followed per subject.

- 1st Offense** – Teacher will send home a homework notice for parents to sign and return the following day. Unfinished homework must be completed that night and submitted the following day with the signed notice.
- 2nd Offense** – Same procedure as 1st offense
- 3rd Offense** – One point deducted from final nine weeks grade
- 4th Offense** - Another point deducted from final nine weeks grade. This procedure will continue for all offenses until the end of the nine weeks grading period.

At the end of each nine weeks, the student will begin the new grading period without any homework offenses. At that point, the homework policy will take effect for the current nine weeks grading period.

Rental Books

Some of the textbooks are rental books, and we ask that students handle them responsibly. Any student who loses a rental book or mutilates a book beyond repair will purchase a new book to replace it. The cost will include any necessary shipping expenses.

At the end of the school year, a student must turn in the same book he was issued. Unusual wear will result in an additional fee being charged to the student. The additional fees are as follows:

<u>USAGE</u>	<u>FEE</u>
Normal wear	\$0
Slightly worn past normal usage	\$1
Badly worn inside or out	\$3
Book lost or unusable	Price of book

Achievement Testing

Achievement tests will be given to students in grades K5 through 6th grades each year in March. These tests are machine scored and results should be available in the office before the end of the school year or when the final report cards are issued. If a student misses any of the testing sessions we cannot guarantee that make-up achievement tests will be given.

Final Report Cards

Kindergarten students will receive their final report card on their last day of school. Students in 1st through 6th grades will receive their final report cards in the classroom on the last day of

school. If a student fails to be in attendance on the final day of school, the parent will be expected to get the report card from the school office during summer hours.

Kindergarten and Elementary School Promotion Policy

Because a student has many facets (academic, physical, social, emotional) the decision regarding promotion is not based solely on academic standing. Many factors will be used in considering the promotion of a student. These factors may include age, ability, and maturity. However, a general rule is that a student will not be promoted if he/she fails two major subjects with a 64 average or lower. If a student fails one major subject with a 64 average or lower, a summer tutorial program may be recommended for promotion to the next grade level. In the case of a summer tutorial program, documentation of the academic material covered must be presented to the school. The final decision for promotion or retention of an elementary student will be at the discretion of the teacher and the principal.

ATTENDANCE

Absences

Columbus Christian Academy complies with the Compulsory Education Law (Mississippi Code of 1972, Section 37-13-91). Regular daily attendance at school is the responsibility of each student and his/her parents or guardians. **Students absent for any reason (excused, unexcused, or pre-arranged) for more than 20 days during the school year may be retained. Exceptions concerning a prolonged illness will be open for review by the school administration. A decision will not be favorable for promotion if a student has had an extended illness as well as a large number of absences due to family trips.**

When a student is absent, the teacher will leave the day's assignments and necessary books in the office by 2:00 p.m. We encourage parents to get these assignments for every absence so the child can begin working on missed material. On the day a student returns from an absence, the parent(s) are required to send a written explanation or doctor's excuse to the teacher. The note should include the student's name, the reason for the absence(s) and the parent's signature.

Excused Absences

Unavoidable: Excused absences are those due to personal illness, a death in the family, or extreme emergencies.

Avoidable but justifiable: These absences include doctor or dentist appointments or similar reasons that might be justified. **The teacher must be given advance notice of any absences due to appointments.**

Pre-arranged: Parents must pre-arrange out of town trips or church-related trips that necessitate an absence. Parents should complete a pre-arrangement form in the office well in advance of the expected absence. Once this request has been approved by the principal, the teacher will prepare the assignments so the student may work on them ahead of time. The student may be required to complete assignments prior to the absences at the teacher's discretion and to the student's best interest.

Unexcused Absences or Out of School Suspension

Any absence from school, which is not excused by the principal, is an unexcused absence. Any tests or quizzes missed due to an unexcused absence will be marked as a zero. A student returning from an unexcused absence will be expected to take any tests or quizzes previously assigned on the day of return. A student will also be expected to turn in completed work that is due upon the day of return. Examples of unexcused absences include: (1) completing school work (2) studying for a test (3) preparation for upcoming event or similar excuses.

Long Term Illness or Incapacitation

When a student has been absent for an uninterrupted four-week period, the administration will examine the situation and determine whether or not the student should be classified as “long-term illness or incapacitation.”

When a student has been categorized as “long-term illness or incapacitated” tuition is not charged for the period of absence. However, if the student returns to school upon recovery, tuition will resume and additional payment for tutorial assistance will be charged.

Students who have missed lengthy periods due to illness will be evaluated upon their return to school to determine whether they must be retained or whether additional tutorial assistance will allow them to successfully complete their year of school. Students in this situation should also expect to spend the summer in a tutorial program at the parents’ expense.

Tardy Policy

Class time is instructional time. Punctuality is expected of all students. We believe it is the responsibility of parents to see that students arrive at school early enough to allow your child to walk to the classroom, unpack, and get settled in the classrooms several minutes before the 8:00 a.m. bell rings. **At the beginning of the new school year, students are given two days to adjust to their schedule. The Tardy Policy will go into effect the third day.** At the ringing of the 8:00 a.m. bell, the teachers will close and lock their classroom doors for security reasons. If your child arrives after the door is closed, he will be considered tardy and sent to the office for an admission slip. The classroom teacher will record all tardies and submit these to the office.

Penalties for Tardies:

1 st Tardy to class	Recorded
2 nd Tardy to class	Recorded and the Teacher will contact the parents
3 rd Tardy to class	Recorded and Principal or Counselor will contact the parents and assign 3-day of detention at morning break
4 th Tardy to class	Recorded and assign 5-day of detention at morning break
5 th Tardy to class	Recorded and the Principal will schedule a mandatory parent conference before the student may return to class

This tardy policy applies to each semester grading period. After a student has 3 tardies in a class, it will count as one absent in that class.

Exceptions to the Tardy Policy: A student arriving to school from a doctor’s appointment will not be counted as tardy. If there is another legitimate reason for a student arriving late to school, the principal will decide if the tardy is excused or unexcused.

CHECKING OUT

Transportation Form: Each elementary child must have a **Transportation Form** completed and turned in to his/her teacher by the first day of school. This form is necessary so that the teachers and office personnel will be aware of those authorized to pick up each child. If your child will be leaving school with someone other than those listed on the **Transportation Form**, you must send a note to your child's teacher with the necessary information or call the school office to give the necessary information. If you want to add or delete someone to the **Transportation Form** after school has begun, please call or come to the office to make necessary changes.

When parents/guardians need to check out an elementary student prior to normal dismissal time, they must come to the office to sign him/her out. Parents should give prior notification to the teacher when this will be necessary.

SNACKS AND HOT LUNCH PROGRAM

Pre-K through sixth grade students may bring a nut free snack from home. Teachers in these grades will allow a short snack time that best fits the needs of the students and best works with the class schedule.

Our school does not have a cafeteria, but we offer lunches from a local restaurant. The students must bring their own lunches or purchase a catered lunch from an online weekly menu provided one week in advance to parents. Drinks are not provided with the catered lunch so 1st-6th grade students must bring a drink from home or purchase available drinks from the cafeteria window. During lunch time, 1st through 6th grade students may purchase a healthy snack, white/chocolate milk, bottled water, or a fruit drink from the cafeteria window. Elementary students may not purchase food/drinks from the machines.

Full day Pre-K and kindergarten students must bring a drink from home or you may purchase white/chocolate milk from the online weekly lunch order form.

