

# ADMISSION POLICY

**Columbia Academy is a fully accredited independent school with its main focus on Christian values and academic excellence. It is open to any qualified student and 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 educational policies, programs, and activities except when necessitated by specific religious tenets held by the school.**

A student must be in good standing with the previous school. Previous school records will be reviewed. Completion of an application with fee, positive references, and interviews with the counselor, and principal will normally precede final acceptance of all students. Generally, students dismissed from another school will not be accepted for enrollment in Columbia Academy. The Otis-Lennon Mental Ability Test must be taken by all students applying for enrollment in grades 1-12.

Students desiring to enroll shall generally apply in a timely manner such that their admission, testing, acceptance, and scheduling are completed before school starts for that year. New enrollments and transfers may be considered until the third week in the fall or until the third week of the spring semester. Exceptions are sometimes possible for students moving from outside the academy area. Late or mid-year enrollments are often not possible especially for students transferring to CA from a school with block scheduling.

Students seeking enrollment in Columbia Academy shall obtain an information packet containing the application and admission checklist. An application can be submitted at any time. Applications received before the current year's re-enrollment period (usually sometime in February) as well as those for grades that are full, will be placed in a waiting pool. After the re-enrollment period, new student applications will be evaluated and students will be contacted for interviews and testing. Once a grade is full, applicants may remain in the waiting pool in the event that an opening becomes available before the school year starts. All Columbia Academy records will be checked each fall to determine whether students meet current immunization requirements. New students must furnish proof of proper immunization. Forms are available at the Administration Office.

**By enrolling at Columbia Academy, each student and that student's parents and/or guardian accepts all provisions of this handbook and agree to be bound by same, including, but not limited to the standards of conduct and substance abuse policy.**

# ACADEMIC STANDARDS

## Accreditation

Academic standards at Columbia Academy are purposefully high, but the curriculum remains flexible to meet the needs of both average or above average students. Columbia Academy is accredited and/or is a member of the following organizations:

Southern Association of Colleges & Schools (SACS) Independent Schools of the Nashville Area (ISNA)  
National Christian School Association (NCSA) Tennessee Secondary School Athletic Association (TSSAA)

## Grading Scale

Report cards will be provided each grading period using the following scale:

|                   |                    |                                  |     |
|-------------------|--------------------|----------------------------------|-----|
| Academic Scale: A | 93-100 (Superior)  | Conduct Scale: Good/Satisfactory | (S) |
| B                 | 85-92 (Good)       | Needs Improvement                | (N) |
| C                 | 75-84 (Average)    | Unsatisfactory                   | (U) |
| D                 | 70-74 (Poor)       |                                  |     |
| F                 | Below 70 (Failing) |                                  |     |

## **Bible Curriculum**

The Bible Curriculum is a very special Columbia Academy course of study. The New King James and the New American Standard are the Board-approved versions of the Bible to be used in the Bible curriculum at all levels. All devotional activities in mixed groups shall be led by male students.

## **Credits/Retention**

### **Grades 7-8**

It is not always possible to determine retention for a student in grades 7-8 until the final grades are calculated for the year since the yearly average determines whether a student passes in grades 7-8. A junior high student who fails a class will be required to complete some additional course work in that class during the summer in order to re-enroll for the next school year. If a student fails pre-algebra, the student may be required to complete summer work and/or retake pre-algebra in eighth grade. Parents of junior high students failing more than two classes must attend a conference to determine if Columbia Academy is the right educational choice for the student before the student is allowed to re-enroll.

Junior high students who successfully complete the full year of Algebra I will receive high school credit. If they retake Algebra I as a freshman, the credit will not be awarded until after the freshman year.

### **Grades 9-12**

Credits in grades 9-12 will be awarded on a per-semester basis in each subject (0.5 credit per semester). A student who fails one or both semesters of a required course must repeat the failed semester(s). A student who fails a semester with a 67 or higher may be given the opportunity to complete some additional “credit recovery” coursework during spring break and/or during the summer. If a student fails Bible, it must be made up during the summer to be allowed to return to CA the following year. Students who wish to be allowed to complete “credit recovery” should contact the guidance counselor to set up a meeting regarding the requirements. Upon successful completion of “credit recovery” the semester grade will be entered as a 70. Both the failed grade and the “credit recovery” grade will be entered on the transcript, but the failed grade will not be calculated in the GPA. The maximum number of credits which can be earned by “credit recovery” and/or retakes of classes is four (or eight individual semesters) One exception would be that seniors not meeting all the academic graduation requirements to receive a diploma would be allowed to complete those requirements by earning up to two (2) additional credits in the subsequent summer. They would still be prohibited from participating in the graduation ceremony. Each student wanting to take advantage of this provision shall have the recommendation of the counselor and the approval of the principal.

