

# **Columbus Christian Academy**

**2019-2020**

## **Student Handbook**

**Educating the Mind - Nurturing the Soul**

**Columbus Christian Academy  
6405 Military Rd.  
Steens, MS 39766**

**phone: 662-328-7888  
fax: 662-328-7750**

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

## **FOREWORD**

**This handbook has been prepared for your convenience and guidance. Please consult it often. In it, you will find outlined most of the school's policies and regulations. When policies, rules, and regulations are adopted, the first consideration is the welfare of the students. We believe the handbook we have set up will promote that welfare. You are asked to follow the rules as stated. Please do not ask for exceptions to be made. While many areas have been addressed, there is little doubt that issues and circumstances could arise that are not covered in this handbook. All problems involving interpretation of and enforcement of these policies and rules are the responsibility of the Administration. If you do not find herein the information desired, please ask your principal or teacher.**

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# Statement of Faith

We believe in the Triune nature of God as the Father, the Son, and the Holy Spirit. We believe these three are one God, Creator of Heaven and earth.

We believe in the full humanity and full deity of Jesus Christ. We believe He was born of a virgin, lived a sinless life, died vicariously to provide atonement for the sins of humanity, resurrected bodily from the tomb, ascended to the Father in Heaven, and will physically return according to the Father's perfect will.

We believe that the Bible is the written word of God, is inspired by the Holy Spirit and is without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

We believe salvation is by grace through faith alone. We believe God offers redemption to all who repent of their sin and confess Jesus as Lord.

We believe in the resurrection of both the saved and the lost-the saved to a resurrection of life and the lost to a resurrection of judgment.

We believe the church is the body of Jesus Christ and is invested with the responsibility to be witnesses of both the truth and love of God.

We believe God created humanity as distinctly male and female, and that each person is made in God's image. We believe human life is God's gift and should be fully valued from conception through death.

We believe marriage is the union of one biological man and one biological woman in a single, exclusive union. We believe God intends sexual intimacy to occur between only a man and a woman who are covenanted together in the union of marriage.

## References:

<i>Acts 3:19-21</i>	<i>Romans 10:9-10</i>	<i>1 Corinthians 6:9-11</i>	<i>Genesis 1:26-27</i>	<i>Genesis 2:18-25</i>
<i>Mark 10:6-9</i>	<i>1 Corinthians 6:18</i>	<i>1 Corinthians 7:2-5</i>	<i>Hebrews 13:4</i>	<i>Romans 1:25-27</i>
<i>Leviticus 20:13</i>	<i>1 Corinthians 6:9-20</i>		<i>Matthew 15:18-20</i>	<i>Psalms 139</i>
<i>Mark 21:28-31</i>	<i>Matthew 5:16</i>		<i>Philippians 2:14-16</i>	<i>1 Thessalonians 5:22</i>

## **COLUMBUS CHRISTIAN ACADEMY BOARD MEMBERS**

Rex Gillis, President  
April Barlow, Secretary  
Ronnie Herrington, Chaplain  
Jason Minga

Joe Studdard, Vice-President  
Jeremy Bandre, Treasurer  
Emily Bates

Sandra White, Administrator (non-voting)

### **Administration**

Headmaster/High School & Elementary Principal

Mrs. Sandra White



## 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 an excellent 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 and critical thinking. 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, each other, 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 great 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. Terry Walters served as administrator from 2015 – 2017. Jay Watts served as administrator during the 2017-2018 school year. For the 2018-2019 school year John Cady served as interim administrator until October 19, 2018. Sandra White served as administrator from October 22, 2018 through the remainder of the 2018-2019 school year. Sandra White is serving as administrator for the 2019-2020 school year.

## **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 is accredited by 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 included 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 college preparatory 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 an excellent education. With this in mind, teachers are guided by the core values 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.

### **Columbus Christian Academy School Calendar 2019-2020**

<b><u>FIRST SEMESTER</u></b>		<b><u>SECOND SEMESTER</u></b>	
<b>JULY</b>		<b>JANUARY</b>	

30	New Teacher Orientation	1-3	<b>CHRISTMAS BREAK</b>
31	All Teachers Report to School	6	Classes Resume
<b>AUGUST</b>		8	Report Cards Issued
1	Teacher Work Day/Parent Orientation	20	<b>SCHOOL HOLIDAY (MLK Day)</b>
2	Teacher Work Day (1/2)	<b>FEBRUARY</b>	
5	First Day of School (Full Day)	17	<b>SCHOOL HOLIDAY (Presidents' Day)</b>
9	Meet the Rams @ 5:30 pm	20	Elementary Open House (5:00-7:00 pm)
<b>SEPTEMBER</b>		<b>MARCH</b>	
2	<b>SCHOOL HOLIDAY (Labor Day)</b>	5	<b>EARLY DISMISSAL</b> MAIS District Teachers' Meeting
5-6	Grandparents' Day for K3-6 <sup>th</sup>	6-13	<b>SPRING BREAK</b>
<b>OCTOBER</b>		18	Report Cards Issued
9	Report Cards Issued	<b>APRIL</b>	
14-15	<b>FALL BREAK</b>	3	Prom
18	EARLY DISMISSAL Book Character Day Professional Development		
<b>NOVEMBER</b>		10-13	<b>EASTER HOLIDAYS</b>
25-29	<b>THANKSGIVING BREAK</b>	29-30	Senior Review Days
<b>DECEMBER</b>		<b>MAY</b>	
16-17	7 <sup>TH</sup> -12 <sup>TH</sup> Review Days	1	Senior Exams
18-20	7 <sup>th</sup> -12 <sup>th</sup> Exams/ <b>EARLY DISMISSAL</b>	4-5	Senior Exams
23-31	<b>CHRISTMAS BREAK</b>	6	7 <sup>th</sup> -11 <sup>th</sup> Awards Program @ 8:00 am
		7	7 <sup>th</sup> -11 <sup>th</sup> Review Day Senior Chapel
		8	7 <sup>th</sup> -11 <sup>th</sup> Review Day Senior Graduation @ 6:00 pm
		11	7 <sup>th</sup> -11 <sup>th</sup> Exams Early Dismissal
		12	7 <sup>th</sup> - 11 <sup>th</sup> Exams Early Dismissal K5 Graduation @ 6:30 pm
		13	Early Dismissal/ 7 <sup>th</sup> - 11 <sup>th</sup> Exams Elementary Awards Program @ 8:00 am Last Day of School for 1 <sup>st</sup> - 11 <sup>th</sup> Grades

Student Days:      August – 20      January - 19  
                              September – 20      February - 19  
                              October – 21      March - 16  
                              November – 16      April - 20  
                              December – 15      May – 9

TOTAL DAYS - 175

## ORIENTATION AND OPENING DAY OF SCHOOL

Parent Orientation Night will be August 1, 2019. Prior to Parent Orientation we ask parents to direct all questions to the school office.

Monday, August 5<sup>th</sup> will be the first day of school. This will be a full day.

## **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 AIM text messaging via our student information system.**

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 12<sup>th</sup>)**

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 **re-admission** 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 or Bob Jones. Twelfth grade students will be considered on a case by case basis. 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](http://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 (new students only)
  - (2) The Mississippi Certificate of Immunization Compliance Form 121
  - (3) A copy of the student's birth certificate.
3. The elementary principal will review new elementary student applications. The guidance counselor or high school administrator 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, 1<sup>st</sup> 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 4<sup>th</sup> dose is given on or after the 4<sup>th</sup> birthday
- 4 doses of Polio, unless the 3<sup>rd</sup> dose is given on or after the 4<sup>th</sup> 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 7<sup>th</sup> grade.** Immunization certificates may be obtained from the Lowndes County Health Department or your physician. Immunization requirements must be completed **no later than the 15<sup>th</sup> 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 1<sup>st</sup>.

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

### **TUITION**

- Tuition for **K3 & K4** students will be \$2,790 per child.
- Tuition for **K5** students will be \$3,790 per child.
- Tuition for 1<sup>st</sup> – 12<sup>th</sup> students will be \$5,200 per child.

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

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

*CCA reserves the right to adjust these fees either upward or downward due to any unforeseen, drastic economic changes.*

## **2019-2020 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 1<sup>st</sup>.
- 10 Month Payment Plan includes tuition and interest. Monthly payments must be paid by the 5<sup>th</sup> 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.

<b><u>K3 and K4 Students:</u></b>	<b><u>Annual</u></b>	<b><u>Monthly</u></b>
Per Child (7:30 – 3:00)	\$2,790	\$289
<b><u>K5 Students:</u></b>	<b><u>Annual</u></b>	<b><u>Monthly</u></b>
Per Child (7:30 – 3:00)	\$3,790	\$392

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

\* **The above pricing does NOT include Extended Care.**

<b><u>1<sup>st</sup> Through 12<sup>th</sup> Students:</u></b>	<b><u>Annual</u></b>	<b><u>Monthly</u></b>
<b>One Child</b>	<b>\$5,200</b>	<b>\$538</b>
<b>Two Children</b>	<b>\$9,700</b>	<b>\$1004</b>
<b>Three Children</b>	<b>\$13,800</b>	<b>\$1,428</b>
<b>Four Children</b>	<b>\$17,800</b>	<b>\$1,842</b>

### **Athletic Fee**

This is a yearly fee of \$125 per athlete. This fee applies to students in grades 7 through 12 that participate in athletics at CCA.

### **Delinquent Accounts**

Payment of tuition in full is due by July 5<sup>th</sup>. Full tuition payments are considered to be delinquent after September 5<sup>th</sup>.