DRESS CODE

All students at Columbus Christian Academy wear uniforms. All uniform clothing must be purchased from Uniforms & Accessories, Inc. The uniform requirements begin upon the student's arrival at school and remain in effect until his/her departure for the school day. If a student comes to school without the proper uniform worn in the appropriate manner, he/she will be sent to the office where parents will be notified. The student will remain in the office until the parent arrives with the appropriate uniform clothing.

Uniforms should be clean and pressed with all buttons attached, no holes in clothing, and hems intact. Parents are responsible for replacing uniform items when they become worn or too small.

Please label all outer garments, lunch boxes, backpacks, etc. with your child's name.

Columbus Christian Academy students are held responsible for dressing appropriately for **ANY** school function on or off campus.

All student dress is subject to the approval of the administrator.

ELEMENTARY GIRLS:

Plaid round-neck jumper (Pre-K – 3rd grade)

White Peter pan collar blouse underneath jumper – no logo (Pre-K – 3rd grade)

Plaid or khaki skort (length to be no more than 2 inches above knee)

Khaki or black shorts

Khaki or black skirts

Khaki or black capris

Khaki or black pants

Red, black, or white short or long sleeve polo shirt with CCA logo (May wear a solid red, black, or white long sleeve shirt, including mock turtlenecks and turtle necks, under the short sleeve polo shirt with CCA logo)

General Information:

Socks/Hosiery

- Red, white, or black leggings or tights may be worn with the jumper and skorts.
- Socks: conservative colors

Footwear

- Students need appropriate shoes for physical activities during P.E. and recess.
- Tennis shoes, Crocs, or other closed toed shoes are acceptable.
- No flashing tennis shoes or tennis shoes with heels
- Sandals with a back are permissible for girls.
- No flip flops or sandals with open backs
- Boots must be a neutral/basic color such as black, brown, grey, or tan

Outerwear

- Any appropriate jacket/coat may be worn. (no camouflage)
- Any sweatshirt or hoodies purchased from CCA may be worn over the collared uniform shirt. No other sweatshirts or hoodies will be allowed.
- May not wear oversize coats, sweatshirts, or hoodies
- **Optional purchase from Uniforms & Accessories, Inc.:**
 - Red or black full zip fleece with CCA logo
 - Red or black windbreaker with CCA logo

Other

- No makeup
- Only one pair of small, unobtrusive earrings may be worn.
- Necklaces are limited to a single strand/single medallion.
- No dyed hair or outlandish hair styles
- If the shirttail is tucked in, a belt must be worn. Belts should be a basic color such as khaki, brown, or black.
- Pre-K and kindergarten students should not wear belts.
- No caps or hats on campus during the school day or during dismissal.
- No sunglasses or fashion glasses without lenses may be worn in any of the buildings.

Spirit Day:

- Blue denim jeans or blue denim jean shorts in basic, classic style may be worn on Fridays with the current spirit shirt.
- Jean shorts must have at least a 6-inch inseam.
- Jeans may **not** have any rips, holes, frayed hemlines or seams.
- No skinny jeans or tight fitting jeans
- No jeans with huge legs; no sagging allowed
- No chains hanging from pockets
- Spirit shirts do not have to be tucked inside jeans.

ELEMENTARY BOYS:

Khaki or black shorts

Khaki or black pants

Red, black, or white short or long sleeve polo shirt with CCA logo (May wear a solid red, black, or white long sleeve shirt, including mock turtlenecks and turtle necks, under the short sleeve polo shirt with CCA logo)

General Information:

Socks

- Socks: conservative colors

Footwear

- Students need appropriate shoes for physical activities during P.E. and recess.
- Tennis shoes, Crocs, or other closed toed shoes are acceptable.
- No flip flops or sandals with open backs
- Boots must be a neutral/basic color such as black, brown or tan

Outerwear

- Any appropriate jacket/coat may be worn. (no camouflage)
- Any sweatshirt or hoodies purchased from CCA may be worn over the approved collared uniform shirt. No other sweatshirts or hoodies will be allowed.
- May not wear oversize coats, sweatshirts, or hoodies
- **Optional purchase from Uniforms & Accessories, Inc.:**
 - Red or black full zip fleece with CCA logo
 - Red or black windbreaker with CCA logo

Other

- Hair must be neatly trimmed. Hair may not be below the eyebrows or below the shirt collar in the back.
- No designs or letters cut in hair or any outlandish styles (such as Mohawks) or colors that bring undue attention to the individual's appearance.
- Shirttails must be tucked inside pants/shorts.
- Pre-K and kindergarten students should not wear belts.
- 1st-6th grade boys must wear a belt with pants/shorts. Belts should be a neutral/basic color such as khaki, brown, or black.
- No earrings

- Necklaces are limited to a single strand/single medallion.
- No caps or hats on campus during the school day or during dismissal.

Spirit Day:

- Blue denim jeans or blue denim jean shorts in basic, classic style may be worn on Fridays with the current spirit shirt.
- Shorts must have at least a 6-inch inseam.
- Jeans may **not** have any rips, holes, frayed hemlines or seams.
- No skinny jeans or tight fitting jeans
- No jeans with huge legs; no sagging allowed
- No chains hanging from pockets
- Spirit shirts do not have to be tucked inside jeans.

JUNIOR HIGH & HIGH SCHOOL GENERAL INFORMATION

DAILY SCHEDULE

The school building will be open to students at 7:30 each morning. At that time students should enter the door at the end of the secondary hallway. Students should prepare for school by making necessary trips to lockers, going to the restroom, and waiting in the 1st period classroom until the 8:00 bell rings.

BELLS

7:55	Warning bell
8:00	School begins
3:13	Dismissal begins (Students should be picked up at the gym unless they have an elementary sibling that is picked up at the front doors of the school building. In this case, secondary students should wait on the front porch of the main school building.)
3:30	Dismissal ends (Remaining students will be taken to Extended Care).

THE ACADEMIC PROGRAM

The CCA junior high and high school programs each consist of seven 50 minute class periods daily. Students have 3 minutes between class periods to move from one classroom to another. Students have a ten minute break mid-morning. They may bring a nut free snack or drink or purchase items in the cafeteria.

The Christian curricula used for most academic subjects are A Beka and Bob Jones.

Grading System

Junior high school and high school consist of 4 nine-week grading periods.

GRADING SCALE

A 90 – 100
B 80 – 89

C 70 – 79
D 65 – 69

F 0-64

Determining Grades

1. Nine Week Grades: When averaging grades, all quiz/daily grades count once and all test grades count twice. The total is then divided by the number of grades to determine the average. Homework may be graded and averaged as a quiz/daily grade.
2. Semester Grades: 1st nine weeks grade 40%
2nd nine weeks grade 40%
Semester Exam 20%
3. Final Grade: First Semester Grade 50%
Second Semester Grade 50%

3 Week And 6 Week Progress Reports

Progress Reports in each subject will be sent home at the end of each 3 week and 6 week grading period. These slips must be signed by a parent and returned on or before the second day after issuance. Only the original grade slip will be accepted (no faxed copies). If a grade slip is not returned on time, the student will be assigned detention.

Report Cards

Report cards are issued on the Wednesday immediately following the end of a nine-week period. They are to be signed by a parent and returned on or before the second day after issuance. Only the original report card will be accepted (no faxed copies). If a report card is not returned on time, the student will be assigned detention.

Academic Recognition

Students earning all A's (90-100) for a nine-week grading period will be on the **A** Honor Roll. Students earning all A's and B's (80-100) will be on the **A-B** Honor Roll.

