



# Student/Parent Handbook

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## **MISSION AND PURPOSE**

Our educational institution strives 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 promotes 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.

## **STATEMENT OF FAITH**

These beliefs form the basis of our Christian-centered educational program:

- 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 judgement.
- 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 objectives in the education of your children are as follows:

- 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.
- To prepare children to live successfully.
- To encourage students to think clearly, logically, and independently.
- To offer an instructional program that meets the academic needs of the children.
- To develop an understanding of the world in which they live and impact the world for Christ.
- To achieve mastery in the tools of learning and communication.
- To develop a sense of responsibility in each child as a citizen and as a Christian.
- To develop a moral, ethical, and spiritual sense which will aid them in appreciation of their own personal worth and that of others.
- To provide opportunities for developing skills necessary for making a living.
- To offer opportunities to participate in wholesome forms of recreation.
- 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. This is where you, the parent, come in, 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 a year.

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 attend these meetings and programs. Valuable information will be given at every Parent/Teacher meeting. Policies vital to the consistent training of your child will be discussed. The nature of the meeting will vary from time to time, but the general objectives are:

1. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
2. To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual and disciplinary needs of the child.

3. To provide an opportunity for the parent and teacher to fellowship with each other.
4. To provide parents an opportunity to see the achievements of the students.

The dates for these meetings will be announced.

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

Parent's role in this partnership:

- 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:

- To provide a faculty committed to an intimate, personal, loving and trusting relationship with Jesus Christ.
- To provide an atmosphere of unconditional love while seeking the best for the child.
- To 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 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 therefore 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. [1]

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 or is a practicing homosexual/bisexual, as well as any student who promotes such practices (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. 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.

**Therefore, we ask students and parents/guardians to bring questions first to the person most directly involved. Teacher email's will be provided and will have a 48-hour turn-around time.**

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.*** 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. Doing so only promotes 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. Give your teacher the benefit of the doubt by allowing him/her to supply other information.

***GOOD COMMUNICATION IS ESSENTIAL!***

# ADMISSIONS POLICY AND PROCEDURES

Columbus Christian Academy 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 student any weekday by obtaining an application from the office or online and returning the completed form, along with the registration fee, to the office. Fees cannot be refunded. A date will then be arranged for interviewing and testing your child. The school will notify you of the results as soon as possible.

Any student scoring below grade level on the entrance test may be asked to repeat the last grade attended. Some students may be accepted on a six-week probationary period for academics and/or behavior. The student would be re-evaluated at that time.

Columbus Christian Academy is not equipped to handle children with severe learning disabilities. Our primary goal as a Christian school is to serve the Christian community and first priority will be given to applicants from Christian homes.

## STANDARD 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 toward each other.

- 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 of the student:

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

### ***BULLYING WILL NOT BE TOLERATED!***

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, parents/guardians should withdraw their student.

## **PARENT CODE OF CONDUCT**

### **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 own 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.

### **Chewing Gum**

Students are not allowed to chew gum during school hours. Doing so will result in an automatic detention.

### **Lockers**

No student is to enter another student's locker unless given permission by the student. Lockers should be kept clean.

## 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 spot
- 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 before, 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.**

## 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.

## 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**

Discipline involves developing responsibility and respect:

- being on time for the beginning of class
- being prepared for class
- keeping work areas and lockers neat
- following rules of classroom conduct
- following the dress code
- staying out of areas designated as off-limits
- following playground rules
- completing classroom, seat work and homework assignments, etc.

The following shows a lack of responsibility or respect:

- marking up or damaging school property
- using school owned materials without permission
- forging parent/guardian signatures

A student will be notified and corrected when he/she demonstrates a lack of responsibility or respect. Parents/guardians will also be notified. Repeated offenses will result in the following actions:

- First Offense: Sent to supervisor (talked to, prayed with and warned).
- Second Offense: Sent to the Principal
- Third Offense: In-school Suspension
- Fourth Offense: Out of School Suspension Principal/Parent conference
- Fifth Offense: Expelled.

Inappropriate activities by students will be handled by administration.