Payment of tuition by semester is due by July 5<sup>th</sup> and January 5<sup>th</sup>. Semester tuition payments are considered to be delinquent after September 5<sup>th</sup> for first semester and after March 5<sup>th</sup> for second semester.

Monthly payments are due on the first day of each month.

On the date an account becomes 3 billing periods overdue, the account will be declared delinquent. When an account becomes delinquent, the student or students may be withheld from class. If the problem has not been satisfactorily taken care of within one week after that date, the student/students may 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, no fees (registration fee etc.) will be refunded. Tuition will be refunded on a percentage basis as follows:

<b><u>Withdrawal during the period of</u></b>	<b><u>Refund Percentage</u></b>
1 <sup>st</sup> 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. School hours are defined as the time a student arrives at school in the morning (including during detention) until 3:15 p.m. in the afternoon.

	<b><u>Elementary</u></b>	<b><u>Secondary</u></b>
<b>Full Day Dismissal Times</b>	3:00 pm	3:15 pm
<b>Early Dismissal Times</b>	11:15 am	11:42 am

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 pm (Full Day Schedule) will be taken to Extended Care. The parent will be charged \$8.00 per day per child. Any students not picked up by 12:00 noon (Half Day Schedule) will be taken to Extended Care. The parent will be charged a fee for a late pickup.**

### **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 6:35 – 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.

## **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 March 31  
\$40.00 per student until March 31

**Weekly Fee:** \$30.00 per student

**Daily Fee:** Drop-in (3:30 p.m. – 5:30 p.m.) \$ 8.00 per student (Reg. fee not required)  
**Drop-ins will not be accepted on half days due to the number of children enrolled in Extended Care.**

**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 <sup>st</sup> Child - \$110.00	3 <sup>rd</sup> Child - \$ 77.00
2 <sup>nd</sup> Child - \$ 77.00	4 <sup>th</sup> Child - \$ 39.60

**Late Pick-up:** Extended Care ends at 5:30 pm each day. A \$8.00 fee will be assessed if you have not picked up by this time.

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 sustains an injury, a teacher should be notified immediately. If a doctor is needed, transportation will be provided. Each and every accident must be reported to the office by the student or the teacher in charge of the student at the time of the accident. A written report of the accident must be filed. Students having to go to a doctor for treatments of any accident covered by school insurance should notify school officials.

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. Students with fever, nausea (vomiting), severe headache, or other symptoms of serious or contagious illness should not be sent to school under any circumstances. Students who attend school while displaying these symptoms do not feel well enough to participate in school activities, and they pose a health hazard to others.

4. Students must be free of fever (without any medication to reduce fever) or nausea (vomiting) for 24 hours before returning to school.
5. Students with pink eye, head lice, or contagious skin rashes may not attend class without proof of medication or a doctor's approval. When a student returns to school after an absence due to illness, he/she should bring the teacher a note of explanation from a parent or physician.
6. If a student becomes ill at school, the office staff will make every effort to contact the parent so that the student may be taken home. Please be sure that contact information is updated regularly so you can be contacted immediately should your child become ill at school. If you and your emergency contacts will be unavailable for the day, please provide the teacher with alternate numbers.

### **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 6<sup>th</sup>** 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 **7<sup>th</sup> through 12<sup>th</sup>** may carry and self-administer prescription and non-prescription medication with the exception of controlled substances. Parents/guardians of **7<sup>th</sup> through 12<sup>th</sup>** grade students must bring controlled substances to the office to be administered by school personnel.
7. Parents/guardians of students **Pre-K through 12<sup>th</sup>** 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.

## **TELEPHONING**

**No use of phones will be allowed during class periods.** The office phone will be available for student use only in case of emergency. Students receiving calls will not be called out of class unless there is an emergency. Students having to call home due to illness are required to use the office phone.

## **PARENT – SCHOOL COMMUNICATION**

### **Parent – Teacher Conferences**

Parent involvement is vital for the overall success of our students. We strongly encourage parents to maintain open communication with teachers, coaches, the guidance counselor, and the administration. Elementary school and secondary school parents may schedule an appointment by contacting the teacher.

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. Texting is also an important means of school communication. Texts may be sent to the entire school or to specific groups. The school office will use the cell number provided on the admissions application. You can also take advantage of social media by following the school on [twitter.com/ccarams](https://twitter.com/ccarams) and [facebook.com/columbuschristianacademy](https://facebook.com/columbuschristianacademy)

### **Grievance/Compliance Procedures**

If a question or complaint arises with a matter which is related to assignments, classroom management, or classroom interpersonal relationships, the following order of procedures should be followed:

1. Schedule a conference with the teacher (coach, if applicable).
2. Schedule a conference with the area principal.
3. Schedule a conference with the head of school.
4. Schedule a conference with the board of directors by contacting the head of school.

## **General School Information**

### **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.

## **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.

## **EMERGENCY PROCEDURES**

### **Fire**

1. Fire Alarm – Continuous ringing of the bell with instructions over the speaker system, “CLEAR THE BUILDING”.

2. When the alarm sounds, the students are to leave the room in single file under the supervision of the teacher. The student is to take nothing except what is in their hands when the alarm sounds.

### **Tornado**

1. Tornado Alarm – Three short rings of the bell with instructions over the speaker system, “TORNADO POSITIONS”.
2. When the alarm sounds, the students are to leave the room in single file under the supervision of the teacher.
3. Students are to sit down on the floor at the assigned area facing the lockers with their heads down inside the knees and arms over their head. No one is to be up and moving about. Avoid looking up and toward areas with glass. There should be no talking.
4. When the all-clear signal of multiple short rings sounds, the students will return to class in an orderly manner.

### **Lock-Down**

1. The Administration will make an announcement over the intercom. Upon receiving this announcement, the doors will be locked.
2. Students are not to leave the room. Everyone should keep a low profile.
3. All bells should be disregarded during a period of lock-down.
4. You will be notified with further instructions as soon as possible.

## **COMPUTER ACCEPTABLE USAGE POLICIES**

### **I. Purpose**

The purpose of this Policy is to provide the students, faculty and staff of Columbus Christian Academy (CCA) with notice of what conduct shall be deemed acceptable with regard to the use of technology. The use of technology is one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day.

### **II. This Policy covers all students, faculty, and staff (collectively “Users”).**

### **III. This Policy applies to all Users at all times, regardless of their location. This policy applies whether or not the User is engaged in school related activity or making use of Columbus Christian Academy technology.**

### **IV. “Technology” as used in this Policy, means any electronic communication tool, system, or process, including, but not limited to telephones, cellular telephones, computers, software, the Internet, web sites, or Internet related software and communication tools. For example, Technology encompasses all cellular and SMS text messages, email, instant messenger sessions, newsgroups, on-line forums, and file sharing and/or BitTorrent clients.**

### **V. Devices will include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, and eReaders. Please note that “Gaming Devices” (such as Nintendo DS) with internet access are not**

permissible at this time.

VI. “CCA technology,” as used in this Policy, means any Technology owned, controlled, or provided by CCA.

#### VII. Responsibilities of the User

Users of CCA Technology must take full responsibility for what they publish, transmit, or possess. Users of CCA Technology must connect equipment and install software in a manner that meets the technical and security standards set by Columbus Christian Academy. Users are also responsible for keeping their account information confidential at all times.

A certain measure of caution and awareness is required by Users to ensure the efficient and trouble-free use of CCA Technology. While CCA has systems in place to combat viruses, spy ware, spam, and other computer “bugs,” CCA will not be responsible for damage to a User’s Technology which results from viruses, spy ware, spam, or any other use of CCA Technology. Users are responsible for adequately protecting and maintaining their own Technology.

Users are responsible for keeping their personally identifiable information, which may include, but is not limited to, a User’s telephone number, address, age, gender, date of birth, credit card data, Social Security, and Driver’s License numbers etc., strictly confidential.

#### VIII. Acceptable Use

Use of CCA Technology is a privilege, not a right. Users may make use of CCA Technology for purposes of scholarship and academic research only.

#### IX. Unacceptable Uses

Technology – No User may use any Technology to do the following:

- A. Steal, forge, lie, cheat, plagiarize or masquerade
- B. Bully or threaten
- C. Violate the confidentiality of another
- D. Tamper with, misuse, damage, interfere with or destroy the technology of another
- E. Upload, post, or transmit content that is obscene, threatening, harassing, defamatory, libelous, invasive of another’s privacy, hateful or racially/ethnically motivated or incite violence or the imminent threat of violence

X. CCA Technology - CCA Technology exists to advance the mission of CCA. CCA will manage these resources accordingly. Users may not do any of the following with CCA Technology:

- A. Steal, forge, lie, cheat, plagiarize or masquerade
- B. Bully or threaten
- C. Access the account of another
- D. Generate activities which consume more than a User’s fair share of either system
- E. Time or network bandwidth [ex: sending chain letters]
- F. Fraudulently log into any computer
- G. Forge e-mail headers or manipulate other identifiers in order to disguise the origin of any system or network activity
- H. Attempt to determine the passwords of others or obtain privileges on any computer to which a User is not entitled
- I. Possess, willingly receive or distribute obscene material
- J. Copy, install, or use any data in violation of applicable copyrights or license agreements [Downloading and distributing movies, songs and software without authorization from the



owner of the copyright is a violation of copyright law. The Recording Industry of America and Motion Picture Association of America can and do aggressively sue to enforce their copyrights.]