Exemption from Exams

1st SEMESTER – Grade 12 only (Only on Semester courses)

- 80 or above average
- no unexcused absences
- no suspension infractions
- no major disciplining action

2nd SEMESTER – Grade 12

- 80 or above yearly average in a full year course
- no unexcused absences
- no suspension infractions
- no major disciplining action

Grades 7-11

- 90 or above yearly average; no unexcused absences; no suspension infractions

- 85 or above yearly average; no more than **3 days excused** absences for the year; no unexcused absences; no suspension infractions
- 80 or above yearly average; **perfect attendance** for the year; no suspension infractions

Homework Policy

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid student advancement in academics. Therefore, each student is required to complete his homework assignments. Homework is given for several reasons.

- FOR REINFORCEMENT: We believe that most students require solid drilling to master material essential to their educational progress.
- FOR PRACTICE: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- FOR REMEDIAL ACTIVITY: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- FOR SPECIAL PROJECTS: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Research Papers

Research papers must be adequately completed in order to avoid receiving a report card "Incomplete". Grade penalties of 10 points per day will be assessed against late papers. Research papers require students to turn in work in different stages of completion. If a research paper is turned in after the close of the school year, there will be a \$10.00 grading fee. When a portion of a research project is past due, the student will be withheld from athletic participation until the late portion is completed

Unexcused Failure to Complete Other Major Graded Assignments

1. Ten points will be deducted from the grade for each day the assignment is late.
2. The course will be incomplete until the assignment is adequately complete.

Rental Books

Many of the textbooks are rental books. We ask that students handle these books responsibly. The soft back books may be covered with contact paper or book covers.

Any student who loses a rental book or mutilates a book beyond repair will purchase a new book to replace it. The cost will include any necessary shipping expenses.

At the end of the school year, a student must turn in the same book he was issued. Unusual wear will result in an additional fee being charged to the student. The additional fees are as follows:

<u>USAGE</u>	<u>FEE</u>
Normal wear	\$0
Slightly worn past normal usage	\$1
Badly worn inside or out	\$3
Book lost or unusable	Price of book

Library Policy

1. Students will only be allowed to check out one book at a time.
2. Books that are damaged or lost will be the financial responsibility of the student.

1st book	Cost of the book plus a \$5.00 processing fee
2nd book	Cost of the book plus a \$10.00 processing fee
3rd book	Cost of the book plus a \$20.00 processing fee

The student will not be issued another book until the lost book is returned to the librarian or until the proper fees are paid to the librarian.

After a fine is paid and the book is found no refund will be given.

3. Books may not be checked out at any time while the librarian is out of the library.

Achievement Testing

Achievement tests will be given to students in grades 7th – 9th grades each year in March. If a student misses any of the testing sessions no make-up achievement tests will be given. These tests are machine scored and results should be back before the end of the school year. Parents may then pick up the test results in the school office.

Final Report Cards

Students in 7th – 11th grades will need to bring a self addressed stamped envelope to their homeroom teacher the last week of school. Report cards will be mailed to parents. If the prepared envelope is not brought to the school, parents will have to get the final report card from the office during summer hours.

Summer School

Any 7th or 8th grade student receiving an *F* for the year in any subject must make up that subject in summer school in order to be promoted to the next grade level. Any 9th – 12th grade student receiving an *F* for the year in any subject must make up that subject during summer school in order to receive credit for that subject. Summer school is strongly recommended for any student earning a *D* in a major academic subject. Students may take two (2) subjects during summer school each year. A maximum of four summer school classes may be taken for credit in 9th-12th grades.

There will be a \$40.00 book and registration fee and a \$500.00 fee paid to the teacher, with a total of thirty classroom hours for each subject taken during summer school. This total of \$540.00 per class must be paid to the teacher before the student meets class. Should the student fail to complete the subject there will be no refund. Any student who fails a course with an average lower than 55 will not qualify for summer school.

CURRICULUM

Graduation Tracks and Honors Program

Columbus Christian Academy offers two college preparatory tracks of study. The **College-Prep Track 1** requires 22 credits and meets all requirements for admission to a two year college. The **Honors Track II** requires 22 credits and meets all requirements of the institutions of Higher Learning for **admission to a four year university**. Honors courses are more challenging for students than many of the regular courses. Additional material and more in-depth study should be typical of honors courses.

Schedule Requirements

All students in grades 9-12 must be enrolled in English, mathematics, science, social studies, and Bible each year and must be taking five (5) academic classes. The total number of credits earned for graduation must be 22 or more.

Each semester seniors must be enrolled in a total of five (5) or more courses. A student who has earned four (4) credits in English, math, science, or social studies prior to his/her senior academic year, may substitute an on-campus elective for that core requirement. However, a student must always be enrolled in five (5) courses, regardless of whether core requirements have been met.

Correspondence Study

Correspondence courses are accepted only under extreme circumstances and only with the administrator's approval. A maximum of two (2) units of correspondence coursework can be accepted toward graduation.

College Duel Enrollment

Columbus Christian Academy offers dual enrollment opportunities for students in grades 11 and 12 with local universities and community colleges. With approval from the administrator and guidance counselor, courses taken off campus will be given elective credit.

College course grades will be listed on the transcript, but will not be calculated into the cumulative GPA. An off-campus class taken for CCA elective credit must be a 3 or 4 credit hour course to be considered for elective credit.

Graduation Policy

Columbus Christian Academy is primarily a college preparatory high school. All students must earn 22 units to graduate.

Columbus Christian Academy reserves the right to withhold the privilege of participating in the graduation ceremony from any graduate whose conduct in or out of school at the time of graduation does not warrant public honor. Columbus Christian Academy students must have completed all graduation requirements in order to participate in the graduation ceremonies.

A student who meets all other graduation requirements must complete a minimum of six weeks at Columbus Christian Academy in order to be eligible to receive a diploma.

GRADUATION TRACKS

College Prep - Track I		
English	4	
Math	4	Required: Algebra I and either Geometry or Algebra II
Science	4	Required: Biology
History	4	Required: MS Studies; Intro to Geography; World History; US History, American Govt., and Economics
Electives	5 ½	
Computer App.	½	
Bible	½	Required for all students
Total	22	20 credits must be academic credits

Honors - Track II		
English	4	
Math	4	Required: Algebra I, Geometry, Algebra II, Pre-Calculus/Trig
Science	4	Required: Biology, Chemistry, and two of the following: Physical Science, A&P, Environmental Science/Health
History	4	Required: MS Studies; Intro to Geography; World History; US History, American Govt., and Economics
Advanced Electives	2	Spanish I & II
Electives	2 ½	
Fine Arts	1	
Computer App.	½	
Bible	½	Required for all students
Total	22	20 credits must be academic credits

Academic Electives

Consumer Math	Drama I and Drama II	Speech
Debate	Career Development	Accounting I
Journalism (½ credit for full year)		Any additional Fine Arts
Any additional Computer class		Any class listed in chart above

Non-academic Electives

Chorus I ½ credit	Athletics ½ credit	
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Two non-academic credits may be used to meet graduation requirements.

Carnegie units may be awarded in 8th grade for Pre-Algebra, Algebra I, Foreign Language, and entry level computer.