Students are generally not permitted to repeat a course for credit unless that course has been failed. An exception will be made if a student is retaking the course to ensure greater mastery of the content. In this case, both attempts will remain on the transcript. One attempt will earn a required credit while the other attempt will count as an elective credit. This exception must have pre-approval of the guidance counselor.

## **Scheduling of Classes**

Students will generally be given an opportunity to choose the following year’s courses in the spring of the year. All classes may not be available every year because of interest, staffing, facilities, etc. Students who don’t indicate their choices by the announced deadline may be placed in courses that the administration feels are in the best interests of that student with little possibility of schedule changes. All students in grades 7 - 11 must take 7 classes. Seniors must take at least 6 classes. Students who do not take the required number of classes are in danger of losing TSSAA eligibility. Dual enrollment and summer courses can help to fulfill eligibility requirements, but it is the best to complete these requirements during the school year. Students are encouraged to take a full load of classes in order to prepare adequately for college. High-achievers will generally be placed on the advanced track in mathematics and English. Study halls are discouraged.

Once scheduled, written permission of a parent/guardian, all teachers involved, the counselor, and the principal is necessary for all changes that are not specifically to fulfill impending graduation requirement

deficits. All schedule changes must be completed by noon Friday of the 3<sup>rd</sup> week of the semester [including partial weeks]. After that, only changes which are needed to fulfill graduation requirements will be allowed. This includes dropping, adding, or changing any classes.

### **Honor Roll & Honors Assembly**

Upper school honor roll shall be designated at the conclusion of each grading period. Students with all report card grades of “A” shall be listed on the President’s Roll of Honor; those with all grades of “A” and “B” shall be listed on the Honor Roll. Near the conclusion of the school year, an awards assembly is scheduled for the purpose of honoring students in grades 7-12 who have exhibited outstanding conduct, attendance, and academic performance.

### **Overall GPA**

The high school GPA is calculated by assigning a point value as follows: A=4.0; B=3.0; C=2.0; D=1.0. The points are accumulated beginning with the freshman year through the 1<sup>st</sup> semester of the senior year. (Algebra I taken in the eighth grade also counts in the GPA. If Algebra I is taken in eighth and ninth grade, only the second year counts in the GPA.) This is the GPA that is sent to colleges and universities. CA will use the grading scale from the referring school on transferred credits when computing the overall GPA for transfer students. The passing grade for a course made up either in summer school or during the regular semester at CA shall replace the failed grade when calculating the overall GPA.

### **Honors GPA**

Columbia Academy also calculates an Honors GPA. The Honors GPA is only used for ranking purposes and does not include any “participation” courses such as wellness, band, chorus, driver’s ed, yearbook, art, journalism, strength and conditioning, creative writing, test prep, unified PE, etc. Using the 4.0 scale, students will receive 1 quality point added to the following courses each semester: advanced English, pre-calculus, calculus, chemistry, physics, anatomy, and Dual Enrollment courses which replace CA advanced courses. (See the section on dual enrollment for more details.) AP courses will receive 1.5 quality points per semester. In the future, if courses are designated “advanced” by the administration at the beginning of the school year, those courses will also earn 1 quality point as well. Quality points will not be added to any transfer credits; and students transferring to CA from another school during the last two years will not be ranked.

### **Valedictorian/Salutatorian**

In order to be named valedictorian/salutatorian, a student must have attended CA at least the junior and senior years and must be a member of the National Honor Society. A student will be named valedictorian if he/she has the highest unweighted overall GPA and has the highest number of quality points. If at least one student does not have both the highest GPA and highest quality point total, valedictorian/salutatorian honors will be calculated by using the straight Honors GPA on an equal number of classes. All advanced classes will be kept and courses which are not comparable will be eliminated. The administration will determine which courses are comparable. If a tie remains, the numeric average from all non-participation classes will be used. If students are still tied, the tie would be broken by the highest ACT composite score no later than the December testing date. After breaking the tie, the second highest student will be named salutatorian.

### **Class Rank and Honors**

After valedictorian and salutatorian honors are determined, all other ranking will be determined by using the Honors GPA only. Honors and class rankings for seniors are determined at the end of the first semester of the senior year. Though separate from membership in the National Honor Society, honor designations for graduating seniors shall be as follows: GPA of 3.25 = *cum laude* (with Honors); GPA of 3.50 = *magna cum laude* (with High Honors); GPA of 3.75 = *summa cum laude* (with Highest Honors). Ties in rank will be broken using the honors numeric average. Students will generally be informed of their honors designation by February 1. Any student wishing to know his/her exact rank may ask the guidance office for that information.