- K. Utilize IP forwarding, bridging, ARP proxying, IP masquerading, DHCP, Network Address Translation (NAT), IP/IPX tunneling, SOCKS, application layer proxies, SSH, BitTorrent and/or peer-to-peer (P2P) software or any similarly enabling technology
- L. Add new devices such as hubs, switches, gateways, routers, access points and/or servers of any kind to existing CCA Technology
- M. Use any CCA Technology for commercial purposes or advertising; including unsolicited commercial e-mail [Commercial sponsorship of academic projects, e.g., the inclusion of banner ads on a project web site, is strictly prohibited absent the express authorization of the Administrator].
- N. Use any CCA Technology for partisan political activities
- O. Install software on CCA Technology that interferes with day-to-day work or hinders the operation of CCA Technology
- P. Violate this Policy off-campus anywhere in the world using CCA Technology
- Q. Possess any software, resource or equipment whose purpose is to effect one of the violations listed in this Policy; or attempt to violate any provision of this Policy.

#### XI. Privacy

Users should have no expectation of privacy with regard to their use of CCA Technology. CCA may access, view, investigate, and delete any and all information stored on or created with CCA Technology. CCA may do so without cause and without prior notice to the User.

#### XII. Duty of Parent or Guardian to Monitor Out-of-School Use of Technology

It is the responsibility of each parent or guardian to verify that their student's use of Technology is in compliance with the law and all of CCA's policies. Failure to monitor a student's use of Technology may result in serious consequences.

XIII. Personal websites, Blogs, profile directories, or social media sites such as Facebook, Twitter, Instagram, Snapchat, YouTube, Vine, Pinterest, WhatsApp, MySpace, and Xanga are not monitored by CCA. However, Users who engage in behavior unbecoming a member of the CCA community during school hours or during school related events through the use of a website will be subject to penalties. Unacceptable use directed at any employee of Columbus Christian Academy, whether during school hours or any other time, will result in the User being subject to penalties. Unacceptable use that causes a negative impact on the school environment, whether during school hours or any other time, will result in the User being subject to penalties.

XIV. CCA reserves the right, but is not obligated, to take disciplinary action with any student(s) if unacceptable uses/behaviors occur outside of CCA school hours, school related events or on CCA property.

XV. In addition, if CCA, in its sole discretion, believes that any information on a website, or in an email or text message, is obscene, constitutes a threat, defames, infringes on copyrights or is in any way illegal, whether directed at CCA, faculty, staff, students or other, CCA will be compelled to contact the appropriate authorities.

### **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.

### **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.

### **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**

The Asbestos Hazard Emergency Response Act (AHERA) law requires all K-12 private and public schools to be inspected for building materials that might contain asbestos. Columbus Christian Academy is in compliance with the AHERA regulations and has been determined to be free of any asbestos materials. Copies of the school's inspection report and management report are on file for your review in the school's administrative office.

## **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 should walk alone to their classrooms where their teachers will be supervising. We want to train our students to walk independently to their classrooms and to get ready for the school day without the assistance of parents/guardians. For security measures, all adults entering the building must sign in at the front office. If you need to speak with your child's teacher you may send a text, email, send a written note in your child's backpack, or schedule a conference.

### **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.

The A Beka or Bob Jones curriculum is used in our K3 – 6<sup>th</sup> grade program. All Kindergarten through sixth grade students participate in weekly extracurricular classes in physical education, music, art, and library. Enrichment experiences, such as field trips and resource speakers, are encouraged and incorporated at all levels of the elementary school.

#### **Accelerated Reading**

Accelerated Reader is required for all students in 2<sup>nd</sup> – 6<sup>th</sup> grades as a part of the reading program. At the beginning of each school year students in these grades will be tested for appropriate reading levels. Grade level teachers will then determine point goals for each student per nine weeks. AR quiz grades count as a small portion of the students' reading grade. Parents will receive a letter of explanation at the beginning of each school year with detailed information concerning point goals, due dates for each nine weeks, and the specific grading policy for AR quizzes. A student must have his AR book at school in order to take the Accelerated Reading quiz.

#### **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.**

#### **Grading System**

The Columbus Christian Academy's year consists of four 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 1<sup>st</sup> through 6<sup>th</sup> 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	70-79	N	Needs Improvement	N	Needs Improvement
F	Below 70	U	Unsatisfactory	U	Unsatisfactory

### **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.

### **Pledges**

#### **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.

### **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 1<sup>st</sup> grade. Students in 1<sup>st</sup> through 6<sup>th</sup> 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. Failure to wear appropriate shoes

### **Music Class and Grading Policy**

Students in kindergarten through 6th grades will participate in one weekly music class. Grading for music will begin in 1<sup>st</sup> grade. Students in 1<sup>st</sup> through 6<sup>th</sup> 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 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

### **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.

**1<sup>st</sup> book    Cost of the book plus a \$5.00 processing fee**  
**2<sup>nd</sup> book    Cost of the book plus a \$10.00 processing fee**  
**3<sup>rd</sup> 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.**

### **Homework Policy**

The following policy is followed per subject.

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> Offense** – Same procedure as 1<sup>st</sup> offense
- 3<sup>rd</sup> Offense** – One point deducted from final nine weeks grade
- 4<sup>th</sup> 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	\$5
Badly worn inside or out	\$10
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 the spring. These tests are machine scored. If testing results arrive before school is out, the results will be sent home with the final report card. Otherwise, results will be issued to parents during the summer. 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.

### **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 69 average or lower. If a student fails one major subject with a 69 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.

### **Kindergarten Promotion Policy**

Kindergarten students may be promoted to first grade with a yearly average grade of "S" (Satisfactory) and teacher recommendation based upon the readiness skills and maturity of the student.

## **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 3:00 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:** When a student will be absent due to a family trip or a church-related trip, the parents should pre-arrange the absence(s) with the child's teacher at least one week in advance. 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.

### **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 am bell, the teachers will close and lock their classroom doors for security reasons. If your child arrives after this time, a parent must walk the child to the office to obtain a tardy slip. The classroom teacher will record all tardies and submit these to the office.

### **Penalties for Tardies:**

1 <sup>st</sup> Tardy to class	Recorded
2 <sup>nd</sup> Tardy to class	Recorded and the principal will contact the parents by phone
3 <sup>rd</sup> Tardy to class	Recorded and principal will contact the parents for a meeting
4 <sup>th</sup> Tardy to class	Recorded and assigned a 7:30 – 7:55 am detention in principal’s office

**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.

### **ELECTRONIC DEVICES**

Students in K3 – 6<sup>th</sup> grades may not use cell phones or smart watches while at school.

### **SNACKS AND HOT LUNCH PROGRAM**

Our school 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 an online weekly menu provided one week or one month in advance to parents. Drinks are not provided with the catered lunch so 1<sup>st</sup>-6<sup>th</sup> grade students must bring a drink from home or purchase available drinks from the cafeteria window. During lunch time,



1<sup>st</sup> through 6<sup>th</sup> 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.

**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**

Columbus Christian Academy has a uniform policy to which all students must adhere. Uniform shirts with the school logo and all jackets/coats with the school logo must be purchased from the Uniforms & Accessories store at [www.uniformsacc.com](http://www.uniformsacc.com) (password: ccarams) or the PTO Resale Closet. Uniforms & Accessories will also have an onsite store in the summer and an onsite store in the fall. Sweatshirts with the school logo must be purchased from CCA Sports Boosters. Order forms for sweatshirts will be sent home and included in Ram Mail during the fall season. Previously purchased sweatshirts from Sports Boosters and previously purchased shirts/jackets with the school logo purchased from Sports Specialty are acceptable as outerwear in the 2019-2020 school year. Bottom wear may be purchased from the vendor of choice. All bottom wear purchased from a vendor of choice must meet school regulations listed below. The uniform requirements begin upon the student's arrival at school and remain in effect until his/her departure for the school day.

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**

Uniform shirts, plaid jumper/skort, and white Peter Pan collar blouse must be purchased from Uniforms & Accessories at [www.uniformsacc.com](http://www.uniformsacc.com) (password: ccarams) or the PTO Resale Closet.

Plaid round-neck jumper (length must be at least 2 inches past fingertips with arms extended by the side) (Pre-K – 3<sup>rd</sup> grade)

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

Plaid skort/skirt (length must be at 2 inches past fingertips with arms extended by the side)

Uniform bottoms may be purchased from a vendor of choice.

### **K3 – 1<sup>st</sup> Grades:**

- Khaki or black skort or skirt (chino or knit) (**Knit skort/skirt allowed as long as the length is at least 2 inches past fingertips with arms extended by the side**)

### **2<sup>nd</sup> – 6<sup>th</sup> Grades:**

- Khaki or black skort or skirt (chino only; no knit or athletic) (**length must be at least 2 inches past fingertips with arms extended by the side**)
- Khaki or black shorts (chino only; no knit athletic) (**length must be at least 2 inches past fingertips with arms extended by the side**)
- Khaki or black capris (chino only; no knit athletic)
- Khaki or black pants (chino only; no knit athletic)

*\*May wear a solid red, black, or white long sleeve shirt, including mock turtlenecks and turtlenecks, under the short sleeve polo shirt with CCA logo.*

## General Information

### Socks/Hosiery

- Red, white, black, or gray leggings or tights may be worn with the jumper and skorts.
- Leggings or tights **must be solid with no design**.
- Socks: conservative colors

### Footwear

- Tennis shoes are required for PE class. Check your child's schedule for PE days.
- Students need appropriate shoes for recess.
- Tennis shoes, Crocs (neutral colors), or other closed toed shoes are acceptable.
- 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 (NO COWBOY BOOTS)

### Outerwear

- Jackets (lightweight fleece or water repellent) must have the school logo. These must be purchased from Uniforms & Accessories or the PTO Resale Closet. **During extremely cold weather, heavier outerwear without the school logo may be worn to school but must be hung in the hallways or kept in lockers during school hours. The lighter weight required jacket with the school logo may be worn throughout the day if needed.**
- Any sweatshirt or hoodies purchased from CCA may be worn over the collared uniform shirt. No other sweatshirts or hoodies will be allowed.

