

COLUMBIA ACADEMY
Elementary School
2009 – 2010
Parent & Student Handbook

“Christian Education in a Tradition of Excellence since 1979”

Our Mission

Columbia Academy is committed to serving its students so they master skills, knowledge, and character appropriate for them and their future while becoming Christ-like in attitude and behavior.

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I. ADMISSIONS POLICIES

A. General

1. Columbia Academy is a non-public Christian school, open to any qualified student. In a manner consistent with all applicable laws and regulations, it does not discriminate on the basis of race, religion, gender, color, national or ethnic origin, or physical handicap, in admissions or the administration of its education policies, programs, and activities, except when necessitated by specific religious tenets held by the school.
2. The Otis-Lennon Mental Ability Test must be taken by all students applying for enrollment in grades 1-12 at Columbia Academy. A section of a nationally recognized achievement test may also be given. A screening test is given to all prospective kindergarten students to ensure capability to perform in the kindergarten program.
3. A student transferring to CA must be in good standing with the school of previous attendance. Previous school records will be reviewed. An interview conducted by the Headmaster with each prospective student and parent will precede final acceptance.
4. **Important Note:** Children enrolling in Kindergarten at CA must have turned five years old on or before September 30.

B. Immunization Requirements

1. All Columbia Academy student records will be checked each fall to determine whether students meet current immunization requirements. All new students must furnish proof of proper immunization requirements. Forms are available at your doctor's office or Tennessee Department of Health office.

II. ACADEMIC STANDARDS AND ACCREDITATION

Academic standards at Columbia Academy are purposefully high, but the curriculum remains flexible to meet the needs of average or above average students. Columbia Academy is accredited by The Southern Association of Colleges and Schools.

A. Conferences

There will be a scheduled parent/teacher conference following the first quarter of the school year. Parents are encouraged to contact teachers anytime they feel additional conferences would benefit their child. Call the Elementary School office to arrange such a conference or arrange a conference with the teacher in person or by note with the student. Impromptu conferences usually do not accomplish the desired objectives.

B. Deficiency Notices

Deficiency notices will be sent home (no later than mid-nine weeks) for all subjects in which grades are below average, and/or behavior is unsatisfactory. These are designed to alert student and parents that more attention needs to be devoted to a subject while there is still time to bring the grade up and/or improve behavior.

C. Proficiency Notices

Occasionally teachers may send proficiency notices to parents for students who have displayed marked improvement in their class work and/or behavior. All students will receive mid-quarter reports each quarter.

D. Grading and Reporting

Kindergarten students will receive a Progress-Evaluation card four times during the school year. Conferences may be held in conjunction with the issuing of these reports.

For grades 1-6, report cards will be sent home each nine weeks using the following scale for evaluation:

<i>Grading System</i>	<i>Conduct</i>
A = 93 - 100	S+ = Above Average
B = 85 - 92	S = Average
C = 75 - 84	N = Needs Improvement
D = 70 - 74	U = Unsatisfactory
F = 0 - 69	

Effort, participation, assignments, and behavior may be used to determine peripheral subject grades (3rd, 4th, 5th, and 6th grade music may also include written assignments and tests). Students in 5th and 6th grade beginning band will receive their grades from the high school band director.

E. RenWeb

Parents are encouraged to set up an account on RenWeb in order to access special announcements, attendance records, grades, homework assignments, lesson plans, etc. Parents can check their student's progress, under password protection, from any location via the web. Directions for RenWeb are available in the school office. An active email address is necessary to access RenWeb.

F. Bible Curriculum

The Bible curriculum is a very special Columbia Academy course. The New American Standard and New King James are the school approved versions of the Bible to be used in the Bible Curriculum at all levels. Prayers in mixed group activities will be led by male students.

G. General Curriculum & Extra Subjects

Our curriculum consists of all basic subjects including: Reading, Spelling, Language, Social Studies, Math, Physical Education, Science, Music, Art, and Computer. (Foreign language depending on teacher availability.)

H. Retention

If it becomes necessary to retain a student in grades K-6, parents will be notified before report cards are issued at the end of the school year.

I. Honor Rolls

1. Gold Star Honor Roll

Students who make all A's are on the Gold Star Honor Roll.