ACT Test

- All students are required to take the ACT to graduate. This test must be taken on or before the February testing date of a student's senior year.
- School Code for Students: 250-651

2015 - 2016 ACT Schedule

Test Date	Regular Registration	Late Registration (fee required)
September 10, 2016	August 5, 2016	August 6-19, 2016
October 22, 2016	September 16, 2016	September 17-30, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016
February 11, 2017	January 13, 2017	January 14-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

GRADUATION HONORS

Honor Graduates

To graduate from Columbus Christian Academy with Honors a student must:

- Complete the Honors Track II and
- Maintain an overall grade average of 90 or better

Valedictorian and Salutatorian

- Student must meet all the qualifications of being an Honor Graduate.
- Student must attend and receive grades from CCA for the final four consecutive semesters (11th and 12th grade years).
- Only grades from CCA will be used.
- Class rank will be determined by the highest weighted Grade Point Average (GPA) on a 4 point scale.
- If GPA is tied, then highest weighted numeric average will be used.
- Students with a long-term illness or incapacitation will not be considered for Valedictorian or Salutatorian.
- Specific procedures for calculation may be reviewed in the counselor's office.

Weighted – Academic course grades are counted twice and elective course grades are counted once in calculating the Weighted GPA or Weighted Numeric Average.

Columbus Christian Academy National Honor Society Qualifications

PERSONAL - The student who obtains membership:

- Must be a member of the sophomore, junior, or senior class
- Must have been in attendance at CCA High School for one semester
- Must be a professing Christian and active member of a church
- Must present his salvation testimony in writing
- Must have a recommendation by his pastor

SCHOLARSHIP – The student who exhibits scholarship:

- Is working toward a college preparatory diploma in graduation Track II
- Has a minimum scholastic average of 90 percent

LEADERSHIP – The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibilities, conducting business effectively, and without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

SERVICE - The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity such as Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, or family duties
- Volunteers dependable and well organized assistance; is gladly available and willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaining
- Shows courtesy by assisting visitors, teachers, and students

CHARACTER – The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations.
- Demonstrates the highest standards of honest and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness in Christian behavior both inside and outside the school
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Expresses genuine repentance at any wrongdoing and forgiveness toward others
- Rates no less than an average of 3.75 on the teacher evaluations

ATTENDANCE

Columbus Christian Academy complies with the Compulsory Education Law (Mississippi Code of 1972, Section 37-13-91). Regular daily attendance at school is the responsibility of each student and his/her parents or guardians. Students who maintain regular attendance develop responsibility, remain current with their class work and class discussions, and receive the most benefit from the school day and the extracurricular activities in which they are involved. Daily classroom grades will reflect participation, which is based on regular attendance. Regular and punctual attendance of all students is necessary during the school year. **Absences from a class in excess of ten (10) days in a semester course or twenty (20) days in a year course will cause the student to fail.** Students in a homebound program, students who are under a physician's care for long-term or chronic illness, or students who have unusual or extenuating circumstances beyond their control who otherwise maintain a passing average will be considered on an individual basis by the administration. (See long term illness or incapacitation below.)

Absences

If a student is absent from school the parent must do one of the following:

- Call the school each day the child is absent
- Bring notes acceptable for admittance. (Such notes must contain dates of class periods missed, the student's full name, and the reason for the absence, and the parent(s) signature.)
- Bring the child back to school and explain why he/she was absent. This should be done in the school office.

Make-up Work: Students absent for one or two days must make-up their work upon return. If a student is absent for three (3) days or more, parents should request make-up work to be done at home.

Excused Absences

Unavoidable: Excused absences are those due to personal illness, illness in the family, death in the family, or extreme emergencies.

Avoidable but justifiable: These absences include doctor or dentist appointments or similar reasons that might be justified. **Notice of such absences must be given to the school prior to the absence.**

Pre-arranged: Parents must **pre-arrange** out of town trips or church-related trips that necessitate **three (3) or more days of absence**. The parent(s) should send a note to the administrator requesting this pre-arrangement. The following information should be included in the note: (1) student's full name; (2) specific dates the student will be absent; and (3) the reason for the absence. If the administrator approves the request, the student will take the pre-arrangement note to each teacher to get assignments. The students may be required to complete assignments prior to the absences at the teachers' discretion and to the student's best interest. **FAILURE TO COMPLY** with this pre-arrangement policy will result in an unexcused absence.

Since regular attendance is vital to a student's academic progress, the pre-arranged absence policy should not be abused. In the case of excessive prearrangement requests, the administrator will request a conference with the parent(s) to discuss the matter. It is important for parents to remember the limit of 10 absences per semester course and the limit of 20 absences per year course. When a student misses a class in excess of this policy FOR ANY REASON, a student will not receive credit for that class.

Returning from an Absence: Following **all** absences from school, the junior high or high school student **MUST** secure an admission slip from the office prior to first period. To obtain this admission slip, the student must bring a written excuse for the absence(s) or the office must receive a phone call from a parent. It is the student's responsibility to keep up with the admission slip during the day. Losing and/or failing to pick up the slip will result in a tardy for each occurrence during the school day. **Each teacher will check and initial admission slips at the beginning of each class.**

Senior College Visit Days: Students are encouraged to visit colleges during their senior year and will be allowed two (2) college visit days. A “Pre-Planned College Visit Form” must be completed and returned to the guidance office one week in advance of the visit. The guidance counselor and the administrator must approve all requests. College visits must be documented on college letterhead with the date of the visit and an official signature. This documentation must be presented to the guidance counselor upon the student’s return to CCA.

Unexcused Absences or Out of School Suspension

Any absence from school, which is not excused by the administrator, is an unexcused absence. Any tests, quizzes, or homework missed due to an unexcused absence will be marked as a zero. A student returning from an unexcused absence will be expected to take any tests or quizzes (previously assigned before the unexcused absence) on the day of return. A student will also be expected to turn in completed work that is due upon the day of return. Examples of unexcused absences include: (1) staying out of school to complete school work or to study for a test; (2) preparing for an upcoming event or similar excuse; (3) out of school suspension.

Long Term Illness or Incapacitation

When a student has been absent for an uninterrupted four-week period, the administration will examine the situation and determine whether or not the student should be classified as “long-term illness or incapacitation.”

When a student has been categorized as “long-term illness or incapacitated”, tuition is not charged for the period of absence. However, if the student returns to school upon recovery, tuition will resume and additional payment for tutorial assistance will be charged.

Students who have missed lengthy periods due to illness will be evaluated upon their return to school to determine whether they must be retained or whether additional tutorial assistance will allow them to successfully complete their year of school. Students in this situation should also expect to spend the summer in a tutorial program at the parents’ expense. Students with a long-term illness or incapacitation will not be considered for Valedictorian or Salutatorian.

Tardy Policy

Class time is instructional time. This policy sends the message to students that being tardy is not acceptable. At the beginning of the new school year, students are given two days to adjust to their schedule. The tardy policy will go into effect the third day of the school year. After the tardy bell has sounded any student who enters a class is considered tardy. **Tardies accumulate on a semester basis.** A student returning from a doctor appointment will not count as a tardy. If a student has missed over 15 minutes of a class period, he will be considered absent from that class.

Excuses for Tardies: It is our policy to deal with legitimate excuses for tardies by allowing two tardies each semester without penalty. We know that unavoidable circumstances may arise. We hope that no student experiences more than two “unavoidable” tardies during any semester grading period.