Other inappropriate activities are listed below. This list is non-exclusive and Columbus Christian Academy reserves the right to discipline students on a case-by-case basis for any offense the school considers, in its sole discretion, to be detrimental to CCA, its students, Motto, Mission, or Philosophy. In doing so, Columbus Christian Academy endeavors to treat students fairly, consistently, and respectfully.

- swearing or indecent language
- drinking alcoholic beverages
- the use of illegal drugs

- gambling
- being in an isolated part of campus without permission
- threats or bullying
- Failing to respect, be courteous to, or show consideration for other students, teachers, administrators, or visitors to CCA
- Failing to follow the dress code
- Failing to follow the cell phone policy
- Destructing, damaging, or defacing any school property or property of other students
- Failing to exhibit proper behavior while in a school vehicle, including being distracting, disorderly, or otherwise disruptive to its operator, passengers, or other vehicles
- Behaving in a manner that may lead to the reasonably foreseeable injury of another person, the school, or their respective property
- Loitering in or around student parking areas during school hours
- Failing to abide by CCA's Technology Usage Policy
- Skipping school, cutting class, or leaving school grounds during school hours without proper permission
- Smoking, using, storing, possessing, or distributing tobacco products including any nicotine delivery device on school grounds or during school related activities

### **Major Offenses:**

- Blatantly disrespecting a faculty or staff member through language or actions
- Destructing, damaging or defacing any school property or property of other students
- Failing to abide by CCA's Technology Usage Policy
- Drinking, using, storing, possessing, or distributing alcoholic beverages on school grounds or during school related activities
- Fighting, disrupting, or intentionally interfering with curricular or extracurricular activities
- Engaging in sexual misconduct, harassment, or bullying, including cyber-bullying, as those offenses are described in this handbook
- Stealing CCA property or other private property, or knowingly possessing or selling the same
- Reporting a false bomb, fire, or terror threat, or knowingly assisting with the same
- Using, possessing, storing, or distributing narcotics or other illegal or unauthorized drugs on school grounds or during school related activities
- Charged with a misdemeanor or felony offense by legal authorities
- Possessing, storing, or distributing any weapon or weapon facsimile on school grounds or during school related activities. (Hunters are reminded that shotguns or rifles are not permitted on campus. Please plan accordingly.)

### **Major Offense Consequences:**

1st Offense – Referral to principal, parent contact, and possible two – five days suspension  
2<sup>nd</sup> Offense - Referral to principal, parent contact, and dismissal from Columbus Christian Academy

**Drug or Alcohol Use Consequences:**

1st Offense – Referral to principal, parent contact, five – ten days suspension from CCA, mandatory drug testing and counseling

2<sup>nd</sup> Offense - Referral to principal, parent contact, and dismissal from Columbus Christian Academy

**Drug Distribution/Selling Consequences:**

1<sup>st</sup> Offense – Referral to principal, parent contact, and automatic dismissal from Columbus Christian Academy.

In addition to the disciplinary measures discussed above, Columbus Christian Academy also reserves the right to notify law enforcement or other applicable authorities regarding those offenses which CCA believes, in its sole discretion, constitutes a violation of law.

**Detention**

Must be served after regular school hours and cannot be utilized as a study hall.

**Suspension**

Suspension from school is a disciplinary measure that entails a student being isolated from the school community. For suspensions, a student will be required to complete all assigned work and tests. During suspension students may not attend school functions or athletic events. Fees may apply for In School Suspension.

**The principal and school board reserves the right to dismiss any student from Columbus Christian Academy.**

## **Middle School / High School Demerit System**

Teachers are responsible for classroom order and discipline, to include maintaining a demerit system. Students will receive demerits from teachers for failing to follow the rules of the classroom. Reasons for receiving demerits include, but are not limited to:

- Loud or excessive talking in the hallways and bathrooms
- Not being seated and prepared for class when class starts
- Using cell phones in the classroom
- Initiating physical contact with other students
- Failing to adhere to the dress code
- Being in the hallway without a hall pass
- Failing to return a report card on time

Any student receiving four demerits within a nine week period shall receive a detention and any student receiving five demerits shall receive in-school suspension.