## **Communication & Conferences**

Parents are encouraged to contact teachers anytime they feel a conference would benefit their child. Call the upper school office, teacher, or counselor to arrange such a conference. A Progress Report is sent home at the mid-point of the grading period for all students. Notification is generally attempted anytime the student is in danger of failing for the grading period, as well as anytime the student makes a failing grade on a major test, report, paper, project, etc. It will also normally be communicated when a student is working significantly below ability level even though the grade may not be failing. A parent may request a report of progress at any time during a grading period. This request shall be submitted in writing to the teacher and will be ready for pickup in the office within 48 hours. Weekly progress report forms are also available in the office. All students shall accept the responsibility to communicate their academic difficulties and failures to parents in order to receive the needed motivation or extra help. **Students shall not wait for the teacher to contact the parent. The grade and all work as well as the communication associated with that grade are the responsibility of the student.**

## **Academic Probation**

Academic probation (AP) is designed to motivate students to show satisfactory improvement in their grades or face exclusion from activities (as indicated below) or possible dismissal from the Academy. The following guidelines are in effect for AP:

**Criteria.** A senior who earns a failing grade in any subject required for graduation as well as any student failing any two subjects will be placed on AP. The status is determined by the report card average for quarters one and three and the semester average after quarters two and four. Students on AP at the time of selection for honors such as homecoming court or escort, National Honor Society, club membership, student council or class officer elections, etc., will be ineligible for such selection.

**Consequences.** Students who earn AP shall not be allowed to participate in any extracurricular or athletic activity while on academic probation, excluding practices or normal classroom activities. Probation begins with the issuance of the report cards to the upper school student body. Students on AP will be allowed to practice and be with the team or group in street clothes on the bench, sidelines, or other performance area at the discretion of the coach or sponsor. Uniforms or jerseys shall not be worn during the duration of AP except as designated by the coach or sponsor for practice sessions.

**Evaluation.** A student who earns AP status shall show adequate effort and improvement. Teachers may be asked to make a professional judgment of the progress indicated by a % grade for each three weeks of effort. If there is little effort or improvement, the student may lose the right to participate with an athletic team or extracurricular group during any activity or practice of any kind that takes place outside of the normal classroom period or school day (generally 7:50 a.m. to 3:00 p.m.).

**Removal.** Students placed on AP shall immediately put more time and effort into academic work. They should seek extra help from teachers, parents, and classmates. They shall make themselves available for the teacher's extra study sessions. For the AP to be removed, students must pass all subjects so that if they were not on AP they would not be placed on AP. If the probation is not removed by the end of the next grading period, the student may be dismissed from school for one semester. Under certain circumstances, a student may be allowed to remain in school even though the probation has not been removed, subject to the approval of the principal in consultation with other faculty and parents. Final dismissal for all students facing academic difficulty rests with the CA administration.

**Note.** It is suggested that parents work closely with the student to encourage good daily study habits, early communication about failing grades, taking advantage of extra help offered, securing a tutor if needed, completion of homework and projects, proper preparation for quizzes and tests, etc. If the time needed to practice athletics or be involved in other extracurricular activities is a detriment to academic success, the parent is urged to remove the student from that participation. During practice while on probation as well as upon reinstatement to the team, squad or organization, decisions concerning participation or playing time rest entirely with the coach or sponsor. Makeup work or time "sitting out" may be required.

## **Incomplete Grades**

A teacher may generally only give a grade of Incomplete (I) on a report card when absences due to extended illness or injury have precluded sufficient time for makeup work. Otherwise, the grade earned to that point shall be noted on the report card. Any grade of "I" shall be removed within two weeks following

the end of the grading period or it shall become a grade of “F.” Teachers shall submit a “Change of Grade Form” when a grade of “I” is changed. Completing the work is totally the responsibility of the student. Since the TSSAA interprets an incomplete semester average as an “F,” it is imperative that athletes not have any grades of “I” for semester averages during in-season participation. Students generally have two weeks of the next grading period to assure that all incomplete grades are removed. After that two week period, the teacher will use a change of grade form to assign the earned average with grades of “zero” for all work not completed.

### Semester Exams

All students in grades 7-12 are required to take first semester examinations in all core academic subjects (excluding the following courses: wellness, band, chorus, yearbook, art, contemporary issues, junior high enrichment, etc.). Any student, grades 7-12, who achieves a 93% or higher average for the second semester and has no more than ten absences for the year will be exempt from the final exam. Exempt students will be notified before the semester exam period begins. Students may exempt a one-semester course even in the fall with the same grade average as stated above. Students shall be in dress code to be eligible to take exams

### Graduation Requirements

The following credits are required of all high school students for graduation from Columbia Academy **through the class of 2012**. A senior must meet all graduation requirements before being allowed to participate in the commencement exercise and receive a diploma. Exceptions may be granted in certain situations such as when a major injury or illness occurs late during the senior year. Such a recommendation shall come from the principal and be approved by the president. Graduates must also pass the Gateway tests required by the state