### 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
- No caps or hats on campus during the school day or during dismissal.
- No sunglasses or fashion glasses without lenses may be worn.
- No headbands with cat ears, etc.

### 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 (length must be at least 2 inches past fingertips with arms extended by the side)
- Jeans may **not** have any rips, holes, frayed hemlines or seams.
- No tight fitting jeans
- No jeans with huge legs; no sagging allowed
- Spirit shirts do not have to be tucked inside jeans.

### ELEMENTARY BOYS:

Uniform shirts must be purchased from Uniforms & Accessories at [www.uniformsacc.com](http://www.uniformsacc.com) (password: ccarams) or the PTO Resale Closet.

Uniform bottoms are to be purchased from a vendor of choice.

- Khaki or black shorts (chino only; no knit athletic)
- Khaki or black pants (chino only; no knit athletic)

### **General Information:**

#### **Belts**

- Pre-K through kindergarten boys should **not** wear belts.
- Boys in 1<sup>st</sup>-6<sup>th</sup> grades must wear belts with shirts tucked inside pants.

#### **Socks**

- Socks: conservative colors

#### **Footwear**

- Tennis shoes are required for PE class. Check your child's schedule for PE days.
- Students need appropriate shoes for recess.
- Tennis shoes, Crocs (neutral colors), 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 (NO COWBOY BOOTS)

#### **Outerwear**

- Jackets (lightweight fleece or water repellant) must have the school logo. These must be purchased from Uniforms & Accessories or the PTO Resale Closet. **During extremely cold weather, heavier outerwear without the school logo may be worn to school but must be hung in the hallways or kept in lockers during school hours. The lighter weight required jacket with the school logo may be worn throughout the day if needed.**
- Any sweatshirt or hoodies purchased from CCA may be worn over the collared uniform shirt. No other sweatshirts or hoodies will be allowed.

#### **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.
- 1<sup>st</sup>-6<sup>th</sup> 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 tight fitting jeans
- No jeans with huge legs; no sagging allowed
- Spirit shirts do not have to be tucked inside jeans.

# JUNIOR HIGH & HIGH SCHOOL GENERAL INFORMATION

## 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 1<sup>st</sup> period classroom until the 8:00 bell rings.

### BELLS

7:55	Warning bell
8:00	School begins
3:15	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).

## General Rules & Guidelines

1. School hours are defined as the time a student arrives at school in the morning (including during detention) until 3:15 p.m. in the afternoon.
2. Teachers are on duty from 7:30 a.m. until 3:30 p.m. Coaches' hours will vary according to their duties.
3. Each teacher will have one (1) planning/conference period each day. This period should be used for parent-teacher and/or student-teacher conferences. Teachers may return parental phone calls during this period. Conferences with teachers can be arranged through the guidance counselor.
4. Conferences with the principal may be scheduled at any time from 8:00 a.m. until 4:00 p.m. on school days. When possible, parent conferences should be by appointment except in case of an emergency.

## Announcements

The public address system will be used sparingly to avoid classroom interruptions. In accordance with this policy, please bring all announcements to the school office before 8:00 a.m. to be listed in the *Morning Report*.

## Visitors

No visitors, including parents, are to come into the school building during school hours for any reason without checking in through the office. Student visitation will be allowed only in emergency/special situations as determined by the administration.

## **Lockers**

Lockers will be assigned to each student during the first week of school. You are responsible for keeping your books or supplies in the places assigned and should report any unsatisfactory condition of the lockers to your class sponsor. Lockers are the property of Columbus Christian Academy. The administration has the right to search lockers. Book bags and books are not allowed on top of lockers or in the halls. Changing locker assignments without permission is not allowed. Nothing is to be taped or in any way attached to the outside of the lockers without approval from the administration.

## **Delivery of Personal Items**

The office staff will deliver any necessities that are brought to a student. CCA will not accept deliveries of flowers, balloons, or other favors. Such deliveries should be made to the student's home.

## **Cell Phone and Electronic Device Policy**

Cell phones and electronic devices have become a major distraction for students; therefore, cell phones, i-pods, i-pads, and other electronic devices are to be powered off and stored out of sight during classroom instructional time. Students may not use ear buds or headphones during school hours, to include arrival prior to 8:00, during break or lunch, or between classes. Students in possession of electronic devices without permission will:

<b>1<sup>st</sup> Offense</b>	Receive a warning and the device will be taken to the administrator and only returned to the student after school hours.
<b>2<sup>nd</sup> Offense</b>	Device will be confiscated and parent must pick up from the administrator
<b>3<sup>rd</sup> Offense</b>	Device will be confiscated, the parent must pick up, and no device will be allowed for two weeks
<b>Additional Offenses</b>	Determined by the administrator

Students may be allowed to use cell phones during break and lunch. This privilege may be revoked at any time by the administration.

## **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**

Columbus Christian Academy has a uniform policy to which all students must adhere. Uniform shirts with the school logo and all jackets/coats with the school logo must be purchased from the Uniforms & Accessories store at [www.uniformsacc.com](http://www.uniformsacc.com) (password: ccarams) or the PTO Resale Closet. Uniforms & Accessories will also have an onsite store in the summer and an onsite store in the fall. Sweatshirts with the school logo must be purchased from CCA Sports Boosters. Order forms for sweatshirts will be sent home and included in Ram Mail during the fall season. Previously purchased sweatshirts from Sports Boosters and previously purchased shirts/jackets with the school logo purchased from Sports Specialty are acceptable as outerwear in the 2019-2020 school year. Bottom wear may be purchased from the vendor of choice. All bottom wear purchased from a vendor of choice must meet school regulations listed below. The uniform requirements begin upon the student's arrival at school and remain in effect until his/her departure for the school day.

*All student dress is subject to the approval of the administrator. Columbus Christian Academy students are held responsible for dressing appropriately for ANY school function on or off campus.*

### 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 visible tattoo.

Earrings may be worn by girls and only in the ear.

**1<sup>st</sup> Offense** – The earring must be removed, and the student may be placed on probation, or the student may be expelled.

**2<sup>nd</sup> Offense** – The student may be given ISS, or the student may be expelled.

## **SECONDARY GIRLS**

Uniform shirts, plaid skorts/skirts must be purchased from Uniforms & Accessories at [www.uniformsacc.com](http://www.uniformsacc.com) (password: ccarams) or the PTO Resale Closet.

Uniform bottoms may be purchased from a vendor of choice.

- Plaid skirts/skorts are available through Uniforms & Accessories at [www.uniformsacc.com](http://www.uniformsacc.com) (password: ccarams) or the PTO Resale Closet (**length must be at least 2 inches past fingertips with arms extended by the side**)
- Khaki or black skirts/skorts (chino only; no knit or athletic) (**length must be at least 2 inches past fingertips with arms extended by the side**)
- Khaki or black capris (Chino Only; no knit or athletic)
- Khaki or black pants (Chino Only; no knit or athletic)

*\*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 skort
- Socks: conservative colors

### **Footwear**

- Tennis shoes or casual shoes
- Boots must be a neutral/basic color such as black, brown, tan, or grey
- Crocs must be a neutral color such as black, brown, tan, or grey
- No “shower shoe” type flip flops
- No slides

### **Outerwear**

- Jackets (lightweight fleece or water repellent) must have the school logo. This outerwear must be purchased from Uniforms & Accessories or the PTO Resale Closet. **During extremely cold weather, heavier outerwear without the school logo may be worn to school but must be kept in lockers during school hours. The lighter weight required jacket with the school logo may be worn throughout the day if needed.** (Outerwear with the school logo previously purchased from Sports Specialty is acceptable for the current school year).
- Any sweatshirt or hoodies purchased from CCA may be worn over the collared uniform shirt. No other sweatshirts or hoodies will be allowed.

### **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 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 headmaster.

## SECONDARY BOYS:

Uniform shirts must be purchased from Uniforms & Accessories at [www.uniformsacc.com](http://www.uniformsacc.com) (password: ccarams) or the PTO Resale Closet.

All bottom wear purchased from a vendor of choice must meet school regulations.

- Khaki or black chino shorts (No athletic or knit and no shorter than mid thigh)



- Khaki or black chino pants (No athletic or knit)

*\*May wear a solid red, black, or white long sleeve shirt, including mock turtle necks and turtle necks, under the short sleeve polo shirt with CCA logo.*

### **General Information:**

#### **Footwear**

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

#### **Outerwear**

- Jackets (lightweight fleece or water repellent) must have the school logo. This outerwear must be purchased from Uniforms & Accessories or the PTO Resale Closet. **During extremely cold weather, heavier outerwear without the school logo may be worn to school but must be kept in lockers during school hours. The lighter weight required jacket with the school logo may be worn throughout the day if needed.** (Outerwear with the school logo previously purchased from Sports Specialty is acceptable for the current school year).
- Any sweatshirt or hoodies purchased from CCA may be worn over the collared uniform shirt. No other sweatshirts or hoodies will be allowed.

#### **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
- Shirrtails 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 administrator.

### **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 Prom:** The Prom 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.

*All student dress is subject to the approval of the headmaster.*

### **Fundraising and Ticket Sales**

Any fundraising or ticket sales done at Columbus Christian Academy or on the school campus MUST be approved by the headmaster.