### **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:

- squirt guns
- comic books, secular teen magazines or secular romance books
- pornographic material
- playing cards to include, Magic, Yugio and the like
- radios
- smart watches
- inappropriate material on any electronic device
- personal recorders, ipods or similar items
- laser pointers
- headphones
- walkie talkies
- 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

Bringing the above items to school may result in confiscation and appropriate disciplinary action.

## **Sexual Misconduct, Harassment, Bullying, & Cyber-bullying**

All members of the CCA community have a right to be treated with respect and dignity, and to learn, grow, and develop in an environment free from fear, intimidation, and ridicule.

Therefore, CCA will not tolerate sexual misconduct, harassment, or bullying of any type by any member of the community, including the school's faculty, staff, or students. Definitions of these offenses and examples of each are provided below. Although these offenses are described separately, a single act may constitute more than one type of offense.

### **Sexual Misconduct**

Sexual misconduct is gender-based conduct that demeans another's fundamental human dignity. Examples of sexual misconduct include:

1. Any form of sexual advances
2. Requests for sexual favors
3. Sexual comments, jokes, gestures, or rumors
4. Touching, grabbing, or pinching in a sexual way
5. Display of sexual drawings, photos, or graffiti
6. Personal questions of a sexual nature

### **Harassment & Bullying**

Harassment is conduct that demeans another's race, national origin, religion, sexual orientation, ethnicity, gender, gender identity, age, size, or physical or mental ability.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Bullying is the deliberate attempt to control another, his or her actions, or a situation through harassment or intimidation. Examples of harassment and bullying include:

1. Suggestive or demeaning remarks, jokes, or insults
2. Pushing, shoving, or other physical assaults
3. Hurtful name-calling, teasing, or gossip
4. Physical or verbal threats
5. Shunning

CCA supports and encourages members of the CCA community to report the occurrence of sexual misconduct, harassment, and bullying to the principal. The school will take prompt and appropriate action to investigate all such reports. CCA's investigation will vary depending upon the nature of the allegations, the source of the complaint, the age of the student or students involved, and other factors. When investigating such reports, the school will make every attempt to protect the privacy of all involved.

If the school's investigation reveals that sexual misconduct, harassment, and/or bullying has occurred, CCA will take prompt and appropriate action reasonably calculated to end the behavior and prevent it from reoccurring. These actions may include separating the accused from the accuser, providing or requiring counseling for both, taking disciplinary action against the accused, and/or notifying law enforcement or other applicable authorities. The school will implement these actions such that the accuser is not penalized for reporting or being subjected to these offenses. CCA will also take steps reasonably calculated to prevent any retaliation against the accuser, including conducting follow-up inquiries with the accuser and responding promptly and appropriately to any new or continuing problems.

Additionally, the school encourages members of the CCA community to discuss questions or concerns regarding these offenses with the principal. Inquiries regarding the policy or the offenses will not automatically trigger an investigation by the Academy.

### **Cyber-bullying**

Columbus Christian Academy prohibits cyber-bullying, an act involving the use of information or communication technology, including e-mail, text messages, blogs, instant messages, personal websites, online social directories (e.g. Facebook, Twitter), video-posting websites (e.g. YouTube), and online personal polling web sites, to support hostile behavior by an individual or group to defame, harm, threaten, intimidate, or harass students, staff, or the school during school events. CCA will not be involved in the investigation of cyber-bullying that occurs outside of school events unless there is a safety threat for a CCA student or staff member.

## Cell Phone Policy

**Cell phones must remain in the student's book bag during all times.**

Any student caught using a cell phone during school times will have their phone confiscated and given to the parent at the end of the day. A second offense will result in the student being required to leave their phone at home for the remainder of the week. No student can be on their phone while in the pick-up area. If an emergency arises and a parent needs to contact a student, that parent should call the school office.

## Office Phone and Searches

The school office phone is not generally for student use, except in emergencies. School staff will determine what constitutes an emergency.

**Personal Searches:** A student's person and/or personal effects (i.e. book bags, purse, etc.) may be searched whenever there is reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. This search will be conducted in private by a school official with a witness present, when feasible.

**Locker Searches:** Student lockers are the property of the school and may be searched at any time for any reason, without student consent, and without a search warrant. Locks are permitted if the combination or second key is provided to the office.