#### Courses/Credits: [Total required for graduation = 24 ½...see note 4 on next page]

|         |   |                |   |                  |   |
|---------|---|----------------|---|------------------|---|
| Bible   | 4 | Social Studies | 2 | Foreign Language | 2 |
| English | 4 | Government     | ½ | Wellness         | 1 |
| Math    | 3 | Economics      | ½ | Computer Tech    | 1 |
| Science | 3 | Speech         | ½ | Fine Arts        | 1 |
|         |   |                |   | Electives        | 2 |

Students who are entering freshmen for 2009-2010 and later will have new required courses to earn the minimum of 24 ½ credits:

|         |  |                |   |                   |   |
|---------|--|----------------|---|-------------------|---|
| Bible   | 4  | Science        | 3 (must be Biology, Chemistry or Physics and one additional lab science.) | Foreign Language  | 2 |
| English | 4  | Social Studies | 2   | Wellness (PE)     | 1 |
| Math    | 4 (must be Alg I, Geom, Alg II, and one additional credit above the level of Algebra II. ) | Government     | ½   | Wellness (Health) | ½ |
|         |  | Economics      | ½   | Fine Arts         | 1 |
|         |  | Speech         | ½   | Computer          | ½ |
|         |  |                |   | Personal Finance  | ½ |
|         |  |                |   | Elective          | ½ |

**Note 1:** High school students must earn Bible credit by satisfactorily passing Bible each semester enrolled at CA. Transfer students may substitute other electives to satisfy these credits for the years not at C.A.

**Note 2:** In order for CA graduates to adequately prepare for college, seniors shall be enrolled in mathematics all year. Pre-calculus or accounting or ACT prep is recommended for all seniors not on the

advanced track. Seniors who have satisfactorily completed four [4] mathematics credits (Algebra I & II, geometry, and pre-calculus) shall generally enroll in either calculus or another advanced math course. Exceptions must be recommended by the counselor and approved by the principal and will generally only be considered when dual enrollment [explained elsewhere in this handbook] or taking a multi-year course such as band prohibit a senior from scheduling either of these math classes. Juniors shall also be enrolled in a math class as part of their college-preparatory program of study. If a junior takes accounting, it does not replace the senior mathematics requirement described above. Juniors who completed Algebra I in the 8<sup>th</sup> grade would normally be enrolled in pre-calculus; those who completed Algebra I in the 9<sup>th</sup> grade would normally be enrolled in geometry or Algebra II. Exceptions would need the recommendation of the counselor, permission of the parent, and approval of the principal. Beginning with the class entering the ninth grade in 2009, accounting will no longer fulfill the math requirement.

**Note 3:** Completing Algebra I in the 8<sup>th</sup> grade, makes a place in the student's high school schedule for advanced mathematics courses such as pre-calculus and calculus; additionally, it counts as one of the three (3) mathematics credits needed for graduation as set by the State of Tennessee. Furthermore, it counts on the high school GPA. When a student chooses to repeat Algebra I in the 9<sup>th</sup> grade after passing it in the 8<sup>th</sup>, only the 9<sup>th</sup> grade course results will count toward graduation, GPA, and high school credit. Many students will take Algebra I over two years. Algebra I AB is the first half, and Algebra I CD is the second half. In this case, Algebra I credit will be awarded after the completion of Algebra I CD.

**Note 4:** High-achieving students in grades 7-12 may be placed in the advanced track in math and English based on overall GPA, previous grades, standardized test scores, teachers' recommendations, and student desire. As much as possible, grouping in other classes will be determined by scheduling. A student who performs poorly for the year in an advanced class may be removed from that track upon recommendation of the teacher and counselor and with the approval of the principal. When scheduling and enrollment numbers permit, a CA student not on the academic track or a transfer student may be recommended for the advanced track with parental request, recommendation of the teacher and counselor, and approval of the principal based on the above listed criteria. Schedule changes during a semester are governed by the procedures and timetable set forth in this handbook. The advanced track in mathematics shall include Pre-algebra 7, Algebra I-8, geometry 9<sup>th</sup>, Algebra II 10<sup>th</sup>, pre-calculus 11<sup>th</sup>, and calculus 12<sup>th</sup>. The advanced track in English shall generally begin at the 9<sup>th</sup> grade level and shall include English I advanced, English II advanced, English III advanced, and AP English IV.

## **National Honor Society**

The purpose of the National Honor Society (NHS) at Columbia Academy shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students. Membership is open to qualified **juniors and seniors** who are selected by the faculty council after an interview process. Membership will be re-evaluated on a yearly basis based on the following criteria:

The student shall have a cumulative scholastic average of 93%.

