



Student/Parent Handbook

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Mission and Purpose

Columbus Christian Academy's mission is to assist parents/guardians and Bible-believing churches in the task of training young people in reaching their fullest potential: spiritually, academically, socially, and physically.

Columbus Christian Academy's purpose is to promote a Biblically-based philosophy that guides young people in developing a personal, loving and trusting relationship with Jesus Christ that will impact an ever-changing world.

Our school verse is **Proverbs 22:6**, "Train up a child in the way he should go and when he is old he will not depart from it."

Core Values

Integrity: We will honor Christ and His school with integrity. Integrity is knowing what is right and doing what is right no matter the circumstance.

Spirit of Excellence: We will always bring our best in everything we do. Excellence honors God and inspires people.

Servant's Heart: We are not consumers but contributors in this world. We must have a willingness to serve without the expectation of receiving rewards or recognition in return.

Sense of Ownership: We are owners and not only stakeholders. This is the Lord's school, and He has entrusted us to oversee it. This should be done with a sense of ownership and responsibility.

Faith Filled Risks: We trust Him and must prove it in the decisions we make. There are times He may call us beyond our comfort zone. If we don't go, then we won't grow.

Love One Another: The Lord commands us to love others and we are expected to obey this command. We will treat students, families, and staff with kindness, dignity, and respect.

Statement of Faith

There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit.

Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross as a substitutionary sacrifice, and all who believe in Him in total surrender and commitment are justified on the grounds of His shed blood. He arose from the dead and will come again to establish His kingdom of righteousness and peace.

The Holy Spirit is sent to indwell, guide, teach, empower the believer, and convince the world of sin, righteousness, and judgment.

The Word of God, the Old and New Testaments, inerrant as originally given, is inspired by God and is a complete revelation of His will for the salvation of men.

Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death.

Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit; receive the gift of eternal life, and become the children of God.

The second coming of the Lord Jesus Christ is certain. This is the believer's blessed hope and is a vital truth, which is an incentive to holy living and faithful service.

Objectives in Education

Our objective is to prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit, and a personal sense of responsibility to be all God wants them to be.

Objective one is to prepare children to live successfully.

Objective two is to encourage students to think clearly, logically, and independently.

Objective three is to offer an instructional program that meets the academic needs of the children.

Objective four is to develop an understanding of the world in which they live and impact the world for Christ.

Objective five is to achieve mastery in the tools of learning and communication.

Objective six is to develop a sense of responsibility in each child as a citizen and as a Christian.

Objective seven is to develop a moral, ethical, and spiritual sense which will aid them in appreciation of their own personal worth and that of others.

Objective eight is to provide opportunities for developing skills necessary for making a living.

Objective nine is to offer opportunities to participate in wholesome forms of recreation.

Objective ten is to prepare each child for spiritual leadership in school, home, church, community, state, nation and the world.

Home and School Cooperation

Your children spend 1,300 hours a year in school and 3,285 in sleep. They have 4,175 hours left over. As a parent, you have 4,175 golden opportunities to strengthen and build on what they have learned in school. This does not mean that you are expected to teach them how to read or write and figure, or even do their homework for them; but you can listen to them read, show interest in their writing and spend time with them. By showing that you care, you will give the needed nurture to make the most of those 1,300 hours.

Parent/Teacher communication and cooperation is essential; therefore, Parent/Teacher meetings will be held periodically through the year. It is expected that at least one parent attends these meetings and programs. The nature of the meeting will vary from time to time, but the general objectives are:

1. Acquaint the parent with the philosophy of Christian education and the curriculum of the school.
2. Acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual and disciplinary needs of the child.
3. Provide an opportunity for the parent and teacher to fellowship with each other.
4. Provide parents an opportunity to see the achievements of the students.

Parents/guardians should contact the teacher regarding any questions or problems. Teachers will likewise contact the parent regarding any questions or problems. In order for the student to reach his or her potential, the parents/guardians and school must work together.

Parent's role:

Parents/guardians should strive for an intimate, personal, loving and trusting relationship with Jesus Christ.

Parents/guardians should provide an atmosphere of love that always seeks the best for the child.

Parents/guardians should have an active church fellowship. Participation in a Bible believing church is a must to develop spiritual growth.

Columbus Christian Academy's role:

Provide a faculty committed to an intimate, personal, loving and trusting relationship with Jesus Christ.

Provide an atmosphere of unconditional love while seeking the best for the child.

Assist area Bible-believing churches in their mission to disciple and evangelize.

Stance on Marriage and Sexual Identity

Sexual Identity According to Scripture

Christian understanding of human identity is grounded in the Word of God. The significance of human sexuality is particularly evident in the account of creation. Human beings, fashioned by God in His own image, are created male and female **Genesis 1:27**. This complementary nature of human sexuality is affirmed again in the second chapter of Genesis. Woman is fashioned out of man **Genesis 3:18-24**. Thus, from the beginning human sexual identity is reciprocal. That is, one's own human nature is properly understood in a complementary relationship to another who is alike in nature, but opposite sexually. Like the rest of God's creation, the sexual differences between man and woman are pronounced "very good" **Genesis 1:31**. We affirm human sexuality to be a gift of God. By God's grace, human sexuality both enriches and fulfills our personhood.

God Defined Marriage

God designed marriage for humanity. As first described in Genesis and later affirmed by Jesus, marriage is a God-ordained, covenant relationship between a man and a woman. This lifelong, sexually exclusive relationship brings children into the world and thus sustains the stewardship of the earth. Biblical marriage — marked by faithfulness, sacrificial love and joy — displays the relationship between God and his people.

While commentators, politicians and judges may revise their understanding of marriage in response to shifting societal trends, followers of Jesus should embrace his clear vision of marriage found in **Matthew 19:4-6**.

CCA retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual, is a practicing homosexual/bisexual, or identifies and/or engages in practices related to the LGBTQIA+ community. **Genesis 1:27, Leviticus 20:13, Romans 1:27**.

Grievances

Columbus Christian Academy has been established first and foremost for the purpose of providing Christian education for its students. In order to do this, we believe that the Word of God must be our standard; and we seek to apply Biblical principles to every aspect of school life. We believe the school board, staff, students, and parents all need to work together to accomplish this. Students and parents/guardians should bring questions or concerns to the person most directly involved first.

If a student or a parent has a question about a specific classroom or school action or procedure issue, they should contact the appropriate staff member. **Matthew 18:15**, “Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother.” Teacher emails will be provided and will have a 48-hour turn-around time.

If the problem is not resolved, the student or parent should then go to the administration. If still dissatisfied, the parent may request a time to meet with the school board. Problems should not be discussed with those who do not have the authority to effect the desired changes. In doing so, it will only promote ill feelings and is counter-productive. The staff, administration, and board desire to know your concerns.

