

CCA Student Handbook

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Mission and Purpose

Columbus Christian Academy is an educational institution which 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 will impact an ever-changing world.

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 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 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 that 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/School Cooperation

Your child spends 1,300 hours a year in school and 3,285 in sleep. He/she has 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 he/she has learned in school. This does not mean that you are expected to teach him/her to read or write and figure, or even do his/her homework for him/her; but you can listen to him/her read, show interest in his/her writing, and spend time with him/her. By showing that you care, you will give the needed "shot in the arm" to make the most of those 1,300 hours a year.

Parent/Teacher communication and cooperation is essential; therefore, Parent-Teacher Fellowship meetings will be held periodically through the year. It is expected that at least one parent attend these special meetings and programs. Valuable information will be given at every Parent-Teacher Fellowship 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 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.

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 has 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) If the problem is not resolved, the student or parent should then go to the administration. If still dissatisfied, the parent may contact the school board. The email will be forwarded to the CCA School board for review. 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 the CCA's standards and regulations. Therefore, the school maintains the right to admit only those 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 and regulations.

Parents may register students 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 attend summer school or 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.

The state law requires that all students attending Columbus Christian Academy be immunized prior to admittance. This is an urgent matter with the Health Department, and we ask for your full compliance. No shots=No school. The immunization record is obtainable from your doctor or the Public Health Department.

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 the CCA, parents/guardians should withdraw their student.

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).

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

The following shows a lack of responsibility or respect:

- * marking up or damaging school property
- * chewing gum on campus
- * 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 action:

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

**The fifth grade class will follow the demerit/detention system set up for the middle school. Some offenses result in an automatic suspension.

Inappropriate activities by students will be handled by the administration, whether they occur at school or off-campus. Off-campus activities published on social media will also be subject to disciplinary action.

Other inappropriate activities, whether at school or away from school:

- * Swearing or indecent language
- * tobacco usage
- * drinking of alcoholic beverages
- * the use of illegal drugs
- * gambling
- * being in an isolated part of campus without permission
- * showing disrespect for any member of the school staff
- * threats or bullying

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 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 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:

- comic books
- squirt guns
- comic books, secular teen magazines, or secular romance books
- pornographic material
- playing cards to include, Magic, Yugio and the like
- radios
- 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.

Cell Phone Policy

Cell phones must remain in the student's locker during class periods. Cell phones are authorized during breaks and lunch, but are **not** allowed during class periods (subject to the teachers discretion). Any student caught using a cell phone during school times other than break or lunch will have their phone confiscated and given to the parent at the end of the day. No student can be on their phone while in the pickup areas.

A second offense will result in the student being required to leave their phone at home for the remainder of the week, and a third offense will result in the termination of student cell phone privileges.

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. These inspections may be conducted without notice, without consent, and without a written search warrant.

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 every three weeks (progress report every 4.5 weeks and a report card at the conclusion of the 9 week grading period).

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 students' 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 the following penalties:

- a. First Offense—a note will be sent home.
- b. Second Offense—parents will be called.
- c. Third Offense — problem will be turned over to supervisor for a conference.
- d. 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
B- = 87-88
C+ = 85-86
C = 78-84
C- = 76-77
D+ = 74-75
D = 72-73
D- = 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:

96-100 = 4.00	85-86 = 2.75	74-75 = 1.50
94-95 = 3.75	83-84 = 2.50	72-73 = 1.25
92-93 = 3.50	81-82 = 2.25	70-71 = 1.00
89-91 = 3.25	78-80 = 2.00	<70 = 0.00
87-88 = 3.00	76-77 = 1.75	

A high school student will not receive academic credit if he has below a 70 average for the year in a specific course. A middle school student must pass three out of the 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

Honors Graduate is awarded to seniors graduating with a 93 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. For a list of electives required, see out of the individual student’s Graduation Requirements and G.P.A.

ACHIEVEMENT TESTING: All students will be tested during the spring of each year. Juniors must test on a 9th grade level or be in the 25th percentile in order to be eligible for graduation.

EXAM EXEMPTION: Juniors and seniors who have an overall average 93 or higher in a given class will be exempt from that final exam. Exempt students have the option of taking the final exam 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.

Absences

Each absence will be designated as either excused or unexcused. An unexcused 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 will not receive credit for that class. Make up days required will be charged a remuneration of \$100 a day or \$25 per hour.

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:

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. Three unexcused tardies equals one unexcused absence. Elementary students who arrive at school after 10:30 will be considered absent.

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

Middle/High School

Tardiness: Students arriving after 8:25am may not be admitted to the first period class and will be marked absent in that class. A 30-minute detention will be given when the student is tardy five times within a six week period.

Early Dismissal: Students who leave early will be counted absent in any class missed.

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 a reasonable opportunity 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 other 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/guardians/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 deems 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. Students who return to school after an appointment should sign in at the office and receive an admittance slip to class.

Bad Weather Closing

In case of bad weather, we follow Columbus County Schools protocol. check the school web site for information about closing or delays: www.ColumbusChristianAcademy.US. 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 our families and the world there will not be a great contrast between home and school.

Recognizing that fashion and 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, 1 Thess. 5:21-22, 1 Timothy 2:9-10, 4:12.