The student shall have been a student at Columbia Academy for at least one semester.

Initially, the student shall have completed or be presently enrolled in two years of foreign language, three years of math (Algebra I plus Algebra II, and geometry) and two years of science.

To maintain membership, students must add an additional challenging math course [pre-calculus or accounting or college level math by dual enrollment] and beginning with the class of 2004, members must add a challenging science course [chemistry or physics or anatomy]

The student shall display leadership characteristics.

The student shall meet additional community service requirements as described in the community service section of this handbook

The student shall display the attributes of good character.

Selection of students for membership is the responsibility of Columbia Academy through its faculty council. Students shall not apply for membership. The selection process begins with the survey of academic records to determine qualified scholastic candidates. Students who meet the academic requirements are notified and told that, for further consideration for selection to the chapter, they must complete the Student Activity Form. This form, along with any other verifiable information about each candidate, is then reviewed by the faculty council. An interview process will follow the review. Candidates receiving a majority vote of the faculty council will be inducted into the chapter. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and

character. Any members who fall below the standards which were the basis for their inclusion shall be promptly warned in writing by the chapter advisor and encouraged to correct the deficiency within a reasonable period of time. Those guilty of flagrant violations of school rules and/or civic laws do not have to be warned. The faculty council shall determine when a student has exceeded a reasonable number of warnings. Furthermore, a student who is dismissed or who resigns may never again become an NHS member and shall be required to return the emblem (pin) to the chapter advisor.

### **Balancing Academics and Extracurricular Activities**

At Columbia Academy, the spiritual foundation and the academic classes are the core around which all else revolves. While CA is a college preparatory institution, the administration and faculty are concerned with offering a well-rounded education to all students. Spiritual events, service projects, class and field trips, and a wide range of various types of other extracurricular activities help make the Academy a special place for students to grow and mature in all aspects of life. Even when this proliferation of events tends to minimize class time, it is still the responsibility of the student to keep up with course work and make up missed assignments.

### **Transfer Students**

Students who transfer from a non-accredited school or home schooling situation will be evaluated on an individual basis and may be asked to take subject-area tests for placement purposes and for the awarding of credit. A grade of "P" (pass) may be assigned rather than a numerical average when credit is granted for high school courses. In such cases, it is the responsibility of the parent to furnish documentation of accreditation and grades. Students who transfer to CA from an accredited institution with letter grades rather than numerical averages shall have an equivalent numerical value assigned and recorded on the official CA transcript in order for a numeric average to be determined on an equitable basis with all CA students. This transition to numerical averages shall be as follows: A=96; B=88; C=80; D=73; F=60. CA will use the grade scale from the referring school on transferred credits in order to calculate the overall GPA to send to colleges and universities.

### **Dual Enrollment**

Seniors wanting to begin college early and still receive the CA diploma shall be enrolled in a minimum of five (5) courses both semesters during the senior year. At least three (3) of these shall be courses taken at CA normally including English IV and Bible. Attendance at chapel will be expected of such a senior. All seniors desiring to take advantage of this dual-enrollment opportunity must have the recommendation of the counselor and approval of the principal. Students choosing the dual enrollment option must be able to stay in all scheduled CA classes for the fully allotted time and still have a safe cushion of travel time to Columbia State. When circumstances are such that parents request, the counselor recommends, and the principal approves dual enrollment for a junior, the same criteria generally apply as stated for a senior except that the junior shall be enrolled in an average of six [6] courses each semester with at least four [4] of these at the academy. Students with any questions about transfer credit should ask the counselor regarding individual courses.

Dual Enrollment courses will be accepted at CA as a credit and will be calculated into the GPA if the course takes the place of a high school course or is considered a CA elective. If the course replaces an advanced CA course, quality points will be awarded on a comparable basis when the course is taken during the regular school year. Dual enrollment courses are not considered comparable to AP courses. No quality points are awarded when courses are taken during the summer.

## Renweb

All students and parents are encouraged to set up an account on Renweb to access lesson plans, grades, announcements and attendance records. Directions for Renweb are available in the school office. Students should provide the school with an email address which they check on a regular basis. Grades will be regularly updated on Renweb. An assignment that is turned in will be graded and posted by Friday of the following week. Teachers will also post homework assignments, test/quiz dates, and due dates for projects/papers on Renweb. Parents are strongly encouraged to give an email address to the school, also. Progress reports and other notifications are made by email unless parents request a hard copy. The high school computer lab is available two afternoons per week and can be used to check Renweb if there is no email access from home.