Keep in mind that children often bring home stories that may not correspond completely to events that have actually occurred. Please give your teacher the benefit of the doubt by allowing him/her to supply other information. Good communication and teamwork is essential to ensure a child’s success. Let’s work together!

Admissions Policy

Columbus Christian Academy, Inc admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational, admissions, athletic policies, or school programs.

Columbus Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress and scholarship. It is understood that to be a student at CCA is a privilege. That privilege may be forfeited by any student who does not conform to CCA's standards and policies. Therefore, the school maintains the right to admit only students who are in harmony with the standards of the school. CCA administration may require the withdrawal of any student at any time, regardless of whether or not he/she conforms to specific rules or regulations.

Parents may register students by following a series of steps. Parents must make an appointment with CCA to schedule a tour and a meeting with administration. Next, parents may download an application from the school's website and complete the application in its entirety. Following this step, parents will need to submit the application and pay a registration fee. After the registration fee is paid, a date will be arranged for your child to complete a placement test. Any student scoring below his/her grade level on the exam may be asked to repeat the last grade attended. Some students may be accepted on a six week probationary period due to academics or behavior. After the six week period, a meeting will be scheduled to reevaluate the progress of the student and to determine the next steps.

Columbus Christian Academy is not equipped to handle children with severe learning disabilities. If a student is in need of services that cannot be provided through CCA the school reserves the right to suggest alternatives that will better serve the student.

It is not the intention of CCA to keep a student in school against his will. If the student or parents/guardians no longer find themselves in agreement with the rules and policies of CCA, they retain the right to withdraw their student.

Standard Code of Conduct

Part of Columbus Christian Academy's mission and purpose is to provide an environment that guides young people in developing a personal, loving and trusting relationship with Jesus Christ that will impact an ever-changing world. A standard of conduct based on Biblical imperatives is necessary to provide such an environment.

The following general standards best promote this type of environment:

- Students are expected to learn and exemplify kindness, morality, and honesty.
- Students are expected to show respect and courtesy to those in authority.
- Students are expected to demonstrate an understanding of responsibility.

The following practices will best promote the spiritual, academic and social welfare:

- Refrain from swearing, indecent language, ungodly music
- Refrain from the use of tobacco, alcohol, drugs, gambling, and pornography.
- Maintain Christian standards in courtesy, kindness, morality, and honesty.
- Refrain from remarks or jokes directed to or about another person.

Parent Code of Conduct

We ask that you please partner with CCA on the following:

- Provide positive reinforcement for CCA's philosophy and mission and goals of the school in promoting Christian Education.
- Follow the school's rules, calendars, deadlines, policies, codes, and guidelines in the school handbook, and expect the child to do the same even when you may disagree.
- Communicate problems, concerns, or inquiries respectfully and courteously in verbal or written communications to the appropriate person (teacher, educational director, and/or principal) within 24 hours of each incident.
- Schedule appointments to meet privately to discuss personal concerns. Please do not use social media and other public forums to express concerns.
- Be a good example in actions and in words in front of your child (ren) and other children.
- Please show respect for our staff.
- Demonstrate good sportsmanship when attending games.
- Show support and volunteer for school functions, fundraiser(s), and other projects.

- Set realistic goals for your child (ren) and take an active role in his/her daily learning.
- Speak about the school and staff in a positive way on school grounds, in the hallway, and away from school.
- Monitor your child's phone, computer, and social networking (i.e. Facebook, Twitter, Instagram, etc.).
- Attempt to build a bridge of acceptance and understanding, and expect your child to do the same, among the cultures and personalities represented at CCA.

CCA reserves the right to hold or deny the enrollment and/or re-enrollment of a student based on the negative behavior of a parent.

General Rules and Guidelines

Campus Visitors

Students are not allowed to bring visitors to school without receiving permission from the school office. Arrangements for visitors should be made by the student's parents. On-campus visitors during the school day must come by the school office and report prior to visiting with CCA students.

Parent Visits

CCA maintains an open door policy and welcomes all contacts with parents. Upon school arrival – all parents are required to register in the front office. This policy is to protect all of our students and staff.

If you plan to eat lunch with your child, please contact your child's teacher prior to your visit.

Classroom visits are to be scheduled with the teacher to prevent distraction during instructional times. All visitors must check in with the front office staff before going to the classroom. This will help maintain a normal uninterrupted school day.

Personal Property

No student is to enter another student's bookbag, gym bag, pocketbook, wallet, carrying case or locker unless given permission by the student. No student is to enter a staff member's personal property without permission by the staff member. If there is reasonable suspicion that a student is in possession of illegal or unauthorized items a search may be conducted. A school official may conduct the search of any personal property including but

not limited to articles of clothing – pockets/hoodies, bookbags, purses etc. This will be conducted in private with a witness pending the circumstances that do not pose a threat.

Motor Vehicles

Many high school students may wish to drive a car to school. This is a privilege and should be regarded as such. If a student abuses the privileges to drive to school and park on school property, the privilege will be revoked.

These guidelines should be followed by all student drivers and/or passengers:

- Students should park in their assigned parking area
- Upon arriving at school, all student drivers and passengers **MUST** leave the parking areas and enter the school building.
- Absolutely no lingering in or among cars in the parking area at any time during or after school.
- We encourage all students to keep their doors locked while cars are parked at school.
- Proper driving behavior is expected and will be maintained by each student driver.
- Students not possessing a valid North Carolina operator's license should never operate a motor vehicle on the CCA campus.
- Showing off, squealing tires, and speeding are types of unacceptable behavior and will not be tolerated. Instances occurring on school grounds which indicate such behavior will result in revoked parking privileges and/or school suspension. This includes entering or leaving school property.
- Driving privileges may be revoked by CCA at any time.

Motor Vehicle Searches

The school will conduct routine patrols of parking areas to ensure the safety of students and the protection of property. However, if there is reasonable suspicion to believe that illegal or unauthorized materials are located in a vehicle, an inspection of the interior of the vehicle will take place. These inspections may be conducted without notice, without the consent of the vehicle owner, and without a written search warrant. This policy is designed to maintain a secure environment and ensure the safety and well-being of all students and staff.

Selling at School

Students will not sell or attempt to sell or distribute any objects or substance which has not been authorized for sale and distribution by the administration. If a student is selling or distributing unauthorized items the student will be subjected to disciplinary action.

Philosophy of Discipline

The ultimate goal of the Christian school is to develop a student who is wise; one who sees life from God's point of view. Our approach to discipline should be based upon Godly wisdom, **James 3:17**, "But the wisdom that is from above is first pure, then peaceable, gentle, and easy to be entreated, full of mercy and good fruits, without partiality, and without hypocrisy."