2. Silver Star Honor Roll

Students who make all A's and B's are on the Silver Star Honor Roll.

III. ATTENDANCE - MAKE UP - SNOW DAY

A. Attendance and Make Up Work

Regular school attendance is extremely important. Please observe the following policies concerning attendance:

1. Absences which are excused (sickness, death in the family, etc.) may be made up according to III, A, 1, 2, or incomplete grades may result. The student should take the initiative in making up missed class work. All make up work must be completed in the same number of days as absent. A student absent from school may not participate in after school activities.
2. Vacations and trips should be scheduled during the summer or other school breaks. If a trip is absolutely necessary, the trip must be approved by the Headmaster prior to the trip. The parent will also request assignments from the teacher(s) one week before the trip. All make up work must be completed according to the teachers' schedule.
3. Doctor and dental appointments should be sought after school hours. When not possible, the student must bring a note from home stating the specific time of the appointment. This note must be brought to the teacher as soon as student arrives at school. Then the note is sent to the office.
4. For any full day's absence to be excused, a note must be brought from home the first day back. It must be specific as to the reason for the student's absence.

5. Any student leaving or coming back to school during the school day must have an adult sign the IN/OUT list in the Elementary School office.
6. Three tardy days to school count as an absence and may prevent a student from achieving perfect attendance. Tardy is considered after the third morning bell. See IX, B.
7. A student missing no more than one-half a school day will receive a perfect attendance award.
8. Students who leave school before 11:30 AM or arrive for school after 11:30 AM will be counted as absent for the day.
9. Students who acquire 15 or more absences for the school year will be subject to being retained in the same grade for the following school year.

B. Snow Day Procedure

1. Decisions on school closing due to inclement weather will be made on a day to day basis. You may listen to local radio stations, WKRM and WMCP, or watch any of the four major Nashville television stations (Channel 2, 4, 5, or 17). School will be open unless otherwise announced.
2. When it is necessary to dismiss school early because of hazardous driving conditions, the local radio stations will be notified immediately when the decision is reached. The "ALERTNOW" phone messaging system will also be used to immediately inform parents.

IV. FINANCIAL INFORMATION

A. School Lunch

Elementary School lunches should be paid by the week each Monday. We suggest that payment be by check in case the money gets misplaced. Students also have the option of bringing their lunches. Students who do not pay in a reasonable time must bring their lunches until paid. Lunches for the 2009-2010 school year are \$2.50 each day.

B. Bookstore

Bookstore (located in the office) purchases are on a cash basis.

C. Optional Costs

Student pictures and special field trips will be available on an optional basis.

D. Past Due Accounts

Students with past due accounts of any nature will not be eligible for over-night school trips. Students with past due accounts will not receive report cards until accounts are rectified in the Business Office.

V. ORGANIZATIONS

A. Athletic Boosters Club

The Athletic Boosters Club is an organization consisting of parents and others interested in supporting the Columbia Academy sports program. In addition to financial support for the sports program, the Boosters are dedicated to support each team with their presence at various games and matches.

B. Columbia Academy Volunteers

Columbia Academy is fortunate to have many interested individuals that volunteer to perform a variety of tasks involving various aspects of the school. Volunteers also operate the Dawg House Gift and Book Shop. Participation is open to any one wishing to help support the Academy activities. It is not necessary that one be a parent or relative of a Columbia Academy student. Anyone interested in participating may call the school office (388-5363) for more information.

C. Ladies' Auxiliary for Christian Education (LACE)

LACE is the most recent organized group working to benefit Columbia Academy. These ladies sponsor various fund-raising projects for specific needs of the school. Events that are a part of their activities are monthly luncheons and the annual Valentine's Day Dinner. Additional projects will be added as needs are presented.

D. Parent/Teacher Organization (PTO)

The purpose of the PTO is to promote excellence in academics at Columbia Academy by bringing parents, teachers, and administrators together to meet teachers' and students' needs that are not budgeted by the school. The PTO sponsors such activities as the Spelling Bee, Teacher Appreciation week, Imagine This, and many other activities that help support academics.