# STANDARDS OF CONDUCT

## Designated Discipline Plan

The discipline policies of the Academy can generally be summed up by the statement that students should be where they are supposed to be, when they are supposed to be there, doing what they are supposed to be doing. Prior to the start of each school year, the principal shall establish any necessary disciplinary procedures not specified in this handbook. Teachers are generally expected to set their own procedures in the classroom that don't deviate from those specified in this handbook or published by the principal. The purpose of any *discipline plan* is to enable teachers to deal with inappropriate behavior in a consistent, reasonable, and equitable manner; to allow the "classroom" setting to remain the domain of the teachers by permitting them to have rules, teaching styles, and methods of management best suited to their personalities; to promote prompt communication with parents at an early stage in matters of student misconduct to enlist their support in helping students develop the motivation and self-discipline that acceptable behavior requires; and to develop a thorough system of documentation of inappropriate behavior.

## Levels of Offenses

Suggested levels are affected by attitude as well as combinations or frequency of misconduct:

**Minor Infractions** are handled by the teacher observing the misconduct; consequences shall be directed at stopping the inappropriate behavior such as warning, counseling, demerit, additional assignments, phone call to parent, etc. Repeated violations of classroom rules will result in a referral to the principal.

**Serious Infractions** are sent to the principal with an *office referral slip*; some actions are subject to specific consequences listed elsewhere in the handbook or consequences ranging in severity from detention to suspension and/or expulsion. Flagrant abuse or repetition of *Minor Infractions* is treated as a serious infraction. This would include, but is not limited to honor code violations, disrespect, violence or threats of violence, etc.

## Detention

Detentions will be assigned by the principal for various types of rule infractions. Detentions will be held in the library on Tuesdays and Thursdays from 3:05 until 4:00. If needed, additional sessions will be held and dates may be changed by the principal. Students will have at least one day's notice of detention. With parental permission, students may choose to serve the detention prior to the assigned date. When assigned, detention takes precedence over all scheduled events, school activities, work, travel from home, study sessions, etc. It is the responsibility of the student to make arrangements to attend detention as assigned. A consequence for skipping will generally be that the detention is doubled. Skipping again will earn the student a day of Out-of-School Suspension.

## **Behavior Probation**

Students are placed on behavior probation (BP) when, in the judgment of the principal, the seriousness or frequency of misconduct makes it necessary. Additionally, students shall be placed on BP when they receive one or more conduct grades of “4” or “U” on a report card. A student on BP shall show improvement each grading period to avoid more severe consequences such as appearing before the Student Affairs Committee (SAC) or dismissal from CA. Students on BP can expect to appear before the SAC if they receive any conduct grade of “4” or “U” on a report card. A serious violation or frequency of minor misconducts shall also lead to more serious action. To be removed from BP, a student must obtain conduct grades of “2” or “S” in all classes, minimum misconduct referrals, no serious violations, and the recommendation of the principal.

## **Student Affairs Committee**

The Student Affairs Committee [SAC] is generally made up of 3 faculty members as well as the two highest ranking student council officials without a conflict of interest. The faculty committee members are selected by the principal. The SAC serves two purposes. The primary purpose is to serve as a review board for any student involved in a serious disciplinary action. The secondary purpose is to meet at the request of the principal to consider disciplinary action for students. The SAC generally hears testimony from the student [parent presence and testimony is optional], questions the student, discusses the situation including prior overall record and attitude, and makes a recommendation of disciplinary action to the principal. The principal may accept, reject, or modify the recommendation.

## **Saturday School**

Saturday School [SS] is a disciplinary consequence that may be assigned by the principal or Student Affairs Committee for serious offenses or frequency of minor infractions. The following guidelines and procedures are generally in effect for Saturday School:

SS will be scheduled for 2 or more students on a selected Saturday as needed from 8:00 a.m. to 12 noon for a variety of infractions including, but not limited to, excessive absenteeism.

SS shall take place in a CA classroom; students will have no computer access during this time but rather shall be quietly working on an assigned packet of materials at a student desk. If these are completed satisfactorily, then students will be free to work on other materials that they may have brought with them.

Students will be notified at least a week in advance [written notice to student and subsequent phone call to parent] and are then expected to rearrange their schedules in order to be present for the full, assigned time.

SS will be monitored by an adult selected by the administration. Whenever possible, a certified Columbia Academy faculty member will be the supervisor.

Students tardy to SS by more than 5 minutes but not more than 1 hour will serve the remainder of that SS until noon; then they will serve a day of ISS as make-up time for the time missed. Students who are more than 1 hour tardy or skip SS without advance contact with the teacher shall be assigned to an additional SS as well as a day of ISS.

Students who have a health emergency arise so that they cannot serve the SS must contact the teacher in advance. Upon procurement of a doctor’s official note, the SS will be reassigned with no additional consequence.

During SS students will be allowed one brief restroom & water break each hour. Students may bring no food or drink of any kind except bottled water to the SS room.