Christian love is at the heart of all discipline. The tough side of love, correction and chastening, is an essential part of this firmness in love. They must be balanced. Firmness without love becomes harsh. Love without firmness is sentimentality. Both errors produce problems instead of solving them. An integral part of discipline is learning to obey those in authority. Required obedience is based upon the Bible (**Colossians 3:20, Romans 13:11, Hebrews 13:17**).

Disciplinary Procedures

At Columbus Christian Academy, we strive to create a positive and nurturing environment that promotes respect, responsibility, and integrity among our students. Our behavior matrix outlines a comprehensive list of minor and major behaviors to guide student conduct. While the following list provides specific examples, it is not exhaustive. The school reserves the right to address and discipline behaviors on a case-by-case basis, ensuring that each situation is handled with fairness and in alignment with our core values.

The school also reserves the right to dismiss any student who is not in compliance with our standard of conduct, core values, or other areas of concern.

Minor Behavior: Minor Behaviors are defined as those behaviors that the classroom teacher or school employee can handle without the need for administrator intervention. Minor behavior infractions generally result in consequences given by the teacher such as: verbal warning, redirection, modeling of correct behavior, counseling by the teacher, change in seating, additional work, parent contact, time out with a behavior reflection sheet, loss of privilege or other means deemed necessary by the teacher. In cases where the minor behavior infraction continues after the consequence from the teacher has been given or the minor behavior occurs more than 3 times within a 7 day school period, a major discipline referral will be turned into the administrator and major behavior consequences will be applied. Teachers must have the 3 minor behaviors documented and make a parent contact before a discipline referral to administration. Formal definitions and examples of most minor behaviors are found in the table below.

Excessive Talking	Talking that is disruptive to the learning environment and does not stop when asked.
Not Following Directions	Not following directions such as eating or drinking in the classroom without permission, not being prepared for class, or other directions given by teachers or school staff members.
Minor Physical contact/aggression/horseplay	Engaging in non-serious, but inappropriate physical contact; done in a playful manner that is not intended to cause harm.
Inappropriate language	Not cussing, but using a harsh tone/word choice, body posture, name calling and or teasing and other related language that is meant as a put down but does not include cuss words.
Unprepared	Homework or class work is not completed, materials not present
Tattling	Excessive reporting of other students' behavior
Non-compliance/defiance	Students engage in brief or low-intensity failure to respond to adult requests; includes arguing and/or negotiating, not following directions and/or misuse of time.
Minor disruption/shouting out	Disturbing the classroom learning environment in any way, may include note passing, talking out of turn, etc.
Tardy/wandering	Not reporting directly to class when time for class.
Property misuse (low intensity)	Intentionally engaging in misuse of property: textbooks, desk, personal or school property that can be repaired.
Dress code violation	Wearing clothing that does not fit within the school dress code guidelines as outlined in the handbook.
CCA computer/Internet policy violation	Engaging in inappropriate use of computer (See computer/internet policy)
Cell Phone Violation	Cell phones are not allowed to be in the possession of an elementary student. Cell phones are allowed on campus by middle and high school students, but must be stored in

	the locked box in their classroom, turned off. (Students may use phone to contact parents with permission from teacher)
Violating Car Line Procedures	Not following proper procedures for car line
Teasing	Hurtful (sometimes meant to be playful) comments that are short lived and the incident is isolated.

Minor Behavior Consequences– The behavior occurs the same day or within seven days of initial behavior

1st Warning	2nd Warning	Timeout/Loss of Privilege	Office Referral
<p>Teacher uses a positive but firm redirect. Teacher states clearly the unwanted behavior and a clear expectation of the acceptable behavior.</p> <p><u>Possible Warning Options</u></p> <ul style="list-style-type: none"> • A clear verbal warning is given to the student • A “whole class” warning will not count as a first offense UNLESS the teacher clearly identifies everyone in the class as getting a warning. 	<p>If, after the warning, the behavior continues, teachers will privately conference with the student.</p> <p><u>Student Conference</u></p> <ul style="list-style-type: none"> • Private Conference with student • Describe the problem • Describe a better alternative • Discuss procedures/expectations • Practice with the student • Teacher may model acceptable behavior • Teacher may have student to role play the acceptable behavior • Provide feedback and prayer • Teacher should make parent contact (daily behavior sheet or call to the parent) 	<p>If after both warnings, the behavior continues, the student will need a time out/bounce and a loss of privilege. (If recess or lunch time has passed the consequence can carry into the following day).</p> <p><u>Time-Out/Bounce Options</u></p> <ul style="list-style-type: none"> • Bounce the student for 15 minutes to another teacher’s room or the administrator’s office with a reflection sheet. • Time out within class (can be moved into the hallway with a reflection sheet) • Loss of privilege should occur (i.e. free play becomes structured play, silent lunch) • Reflection Sheet should be filled out at this stage (sheet should be appropriate for grade level) • Reflection sheet is sent home for parent to sign 	<ul style="list-style-type: none"> • Office referral <p><u>Options for office referral</u></p> <ul style="list-style-type: none"> • Out of School Suspension the student (OSS) • Provide a bounce for student (which could include bouncing to a different room or bouncing to complete work with administrator) • Loss of privilege for an extended period of time (no PE, silent lunch, sports, extra curricular activities, etc) • In person parent conference is mandatory at this stage before student can return to school

Repeated Minor Behaviors - The behavior occurs 3 times within a 7-day school period or 6 times within a 9 week period.

<u>Minor Infraction Frequency</u>	<u>Consequence</u>
Minor infraction has occurred up to 3 times, but does not reach the 3rd offense stage. (By stage 2 offensive the behavior stops, teacher has been able to manage the behavior without administrator intervention)	Behavior can be managed in the classroom without an office referral. Parents should be informed of behavior even at the minor level, if the behavior is repetitive. Note, if the behavior continues and warrants an office referral, the minor behaviors must be documented.
3 minor infractions all reaching TimeOut/Loss of Privilege including sports and extracurricular activities. Offense Level occurring within a 7 day school period. (teacher can use discretion if an office referral is needed)	<p>The student receives an office referral. Principal will schedule a conference with the parents/guardian and a major infraction consequence will be issued.</p> <p>1st Offense - Conference with administrator and parent/guardian (up to administrator discretion if the following actions are also needed)</p> <ul style="list-style-type: none"> ● Bounce (time out of classroom to complete work in a different location on school property) <p style="text-align: center;">and/or</p> <ul style="list-style-type: none"> ● Loss of Privilege (PE time taken, silent lunch, loss of playing sports, etc.) <p>2nd Offense - 3 days OSS. (Work may be made up at home, but must be turned in when student returns from the suspension, unless teacher has noted otherwise)</p> <p>3rd Offense - 5 days OSS. (Work will not be allowed to make-up, zeros for missing assignments will be given)</p> <p>4th Offense -OSS up to 10 days. Meeting with the school board to discuss possible expulsion.</p>
6+ minors all reaching Timeout/Loss of Privilege Level or beyond within a 9 week grading period.	A review by the school board to determine a longer suspension or school expulsion. Discretion will be left up to the board.