**Automobile Searches:** The school will conduct routine patrols of parking areas and may inspect the interior of cars if there is reasonable suspicion to believe that illegal or unauthorized materials are contained inside. The inspections may be conducted without notice, without consent, and without a written search warrant.

## Technology Acceptable Usage Policy

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:

1. First Offense: a note will be sent home.
2. Second Offense: parents will be called.
3. Third Offense: problem will be turned over to supervisor for a conference.
4. Repeated Offenses: conference with the Principal.

Cheating: Cheating or knowledge of cheating will not be tolerated. A zero will be given to those caught cheating. Disciplinary action will be taken against those caught cheating. Copying homework is considered cheating.

## Grading Scale

### Elementary Grades

A = 96 – 100

A - = 94-95

B+ = 92-93

B = 89-91

- = **87-88**

C+ = 85-86

C = 78-84

- = **76-77**

D+ = 74-75

D = 72-73

- = **70-71**

F = 0-69

### Middle/High School Grades

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

### Grade Point System

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

B

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 to be promoted to the next grade.

## School Honor Roll

**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...for those in college-prep
- Bible.....(1) credit for each year attending CCA
- Ethics.....(1) credit
- Elective.....(1) credit

\*Most 4 year universities require 4 math credits for admission.

**ACHIEVEMENT TESTING:** All students will be tested during the spring of each year. Juniors who do not test on a least 9<sup>th</sup> grade level or in the 25<sup>th</sup> 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 and DROP OFF/PICK UP PROCEDURES

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.

## 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.

- **Elementary/Middle School:**

Tardiness: an elementary student who arrives after 8:10 am is tardy. If a student is tardy he/she 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. Elementary students who arrive at school after 10:30 will be considered absent. Any more than 10 unexcused tardies will result in a \$25 per tardy charge.

Early Dismissal: Elementary students who leave before 11:45 will be considered absent.

Pick up: Elementary pick up takes place at 2:45 pm in front of the main building. A fifteen minute grace period is granted.

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.

- **High School:**

Tardiness: A student who arrives after 8:10 am is tardy. Students arriving after Failure to bring in a note will result in an unexcused tardy. Five unexcused tardies in a nine week period will result in a detention. Middle school students who arrive at school after 10:30 will be considered absent.

If a student participating in student council is tardy 10 times or more within a nine week period, the student will be removed from student council leadership. Any more than 10 unexcused tardies will result in a \$25 per tardy charge.

Early Dismissal: High School students who leave early will be counted absent in any class missed. High School students must be in class for at least one hour to be counted present for that class. Middle School students who leave before 11:45 will be considered absent.

Pick up: Middle/High School pick up takes place at 2:45 pm. A fifteen minute grace period is granted.

The packet of information to be completed at the beginning of each school year gives the parent 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 8:10 am. There will be a designated employee opening the school door for high school students between 7:45 am and 8:10 am. That door will be locked at 8:10 am.

## 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:** 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 80%.

## **Sign In / Out**

If a student arrives late to school, he/she should sign in at the office. Students who leave school for any reason during the school day must be signed out. Students who drive themselves may sign themselves out with a note from a parent/guardian. A student may not sign another student out. Students who return to school after an appointment should sign in at the office and receive an admittance slip to class.

Student drivers who leave campus and fail to sign out will be given a warning on the first offense. All subsequent offenses will result in a detention.

## **Bad Weather Closing**

In the event of bad weather, we follow Columbus County Schools protocol. Check the school web site for information about closing or delays: [www.columbuschristianacademy.com](http://www.columbuschristianacademy.com). Like our school Facebook page and check there for updated information as well. You may also call the school main phone line at 910-642-6196. The answering machine message will give up-to-date information. The following television stations also provide announcements of school closings or delays: WTXY (1540 AM) radio and WECT (CH 6) and WWAY (CH 3).

# 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 by 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. Standard CCA shirts must be solid in color (**Polo, Oxford**) CCA T-shirts can be worn on the last day of the school week and on half days
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 than 3" above the knee when kneeling. Colors approved are navy, khaki and black. **(No skinny pants or shorts)**
5. Bedroom slippers are not allowed. No flip flops allowed.