## **Honor Code**

Columbia Academy students are expected to maintain high moral standards at all times and thus are expected to observe the Academy’s “Honor Code” stated herein.

*Upon enrollment into Columbia Academy, I personally 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 aid on any form of test or examination; or copying and/or using homework, reports, or projects 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 gentlemen/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, and given the difficult task of supervising access to the Internet, the terms and conditions for use of the Internet and the technology are hereby part of the CA Honor Code.*

*Violation of the Honor Code can be grounds for dismissal from CA. Violations will be reviewed by the Principal and could go before the Student Affairs Committee. Violation of the Honor Code is considered to be very serious. If any students are aware of any violation of the Honor Code they shall be responsible for reporting such in confidence to any staff member.*

## **Consequences for Cheating**

**The Definition.** Cheating includes, but is not necessarily limited to, getting unauthorized help from any source—written, verbal, electronic, etc.—on a quiz, test, or examination; or copying another’s homework, report, project, etc. and turning it in as one’s own. Seeing the student communicating in any manner during a test or looking as though help is being received from any unauthorized source or from another’s paper during any graded assignment is considered adequate proof of cheating. Both the one receiving and the one supplying the help will be penalized in a manner consistent with this policy and with the previous misconduct record of the student.

### **The TEACHER will**

1. Record a grade of “Zero” on that assignment.
2. Assign a conduct grade of “N” for that grading period. If this is the second cheating offense in that class during the same grading period, the student shall receive a conduct grade of “U.”
3. Phone or contact the parent in person.
4. Send an *office referral* form to the principal so prior offenses can be checked.

### **The Principal will proceed as follows:**

1. Upon receipt of the *office referral* form for cheating, check the student’s file for prior cheating offenses or other incidents that may be cause for more severe consequences.
2. The 2<sup>nd</sup> cheating offense will earn a day of in-school suspension (ISS); the student will be placed on Behavior Probation (BP) with the accompanying one (1) calendar week’s exclusion from participation in all extracurricular activities.

Students with prior frequent or serious misconduct may earn more serious consequences than this discipline schedule dictates. The student’s record will be expunged of the consequences for one cheating offense for each school year with no further cheating violations. If there is more than one cheating offense in a school year, the offenses **will** carry over from one year to the next.

## **INTERNET Terms and Conditions for Use**

Parents, guardians, and students, please read carefully these legally binding conditions. This must be understood and agreed to before a student shall be granted access to the Internet at Columbia Academy.

Internet access is now available to upper school students in most classrooms, the library, and the computer lab. The purpose of this availability is to promote educational excellence in the school by facilitating resource sharing, innovation, and communications. The Internet is an electronic highway connecting thousands of computers world-wide. Students can access some or all of the following:

- Electronic mail (e-mail) communications with people all over the world;
- Information and news from research institutions;
- Public domain and software of all types;
- Discussion groups on a variety of topics;
- University library catalogs, the Library of Congress, and other knowledge domains.

With this technology comes the capability of accessing material that is not considered either of educational value or acceptable for Christian viewing. That is what makes these *Terms and Conditions* necessary at Columbia Academy. Precautions will be taken to restrict access from controversial and inappropriate items. In addition to other serious disciplinary consequences, students who violate the terms of this policy will be prohibited from using CA computer equipment or restricted from use unless directly supervised by a staff member.

Accessing, transmitting, downloading, or viewing any material in violation of CA policies and standards or any government regulation is prohibited. This includes unlawful use of copyrighted material, access to threatening or obscene material, as well as material protected by a trade secret. Use for commercial activities, product advertising, or political lobbying is prohibited. Types of material that will be considered inappropriate for CA students to access, in addition to pornography of all types, are any items not meeting CA standards of Christian conduct as well as those items not pursued for their educational value.

Vandalism or unauthorized use or access of Columbia Academy hardware, software, equipment, materials, files, documents, etc. is considered a serious offense. With any use of Internet chat rooms, e-mail, etc., the student is expected to follow rules of good conduct and etiquette. This includes avoiding language that is discourteous, impolite, profane, obscene, offensive, and inflammatory. Avoid giving names, addresses, phone numbers, or any other personal information about yourself or any other Academy personnel. Note that e-mail is not guaranteed private. Systems operators have access to e-mail. Inappropriate messages, when discovered, will be dealt with as a serious offense.

Students who send threatening emails to other students/teachers can be disciplined for these actions. Discipline for violation of this policy could range from a verbal warning to suspension as deemed appropriate by the administration.