Penalties for Tardies:

1 st Tardy to class	Recorded
2 nd Tardy to class	Recorded and the Teacher should contact the parents.
3 rd Tardy to class	Recorded and the Principal or Counselor will contact the Parents and assign 3-day detention at morning break.
4 th Tardy to class	Recorded and assign 5-day detention at morning break.
5 th Tardy to class	Recorded and the Principal will schedule a mandatory parent conference before the student may return to class

Tardy policy applies to each semester grading period. After a student has 3 tardies in a class, it will count as one absent in that class.

Exception to the Tardy Policy: If there is a legitimate reason for a student being late to class, that decision will be made by the administrator. The student will take an “Administrator’s Pass” to class.

Check Out Procedures

1. When a student has a medical or dental appointment before coming to school, we request parents to send a note the previous day.
2. When a student has a medical or dental appointment during the school day, we request parents to send a note that morning.
3. When a licensed driving student becomes ill or must leave campus during the school day, the student will call the parents and a secretary or administrator must talk to the parent prior to the student’s departure. If the student is able to take an assigned test or quiz and turn in homework before leaving school, he will be expected to do so.

MORNING BREAK AND HOT LUNCH PROGRAM

Columbus Christian Academy does not have a cafeteria, but we offer lunches from local restaurants. The students must bring their own nut free lunches or purchase a catered lunch from a weekly menu provided one week in advance. Students may not order their own lunches to be delivered to the school. All lunches brought by parents/guardians must be delivered to the office. Drinks are not provided with a catered lunch. Students may purchase drinks from the machines or cafeteria window.

Seventh through twelfth grade students have a ten minute morning break that provides them the opportunity to have a nut free snack and/or drink. They may purchase drinks and snacks at the school or they may bring them from home.

DRESS CODE

All students at Columbus Christian Academy wear uniforms. All uniform clothing must be purchased from Uniforms & Accessories, Inc. The uniform requirements begin upon the student’s arrival at school and remain in effect until his/her departure for the school day. If a student comes

to school without the proper uniform worn in the appropriate manner, he/she will be sent to the office where parents will be notified. The student will remain in the office until the parent arrives with the appropriate uniform clothing.

Uniforms should be clean and pressed with all buttons attached, no holes in clothing, and hems intact. Parents are responsible for replacing uniform items when they become worn or too small.

All student dress is subject to the approval of the administrator.

Discipline for Non-Conformance of Dress Code Policy: Students will immediately correct any violation of dress code. Parents will be called to bring appropriate clothing, or a parent must give permission by phone for their child to drive home for appropriate clothing. **Any time missed from class will be unexcused.** Violations are based on each semester grading period.

Columbus Christian Academy students are held responsible for dressing appropriately for ANY school function on or off campus.

SECONDARY GIRLS:

Plaid or black box pleat skirt (length to be no more than 2 inches above knee)

Plaid/khaki/black skirt (length to be no more than 2 inches above knee)

Khaki or black pants

Khaki or black capris

Red, black, or white short or long sleeve polo shirt with CCA logo (May wear a solid red, black, or white long sleeve shirt, including mock turtlenecks and turtle necks, under the short sleeve polo shirt with CCA logo)

General Information:

Socks/Hosiery

- Red, black or white leggings or tights may be worn with the skirt or skirt
- Socks: conservative colors

Footwear

- Tennis shoes or casual shoes
- No flip flops
- Boots must be a neutral/basic color such as black, brown, tan, or grey

Outerwear

- Any appropriate jacket/coat may be worn. (no camouflage)
- Any sweatshirt or hoodies purchased from CCA may be worn over the collared uniform shirt. No other sweatshirts or hoodies will be allowed.
- May not wear oversize coats, sweatshirts, or hoodies
- **Optional purchase from Uniforms & Accessories, Inc.:**
 - Red or black full zip fleece with CCA logo
 - Red or black windbreaker with CCA logo

Other

- Makeup in moderation
- Jewelry in moderation

- No outlandish hair styles which draw undue attention to an individual's outward appearance.
- Shirttails are not required to be tucked inside pants/skorts/skirts.
- If the shirttail is tucked in, a belt must be worn. Belts should be a basic color such as khaki, brown, or black.

Spirit Day:

- Blue denim jeans in basic, classic style may be worn on Fridays with the current spirit shirt.
- Jeans may not have any rips, holes, frayed hemlines or seams.
- No skinny jeans or tight fitting jeans
- No jeans with huge legs; no sagging allowed
- No chains hanging from pockets
- Spirit shirts do not have to be tucked inside jeans.

Game Day Dress:

- Game day clothing will be set by the administration.

SECONDARY BOYS:

Khaki or black shorts

Khaki or black pants

Red, black, or white short or long sleeve polo shirt with CCA logo (May wear a solid red, black, or white long sleeve shirt, including mock turtlenecks and turtle necks, under the short sleeve polo shirt with CCA logo)

General Information:

Socks

- Socks: conservative colors

Footwear

- Tennis shoes or casual shoes
- No flip flops
- Boots must be a neutral/basic color such as black, brown or tan
- No combat boots

Outerwear

- Any appropriate jacket/coat may be worn. (no camouflage)
- Any sweatshirt or hoodies purchased from CCA may be worn over the collared uniform shirt. No other sweatshirts or hoodies will be allowed.
- May not wear oversize coats, sweatshirts, or hoodies
- **Optional purchase from Uniforms & Accessories, Inc.:**
 - Red or black full zip fleece with CCA logo
 - Red or black windbreaker with CCA logo

Other

- Must wear socks
- Must be clean shaven with no mustaches, beards, goatees, or long side burns

- Hair must be neatly trimmed. Hair length must not be below the eyebrows or below the collar in the back.
- No outlandish hair styles which draw undue attention to an individual's outward appearance.
- No emblems, initials, etc. cut in hair
- Shirttails must be tucked.
- Boys must wear a belt. Belts should be a neutral/basic color such as khaki, brown, or black.
- No earrings

Spirit Day:

- Blue denim jeans in basic, classic style may be worn on Fridays with the current spirit shirt.
- Jeans may **not** have any rips, holes, frayed hemlines or seams.
- No skinny jeans or tight fitting jeans
- No jeans with huge legs; no sagging allowed
- No chains hanging from pockets
- Spirit shirts do not have to be tucked inside jeans.

Game Day Dress:

- Game day clothing will be set by the administration.

Dress for Special Events

We realize that formal dress is special occasion wear that is different from normal school day dress. However, **dresses may not be low-cut in the front, be too short, or be tight fitting.**

Homecoming Dress: This dress must be approved by the Student Council Advisor for the homecoming court. Please keep this in mind when selecting a formal dress for the homecoming court. In an effort to help parents prepare for homecoming, we will announce the court in advance. This will allow you to schedule appointments after school hours.

Junior-Senior Banquet: The Banquet Sponsor must approve all dresses. Please keep this in mind when selecting formal dresses.

Designated Dress-up Chapel Programs and Athletic Banquet: For several chapel programs held during school hours, such as Senior Chapel and the Secondary Awards Program, and the Athletic Banquet students will be required to wear Sunday type dress that meets the school dress code. Boys should wear dress pants and an appropriate shirt. Girls should wear an appropriate dress that meets the following requirements:

- Length of skirts/dresses must touch the top of the kneecap when standing or sitting
- Sleeveless dresses or tops must fit along the shoulder with modest fitting arm holes
- No sundresses, spaghetti straps, off the shoulder dresses, halter cut dresses, or open back dresses
- Dresses or tops should be modest so as not to reveal cleavage.