E. Band Boosters

This organization exists to promote and encourage the growth of our band program at Columbia Academy. It is involved in several fund-raisers throughout the year and meets monthly to discuss the needs that the band may have. Anyone is welcome to be a part of this fine organization to see that our children's musical abilities are developed to their fullest.

F. Elementary School Student Clubs

Clubs which may be participated in by Elementary School students are: Scouts (Grades 1-6) and others as desired or needed depending on interest.

VI. MISCELLANEOUS ACTIVITIES - PUBLICATIONS

A. Chapel Assemblies

1. Elementary School Chapel is normally conducted in the multi-purpose room Wednesday morning of each week, with student participation. "Circle of Friends" devotionals will be held on Monday and Friday mornings in the rotunda.
2. Chapel includes a period of devotion to God in song, Bible reading and prayer, as well as the Pledge of Allegiance to the Flag. Speakers from the Columbia Academy faculty and the community often deliver chapel talks. Occasionally, speakers bring special interest programs to the assembly.
3. Students are to be punctual for chapel and exhibit good behavior. Columbia Academy is no better than the attitude reflected by the student body as they worship their Creator and participate in many facets of this special time.

B. Class and Field Trips

Field trips are arranged periodically as they relate to classroom instruction or for special events. Students may be assessed a fee to defray the transportation costs for any out-of-state field trip or any in-state field trip of considerable distance. Most trips are taken in school-owned vehicles.

C. Publications

1. All school publications are under the direction of the administration or faculty sponsors.
2. The Daily Bulletin is published to inform faculty and staff of upcoming events, deadlines, etc.
3. The COMMUNICATOR is sent to all parents and supporters of Columbia Academy twice a year. It contains interesting information concerning the structure and support of the Academy.
4. The school yearbook RECALL is a year-long project of the annual staff.

D. Campus Activities

A variety of special programs for different grade levels are planned and held at various times during the school year. These may include: Grandparents' Day, Homecoming, Spelling Bee, Kindergarten Graduation, Sixth Grade Graduation, plays, band concerts, talent shows, etc.

E. School Parties (K-6)

Elementary School room mothers help plan and conduct scheduled parties during the school year for grades K-6. These are for Halloween, Christmas, Valentine's Day, and Easter. Those having birthdays may bring refreshments to be shared with classmates at lunch or briefly at the end of the school day. These should be **pre-arranged** with the teacher.

VII. PHYSICAL EDUCATION - ATHLETICS

A. PE Classes

Columbia Academy Elementary School students will have PE classes several days each week conducted by PE teachers.

B. Athletics

Columbia Academy is a member of the Tennessee Secondary School Athletic Association (TSSAA) and is subject to its regulations. Participation in interscholastic sports is for grades 7 through 12 and a limited amount in the 6th grade.

C. Athletic Admissions Pass

Columbia Academy students will be admitted to all home athletic events free.

VIII. RULES AND REGULATIONS

A. General Expectations

1. Good behavior is expected of all Columbia Academy students. Showing respect for teachers and staff and complying with their instructions are mandatory. Equally as essential, is getting along well with fellow students.
2. All teachers have the responsibility to correct misbehavior when it occurs and to monitor and guide the student into proper behavior.
3. A conduct referral form, filled out by the teacher and reviewed by the Headmaster, may be sent home at any time. These forms are filled out when a specific act or series of acts of misconduct are noted.
4. Conduct detrimental to class and/or academic problems will be evaluated during each nine weeks. Parents will be contacted and a conference arranged by the middle of the nine weeks grading period if the behavior is serious. Disciplinary action to the point of dismissal from Columbia Academy can and will take place if not corrected in a reasonable time.

5. Columbia Academy students are expected to maintain high moral standards and to observe the Academy's "Honor Code" stated herein at all times.

Upon enrollment into Columbia Academy, I pledge to uphold the high moral standards expected of me and will conduct myself as a gentleman/lady in regard to the following precepts:

- In that cheating is not only morally wrong, but also dishonorable and harmful to myself and my fellow students, I pledge to refrain from giving and/or receiving any aid on any form of test or examination; or copying and/or using homework, reports, or project prepared by another student and claiming the work is mine.*
- In that stealing ("taking without permission") is not only morally wrong, but is a direct violation of legal codes, I pledge to refrain from willfully taking the property of another.*
- In that lying is not only morally wrong, it is also dishonorable and unworthy of a gentleman/lady, I pledge to refrain from all deliberate distortions of the truth to my fellow students, to faculty, to staff, and to administration; this includes verbal and written communications as well as forging of notes and others' signatures.*
- In that the internet and other technology is readily available on the Academy campus, I pledge to refrain from any misuse of the internet or other technology.*

Any violation of the Honor Code is considered very serious and could be grounds for dismissal from Columbia Academy.