## **THE ACADEMIC PROGRAM**

The CCA junior high and high school programs each consist of six 50-minute class periods daily and an approximate 30-minute period at the end of each day for tutoring, study hall, athletics, etc as assigned. Students have 3 minutes between class periods to move from one classroom to another. Students have a twelve 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 for 7<sup>th</sup> – 10<sup>th</sup> (will continue with these students through graduation)

Grading Scale:

- A 90-100
- B 80-89
- C 70-79
- F Below 70

Grading Scale for 11<sup>th</sup>-12<sup>th</sup> will continue the old grading scale as follows:

- |            |           |        |
|------------|-----------|--------|
| A 90 – 100 | C 70 – 79 | F 0-64 |
| B 80 – 89  | D 65 – 69 |        |

### **Determining Grades**

1. Nine Week Grades: When averaging grades, teachers will use the formula approved by the administration and described on their class syllabus.
2. Semester Grades: 1<sup>st</sup> nine weeks grade 40%  
2<sup>nd</sup> nine weeks grade 40%  
Semester Exam 20%
3. Final Grade: First Semester Grade 50%  
Second Semester Grade 50%

### **Report Cards**

Report cards are issued on the Wednesday immediately following the end of a nine-week period.

### **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**

## Grade 12 Only

### **1<sup>st</sup> SEMESTER – Grade 12 only (Only on Semester courses)**

- 80 or above average
- no unexcused absences
- no suspension infractions

### **2<sup>nd</sup> SEMESTER – Grade 12 only**

- 80 or above yearly average in a full year course
- no unexcused absences for the year
- no suspension infractions for the year

\*\*\*\*\*

## Grades 7-11

ABSENCES FROM EXEMPTION ARE DETERMINED BY DAILY COURSE ATTENDANCE.

- **Tier 1:**
  - 80 or above yearly average
  - **perfect attendance** for the year
  - no suspension infractions for the year
- **Tier 2:**
  - 85 or above yearly average
  - no more than **3 days excused** absences for the year
  - no unexcused absences for the year
  - no suspension infractions for the year
- **Tier 3:**
  - 90 or above yearly average
  - no unexcused absences for the year
  - no suspension infractions for the year

## 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.

## 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	\$5.00
Badly worn inside or out	\$10.00
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.

<b>1<sup>st</sup> book</b>	<b>Cost of the book plus a \$5.00 processing fee</b>
<b>2<sup>nd</sup> book</b>	<b>Cost of the book plus a \$10.00 processing fee</b>
<b>3<sup>rd</sup> book</b>	<b>Cost of the book plus a \$20.00 processing fee</b>

**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.

## Annual Student Assessments

Each grade level at CCA is annually assessed using respected assessment tools to quantify each student's understanding of material and readiness for their next level of academic progress.

**7<sup>th</sup> & 8<sup>th</sup> Grade Students** are assessed using the ACT Aspire Test. Testing is done during the spring semester and will be announced as soon as determined.

**9<sup>th</sup> – 10<sup>th</sup> Grade Students** are assessed using the Pre-ACT. Dates will be announced as soon as determined.

**11<sup>th</sup> Grade Students** participate in the PSAT/NMSQT test in the fall (Oct 10, 2018) and also the ACT College Admissions test.

**12<sup>th</sup> Grade Students** are required to take the ACT College Admissions test prior to graduation.

If a student misses any of the testing sessions given at CCA, no make-up tests will be given. These tests are machine scored and results will be sent to CCA for Aspire, Pre-ACT, and PSAT/NMSQT. Results for the ACT are sent directly to students as well as to the school guidance office.

### **Final Report Cards**

Report cards will be mailed to parents who send a self-addressed, stamped envelope.

### **Summer School**

Any 7<sup>th</sup> or 8<sup>th</sup> 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 9<sup>th</sup> – 12<sup>th</sup> 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. Students may take two (2) subjects during summer school each year. A maximum of four summer school classes may be taken for credit in 9<sup>th</sup>-12<sup>th</sup> 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, 2 of which may be non-academic, and meets all requirements for admission to a four year college or university. The **Honors Track II** requires 22 credits, 2 of which may be non-academic, and meets all requirements and recommendations 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. Seniors who have earned credits for all core requirements may substitute an on-campus elective, but must be enrolled in five (5) or more courses.

The total number of credits earned for graduation must be 22 or more.

### **Outside Curriculum**

All outside curriculum coursework must be approved by the headmaster/guidance counselor before the class begins. Failure to do so may result in no credit toward graduation requirements at Columbus Christian Academy. In order to earn high school credit for any course work taken outside of Columbus Christian Academy, a student must have a permission form on file in the guidance office listing the course work and the accredited school where the course work is to be taken along with the signatures of the high school principal and the guidance counselor.

### **Correspondence Study**

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

### **College Dual Enrollment**

Columbus Christian Academy offers dual enrollment opportunities for students in grades 11 and 12 through East Mississippi Community College (EMCC). With approval from the Administrator and guidance counselor, courses taken through EMCC will be given elective credit and can count toward satisfying the 5 course per semester credit requirements.

Eligible students meet the following criteria:

- 14 core high school credits completed
- 2.5 or better GPA
- Recommended by Administrator or Counselor.
- Scores received for student's ACT test

### **ACT Subscore Requirements for Courses:**

English Comp I – 17 or higher in English

College Algebra – 19 or higher in Math

Human A&P I – Composite score of 20 or higher

Public Speaking – 17 or higher in English

College course grades will be listed on the transcript, but will not be calculated into the cumulative GPA. Any Dual Enrollment or Dual Credit class taken for CCA elective credit must be a 3 or 4 credit hour course to be considered for elective credit.

### **Graduation Policy & Graduation Tracks**

Columbus Christian Academy is 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 potential 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.

\*Bible is required each year at Columbus Christian Academy. Students gain .5 credits each year for Bible courses in 9<sup>th</sup> – 12<sup>th</sup> grade that count toward general electives.

\*Students gain .5 credits for varsity athletics for each year of participation.

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

## GRADUATION TRACKS

<b>College Prep - Track I</b>		
English	4	
Math	4	<b>Required:</b> Algebra I , Geometry, Algebra II One of the following: <ul style="list-style-type: none"> <li>• Trigonometry/Precalculus</li> <li>• Consumer Math</li> </ul>
Science	4	<b>Required:</b> Biology I, Physical Science + Two of the following courses: <ul style="list-style-type: none"> <li>• Chemistry</li> <li>• Human Anatomy &amp; Physiology</li> <li>• Environmental Science (<i>one semester .5 credit</i>)</li> <li>• Health (<i>one semester .5 credit</i>)</li> </ul>
History	4	<b>Required:</b> MS Studies, Intro to Geography, World History, US History, American Government., and Economics.
Foreign language	1	Spanish I
General Electives	2.5	
Advanced Elective	1	
Fine Art	1	
Computer App.	½	
<b>Total</b>	<b>22</b>	<b>20 credits must be academic credits</b>

<b>Honors - Track II</b>		
English	4	
Math	4	<b>Required:</b> Algebra I, Geometry, Algebra II, Pre-Calculus/Trig
Science	4	<b>Required:</b> Advanced Biology, Physical Science, Chemistry, Human A&P
History	4	<b>Required:</b> MS Studies, Intro to Geography, World History, US History, American Government., and Economics.
Advanced Electives	2	Spanish I & II
General Electives	2 ½	
Fine Art	1	
Computer App.	½	
<b>Total</b>	<b>22</b>	<b>20 credits must be academic credits</b>

Bible is required each year at Columbus Christian Academy. Students gain .5 credits for each year of Bible courses in 9<sup>th</sup>-12<sup>th</sup> grade that count toward their general electives.



### **Assigned Major Test Days**

Monday	Performing Arts
Tuesday	Literature, Business, Computer
Wednesday	Science
Thursday	Math, Spanish (Foreign Languages)
Friday	Bible, English, Vocabulary, Social Studies

### **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

#### **2019 - 2020 National ACT Schedule**

<b>Test Date</b>	<b>Registration Deadline</b>	<b>(Late Fee Required)</b>
September 14, 2019	August 16, 2019	September 1, 2019
October 26, 2019	September 27, 2019	October 13, 2019
December 4, 2019	November 8, 2019	November 25, 2019
February 8, 2020	January 10, 2020	January 17, 2020
April 4, 2020	February 29, 2020	March 16, 2020
June 13, 2020	May 8, 2020	May 25, 2020
July 18, 2020	June 19, 2020	June 29, 2020

**ACT Weekday tests at CCA will be Tuesday, October 1, 2019 and Tuesday, March 24, 2020. Pre-registration is required along with a fee of \$47.**

## **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 six consecutive semesters
- 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.
- Students serving OSS (out of school suspension) at any time during the senior year will not be considered for Valedictorian or Salutatorian.

## **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
- To graduate with National Honor Society distinction the student must complete the Honors Graduate Track

**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

# 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**

Excused absences are given for illness of a student or serious illness in the immediate family, death, or funeral in the immediate family, or a court summons. Other absences may be excused by the administration.

Each excuse should be verified by a doctor's statement, parent's phone call, or direct parent contact.

Failure to have an absence excused within one week of the absence will result in an unexcused absence. The penalty for an unexcused absence is a 1-point deduction from the term average for each class missed. The student will also receive a zero (0) on all missed work.

A student who is absent from school all day or a half of the day on the day of an interscholastic game, event or practice will be ineligible to participate unless approved by the Administrator.

Each student's daily and period attendance record is accessible to parents 24/7 through ActiveParent. Upon return from an absence, a student must verify with the school office their absence has been excused and present the school issued "admittance" slip to teachers in order to receive make-up work, quizzes, and tests.

## **Absentee Assignment**

It is the responsibility of the student to schedule make-up work with each teacher. Assignments will be posted on ACTIVE Parent. If a student is absent and wants assignments picked up, please call the office by 8:15 a.m. Assignments are to be picked up in the office. Parents are not to go to the student's locker to get books before 3:15 p.m.