YOUNG MEN:

- 1) Hair must be kept trimmed so that it does not come over the eyebrows,

may be worn 1/2 inch over top of ear, may not extend below the bottom of the ear, may not touch the collar when standing. Must be neat and combed. ****Extreme hairstyles and hair colors unacceptable.**

- 2) **High school 17-18 yr olds** may wear facial hair such as beards, mustaches, or sideburns below the bottom of the ear.
- 3) Are not allowed to have any visible tattoos, piercings, earrings, make-up, nail polish, or heavy jewelry.
- 4) Standard CCA shirts must be solid in color (**Polo, Oxford or Fleece - Like**) must be worn tucked in and must be monogrammed. CCA T-shirts worn on Fridays do not need to be tucked in. A small 1x2" manufacturer's logo allowed on the sleeve.

****Shirts must have the approved school logo monogrammed on.****

- 5) 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 2" above knee for grades 3-12 when kneeling and no more than 3" above knee for grades K-2. Colors approved are navy , khaki and black.
- 6) A belt is required only if the garment was designed with belt loops. No oversized or extravagant buckles.
- 7) Bedroom slippers are not allowed. No flip flops allowed.
- 8) Sweaters and fleeces must be plain, solid, one color with MINIMAL textures, NO designs. A small 3x3" logo is allowed . They may be worn in class and do not have to be monogrammed. **S C H O O L HOODIES ALLOWED.**

YOUNG LADIES:

- 1) Hair must be kept neat and combed. ****Extreme hairstyles and hair colors are unacceptable.**
- 2) May not have any visible tattoos or visible piercings other than earrings.
- 3) Makeup may not be worn by girls in grades K-6. No heavy or extreme makeup to be worn by girls in grades 7-12. No black nail polish.
- 4) Accessories: May not wear worldly, heavy or excessive jewelry. **No jewelry of any sort (includes earrings) may be worn during athletic practices or games. Penalties incur.**
- 5) Standard CCA shirts in any solid color, (**polos, oxfords, fleece, and Peter Pan blouses**) must be tucked in and must be monogrammed. CCA T-shirts worn on Fridays do not need to be tucked in. A manufacturer's logo allowed 1x2" on the sleeve.

****Shirts, blouses must have the approved school logo monogrammed on them.****

- 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, slim fit pants (pencil or skinny), pants made of lycra or polyester blend material, or pants made out denim. Shorts, jumpers, skorts, dresses or skirts length should be no more than 2" above knee for grades 3-12 when kneeling and no more than 3" above knee for grades K-2 when kneeling. Pants, slacks, skorts, and shorts 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) A belt is required only if the garment was designed with belt loops. No oversized or extravagant buckles.
- 8) Socks are not required. Girls may wear tights, pantyhose, or leggings.
- 9) Bedroom slippers are not allowed. No flip-flops, Sandals are allowed.
- 10) Sweaters and lightweight jackets must be plain, solid, one color with minimal textures or no designs. A 3x3" logo is allowed . They may be worn in class and do not have to be monogrammed.

******SCHOOL HOODIES ALLOWED******

**Uniforms may be purchased at any merchant as long as they are like the approved style. Shirts must be monogrammed. Monogramming is provided through CCA with a \$5.00 per shirt fee .

****Appropriate dress code is expected of all students at all school events including ball games, formal, 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 t-shirts may be worn. Other shirts with small manufacturer's logo are also permitted. 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. 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. Jeans and flip-flops may also be worn.

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. Students may not wear jeans and a t-shirt every day or come in sweat pants and sweatshirt every day. They must dress according to the day's theme or they will be required to change.

FORMAL/HOMECOMING DRESS CODE:

Dresses worn by ladies are to be **modest**. Dresses may be no shorter than two inches above

the knee. If long dresses are worn, the slit may be no shorter than two inches above the knee. No strapless or spaghetti straps allowed. Backless or strapless 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. Straps must be 2" wide.

All formal dresses must be approved by the female high school faculty. 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.

Athletic Participation

CCA sports are open to all students in 6th-12th grades. A sports fee per sport is charged to those who participate.

Students must have at least a 78 average in academic courses and a good citizenship record to represent our school in a game or match. Academic courses include histories, English, sciences, mathematics, and electives. Eligibility will be determined for each 4.5 week grading period, as regarded by report cards and progress reports.

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 for games.

If a student earns a grade below 70 in any one subject in 4.5 week grading periods, he/she will become ineligible to participate in any team activities. A student will be reinstated to playable status when the grade is brought above the grade of 70.

Athletic Policies/Procedures

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 will be deemed ineligible on a daily basis for all team activities (practices and games) for the following:

- * Tardy (after 8:10 am) Notice to be served by the office
- * Class absence (Exceptions are doctor's appointments, family emergencies, or funerals with a note)
- * Unfinished long-term assignment

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.

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.

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.

Sports Transportation

It is privilege to ride on the school vans and bus. Anyone who can not 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 allowed in the vans or bus at the coaches discretion. Students are responsible to keep the vehicles neat and free of trash. Vans will be cleaned during practices.**

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.

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.

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. Participates 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 freshman class president. Takes minutes for all class meetings and reads the minutes of the last meeting.

Treasurer: Position held by the sophomore 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
- * 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, formals
- 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 1st) to any four year college degree program. Faculty is willing to assist students in this process as needed.

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.

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 any one of the following plans:

1. One Annual Payment – Total annual tuition is paid in advance of the school year
2. Ten Equal Payments-The first payment is due August 1 or at the time of enrollment and the remaining nine payments are due on the first of each month from September to May.

Financial Information

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 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.

Delinquent Accounts

For any account delinquent over 30 days, the student may 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 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.