B. On and Off Campus Behavior

Each Columbia Academy student is accountable for his/her conduct (on or off campus). Misconduct, i.e. drug use, including alcohol and tobacco, pregnancy, theft, fighting, vulgar and inappropriate language, etc. which reflects negatively upon the student's and/or school's reputation will subject the student to disciplinary action.

C. Corporal Punishment/Suspension

If corporal punishment is deemed appropriate, the teacher or Headmaster must have at least one faculty member and/or Headmaster as a witness. Parents will be notified of the discipline. As a last resort, students may be suspended from school or expelled.

D. Due Process Procedure

If it becomes necessary to suspend or expel a student from school, the parents may wish to:

- 1) Seek a conference with the school Headmaster. If understanding or harmony is not achieved.

2) Appeal to the Student Affairs Committee. (The Headmaster will arrange the meeting.)

E. Candy, Gum, Snack Foods

1. No chewing gum is allowed.
2. No candy or other food is to be eaten in the classroom without the teacher's permission.
3. Elementary School students may not purchase snack foods and soft drinks in the cafeteria.
4. No student candy or food sales during school hours unless approved by the Headmaster.

F. Drugs, Alcohol, and Tobacco

The use of drugs, drinking of alcoholic beverages, and the use of tobacco in any form is strictly forbidden. Any student found on school premises or at school-sponsored activities in possession of or under the influence of drugs, alcohol, or tobacco in any form will be subject to suspension and/or expulsion.

G. Electronic Devices

No radios, tape players, beepers, games, laser lights, or other electronic devices are allowed at school or school activities without prior approval.

Students will not use cell phones, have them on, nor have them visible during the school day. This includes early morning time, extended day, and school sponsored trips. Cell phones may be used for emergency contact only with permission of school personnel (principal, teacher, office personnel, extended day supervisor, coach, etc.). No one should contact students nor instruct them to contact anyone during school hours by student cell phone. Parents should contact the office and the student will receive the message within minutes if a situation warrants such. Failure to follow the above cell phone guidelines will lead to confiscation of student cell phone by school personnel. The cell phone may be picked up by the parent/guardian in the principal's office.

H. Weapons

No item such as firearms, chemical devices, knives, etc. which may be classified as a weapon are permitted on campus or at school sponsored events. Violations may result in suspension and/or expulsion.

NOTE: Columbia Academy reserves the right for school personnel to search book bags, purses, pockets, desks, lockers, etc. at such time as suspicion exists, at the discretion of the Columbia Academy Administrator, that students are in possession of forbidden or prohibited items or substances.

I. School Visits

1. Parents and supporters are encouraged to visit the school and are warmly welcomed. Classroom visits should be by appointment only. Parents and visitors should go by the Elementary School office to clear their visit.
2. Students are not allowed to have drop-in visitors during the school day. For a Columbia Academy student to have a friend or relative visit the classroom, permission must be granted in advance by the Headmaster.

J. Parking and Traffic

1. Visitor Parking – Elementary School parking is available in the parking areas in front of the main entrance to Vest Hall. Please do not park on the road by the library for extended periods of time.
2. Speed Limit – A strict 15 MPH SPEED LIMIT must be observed on campus. Dangerous conditions prevail if this speed is surpassed.
NOTE: A one-way traffic flow is in effect for a portion of the campus each morning and afternoon. The roadway at the Trotwood/ Academy Lane corner and the gate by Vest Hall are one-way entering campus from 7:45 – 8:15 AM and 2:45 – 3:15 PM each school day. Traffic may exit campus at the West 7th gate or the Academy Lane gate by the gym. Please drive carefully while on campus.