ATHLETIC POLICIES

Philosophy: We believe that athletic preparation, participation, and physical education go hand-in-hand with the academic and spiritual development of the student. While advertisements stress how ` terrible it is to waste the human mind, it needs to be stressed that it is no less terrible to waste the potential of the body. The Apostle Paul makes an issue of how important the body is in serving the Lord. Romans 12:1 exhorts us, “I beseech you therefore, brethren, by the mercies of God that you present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service.” It would be impossible to serve Christ without utilizing some portion of the body in addition to the mind. I Corinthians 6: 19-20 calls every Christian to discipline his body thereby harnessing its energies under the direction of the Holy Spirit in serving Christ. It says, “What, know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God’s.” While most of us would never think of destroying a building dedicated to the worship of God, we do worse by the neglect of the body which is indeed God’s temple. The Bible again stresses the importance of bodily discipline when employing an athletic term meaning “disqualified from further participation of service” when it says, “But I keep under my body, and bring it into subjection: lest that by any means, when I have preached to others, I myself should be a castaway (disqualified from running in the race).” God here tells us that serving Him effectively requires good discipline of the body.

Teamwork is another vital ingredient of service to Christ. Jesus exercised teamwork when he chose and trained His twelve apostles to spread the Gospel. He later sent seventy disciples out to proclaim the Gospel of the Kingdom in teams of two. Learning the strengths of others in overcoming our own weakness is basic to Christian discipleship. Galatians 6:2 says, “Bear ye one another’s burdens and so fulfill the law of Christ.”

Columbus Christian Academy, therefore, utilizes team sports to develop athletic skills and principles of teamwork to train the students to use their bodies as disciplined tools of service to Christ.

Extracurricular Activities Eligibility Policy/Requirements

- **Physical Examination Required (Athletics Only):** A student may not practice or participate in a CCA sponsored sports program until the school has written evidence on file in the office attesting to (a) a parental permission each school year (“_____ Form”, and (b) a current physical signed by a health care professional approved by the applicable building administrator for the student.
- **School Attendance:** Students must be in attendance at school for at least one half of the day to be eligible to participate in an extracurricular event or practice. Saturday games require attendance on Friday per the same weekday policy.
- **Academic Eligibility:** A student’s eligibility to participate in a CCA sponsored extracurricular activity will be based on the student’s grades for each grading period (3 weeks progress reports, 6 week progress reports, 9 week report cards and semester grades).

-For any grading period when an athlete receives one "F", he/she shall be placed in a "semi academic probation". While on "semi academic probation", the student will be allowed to continue to participate in CCA sponsored extracurricular activities, but will be required to attend 7th period study hall on Tuesday and Thursday, to be tutored by a teacher or other students in the subject in which he/she is deficient.

-For any grading period, when an athlete receives two or more grades of "F", he/she shall be placed on "Academic Probation". The student shall then be given until the next grading period to correct his/her academic deficiencies. While on Academic Probation, the student will be allowed to participate in CCA sponsored extracurricular activities, but will be required to attend a 7th period study hall and be tutored by a teacher or other students in the subjects in which he/she is deficient.

-For any 9 week grading period, when an athlete receives two or more grades of "F", he/she shall be suspended from participation in any CCA sponsored extracurricular activity. The student will remain suspended from further participation until the next 9 week grading report in which he/she does not receive two or more grades of "F", at which time he/she will be reinstated for participation.

If a student is suspended from participation from extracurricular activities, the suspension will begin on the day that the report card is handed out to the students. If a student has taken the necessary actions to become academically eligible to participate in extracurricular activities, he/she will be allowed to compete when the applicable building administrator receives his/her grades for the relevant grading period.

If a student becomes ineligible under this policy, the student may not participate in practice or events/games. Any ineligible student under this policy will not be allowed to travel with his/her group/team to out of town events/games.

Eligibility determinations by MAIS or comparable governing authority shall supersede any provision to the contrary contained herein.

- **Spiritual Expectations:** Junior varsity and varsity students who participate in sports and/or cheerleading are expected to recognize the importance of the example they are setting before other students and the public. Therefore, they should actively be seeking to conform to God's will for their lives and are strongly encouraged to fellowship with believers in a local church.
- **Birth Certificate Copy:** A copy of the student's birth certificate must be provided before the student may participate in sports.
- **Athletic Fee:** (see page 18)

Transportation for Athletics

Students who are transported off campus by school-provided transportation must be brought back to campus by school-provided transportation unless their parents take charge of them at some point in the journey **OR** students may ride home with another parent/guardian if a written note is submitted by their parent to the administrator prior to departure for the trip. **ABSOLUTELY NO PHONE CALLS OR FAXES WILL BE ACCEPTED.**

Student Leadership Policy

Eligibility for the captain and co-captain positions in sports and cheerleading will be determined by the following:

- Student gives evidence of genuine Christian conversion
- Student shows diligence in academic endeavors
- Student is supportive in attitude toward the school and church
- Student has a cooperative spirit and is submissive towards all authority, including game officials

Coaching and Sponsor Policy

Coaches and sponsors are expected to assume the responsibility of developing spiritual character in their athletes and cheerleaders. Parents and all those involved with school athletes should anticipate appropriate devotionals and prayer time, instruction in good sportsmanship techniques, commendation of exemplary behavior, and reprimands of behavior that is not Christ-like. The administrator and teachers who have opportunity to observe the overall behavior of the students will work with the coaches and sponsors in both the selection and suspension of athletes and cheerleaders.

P.E. Class

Seventh and Eighth grade students will have a daily P.E. class. The P.E. instructor will follow the same Behavior Code as classroom teachers. (See Behavior Code on pages 51 - 58)

BEHAVIORAL CODE

The following behavioral code has been developed because we believe that students possess a sense of personal responsibility and follow standards of behavior because they have accepted those standards for themselves. This code is an effort for the school and family to share a commitment to providing an orderly safe environment for teaching and learning. These standards apply to the overall school; there may be rules in effect for each classroom. The classroom rules will be posted in each classroom or stated in the class syllabus along with the consequences.

Since lifelong success depends in part on self-discipline, we have developed this school behavioral code to provide each student with guidance in making wise decisions about his/her behavior and to provide an opportunity to learn in a positive, nurturing school environment. Your child deserves the most positive educational climate possible for his/her growth, and we know that together we will make a difference.

If the administration feels that a student's behavior warrants a paddling, the parent(s) may request that the administrator or the teacher administer the paddling.

I. BEHAVIOR STANDARDS

- A. **Illegal Substances Policy:** No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant. No student shall possess, use, transmit, or be under the influence of an illegal drug substitute, herbal smoking blends, or synthetic drugs. These include, but are not limited to K2 and Spice. Substances represented to be a drug or an alcoholic beverage shall be treated as drugs or alcohol for the purpose of student discipline. The same applies to the selling, or transferring of alcohol, drugs, or other illegal substances at a school-sponsored activity whether on or off campus. Such activity will not be tolerated and will result in disciplinary action up to and including dismissal. The specific discipline will be as follows:
- For a student's first offense, the student shall be suspended for 3 days. As a condition of continued attendance, the student will be required to attend counseling and be subject to random drug testing at the discretion of the principal.
 - For a student's second offense within 24 months of the student's first offense, the student will be expelled. The parents or legal guardians of a student expelled under this policy shall not be entitled to a refund of any fees or tuition.

Students' personal effects which are on school premises, including automobiles operated or parked on school premises may be inspected at the discretion of school administration, which may include the assistance of the appropriate law enforcement agency and/or K-9 units.