## **Policy of Leaving School**

Students are not allowed to leave the campus during school hours without permission from the administrator. Columbus Christian Academy reserves the right to approve or disapprove dismissals.

## **Early Dismissal Students**

Columbus Christian Academy gives students in grades 10-12 the privilege of leaving school each day at the end of his/her scheduled academic classes. If a student leaves school/campus during a scheduled class time, he/she will be suspended.

All students must have a signed Early Dismissal Form on file at the school in order to leave before 3:15 p.m.

Once a student leaves Columbus Christian Academy, he/she will not return until the end of the school day. Columbus Christian Academy will not be responsible for students once they leave campus. The privilege of Early Dismissal may be revoked at any time at the discretion of the administration.

Early Dismissal students are subject to the same academic requirements as student athletes and performing arts students.

Students who do not meet the eligibility requirement for early dismissal will lose their privilege of leaving early. The student must attend Study Hall until eligibility is regained.

Early Dismissal students are required to attend all assemblies and class meetings.

### **Sign-Out**

Parents of students needing to leave school during the day are requested to call the office by 8:30 a.m. and make arrangements for the student to be dismissed early. Students are then to sign-out before being officially dismissed from school. A student may sign-out if permission has been granted by a the headmaster. Failure to follow this policy will result in ISS. We encourage each parent to arrange dental and doctor appointments after school.

**Parents who come to school to pick up a student must come by the office and the office staff will get your student. Parents are not to go to the classrooms.** The office staff will also deliver any necessities that are brought to a student. Columbus Christian Academy strongly recommends that students not be taken out of school for vacations. Please strive to schedule vacations during the summer months or holidays.

### **Sign-Out and Test Policy**

All tests must be taken before a student leaves school for the day. Failure to comply with this rule will result in a grade of zero (0) on the test. If a student comes to school late and has missed a test, the student is required to take the test before leaving school for the day. Failure to comply with this rule will result in a grade of zero (0) on the test. Students leaving school early must see all teachers to get assignments.

### **Arrival after 8:00 a.m. – Sign-In**

If a student arrives at school at any time after 8:00 a.m., he/she must check by the office and sign-in. Any student leaving during the day and returning must also sign back in through the office.

### **Make-Up Work**

If a student misses assigned work due to illness, the student must work out a satisfactory time-table for making up the missed work with the teacher. A satisfactory time-table is defined as within 2 weeks of the absence. It is the responsibility of the student to schedule make-up work with each teacher. **Failure to make up work within the two week time-table will result in a zero (0) on the assignment.**

### **Make-Up Tests Policy and Time Period**

Students are allowed three (3) consecutive make-up opportunities to complete tests:

- Wednesday School: Wednesday School will meet on most Wednesday afternoons from 3:20 to 4:30 p.m.
- Tuesday/Thursday mornings during Detention: Detention times are most Tuesday and Thursday mornings from 7:00 a.m. to 7:55 a.m. *(Please note – any student may attend Detention to make-up tests. This does NOT mean a student “has” detention.)*

*Staff members will proctor all work done on Wednesdays, Tuesdays, and Thursdays.*

Failure to take assigned tests in this time frame will result in a grade of 0 (zero) being registered on that subject’s test. Permission must be received from the headmaster prior to the expiration of the allotted time, **if there are special circumstances that prevent a student from making up a test within the three dates.** If a student needs to arrive later than 3:30 for Wednesday school, they must make arrangements with the Wednesday school teacher in order to assure availability.

It is the responsibility of the student to schedule make-up work with each teacher.

### **Tardiness**

Punctuality is expected of all students. It is the RESPONSIBILITY of the STUDENT to arrive at school and be in class on time throughout the day.

### **Tardy Policy**

Teachers and students have the right to uninterrupted instructional time by students who come to class late. This offense will not be tolerated. Any student arriving after the bell will receive a TARDY for that class. If a student is late by **twenty (20)** minutes or more for a class, the student will be considered absent from the class. Unless excused by the administrator, this absence will result in a 1-point deduction from the nine-week average in that class. Attendance and tardies can be checked on Active Parent and Active Student.

### **Procedure**

- Students are allowed a minimum of three (3) minutes to move from one class to another.
- A tardy bell will sound to signal the end of the class exchange. When this bell rings, the teacher will close and lock the door.
- Any student not in the classroom will receive a tardy.

### **Truancy**

School attendance at Columbus Christian Academy is mandatory. Skipping school is punishable by receiving internal suspension for 1 day for each day skipped and a zero (0) on all work missed. Repeated violations will be dealt with on a more severe basis, and parents will have to meet with the headmaster to have this student re-admitted to school.

A student who accumulates more than 20 absences excused or unexcused in a year -long course or more than 10 absences in a semester course will forfeit credit for that class unless there are chronic health conditions or special considerations involved.

## **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) parental permission to participate each school year (Consent to Participate in Sports Activities 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:** Students are required to maintain a passing average in 4 subjects if they are to remain eligible for extracurricular activities, early dismissal, or athletics (cheerleader included). Student averages will be checked at 3-week intervals and at the end of each 9-week grading period. Any student not passing 4 subjects, at the aforementioned intervals, will be placed on probation. Any student on probation and not passing 4 subjects during the next grading interval will be ruled ineligible for games or early dismissal. Students will be allowed to continue to practice with the team. Eligibility can be regained by acquiring a passing average in 4 subjects during the next or any following grading period.

If a student is suspended from participation from extracurricular activities, the suspension will begin on the day that the grade check is reported to the Athletic Director and Administrator. 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 Administrator receives his/her grades for the relevant grading period.

If a student becomes ineligible under this policy, the student may not participate in 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:** All athletes are required to pay \$125 athletic fee to the CCA business office before participating in athletics.

### **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.

## **ATHLETIC ELIGIBILITY**

### **Athletics, Cheer, Extra-Curricular Participation, and Early Dismissal Students**

Columbus Christian Academy and the CCA Athletic Department strive to uphold the high ideals of success in academics, self-discipline, sportsmanship, morality, and respect for law and authority in all



extracurricular activities. Therefore, the following guidelines are in effect for all students participating in extracurricular activities or early dismissal at Columbus Christian Academy.

- Students using or found in possession of illegal drugs will face severe disciplinary action by the administration.
- Students who must leave school early due to an inter-school event are expected to take any regularly scheduled tests before they leave. They are also expected to turn in any assignments due on that day.
- No student will be permitted to participate in inter-school contests for more than four years after entrance to the ninth grade.
- A student will not be permitted to participate in inter-school contests if he or she has reached the age of 19 prior to August 1.
- Students are required to maintain a passing average in 4 subjects if they are to remain eligible for extracurricular activities, early dismissal, or athletics (cheerleader included). Student averages will be checked at 3-week intervals and at the end of each 9-week grading period. Any student not passing 4 subjects, at the aforementioned intervals, will be placed on probation. Any student on probation and not passing 4 subjects during the next grading interval will be ruled ineligible for games or early dismissal. Students will be allowed to continue to practice with the team. Eligibility can be regained by acquiring a passing average in 4 subjects during the next or any following grading period.
- If a new student, entering grades 9-12, registers and is accepted as a student at Columbus Christian Academy the following policy will be used to determine his/her eligibility to participate in extra-curricular activities and/or athletics (cheerleader included).
  - a. A new student, in grades 10, 11, or 12, enrolling from a MAIS member school without a bona-fide move, according to MAIS regulations, cannot compete in an athletic contest for one year.
  - b. A new student enrolling from a non-MAIS member school must be registered for a period of one week before competing in an athletic contest.
  - c. A new student enrolling from an MAIS member school with a bona-fide move

If the student is registered after the first athletic contest of the season has been played but prior to the final date an athlete may be added to a roster under the MAIS regulations. The coach of the team the athlete wishes to join along with the Athletic Director and Administration will determine if the athlete will be allowed to become a member of that team and participate in athletic contests for that sport.

According to MAIS rules, the student must be enrolled for a period of one week before he/she can compete in an athletic contest.

## **DISCIPLINE 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

and 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.

### **Columbus Christian Academy's Philosophy of Discipline**

Discipline should not be interpreted in a narrow sense as a means of punishment only. In the broader interpretation of the fundamentals of discipline, the Administration of Columbus Christian Academy adheres to the following objectives:

1. To create and preserve the conditions essential to the orderly progress of the school.
2. To prepare the student for effective participation in adult life.
3. To instill the fundamental lessons of self-control.

Discipline is also character education in that discipline uses standards and habits of conduct. The student grows in character as he/she becomes more aware of the consequences of his/her decisions. The administration of this school believes that students should be capable of conducting themselves in accordance with accepted standards of behavior.

CCA believes that discipline is one of the bases of learning. Therefore, this school insists upon socially acceptable behavior. This school believes that home and school should work together for the good of the child and that all programs must be evaluated constantly in the light of accomplishment.

### **Types of Disciplinary Action**

The following are types of disciplinary action used by the Administration at Columbus Christian Academy:

1. Corporal Punishment (with parental permission only)
2. Detention
3. In-School Suspension
4. Out-of-School Suspension
5. Permanent Expulsion

### **General Disciplinary Action**

General misconduct by students will be handled as part of the Assertive Discipline Program. The following actions are among those which may be used to correct student behavior: warnings, write-offs, loss of privileges, corporal punishment, detentions, suspensions, parental conferences, and/or expulsion. Specific

punishment for unacceptable behavior will be determined by the Administration and faculty for each classroom. These consequences will be explained to all students and posted in each classroom. The level of punishment will increase in severity if the inappropriate behavior continues - for example, the range of punishment could be from a simple warning to an out-of-school suspension.