K. Use of Telephone

All Elementary School students should see the school secretary or other adult to use the phone for necessary calls only. Students should not be called out of class to the phone except in emergencies. Messages will be taken and delivered to students so as not to disrupt class.

L. Room Assignments

Students are assigned to classrooms based upon teacher input, boy/ girl ratio, parent request, and academic equity. Final assignment is by the principal.

IX. SCHOOL HOURS, EXTENDED DAY, SUMMER PROGRAMS, MISCELLANEOUS

A. Arriving and Leaving the Campus

1. Kindergarten through 6th grade students who arrive on campus before 7:45 AM are to report immediately to the multi-purpose room where supervision is provided. They will be dismissed to go to their classroom at 7:45 AM.
2. For safety and parental peace of mind, no Elementary School student may leave campus unless being picked up by an authorized person. Students intentionally missing class, being in an unauthorized place on campus, or leaving school without just cause will be subject to disciplinary action. Under no circumstances should a student leave the

campus after arrival or during the school day without their parents first notifying the office.

B. School Hours

Grades K-6	8:00 AM – 3:00 PM (Afternoon car line begins at 2:50)
1 st bell	7:45 AM
2 nd bell	7:57 AM
3 rd bell	8:00 AM

C. Extended Day

1. Vest Hall (multi-purpose room) – For parents who do not pick up Elementary School by 3:15 PM, a supervised Extended Day Care Program is provided until 5:30 PM. The fee for the 2009-2010 school year will be a one-time yearly fee of \$525.00. This fee will be added to the annual tuition and be calculated into the tuition payment plan that is selected upon enrollment or re-enrollment.

The daily drop-in fee will be \$5.00 per child per day for students not signed up on the annual plan. Drop-in fees are due the day of care provided.

Students remaining after 5:30 PM will be charged at \$3.00 each 15 minutes or part there of.

2. After 3:15 PM Columbia Academy will only accept responsibility for the supervision of Elementary School students who are included in the Extended Day program.
3. Unsupervised Elementary School students should not be left on campus. School staff at the gym, administration building, or Dawg House will not be able to perform their duties and be responsible for students at the same time. Your cooperation is necessary to insure the safety of all students.

D. Summer Program

Columbia Academy conducts and promotes several summer activities such as Summer Enrichment, various sports camps, Art Camp, etc. which may vary depending on demand.

E. Order of Dismissal

2:50 pm...Students wait in car line or walk to designated area. Extended Day students wait in supervised area.

X. DRESS CODE – GRADES K-6

The very nature of Columbia Academy demands that we be concerned about the image we project as we take pride in our appearance. **Modesty, cleanliness, and good taste should be characteristic of all, including students and staff.** Pictures and printing on clothing may not be suggestive, promote alcohol, tobacco, or anything inappropriate for a Christian school. **Hats and sunglasses are not to be worn in the school buildings. This applies to boys and girls.** Shirt tails will be tucked in.

- A. Male students may wear casual slacks, pants, jeans (no holes), and **knee length** shorts. K-4 students may wear nice sweat pants.
- B. Female students may wear slacks, pants, capris, jeans (no holes), **knee length** shorts, skirts, or dresses. If playing on the monkey bars, etc., they must wear shorts under their skirts or dresses. K-4 students may wear nice sweat pants.
- C. No plain white T-shirts, halter tops, “see-through” clothing, tank tops, form fitting tops, spaghetti strap tops, low-cut tops, nor bare midriff tops (when raising hands) are acceptable. Shirt tails will be tucked in.
- D. Any type of reasonable shoe or sandal may be worn. No skate shoes may be worn in the buildings. Students must have tennis shoes for PE class.
- E. Hair is to be well-groomed and neatly trimmed. Style or length should not be extreme. Boys’ hair should be above the eyebrows, above the collar, and above the majority of the ear.
- F. Only female students may wear earrings and no student is to have other piercings. No excessive makeup may be worn.
- G. Everyone is encouraged to dress up on Wednesday, especially when serving as a leader in chapel. Fridays will be “Dawg days”, as we show our spirit for the different sports teams.

The faculty and administration will be the final determiner of what is acceptable. Parents will be notified when the dress code is violated, and if needed, called to bring appropriate clothing. Parents and visitors should also abide by the dress code while visiting campus.