- B. **Behavior** – Students at CCA are held to a high moral and ethical behavior. They should refrain from the following behaviors and represent a Christian attitude at all times. The administrators are authorized to institute the appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct, or misconduct including **but not limited** to the following.

Unacceptable Behaviors:

Disobedience
Disrespect

Disruption of school operations
Failure to follow reasonable directives of faculty and/or administrators
Inappropriate comments (including comments made on social media)
Inappropriate displays of affection - *Physical contact between male and female students on school property or during school activities must be avoided for the purpose of maintaining an exemplary testimony for the students and for the school ministry. Public known, non-school connected, sinful behavior on the part of Columbus Christian Academy students may result in probation, expulsion, or some other disciplinary action depending on the severity of the behavior. Columbus Christian Academy students are identified with CCA even during the hours when they are not in school.*

Inappropriate gestures
Instigating a disturbance
Insubordination
Profanity
Rudeness
Student harassment, sexual harassment, intimidation, threats, and bullying
Suggestive language
Vandalism
Any offense punishable by law
Any other activity that is not representative of a Christian school student

C. Bullying –

Verbal: making threats, name calling, teasing, scaring, intimidation

Psychological: excluding children, spreading rumors, pulling others into the conflict

Physical: hitting, pushing, taking a child's possessions

Once students feel they are being bullied they should immediately tell the other student to stop. If the bullying does not stop immediately, the following steps would take effect.

1st Offense – referral to the appropriate teacher & parental notice

2nd Offense – referral to the appropriate administrator

3rd Offense – referral to the appropriate administrator

Administrators may use the appropriate disciplinary action including corporal punishment, immediate suspension or expulsion if warranted in handling bullying. Students are strongly encouraged to let an adult (teacher, coach, administrator, or a parent volunteer, etc.) know immediately if they are being bullied.

D. Cell Phone – Cell phones are not allowed during the academic school day and will be confiscated. The “academic school day” is defined as the time between the first bell of the day and the time the student has departed the building at the end of the academic day, including any after school detention. This prohibition does not apply while students are involved in after-school athletics and after-school extracurricular activities. Furthermore, the penalties for possession and/or use are as follows:

1st Offense - Confiscation of phone, assign a 3-day detention at break, parents will be allowed to pick up the cell phone at the end of the school day.

2nd Offense - Confiscation of phone, assign a 5-day detention at break, parents will be allowed to pick up the cell phone at the end of the school day.

3rd Offense - Confiscation of phone, parents will be allowed to pick up the cell phone at the end of the school term.

All confiscated items must be picked up at the end of the last day of school or before June 1st. Otherwise, the school will dispose of all confiscated items.

For students that do not drive their own vehicle on campus, cell phones may be dropped off in the office upon entering the building before the bell rings and may be picked up after the bell upon exiting the building.

- Phones must be labeled with name and grade.
- Phones must be powered off.
- Phones must be dropped off upon entering the building (not after the bell)
- Phones must be picked up between 3:05 and 3:20

E. Cheating – The offenses apply over one school year period.

Cheating includes, but is not limited to the following:

- Plagiarism – using the words or ideas of another without giving credit
- Copying answers from another’s work, whether graded or not
- Allowing another to copy from one’s work, whether graded or not
- Looking on another’s paper for answers
- Preparing a “cheat sheet” for use on an assignment
- Looking in a teacher’s book for answers
- Making a non-digital or digital copies of tests and distributing them to others

1st Offense – The student receives a “0” (This applies to both the cheater and anyone who assisted him). Parents will be notified.

2nd Offense – The student receives a “0”, a paddling, and probation.

3rd Offense – The student will be expelled.

F. Cutting Class – Failure to come to class or leaving from class or school without proper permission for any part of the school day. **A student must have administrative approval to go to his vehicle during the school day.**

1st Offense – Disciplinary action will be determined by the administration.

2nd Offense – Student is subject to a paddling or out of school suspension.

3rd Offense – Student is subject to expulsion.

G. Damage Caused by Students – Parents will be required to repair to the satisfaction of the administration any damage caused by their child. If parents wish to have the school make repair arrangements, there will be a \$50.00 general contractor fee in addition to the cost of the repairs.

H. Fighting – This behavior is defined as an act of aggression in which a person kicks, hits, or strikes another in an angry or hostile manner. Consequences for fighting are:

1st Offense – Parents will be contacted and the student may be paddled or suspended and may be placed on probation.

2nd Offense – Parents will be contacted and the student may be paddled or suspended and will be placed on probation.

3rd Offense – (in a school year) The student may be expelled from school.

- I. Games, Toys, Magazines, Radios, Media Players, and any electronic device– Unless the teacher requests these items, they are not allowed and will be confiscated. Parents will be notified if there is any obscene material.

1st Offense – Confiscated and the parent may pick up at the end of the day from the administrator.

2nd Offense – Confiscated and the parent may pick up at the end of the school year from the administrator.

- J. Gang, Insignias, Signs, Drawings, Pictures or Related Activity will not be tolerated.

1st Offense – If it is determined that the student has a disruptive activity or undesirable behavior that is directly attributed to gang affiliation, the student may be expelled. Otherwise, a first offense will result in a parent conference, possible probation, and the parent may be requested to paddle the student.

2nd Offense – The student may be placed on probation.

3rd Offense – The student may be expelled.

- K. Gum, Food, and Drinks – Gum chewing is not allowed on school grounds. Food may not be consumed except at snack, lunch, or class parties. No food or drinks will be allowed in hallways or classrooms. No food or drink will be allowed out of the cafeteria during break, lunch, or on the way to the restroom. A food violation form will be issued each time a student violates the gum, food, or drink rule.

1st Offense – During a semester a gum or food violation will be issued.

2nd Offense – During a semester a gum or food violation will be issued, and parents will be notified.

3rd Offense – During a semester a gum or food violation will be issued, and a parent may be requested to come to the school to paddle the student or after school clean up will be assigned as an option to paddling

4th Offense & Subsequent Offenses – One hour after school clean up duty

- L. Probation –

- **Behavior Probation** - A negative attitude that a student has toward his school will certainly be manifested in a negative behavior, and one of the set procedures delineated for dealing with this problem is behavior probation.
- **Attitude Probation** - Unfortunately, a student may have very obvious bitterness and a spiritually destructive negative attitude, which is extremely detrimental to the environment of the school, without manifesting overt behavior serious enough to warrant a behavioral probation. When this situation arises, if other methods are not effective in helping the student to repent, the student is placed on an attitude probation.

- **Academic Probation** - When a student's academic problems are diagnosed as being caused by laziness rather than inability, then the student may be placed on an academic probation.

All of these probations are last efforts to bring about necessary changes in a student's attitude, behavior, and performance. It is not our desire to expel students from CCA. It is our desire to see them make wise decisions.