Major Behaviors: Major Behaviors are defined as those behaviors that require a teacher/staff member to request the assistance of an administrator to deal with the behavior. These are sometimes also referred to as "office-managed" behaviors. Major behavior infractions involve more serious misconduct or a minor misconduct that occurs over three times during a seven day school period or six times during a nine week period. Major behavior consequences generally range from short-term out of school suspension to longer suspensions or expulsion. Students are allowed to make up work for a 1st infraction offensive. Students should turn in all missed work upon returning to school from the suspension, unless the teacher notes a need for extended time to complete the assignment.

After the 2nd infraction of the major behavior, a student may be expelled from the Academy. Students are not allowed to attend any school or school related events (on campus or not) during OSS.

Major Behavior Infraction	Clarifier	1st infraction	2nd infraction
Excessive disrespect to teacher/staff member	Daring or bold resistance to authority or to any opposing force. Student refuses to follow directions or talk back. Negative, oppositional, or disrespectful language that interrupts instruction	1 to 3 days OSS	5-10 Days OSS
Profane, foul, or inappropriate language	Includes cussing, foul or vulgar/suggestive language	Counseling by administrator and/or 1 to 3 days OSS	3 to 5 days OSS
Cheating or plagiarism	Using notes, device or another person to try to answer questions/complete assignments (homework, daily assignments, tests/exams, projects)	Conference with teacher, administration, and parent Must complete a reflection on infraction Opportunity to retest, a different version, (the official grade will be determined by averaging the retest and 50)	Conference with teacher, administration, and parent Must complete a reflection on infraction 3 to 5 days OSS Retest opportunity (the official grade will be determined by averaging the retest with a 0)
Stealing from students, faculty, or school	Knowingly taking something that does not belong to the student	1 to 3 days OSS	5-10 Days OSS Reportable Crime
Misuse of Computer/cell phone/internet including viewing of morally objectionable materials	Viewing and/or listening to inappropriate material on computer or cell phone	1 to 3 days OSS	5-10 Days OSS
Skipping class or school	Leaving school property without permission from the administration or not showing up to school when parent/guardian believes student to be at school	1 to 3 days OSS	5-10 Days OSS
Inappropriate behavior on a school sponsored off campus event (including all sports events)	Disrespect or inappropriate language, extreme poor sportsmanship	1-3 days OSS	5-10 Days OSS
Physical expression of affection	Kissing, hugging, holding hands, flirtatious tickling, etc.	1-3 days OSS	5-10 Days OSS
Breaking the honor code	Bullying, cheating, lying, profanity, vulgarity, stealing, vandalism, vandalism, plagiarism	1-3 days OSS	5-10 Days OSS

<p>Bullying or cyberbullying</p> <p>*Bullying is a repetitive behavior with the intention to cause harm. This harm includes physical, mental, emotional, or social.</p> <p>*Cyberbullying includes email, text messaging, blogs, websites, social media used to defame, threaten, intimidate, harm, or harass another person. CCA will become involved in cyberbullying taking place at school, a school related event, or during school hours. With the exception there is a safety threat for a student or staff member.</p>	<p>Communicate verbal or gestural, including threats and intimidation, obscene gestures, pictures, written notes, social media comments/direct messages. Content may include negative comments based on race, religion, gender, age, national origin, disabilities, physical looks, personality traits, and/or skill sets.</p>	<p>3-5 days OSS</p>	<p>5-10 Days OSS</p>
<p>Fighting</p>	<p>Showing Physical aggression with another student in anger</p>	<p>3-5 days OSS</p>	<p>5 to 10 days OSS</p>
<p>Vaping, Smoking, Smokeless Tobacco</p>	<p>Using or disturbing vapes or synthetics on school property or at an off campus school sponsored event</p>	<p>3-5 days OSS</p>	<p>5 to 10 days OSS</p>

Major Behaviors Resulting in Immediate School Expulsion: Major behaviors that are more severe in nature will go before the school board to determine long-term suspension or immediate expulsion. A list of those behaviors are in the table below.

Drugs and Alcohol (using, possession, or distributing)
Guns/Weapons
Drugs and Alcohol *abuse of prescription medication (using, possession, or distributing)
Major Acts/Threats of Violence
Sexual Harassment

Forbidden Articles

The following articles are not for our school environment and are not to be brought to school or used at school without administration's permission. Items will be confiscated by administration and the student will be subjected to disciplinary action.

- toy/model weapons
- comic books, secular teen magazines or secular romance books
- pornographic material
- playing cards to include, Magic, Yugio, Pokemon

- inappropriate material on any electronic device
- laser pointers
- headphones/airpods
- chains
- alcohol or tobacco
- lighters or matches
- drugs (prescription medications must be turned in to CCA office)
- weapons of any sort
- pagan or anti-Christian jewelry and accessories

Cell Phones

Elementary students are not allowed to have a cell phone with them on campus. If an elementary student needs to contact a parent they will be able to. The teacher will use discretion in how the contact will be made. Middle and High school students are allowed to have cell phones on campus; however, cell phones must be placed in the locked phone box during the instructional day. If a student needs to contact a parent during school hours, permission may be granted to use the cell phone at the discretion of the teacher. If a cell phone rings/vibrates that is not in the phone box or if a student is caught using the cell phone during school hours then staff will confiscate the phone. In the event of the phone being confiscated, a parent/guardian will be required to pick up the phone at the end of the day. In the case of a second offense, the student will be required to leave their phone at home for the remainder of the week. Parents should refrain from calling students' cell phones during school hours and contact the school office instead.

Technology

The internet provides students and staff with unparalleled access to information. CCA believes that this access facilitates its Mission, Philosophy, and Vision by encouraging scholarly communications, enabling educational research, and supporting the school's instructional programs. Therefore, CCA provides students and staff ("Users") with access to the internet via CCA computers and a computer network, the use of which is governed by this Acceptable Use Policy. The use of these technologies is a privilege, not a right, and any use in violation of this Policy may result in limitation or cancellation of that privilege and discipline pursuant to the Student Code of Conduct.