6. 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.
7. **\*\*\*Extreme hairstyles and hair colors are unacceptable.\*\*\* No unnatural colors such as pink, blue, green, purple, orange, etc.. are 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. Accessories: May not wear worldly, heavy or excessive jewelry. **No jewelry of any sort (includes earrings) may be worn during P.E., athletic practices or games.**  
**Penalties incur.**
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 when kneeling. 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. Socks are not required. Girls may wear tights, pantyhose or leggings under skirts or dresses.
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 ball games, prom, award ceremonies, graduation, plays, and field trips. Students will be informed ahead of time as to the appropriate dress attire for such 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 two 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 the female high school faculty. A picture of the dress both front and back may be sent to the office for faculty approval. Anyone not adhering to 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.

**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.

### 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.

**CCA will assume NO liability for students who self-medicate.**

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

The administration of prescription medication to a student by personnel shall be done under the following conditions:

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 manufacturer's recommendation on the label unless otherwise directed by the physician on the form.

**AT NO TIME ARE STUDENTS ALLOWED TO KEEP MEDICATION IN THEIR DESK, BOOKBAG, LOCKER, OR ON THEMSELVES WITHOUT PERMISSION FROM ADMINISTRATION.**

## 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)

Please note:

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 PARTICIPATION

CCA sports are open to all students in 6<sup>th</sup> – 12<sup>th</sup> grades. A sports fee per sport is charged to those who participate. Students may not participate in any future sports until sports fees from 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. 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 4.5 week 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.

### Athletic Policies and Procedures

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).
- 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.

**FUNDRAISERS:** All athletes are expected to participate in the three main fundraisers since they are expected to be leaders at school and since they reap many benefits from these funds. Coaches will inform the teams of the minimum requirements.

**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.

***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. 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 bus. 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/bus is not properly maintained; all food and drink privileges will be revoked.**

**Players must ride with the team to away games.** A player may ride home with a parent/guardian or with another player's parent/guardian if the student has a note from home. A player not riding the bus or van must give the chaperone his/her note before the player leaves and the note will be filed at school.

Only players participating in the games or are permitted to ride school transportation.

## **FUNDRAISER PARTICIPATION**

Fundraisers are a vital part of the CCA financial budget. Without the three main fundraisers tuition would increase and extra programs would be curtailed or even eliminated. Therefore, it is essential for everyone in the CCA family to participate in these fundraisers or make donations instead. Student athletes and seniors are required to participate in the fundraisers and are expected to show leadership in this area. Coaches and the senior class adviser will inform students of the minimum requirements they are expected to reach. Students will not receive any incentives until all fundraiser balances are paid in full.

# STUDENT GOVERNMENT

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

The Columbus Christian Academy Student Government consists of the student class officers. The officers of each class will be: president, vice-president, secretary and treasurer. Each office's responsibilities consist of:

**President:** Position held by senior class president. The individual holding this office is responsible for Participating in the Student Council meetings and presiding over all class meetings, informing the class, organizing and directing the class 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 the junior class president. Assumes President's responsibilities in the event of the President's absence and assists the President in leading class meetings.

**Secretary:** Position held by the sophomore class president. Takes minutes for all class meetings and reads the minutes of the last meeting.

**Treasurer:** Position held by the freshman class president. Records and reports the class income and expenses at each meeting.

**Class meetings** will be held prior to and following Student Council meetings during sixth period. Student Council meetings will be held as needed.

**Class Officer Qualifications:** In order to be considered for nomination to student government, a student must demonstrate:

- A good Christian character / maintain a good attitude
- 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.

## Responsibilities of the Student Government

- Organize and carry out the seasonal socials
- Organize and carry out See You At The Pole
- Organize and carry out Fall Fling.
- Organize and carry out Homecoming/Spirit Week
- Prayer Break
- Work to benefit CCA as opportunities arise

## SENIOR INFORMATION

Seniors should **apply early** (before November 1<sup>st</sup>) 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 two weeks 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 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 amount is paid prior to August 10<sup>th</sup>, a 10% discount is given.
2. Ten Equal Payments – The first payment is due August 1<sup>st</sup> 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 10<sup>th</sup> 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.