- M. **Stealing** – This behavior will not be tolerated and the act will be reported to authorities.
- 1st Offense** - The parent will be requested to come to the school and administer a paddling and the student may be placed on probation. If the act of stealing is determined to be a serious enough offense, the student may be expelled on a first offense.
- 2nd Offense** – The student may be expelled.
- N. **Tattoos and Earrings** – Tattoos are not allowed for students who are enrolled at CCA. However, a student may be accepted at CCA on a probationary status if he/she has a tattoo. Earrings may be worn by girls and only in the ear.
- 1st Offense** – The tattoo or earring must be removed, and the student may be placed on probation, or the student may be expelled.
- 2nd Offense** – The student may be expelled.
- O. **Tobacco** – The possession or use of tobacco in any form by students shall be prohibited.
- 1st Offense** – The parents will be requested to come to the school to administer a paddling. There is a possible probation at this point.
- 2nd Offense** – The parents may be called in to the school to administer a paddling. There may be a probation at this point.
- 3rd Offense** – The student may be expelled.
- P. **Transportation** – The following are rules and regulations that govern transportation in a school-owned vehicle. These rules are clearly posted for each passenger to read.
- No products containing peanuts or tree nuts
 - No standing while vehicle is in operation.
 - Nothing is to be outside of vehicle (i.e., hands, arms, clothing, etc.)
 - No trash to be thrown out of windows.
 - Trash must be placed in trash containers provided.
 - No feet on seats or on backs of seats.
 - No climbing over seats.
 - No sitting on backs of seats.
 - No rider forward of the rear of the driver's seat.
 - No radios, media players, etc. allowed
 - No one is to be allowed in driver's area.
 - Riders will be responsible for any acts of vandalism.
 - Riders may not open emergency exits except in emergency situations.

NOTE: Passengers of school-owned vehicles may lose their privilege of riding in a school owned vehicle. Each driver is properly licensed to drive the vehicle, properly trained, and insured.

- Q. Truancy – Truancy is an absence without the knowledge and consent of parents and/or school staff.
- 1st Offense** – The student may be placed on behavioral probation.
 - 2nd Offense** – The student may be expelled.

Any student who is suspended or expelled from Columbus Christian Academy is not allowed to attend any CCA School activity/event or be on campus at any time until such suspension or expulsion ends.

II. STUDENT’S RESPONSIBILITIES AND RIGHTS

- A. Privacy: The administration recognizes that all students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. The administration seeks to assure a climate in the school, which is appropriate for school and which assures the safety and welfare of personnel and students. To assist the administration in achieving and maintaining these goals, students and school officials are advised of the following:
1. Search and Seizure: According to the decision of the Supreme Court of the United States, “a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school.” A particular student’s effects are also subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property.
 2. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over the school property, and a student should not expect privacy regarding items placed in school property. School property is subject to search at any time by school officials.
 3. The scope of the search must be “reasonably related” to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- B. Weapons: Columbus Christian Academy recognizes that the possession of firearms or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to employees, students, visitors, and guests and further creates an unreasonable and unwarranted risk of damage to properties of employees, students, visitors, and guests. Because of such dangers, Columbus Christian Academy prohibits the possession of pistols, firearms, or weapons in any form by any person other than duly authorized law enforcement officials on school premises or a school function, regardless of whether such person possesses a valid permit to carry such pistols, firearms, or weapons.

C. Unusual Circumstances

1. Under certain circumstances, some of the usual cause and effect disciplinary steps will be bypassed and the parents will be contacted to come immediately and administer a paddling.
2. Whenever parents are required to paddle at school, the paddling must be accomplished prior to the beginning of the next school day. In the event that this is not done, the student will be withheld from class until the punishment has been administered.
3. The administration reserves the right to suspend or expel a student at any point if it is felt that we can no longer help that student.

D. Computer Acceptable Use Policies:

- Do not use a computer to harm other people or their work.
- Do not damage the computer in any way.
- Do not interfere with the operation of the computer by installing any software other than that a teacher gives you.
- Do not violate copyright laws.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's folders, work, or file.
- Do notify an adult immediately, if by accident, you encounter materials that violate appropriate use.
- Use computers only under the supervision of the proper teacher.

E. Technology School Wide Goals: The school wide goal of the technology program at Columbus Christian Academy is to enhance student learning through the use of network programming, (i.e. Accelerated Reading). Technology will also be used to have students become involved in online workshops. These and other opportunities will help the students to have a broader overall outreach as a part of the mission of Columbus Christian Academy to be evangelistic.

F. Student Activities: The goals of the student activities program of Columbus Christian Academy are to uphold and maintain the Christian values of the school. Activities are to enhance an overall environment that is conducive to the spiritual growth and development of young people who are not yet mature Christians. Every activity should guide the student in right thinking, good conduct, and clean living in the light of the principle of God's Word.

POLICY FOR VEHICLE REGISTRATION

Driving your car on campus is a privilege. Any car you drive to school must be registered in order to park on school property. There will be a charge of **\$7.00** to register vehicles and obtain a permit tag. The permit tag must be hung on the rear-view mirror and easily visible by security and school officials. There will be a **\$5.00** fee for additional tags or a replacement tag.

VEHICLES NOT REGISTERED WILL BE TICKETED AND MAY BE TOWED OR LOCKED.

Please observe SAFE driving practices. Here are some regulations:

1. Driving your car to school is a privilege which can be revoked.
2. Observe all stop signs and warnings when entering and exiting the parking lot. Careless driving and/or speeding are not tolerated.
3. Park only in student-designated areas. **Do NOT park in the staff parking lot.** Do not park in reserved areas or block gates/driveways.
4. Parking violations issued by the police or school administration may result in the loss of the privilege to park on school premises. Loading/unloading areas are strictly prohibited parking areas, and illegally parked cars may be towed or locked.
5. Observe the 5 mph speed limit at all times when in the parking lots. There is heavy traffic in and around the building each day.
6. All vehicles must be locked every day. Columbus Christian Academy cannot be responsible for stolen property.
7. Proper respect shall be given to the on duty staff at all times.
8. A student who operates a vehicle upon school property is considered to have given consent to search of the vehicle with cause by school officials or police officers. Search may include the passenger compartment, engine compartment, truck and all containers, locked or unlocked in or on the vehicle. A parent or guardian who grants permission for his/her student to operate a vehicle on school property is also considered to have given such consent to search of the vehicle.
9. If a student drives on school property when driving privileges have been suspended, the student may lose driving privileges for the remainder of the semester. During any suspension of driving privileges, the student may not drive or allow his/her vehicle to be driven by another student.
10. You must sign out in the attendance office before going to your car and sign in upon return if you need to go to your car to retrieve a forgotten item.
11. Trash must be disposed of in the proper waste receptacle.

RETURNED COMPLETED FORM AND FEE TO THE CCA OFFICE STAFF.

Columbus Christian Academy
HIGH SCHOOL VEHICLE REGISTRATION FORM

In order to register your car you must:

- *Complete registration form with all required information.*
- ***Obtain a parent signature*** on registration form
- *Have a valid driver's license. (provide copy)*
- *Registration Fee: \$7 for one or more vehicles (this includes one permit tag)*
- *Additional/Replacement permit tags: \$5.00 each*
- *Provide a current REGISTRATION for all cars being registered.*
- *Proof of Insurance.*
- *Make checks payable to CCA*

Driver's Last Name	First	Middle	Grade
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Owner's Last Name	First	STUDENT Driver License Number
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Mailing Address	Street	City	Zip Code
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Home Phone	Mother's Work Phone	Father's Work Phone
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Vehicle 1 Make/Model	Vehicle 2 Make/Model
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Vehicle Year	Vehicle Color	Vehicle Year	Vehicle Color
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License Plate Number	State	License Plate Number	State
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We have read and agree to all the conditions set forth in Regulations 1-12. We agree and understand that any violation of any of these regulations may result in revocation of driving privileges. We expressly consent to search of the vehicle as stated in Regulation 9. I/We grant permission for the student to operate the registered vehicle upon school premises subject to the regulations listed on page 59.

Student's Signature	Student ID #	Date
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Parent/Guardian Signature	Date
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Permit No.	Approved By
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