It is the Administration's intention to keep parents informed of disciplinary action. A student who has been issued a disciplinary notice must return the notification signed by a parent to gain admission to detention. Failure to do so will result in the student receiving an additional discipline notice.

Columbus Christian Academy's Disciplinary Program is incremental in nature. Any particular behavior, which comes after a sequence of prior infractions, may be addressed in a manner more severe than it may have been addressed as an initial offense.

## **Disciplinary Notices**

Students will be given disciplinary notices that state the date of the infraction, the nature of the infraction, the punishment assigned to the student along with the name of the assigning staff member. The student must return the disciplinary notice with parental signature to gain admission to detention. Failure to return the signed disciplinary notice will result in an additional disciplinary notice. **The punishment for accumulation of disciplinary notices during each nine-week grading period will be incremental in nature.** The following punishments will result from students being assigned disciplinary notices:

- First disciplinary notice will result in detention.
- Second disciplinary notice will result in detention.
- Third disciplinary notice will result in ISS (In-School Suspension).
- Fourth disciplinary notice will result in OSS (Out-of-School Suspension).

## **Detention**

Detention will be served outside the normal hours of the school day. The Administration will set the time, place, and nature of the detention. Detentions will normally be served on Tuesday and Thursday mornings from 7:00 a.m. to 7:55 a.m. Students will be given a disciplinary notice for parent signature when they are assigned a detention. This notice must be signed and presented to the detention teacher in order to gain admission. Failure to report to detention or present the detention notice signed will result in the assignment of an additional detention. Students who report more than five (5) minutes late to detention will be assigned another disciplinary notice.

## **In-School Suspension (ISS)**

In-school suspension will be assigned by the Administrator. Parents will be notified. An in-school suspension may become an out-of-school suspension if it is the third one in a semester. Before the suspension, the student is responsible for gathering the necessary textbooks and notebooks to complete all assignments. The student will be allowed to complete all work during the period of the suspension but this work must be turned in at the end of each day of ISS. The student will be penalized at the end of the nine

weeks grading period at the rate of 1 point per class for the first day of suspension and 1 point per class for each additional consecutive day. The points will be deducted from the nine-week average in each class.

The family of a student serving ISS will compensate the school at the rate of a substitute teacher for monitoring the student. The compensation is per student and is not divided if more than one student should be serving at the same time. Students serving ISS will not be allowed to participate in any extracurricular activity including practices.

*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.*

## **Out-of-School Suspension (OSS)**

Students who repeatedly violate (or commit a severe violation of) the rules and regulations will be subject to suspension from school for a period determined at the Administration's discretion by the severity of the act. The student will be allowed to complete all work during the period of the suspension and all make-up work must be handed in the day the student is re-admitted to class.

The student will be penalized at the end of the nine weeks grading period at the rate of 2 points for the first day of suspension per class and 1 point per class for each additional consecutive day. These points will be deducted from the nine weeks average in each class. Students serving OSS will not be allowed to participate in any extracurricular activities or practices for the duration of the suspension.

*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.*

## **CCA RAM COURTESIES**

### **Gymnasium/Chapel**

- When coming into an assembly or program, enter quietly and remain quiet during the entire time spent there. Give your attention to the speaker. Do not disturb the ones around you by making comments. Students are to sit in assigned areas. Never boo, whistle or stomp your feet regardless of

your opinion of a program.

- Do not read or do any type of work during any program.
- No food or drinks will be carried into the gymnasium except at a school sponsored event where concessions are sold.
- Keep off the playing area of the gym floor.

### **Lunch Hour and Recess**

- Display a pleasing manner during the entire time while eating lunch and at recess.
- Respect the place of others; never crowd or try to get ahead of others.
- Be as refined in your table manners as you would in your own home.
- All students are expected to place trash in the provided containers when completing lunch and at recess.
- Do not take food or drink outside the cafeteria.
- Failure to leave the cafeteria in satisfactory condition will result in loss of break privileges.

### **Classroom**

- Cooperate with the teacher and other students in every class activity.
- When you need to talk, keep your voice in a conversational tone. Refrain from talking while someone else is talking.
- Always be prepared when you go to class and maintain the habit of expecting to work.
- To avoid damage to furniture, students are not to sit or write on desks.
- No parties of any kind are allowed without prior permission from the Principal.

### **Library**

- Develop a respect for the library and an appreciation for the books and other resources.
- Be considerate of others in the library. Silence is to be maintained.
- Respect the requests of the librarian.

### **Corridors**

- Good conduct is expected in the halls.
- Never run, hit, push, use abusive language, or loiter in the halls.
- Always open and close lockers as quietly as possible.

- When meeting others in the halls, pass to the right of each other.
- Keep food and drinks out of the building.
- Unless they have special permission as indicated by a hall pass, students are to be in the halls only at the beginning and the closing of the school day and during class changes.

### **School in General**

- Respect authority and abide by school regulations.
- Avoid loud talking, whistling, loitering, running, pushing, and crowding.
- Be a lady or gentleman at all times and uphold the high ideals of your school.
- No card games or games of chance are to be played.
- Littering is punishable by a discipline notice.
- Failure to adhere to the above courtesies will result in offenders being disciplined in a manner prescribed by the administration.

# GENERAL DISCIPLINE POLICIES

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

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

Profanity

Suggestive language

Any offense punishable by law

Any other activity that is not representative of a Christian school student

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

If it is determined that the student is involved in disruptive activity or has an undesirable behavior that is directly attributed to gang affiliation, the student may be expelled.

- 1st offense - A parent conference and in-school suspension.
- 2<sup>nd</sup> offense –The student may be expelled.

## **Columbus Christian Academy Plagiarism Policy**

The faculty at Columbus Christian Academy is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in visual, written, or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Columbus Christian Academy or any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy.

### **Definition of Plagiarism**

- Copying of another person's ideas and/or works, whether intentional or not, in whole or part, from a print or non-print source and using those ideas or works as your own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.



## **Student Responsibilities**

- Submit authentic work.
- Follow the project instructions and deadlines assigned by the teacher.
- Ask questions and seek help from appropriate persons.
- Cite in-text or in-project sources correctly and accurately.
- Format Works Cited pages correctly and accurately.

## **Plagiarism Violations**

If a teacher, including any online course teacher, has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism. Punishments can range from a grade reduction to a grade of “0” being given for the assignment. Students guilty of plagiarism could be required to do the project over or do a different project. Students found to be guilty of plagiarism may also be suspended.

## **Cheating**

Cheating will not be tolerated by Columbus Christian Academy. Students caught cheating will be given a zero (0) on that test or assignment, and their parents will be notified plus internal suspension. Repeated violations will be dealt with more severely, and parents must meet with school officials to have their child re-admitted. Academic honesty as well as Christian integrity is expected of every student at Columbus Christian Academy.

## **Chewing Gum, Candy, etc.**

Columbus Christian Academy students are not to chew any form of gum, candy, etc. during school hours. No food or drink is allowed in the school building at any time. All food and drink shall be kept in the cafeteria. Failure to abide by this rule will result in a detention unless prior permission is given by the Administrator.

## **Disruptive Behavior**

Fighting, disruptive behavior, or disturbances will not be tolerated at Columbus Christian Academy during school, school functions, or any school sponsored events. Consequences for violations shall be determined by the Administration. Verbal or written threats toward students or staff will not be tolerated and will be dealt with severely by the Administration.

## **Off-Limits Areas**

**Parking Lots:** Students may not sit in or on their cars at any time. Common courtesy dictates that we respect other people’s property as well. When students arrive on campus, they should leave the parking lot as quickly as possible. **Students are not allowed in the parking lot during school hours.** Students in the parking lot without permission will receive a discipline notice.

## **Student Conduct at School Sponsored Events**

Students should always display good sportsmanship when attending an event. The visiting team and officials are our guests and should be treated as such. CCA spectators are to cheer for their own team and not against anyone else.

Students should remember that when attending school functions or school sponsored events, on or off the Columbus Christian Academy campus, that they will be expected to follow the same code of conduct that is applied during a regular school day. Possession and use of tobacco, alcoholic beverages, and drugs are prohibited. Students found to be in violation of these rules will face severe disciplinary action.

### **Harassment**

Harassment is the use of aggression with the intention of hurting another person. Harassment may be physical, verbal, written (including the use of internet chat rooms, e-mail or web sites), or emotional.

We are committed to providing a friendly, caring, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Harassment of any kind is unacceptable and will not be tolerated at Columbus Christian Academy. If harassment does occur, students are encouraged to tell a teacher or Administrator so that the incident may be dealt with promptly. Students found to be guilty of harassment may face consequences as severe as internal suspension or external suspension. Repeated incidences may possibly lead to expulsion from Columbus Christian Academy. Hazing will be treated the same as harassment.

### **Sexual Harassment Policy**

Columbus Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Columbus Christian Academy is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

### **Definition of Sexual Harassment**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following: Unwanted sexual advances or propositions; pressure for sexual activity; Offering academic benefits in exchange for sexual favors; Making or threatening reprisals after a negative response to sexual advances; Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters; Verbal conduct such as making or using derogatory comments, epithets, name-calling, slurs and jokes; Spreading sexual rumors; Sexual threats, demands, teasing, taunting; Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body; Sexually degrading words used to describe an individual; whistling or catcalls; suggestive or obscene letters, notes or invitations; passing of pornographic material; Physical conduct such as touching, poking, pinching, patting, sexual grabbing, bumping; assaulting, impeding or blocking movements; Pulling clothes, or snapping bras.