Disclaimer:

Columbus Christian Academy is not responsible for the accuracy or quality of information obtained via the internet. Additionally, material accessible via the internet may contain illegal, defamatory, and/or offensive language or images. Although the school has taken steps to limit the accessibility of certain content from school computers and the computer network, it cannot control access to all such information.

Use:

CCA computers, the computer network, and the internet are to be used in a responsible, efficient, and legal manner, and only in support of the CCA's Mission, Philosophy, and Vision. Distributing and/or accessing profane, abusive, pornographic, and/or obscene material is not permitted. If a website containing such material is accidentally accessed, the User must immediately leave the website and report the access to a teacher or other appropriate authority. Tampering with or disabling web-filtering technology is prohibited.

Privacy:

CCA reserves the right to monitor internet traffic and all data composed, sent, received, and/or stored using school computers or the computer network, including e-mail. Users do not enjoy any expectation of privacy when using CCA technology.

Installing/Copying:

Users may not install or download any software, shareware, or freeware onto any school computer or the computer network without the approval of a teacher or other appropriate authority. Additionally, Users may not copy or intrude into another's including the school's files, folders, or accounts without his/her permission.

Laws:

Any use of CCA's computers and/or computer network for illegal purposes or in support of illegal activities is strictly prohibited. At all times, Users shall abide by all applicable laws when using the school's technology, including copyright and privacy laws.

Academics

Columbus Christian Academy holds a high standard for academics in choosing its curriculum, application of curriculum, evaluation and work habits.

Notification of academic standing is made to students and parents/guardians for elementary grades every 9 weeks. Middle school/high school students receive notification at mid-term and end of term.

Measurement of academic success is based upon a student's results in three areas: test grades, quiz grades and homework grades.

Homework Policy

Homework is very important. It teaches responsibility and prepares the student for a later disciplined life. The following guidelines are given to help the student make this happen:

All student's homework assignments are to be completed and will be counted for a daily grade based on effort, neatness and completeness.

Elementary student's homework sheets are to be signed by a parent, indicating that the assignments have been completed.

Math work is to be completed in pencil.

Failure to complete homework will invoke that following penalties:

First Offense: One day of unfinished work results in a discussion between the teacher and student

Second Offense: Two days of unfinished work results in a verbal warning and will be documented

Third Offense: Three days of unfinished work results in one failing quiz grade to be averaged in the term grade and will be documented

Fourth Offense: Four days of unfinished work results in the problem being turned over to administration for a conference and will be documented

Fifth Offense: Five days of unfinished work results in a principal, parent, and student conference and will be documented.

Grading Scale

<u>Elementary Grades</u>
A = 96 – 100
A - = 94-95
B+ = 92-93
B = 89-91
B- = 87-88
C+ = 85-86
C = 78-84
C- = 76-77
D+ = 74-75
D = 72-73
D- = 70-71
F = 0-69

<u>Middle/High School Grades</u>
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

<u>Grade Point System</u>	
93-100 = 4.0	Below 65 = 0.0
90-92 = 3.7	
87-89 = 3.3	
83-86 = 3.0	
80-82 = 2.7	
77-79 = 2.3	
73-76 = 2.0	
70-72 = 1.7	
67-69 = 1.3	
65-66 = 1.0	

A high school student will not receive academic credit if he/she has below a 65 average for the year in a specific course. A middle school student must pass three out of four academic classes in order to be promoted to the next grade.

A Honor Roll will be attained by having an “A” in all subjects

B Honor Roll will be attained by having an “A” or “B” in all subjects

Honor Graduate is awarded to seniors graduating with a 90 cumulative average.

Graduation Requirements

- English.....(4) credits*
- Math.....(4) credits*
- History.....(4) credits*
- Science.....(4) credits
- Health/PE.....(1) credit*
- Foreign Language.....(2) credits*
- Bible.....(1) credit for each year attending CCA
- Ethics.....(1) credit

Elective.....(2) credits

*Indicates requirements for university admission

Achievement Testing:

All students will be tested during the spring of each year. Juniors who do not test on a least 9th grade level or in the 25th percentile will be subject to remediation.

Exam Exemption:

Juniors and seniors who have an overall average 90 or higher in a given class will be exempt from that final exam. Exempt students have the option of taking the final to increase the final average.

PSAT:

The PSAT is administered in October to all sophomores and juniors. National Merit Scholarships are based on junior test results.

SAT/ACT:

Many colleges require applicants to take the SAT or ACT as high school juniors or seniors. When enrolling for the test, use the high school code assigned to Columbus Christian Academy: 344299.

Attendance

Attendance at school provides class activities and direct instruction conducted by the classroom teacher. It is generally impossible for that experience to be made up. Failure of a student to attend class is a serious problem. For this reason, we ask that all appointments be made before or after school.

The packet of information to be completed at the beginning of each school year gives the parent an opportunity to list who their child(ren) is allowed to ride with as well as who is allowed to ride with their child(ren). Deviations from names listed will not be allowed unless the parent has provided a note or calls the school office prior to 1:00 pm that day to

request a change. If a change is requested, the forms will need to be updated and signed as soon as possible.

Students should arrive no earlier than 7:45 a.m. for safety, protection, and appropriate supervision. Please do not pass another car in the drop off line for the safety of all children. Please say your “good-byes” before entering the building and allow your child to walk to their classroom. There will be a designated employee opening car doors for elementary students between 7:45 am and 8:00 am. There will be a designated employee opening the school door for high school students between 7:45 am and 8:00 am. That door will be locked at 8:00 am. Elementary dismissal will begin at 2:45. Middle School and High School dismissal will follow at 3:00.

Absences:

Each absence will be designated as either excused or unexcused. An excused absence is an absence due to a personal illness, serious illness in the family, death in the family, medical or dental appointments, court appearances, or absences due to providential hindrance. All other absences are unexcused. The authority for determining the legitimacy of an absence rests with the school administration.

If a student misses more than a total of twenty (20) days in a school year for any reason, Columbus Christian Academy reserves the right to retain the student at the same grade level. A student missing twenty (20) days in any given class may not receive credit for that class. Make up days required will be charged a remuneration of \$100 a day or \$25 per hour. High school students on block schedule cannot miss more than 10 days of class per semester.

Tardiness:

It is very important to teach our children to be responsible by being punctual (on time) and remaining the entire school day. The learning process is disrupted when a student is not in class. A student’s attendance record is part of the student’s permanent record and is included in the final high school transcript.

A student who arrives after 8:00 am is tardy. Students who are dropped off by an adult must check in at the office accompanied by the adult. Students who drive must check in at the office with a note from an adult. A student must bring a note to the teacher explaining the reason for the tardiness. Failure to bring in a note will result in an unexcused tardy. Five unexcused tardies in a nine week period equals one unexcused absence. Any more than 10 unexcused tardies will result in a \$25 per tardy charge.