### **What to Do if You Experience or Observe Sexual Harassment**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials. All complaints will be promptly investigated in a manner deemed appropriate. A written report of the incident will be maintained in a confidential file.

### **Confidentiality**

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent, guardian, and appropriate government officials as the circumstances warrant.

### **Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

### **Disrespect**

Being insubordinate or showing disrespect toward a teacher, school employee, student, or guest of Columbus Christian Academy will not be tolerated. Students who are disrespectful will be assigned detention. If a student is repeatedly or extremely disrespectful, the student will be given ISS, and the student and parents must meet with the Principal before the student is readmitted to class. Any student who continues to show disrespect after receiving ISS will be given OSS.

### **Hall Passes**

Students are not permitted in the halls during class periods unless accompanied by a teacher or have a hall pass from an authorized staff member. Any student observed in the hall without a pass will receive a disciplinary notice.

### **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.

### **Theft**

Columbus Christian Academy does not condone the taking of another's personal property. This includes "borrowing" of another's books, notebooks, pens, pencils, calculators, book bags, etc. without permission. Anyone involved in such activities will be given corrective punishment.

### **Vandalism**

Vandalism will not be tolerated. Students guilty of vandalism must make restitution for damages and face appropriate punishment deemed by the administration. Damages to textbooks will be considered vandalism.

Acts of vandalism toward school personnel will not be tolerated. Any student participating in acts of vandalism or malicious mischief toward a school employee or an employee's immediate family, or their property, will face severe disciplinary action.

### **Weapons, Dangerous Instruments, and Contraband**

Students shall not possess, handle, or transmit knives, razors, ice picks, explosives, fireworks, cigarette lighters, matches, pistol, rifle, shotgun, pellet gun, or any other object that can be considered a weapon or dangerous instrument or any contraband materials. Consequences for violations shall be determined by the Administration.

### **Tobacco and Smoking**

Possession or use of tobacco and simulated tobacco in all forms (including but not limited to cigarettes, cigars, hookahs, pipes, blunts, smokeless tobacco, snuff, chewing tobacco, e-cigarettes, vaping devices, and all other electronic smoking devices) is prohibited on all CCA property (including but not limited to all buildings, grounds, parking areas, walkways, and sports fields) and vehicles owned or leased by CCA, as well as any spaces where school-sponsored or school-related activities are held. Violation of this code will result in ISS. Repeated violations of this policy will be dealt with more severely.

### **Drugs and Alcohol**

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 administrator.

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.

## **COLUMBUS CHRISTIAN ACADEMY DRUG PREVENTION POLICY**

There are several biblical principles that place drug use well outside the realm of acceptable behavior. Christians are to respect and obey the laws of the land (Ecclesiastes 8:2-5; Matthew 22:21; 23:2-3; Romans 13:1-7; Titus 3:1; 1 Peter 2:13-17) and Christians are required to be good stewards of what God has entrusted to us (Matthew 25:14-30). This includes our earthly bodies. Illicit drug use is an extremely effective way to destroy your health, not just physically, but mentally and emotionally as well. In summary, the Bible teaches us that "denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in this present world" (Titus 2:12).

Therefore, Columbus Christian Academy has adopted the following drug prevention policy.

CCA reserves the right to require anyone suspected of using illegal drugs or alcohol to be tested at any time. CCA reserves the right to search all vehicles, containers, lockers, or other items on school property in furtherance of this policy. Individuals may be requested to display personal property for visual inspection upon request. Individuals may be required to empty their pockets, but no student will be required to remove articles of clothing they are wearing to be physically searched. A student's refusal for visual inspection may result in suspension or expulsion as determined by the administrator.

1. Purpose of the Drug and Alcohol Prevention Policy
  - a. To protect the Christian witness of CCA
  - b. To deter and prevent drug usage
  - c. To identify persons associated with CCA who may be using illegal drugs
  - d. To ensure any drug use is recognized, addressed, and treated
  - e. To promote the health and academic progress of each student
  
2. Participants
  - a. Administrators, employees, volunteers, and the Board of Directors will be tested randomly.
  - b. All students enrolled in grades 7-12 will be required to participate in the drug-screening program. Students may be selected at random at any point during the school year. Consent to the student's participation is a condition of the enrollment contract.
  - c. Any student who refuses to participate will be dismissed from the school immediately.

### 3. Testing Procedure

- a. CCA may utilize a company such as DFS (Drug Free Schools) to provide an economical, efficient, and effective drug testing program.
- b. Companies may provide on-site screening for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, opiates, oxycodone, PCP, Propoxyphene, synthetic marijuana, and bath salts.
- c. Positive results will be sent to the laboratory for further testing.
- d. The primary method of testing is urine, but hair analysis may also be utilized.

### 4. Cost

- a. Drug screening will be funded through the cost of tuition as assessed by the Board of Directors.
- b. Individuals who test positive will be responsible for all costs associated with a positive screening including, but not limited to consultation and retesting.

### 5. Consequences

All samples showing a positive result will automatically be retested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the first positive result is verified and confirmed, the following steps will be taken:

- a. First Positive Result
  - i. A board member, administrator, employee, or volunteer with a confirmed positive drug screening shall be immediately terminated from CCA. In such event, the employee's salary will be terminated.
  - ii. The administrator will inform parents that their child tested positive and that a MRO (Medical Review Officer) will be in contact with them to interpret the test results.
  - iii. The student must then be evaluated by a professional consultant or counselor. The professional treatment plan must be successfully completed. The cost of the evaluation and treatment program will be at the parents' expense. Failure to enroll in and/or complete the requirements of the treatment plan will result in the student's immediate dismissal, and he/she may not apply for readmission until the successful completion of an approved treatment plan and the beginning of the succeeding school year.
  - iv. The student will be required to be tested again at the time the drug should be clear from the body. The timeframe will be determined by the MRO. The cost of testing will be paid by the parent. Failure to comply with the retesting mandate within the specified timeframe will result in the student's immediate dismissal from CCA, and he/she may not apply for readmission until the beginning of the next school year.
  - v. At the next scheduled drug testing, the student would automatically appear on the random testing roster.
  - vi. A positive result may affect a student's eligibility to participate in extracurricular activities. The administrator will use discretion based on the totality of the circumstances.

b. Second Positive Result

- i. The administrator will inform the parents that their child tested positive and that a MRO will be in contact with them to interpret the test results.
- ii. A second positive drug screening will result in the student's immediate dismissal from CCA. In such event, the payer of said student shall not be entitled to reimbursement of fees or tuition previously paid.
- iii. A confirmed positive result remains in effect throughout the student's enrollment at CCA. It is not abolished upon grade completion. In the event a student is dismissed from CCA for violation of the drug testing policy, the payer of said student shall not be entitled to reimbursement of fees or tuition previously paid.

### **Pregnancy**

A girl who becomes pregnant while she is a student at CCA will not be permitted to attend classes or participate in extracurricular activities. Every attempt will be made to encourage the girl to give birth to the child. A program of home study utilizing video instruction monitored by the administration will be established to assist the student in completing the present year of education. If the father is also a CCA student, the same restrictions and opportunities for home study will be applicable to him. Counseling will be offered to both individuals and to their families. Neither party will be considered for readmission until the semester following the semester in which delivery occurred.

## **STUDENT'S RESPONSIBILITIES AND RIGHTS**

- I. 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:

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.

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.

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.

- II. 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.



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)*
- *Provide a current REGISTRATION for all cars being registered.*
- *Proof of Insurance.*

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Last Name	First	Middle	Grade	Driver's
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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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Year	Vehicle Color	Vehicle Year	Vehicle Color	Vehicle
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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.

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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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# PARENTAL CONSENT FORM INTERNET AND MEDIA

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student email: \_\_\_\_\_

Student Cell: \_\_\_\_\_

1. I give permission to allow the use of email accounts for educational purposes (ex: homework drop, email papers, etc.) and teacher/class communications between my student and CCA staff members. I also acknowledge and agree to Columbus Christian Academy's Technology - Internet Acceptable Use Policy.
2. I authorize the release of student name, information, and/or photos in reference to school related activities. This information could be used by Columbus Christian Academy in various media (yearbook, athletics, newsletters, website, special programs, honors and awards, drama productions, commencement, etc.) and could possibly include area newspapers and television broadcasts.

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Mother's email: \_\_\_\_\_

Mother's cell: \_\_\_\_\_

Father's email: \_\_\_\_\_

Father's cell: \_\_\_\_\_

**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 2018-2019. 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 5<sup>th</sup>-12<sup>th</sup> 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 7. 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; 5<sup>th</sup> – 12<sup>th</sup> grades only)  
the Columbus Christian Academy handbook.

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

# MEDICAL INFORMATION FORM

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Student's name

Please indicate any medical issues that the student may have that Columbus Christian Academy faculty and administration should be aware of.

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Please indicate steps to take in case of an emergency.

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Please indicate the doctor's name that would need to be contacted and his or her contact information.

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# Columbus Christian Academy Permission for Early Dismissal

10<sup>th</sup> – 12<sup>th</sup> Grade Students

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

My child, \_\_\_\_\_, has my permission to leave school each day at the end of his/her academic classes. If a student leaves school during a scheduled class time, he/she will be suspended.

Once a student leaves Columbus Christian Academy, he/she will not return until the end of the school day, unless instructed by the administration.

Columbus Christian Academy will not be responsible for a student once he/she leaves the school campus.

The privilege of Early Dismissal is only available for students in the 10<sup>th</sup>-12<sup>th</sup> grades. This privilege may also be revoked at any time at the discretion of the administration.

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

**Vehicle Registration form MUST be on file in the school office to complete early dismissal permission.**