Signing Out

A student may not sign another student out. If a student driver is leaving campus and must take a sibling with them then a note is required to be on file in the office. Student drivers who leave campus and fail to sign out will follow disciplinary action based on the disciplinary procedures in the handbook.

Individuals picking up students must be listed on the appropriate forms as an approved person. Those forms are maintained in the school office. A person not listed will not be permitted to pick up the child unless the parent has provided a signed note or called the school office prior to 1:00pm that day to ask for a change in transportation. The teacher may ask for ID if he/she is not familiar with the pick-up person.

Returning to School

Upon returning to school after an absence, the student is to bring a signed note from the parent, guardian, or doctor detailing the cause of the absence. The note should include the student's name, the date of the absence, the specific reason for the absence, and the parent's signature. Upon return, the student must present the note to the homeroom teacher. If no note is presented, the absence will be considered unexcused.

Make-up Work

A student with an excused absence will be given two school days for every day missed to make up assignments and exams missed during the absence. If a student is present the day before the test but is absent for the test, he/she should make up the test on the day the student returns to school unless the parent/guardian/student has made arrangements with the teacher.

When it is known in advance that a student will be out of school it is the responsibility of the parents/guardian/student to keep up with courses for that period of time. A reasonable opportunity to make up assignments and exams will be given under this circumstance.

Elementary:

The parents/guardians should contact the student's teacher regarding make up work.

Middle/High School:

The student has the responsibility to ask for make-up work. This work must be made up after school on the return date unless otherwise agreed upon by the student and teacher. Work that has not been made up may deem a student ineligible for extra-curricular activities (senior privilege, ball games, practice, etc).

A student with an unexcused absence from class on a test or quiz day will be penalized one letter grade on the make-up test or quiz. Long term projects will be penalized by having the grade begin at 90%.

Inclement Weather

In the event of bad weather, we follow Columbus County Schools protocol. Updates on closing or delays can be found on the school website and the school's facebook page. Parents may call the school main phone line. Television stations will also provide announcements using the most up to date information.

Website: www.columbuschristianacademy.com

Phone: 910-445-0560

TV Stations: WECT and WWAY

Student Dress Code

Policy:

The environment of learning is enhanced by a neat and orderly appearance.

Statement of Philosophy:

The most time-consuming and frustrating discipline problems in Christian schools are related to dress. The social standards of a rapidly deteriorating society and increasingly lax dress code in the public arena create a greater contrast between the high standards of a separated Christian community and the world at large.

Our objective is to provide an atmosphere which can help our youth to develop a lifestyle of righteous living, leading to maturity in Christ. Our hope is that this statement may be of help to some beleaguered parents as they set standards for their homes so that while there may be a large contrast between home and school.

Recognizing that fashion styles will continually change, we desire to follow those fashions which will be pleasing to the Lord Jesus Christ, and which will in no way detract from our testimony before the world. Therefore, our dress will always be modest (not calling attention to our body or body parts for sexual reasons) and will not promote the world system (not advertising word or picture things worldly or entering into fads which are illogical, ugly, or demeaning). **Romans 13:11-14; Philippians 4:8-9; I Thessalonians 5:42-22; I Timothy 2:9-10; 4-12.**

Young Men:

1. Hair must be kept trimmed so that it does not come over the eyebrows and may not extend below the bottom of the ear. Must be neat and combed. Extreme hairstyles and hair colors are unacceptable. No unnatural colors such as pink, blue, green, purple, orange, etc.. are allowed.
2. High schoolers may wear facial hair such as beards, mustaches, or sideburns below the bottom of the ear.
3. Are not allowed to have any piercings, earrings, make-up, nail polish or heavy jewelry.
4. Pants and shorts must not be frayed, faded, or torn. Pants and shorts must be neatly hemmed. Overall appearance is to be neat, not bulky, or baggy. May not sag pants/shorts or wear them unreasonably tight. Shorts length should be no more than 3 inches above the knee. Colors approved are navy, khaki and black.
5. Bedroom slippers are not allowed. No flip flops allowed.
6. Solid color sweaters and jackets may be worn in class. The only hooded garment allowed in the classroom are CCA Hoodies. Seniors may also wear senior hoodies purchased from the Jostens representative.

Young Ladies:

1. Hair must be kept neat and combed.
 - a. Extreme hairstyles are not allowed.
 - b. Unnatural colors such as pink, blue, green, orange, etc. are not allowed.
2. May not have any visible piercings other than earrings.
3. Make-up may not be worn by girls in grade K-5. No heavy or extreme make-up to be worn by girls in grades 6-12.
4. May not wear worldly, heavy or excessive jewelry/accessories.
5. Polos and oxfords in any solid color may be worn. CCA T-shirts can be worn on the last day of the school week and on half days.
6. Pants, slacks, skorts, skirts, jumpers, dresses and shorts must not be frayed, faded or torn. They must be neatly hemmed and not be tight (our call). The overall appearance is to be neat and not bulky or baggy. May not sag pants or shorts. No low

riders, hip huggers, jeggings, pants made of lycra or polyester blend material, or pants made out of denim. Shorts, jumpers, skorts, dresses or skirts length should be no more than 3" above the knee. Pants, slacks, skorts, and short colors approved are navy, khaki and black. Skirts and jumper approved colors are navy, khaki, black and any plaid. Dress approved colors are any solid color.

7. Tights, pantyhose, yoga pants or leggings may be worn under dress or skirts but may not be worn as pants.
8. Bedroom slippers are not allowed. No flip-flops. Sandals are allowed.
9. Sweaters and jackets may be worn in class. The only hooded garment allowed in the classroom are CCA Hoodies. Seniors may also wear senior hoodies purchased from the Jostens representative.

Uniforms may be purchased at any merchant as long as they are like the approved style. Appropriate dress code is expected of all students at all school events including but not limited to ball games, award ceremonies, graduation, plays, and field trips. Students will be informed ahead of time as to ensure the appropriate dress attire for school events.

Field Trip Dress Code:

Christian t-shirts, CCA t-shirts or tournament shirts may be worn. No tank tops or sleeveless shirts may be worn.

Girl's shirts must not be low, tight, see-through or revealing. Jeans may be worn but cannot be tight, have holes or be extremely baggy. Girls may also wear capris. Leggings as pants and yoga pants are not suitable attire. Flip-flops may be worn.

Dress Down Day:

Periodically students will be rewarded with a "dress-down day". Only CCA t-shirts, CCA class t-shirts or tournament t-shirts may be worn with appropriate pants/skirts. Leggings as pants and yoga pants are not appropriate.

Spirit Week Dress Code:

Spirit week is an exciting and enjoyable time for CCA students. Students must wear outfits that correspond with the theme of the day and must refrain from anything immodest or inappropriate. They must dress according to the day's theme or they will be required to change. If the student does not wish to participate, then standard school uniform must be worn.

Prom/Homecoming Dress Code:

Dresses worn by ladies are to be modest. Dresses may be no shorter than three inches above the knee. If long dresses are worn, the slit may be no shorter than three inches above the knee. Backless dresses are not permitted (the back must not be lower than the bra line). The front must not be revealing. Tight, form-fitting dresses are not acceptable.

All formal dresses must be approved by one designated school board member and one female faculty member. A picture of the dress both front and back should be sent to the designated board member and faculty member. Anyone not adhering to the dress code will be asked to comply or leave.

Gentlemen inviting ladies other than CCA students are to inform their dates of the CCA dress code. Gentlemen are required to ensure their guest's dress has been approved by the designated board member and female faculty member.

Failure for not adhering to the dress code or not receiving approval from the designated board member and female faculty member will result in the inability to attend prom and leaving the premises immediately.

Graduation and Award Ceremonies

Students must adhere to the prescribed dress code for these events. Anyone who does not adhere may be asked to leave.

School Health

Medication Administration Policy

Some medication regimens necessitate the administration of medication during school hours. In order to provide safe and effective administration of medications, the following procedures apply. CCA will assume no liability depending on students' failure to comply with these policies or students who self medicate.

Rules that apply to the administration of ALL medication

A copy of this policy and a form on which to record the necessary information shall be readily available to all parents on request.

The Principal or Principal's designee shall:

- Receive medication only from the student's parent or other responsible adult
- Keep all medication in a secure location

- Return all unused medication to the student's parent or other responsible adult at the end of treatment or the end of the school year. All medication not picked up one week after the last day of school will be disposed of properly.

The parent of a student who may be subject to unusual health hazards, such as being allergic to bee stings, etc. is responsible to assure that the school administration and teachers are aware of the situations and are prepared to employ the emergency measures indicated.

IT IS THE PARENT'S RESPONSIBILITY TO INFORM YOUR CHILD'S HOMEROOM TEACHER CONCERNING any *special* medical conditions- such as diabetes, heart conditions, allergic reactions, etc. Information about the *special* medical condition and information concerning treatment should be provided to the homeroom teacher in writing.

Dispensing Medication

When a student is required to use medication during school hours, the principal's designee shall administer the medication in compliance with the following rules:

- **Prescription Drugs:**

- A signed request by the parent/guardian AND physician with specific directions for administration of the medication must be submitted to the school office. The request should include the student's name, the name of the medication, time of the medication, the time the medication is to be administered, the required dosage of the medication, the termination date for administering the medication and comments concerning the emergency plan for the student. The parents'/guardians' signature, date, and phone numbers must also be included. Medication will not be administered until the Medication Authorization Form is completed and on file at school. A bottle with the pharmacist's label containing the student's name, instruction, the name of the drug and the name of the physician must be submitted to the school.

- **Nonprescription Medications:**

- Nonprescription medication will only be administered to students with a completed Over The Counter Administration form. In order for this form to be complete it must have the signature of the parent. If the student does not have a completed form the parent has the option to come to the school and dispense the medication themselves. You may pick up a form from the office should you need one. All nonprescription

medications will be administered according to the manufacturer's recommendation on the label unless otherwise directed by the physician on the form.

Communicable Diseases and Conditions

There will be times when a student with a communicable disease will need to be excluded from school. When a student is suspected of having one of the following but not limited to this list of communicable diseases, it is the responsibility of the parent to take the child to the local health department or physician. The school may require verification of treatment before that student can return to school. If your child has been diagnosed with any of the following conditions, contact the homeroom teacher for a return to school plan for your child.

The following list is included for reference:

- Chickenpox (Varicella)
- Conjunctivitis (Pinkeye)
- COVID-19
- Fever
- Fifth Disease
- Impetigo
- Flu
- Head Lice
- Measles/German Measles/Mumps
- Meningitis
- Ringworm
- Scabies
- Strep Throat
- Shingles (Herpes Zoster)
- Vomiting and Diarrhea (Intestinal Viral Infections)

If your child has a temperature that is 100 degrees Fahrenheit or higher, he/she should remain at home until the child has been fever free for 24 hours without the use of fever-reducing medication (Tylenol, Motrin) .

If your student has had vomiting or diarrhea (more than once) in the last 24 hours, he/she should remain at home until the symptoms have subsided.

As always, the best way to prevent communicable diseases from spreading is good hand washing. If you have any questions or concerns please contact the school office.

Athletic Policies and Procedures

CCA sports are open to all students in 6th – 12th grades. A sports fee per sport is charged to those who participate. Students may not participate in any future sports until sports fees from the prior season are paid.

Students must have at least a 75 cumulative average in academic courses and a good citizenship record to represent our school in a game or match. If a student is unable to achieve a 75 then the coach and administration will refer to a point system. This point system will ensure the student athlete is attending all classes, contributing to the learning environment, putting forth maximum effort in all classes, completing all assignments, and is actively working to achieve the cumulative average. Academic courses include Bible, History, English, Science, Mathematics and all electives. Eligibility will be determined weekly.

A student not meeting this standard is still required to participate in certain activities of the team during the weekly period of ineligibility including practices, and sitting with the team during home games. However, the student will not be allowed to travel with the team to away games.

A student receiving two F's during any grading period will be ineligible to participate in any team activities. A student receiving consecutive Fs in the same class over the course of 2 grading periods will be deemed ineligible to participate in any team activities.

We consult and refer to the NCHSAA for guidance and use the NFHS rulebook.

Each year every athlete must have a sports physical. This will be kept in the student's file (forms in office and online). Students will not be eligible for practice or games without a current physical on file.

A student deemed ineligible on a daily basis for all team activities (practice and games) for the following:

- Class absence (Exceptions are doctor's appointments, family emergencies or funerals with a note).
- Missing unfinished long-term assignments

PRACTICES:

Athletes are expected to be at practices and to come with all their equipment. A player should let the coach know if he/she will not be at practice. A player will not be eligible to start in the next game if he has had an unexcused absence from practice. Excused absences will not affect a player's playing time. Student athletes may not be unsupervised on campus at any time. If practice time is not directly after school, parents will need to make arrangements to ensure their child is attended to during the time lapse between school and practice.

GAMES:

Respect all referees, coaches, team members and other teams. Work hard to earn playing time. No one is guaranteed a position. Always play as a team and represent your family, CCA and the Lord in a positive way.

AWARDS:

Players must be on the team for the entire season to be eligible for any awards including varsity letter, pins and trophies. A letterman jacket is approved apparel.

MUSIC:

All music played at practices and games must be Christian in nature. Any non-Christian songs must be approved by the school board prior to being played.

Athletic Dress Code

Columbus Christian Academy sports team members are representatives of CCA to the world and are leaders of the student body. The school takes pride in the efforts of its athletic team members and a sense of pride should mark the relationship between team members and our school.

Dress code traveling to and from an away game will be prescribed by the head coach. After the game, students may change into dress down day attire. Failure to adhere to policy is a violation of the school dress code.

Dress code for practices is as follows:

Boys:

Athletic pants or shorts. Shorts may be no shorter than 3" above the knee. Clothing which displays logos promoting the use of tobacco, alcohol, or drugs or clothing with obscene or suggestive print or which degrades another group of people by race, religion, or ethnicity are not permitted. Athletes must wear athletic shoes.

Girls:

Athletic pants. No yoga pants or leggings.

Athletic shorts. To determine appropriate length, a student should put her hands at her side in a relaxed position. The length must be below the finger tip, if not, alternate attire should be chosen. Shorts must not be excessively tight or form-fitting.

Tank tops are permitted as long as no undergarments are visible. Midriffs should be covered at all times. Shirts must not be excessively tight or form fitting. Athletes should be wearing appropriate athletic shoes. Hair should be tied back and secured.

Clothing which displays logos promoting the use of tobacco, alcohol, or drugs or clothing with obscene or suggestive print or which degrades another group of people by race, religion, or ethnicity are not permitted.

Sports Transportation

It is a privilege to ride on the school vans and buses. Anyone who cannot behave will not be allowed to ride in the vans or bus. Everyone is required to wear seat belts while riding in the vans. Food and drink are discouraged in the vans or bus. At the head coach's discretion, Exceptions may be allowed. Students are responsible to keep the vehicles neat and free of trash. Vans will be cleaned during practices. If cleanliness of vans/buses is not properly maintained; all food and drink privileges will be revoked. Only players participating in the games or are permitted to ride school transportation.

Players must ride with the team to away games. A player may ride home with a parent/guardian. A player may ride with another player's parent/guardian if the student has permission confirmed by the coach. Coaches will have a sign out sheet for each away that requires each athlete's signature, the transporter's signature, and the time of departure.

Fundraiser Participation

Fundraisers are a vital part of the CCA financial budget. Without our main fundraisers, tuition would increase and extra programs would be curtailed or even eliminated.

Therefore, it is required for everyone in the CCA family to participate in these fundraisers or to participate in the opt-out calendar instead. Students will not receive any incentives until all fundraiser balances are paid in full. If the student misses an activity due to not paying the fundraiser balance the school will not hold a repeat incentive to make up for the one missed.

STUDENT GOVERNMENT

Purpose: To promote student involvement in the life of the high school.

The Columbus Christian Academy Student Government consists of student class officers. The Student Government will consist of students 9th through 12th grade and will lead the class officers and student body. The offices of Student Government will consist of: president, vice-president, secretary and treasurer. Each officer's responsibilities consist of:

President: Position held by any class president. The individual holding this office is responsible in conjunction with the Student Government Sponsor for leading the Student Council meetings, informing each class officer to in turn inform their class, organizing and directing the Student Government in doing their part in the Student Council functions as well as collecting information from the class to be shared with the Council at the next meeting.

Vice-President: Position held by any class vice-president. This position assumes the President's responsibilities in the event of the President's absence and assists the President and Sponsor in leading Student Government meetings.

Secretary: Position held by any class secretary. This position records the minutes for all Student Government meetings and reads the minutes of the last meeting.

Treasurer: Position held by any class treasurer. This position records and reports the class income and expenses at each Student Government meeting.

Each grade will vote on a class president, vice-president, secretary, and treasurer. These class officers will be known as the Student Council. Student Council members are meant to

represent their class and bring concerns to the Student Government. The Student Council will attend meetings that are led by the Student Government and Student Government Sponsor.

Student Government and Student Council Attributes

- A good Christian character
- Maintain a good attitude in the classroom
- Maintain a good attitude at school-related events
- Maintain a good attitude in their community
- School spirit
- Minimum of 75 average in academic courses
- Commitment to school functions

All nominations will be reviewed by the faculty in light of these qualifications. Any student who fails to comply with these standards is subject to removal from office.

Leadership Duties

- Organize and carry out the seasonal socials
- Organize and carry out seasonal ministry outreach
- Organize and carry out See You At The Pole
- Organize and carry out Fall Fling.
- Organize and carry out Spirit Week
- National Day of Prayer Chapel
- Veterans Day Chapel
- Work to benefit CCA as opportunities arise

SENIOR INFORMATION

Seniors should apply early (before November 1st) to any four-year college degree program.

Transcript requests should be submitted to the school office with the complete name and address of the college/university at least two weeks prior to the deadline.

Recommendation letters should be requested from faculty members at least one week prior to the deadline.

FINANCIAL INFORMATION

The administration of Columbus Christian Academy will announce a tuition rate in the spring for the following school year. The annual tuition may be paid through the FACTS system by using one of the following plans:

1. One Annual Payment – Total annual tuition is paid in advance of the school year. If this option is selected, and the amount is paid prior to August 10th, a 10% discount is given.
2. Twelve Equal Payments – The first payment is due August 1st or at the time of enrollment and the remaining nine payments are due on the first of each month from August to May but no later than the 10th of each month.

Withdrawals:

If the balance is not up to date at the time of withdrawal all grades and records will be held until the balance is paid. Tuition will be prorated to the date of withdrawal, not the day the student stops attending school. Parents/guardians must notify the school administration to officially withdraw.

Late Charges:

All payments due for tuition, tutoring and fees will be due the first of each month. Accounts not paid in full by the 10th of the month will be assessed a \$25 late fee. A returned check charge will be assessed for each time a check is returned due to insufficient funds, closed account or stopped payment.

Damaged Book Fees:

Parents may be charged a damaged book fee for non-consumable books that suffer excessive damage or destruction throughout the school year. (This does not apply to normal expected wear and tear over the course of the year.)

Delinquent Accounts:

For any account delinquent over 45 days, the student will be suspended until payment has been made. Report cards may be held if the account becomes outstanding during any grading period or if satisfactory arrangements have not been made with the school.

Students seeking to enter college or to transfer to another elementary, middle or high school need a transcript of school records. Transcripts, report cards and diplomas will not be released until any outstanding balance is paid in full.