## **Other Behavior Regulations**

Good behavior is expected of all Columbia Academy students. Showing respect for teachers and staff, complying with instructions, and getting along well with fellow students are essential. While it is the responsibility of the teacher to maintain discipline in the classroom, it is equally the responsibility of the student to allow the teacher to control and direct the class in a manner deemed most suitable by that teacher without undue interruption or disruption. All teachers are responsible for correcting misbehavior and guiding students into proper behavior patterns. Any student who shows disrespect or defiance toward a teacher, administrator, or staff member is subject to parental notification and immediate suspension from school. Additionally, students found to have been involved in defacing or destroying the personal property of CA employees on or off campus will be subject to severe disciplinary consequences including suspension or expulsion.

- Students are expected to show proper respect and attention during chapel and in all classes.
- Students are expected to act in a respectful manner on school sponsored trips. Should a severe problem arise on a school-sponsored trip, the parent will be notified to pick up the child or pay for the student to be sent home. This will result in out-of-school suspension while the situation is being investigated.
- Being in an unauthorized location, being out of class without proper permission, and leaving campus without appropriate signing out and obtaining permission in the office are also violations that will be cause for disciplinary action.
- Public displays of affection (embracing, kissing, sitting in another's lap, sitting or walking with an arm around the other person, etc.) on campus, on school trips, or at school activities are generally considered in poor taste.
- A student who gets married, becomes pregnant, or causes a pregnancy while enrolled as a student at Columbia Academy should expect serious consequences. While each case will be reviewed individually by the administration, generally the student will be immediately prohibited from participation in any CA activities. This shall include but not necessarily be limited to classes, athletic programs, banquets, trips, assemblies, graduation, etc.
- The privilege of chewing gum or permissible candy items at the appropriate times carries with it a responsibility for seeing that disposal of these items and their wrappers is done properly. The student council shall have the responsibility of helping educate the student body in this

area. Teachers have the right to limit or prohibit use of such items in their classrooms. Proper chewing of gum or candy involves that they neither be seen nor heard. Too much improper disposal of gum or wrappers will be cause for cancellation of this privilege for a length of time to be determined by the administration and subsequent severe consequences for those chewing anything without permission during the time when the privilege is canceled.

## **Suspension/Expulsion**

The principal may suspend a student for certain types of misbehavior. There are two basic types of suspension: In-School Suspension (ISS) and Out-of-School Suspension (OSS). Either may carry with it any number of days as deemed appropriate by the CA administration. Generally, ISS is for a day or two while OSS may be of any duration from one day to a full calendar year; of course, permanent expulsion is also an option. ISS students shall be familiar with and adhere to the following ISS guidelines:

- When 1 or 2 students are assigned on the same day, the administration or a designated teacher shall generally supervise the day. When 3 or more students are assigned, a substitute will generally be hired to monitor the group in a vacant classroom.
- ISS is a day of isolation from other students to work on assignments. ISS students initiating contact with other students or violating the isolation rule in any manner shall be assigned additional time in detention or ISS. Students are under the supervision of the ISS monitor and in the ISS room at all times unless given permission by the monitor to be elsewhere. Students shall not be in the hallways between class periods, during activity period, or during lunch.
- Students shall attend chapel sitting in the rear of the auditorium apart from other students.
- During lunch, the monitor will generally escort the students to the cafeteria; upon procuring their lunch items, all will return to the ISS room to eat. Trays and other items shall be returned by the students and monitor at 12:35 p.m.
- Work details such as lunch clean-up and trash pickup shall be a regular part of ISS.
- Students are not to sleep, play games, read for fun, daydream, listen to music, talk with one another or with other students, or engage in any other activities not considered to be part of ISS. There will be a specially prepared packet of materials for completion. In addition to the ISS packet, teachers will be asked to supply class work and homework for the students to complete during the day. Not satisfactorily completing the assignments shall result in additional time being assigned in detention or ISS.
- ISS generally lasts from 7:50 a.m. to 3:00 p.m. even for students with early release. Students shall report with all books, Bible, paper, and writing implements on time.
- On any day of suspension, students are not eligible to represent the Academy by participating in any games, performances, contests, practices, rehearsals, meetings, trips, etc.
- Students not showing up for ISS on the assigned day [only a doctors notice of illness or injury will be excused] will be subject to an additional day of ISS [including the extra day's fee].

**OSS.** Students are not allowed on campus or at any CA activities during the suspension except for a student-parent-administrator conference. OSS makeup work is as any unexcused absence. In addition, an OSS will be accompanied with one calendar week's exclusion from all extra curricular activities, to begin the day the suspension ends. Suspension may be a consequence for unauthorized absence from school, fighting, destruction of school property, defiant and hostile attitude, profanity, gambling, violation of the Honor Code, use or possession of tobacco products, etc.

**Expulsion.** Expulsion from Columbia Academy is made by the principal, with the approval of the president. A student may be suspended for the remainder of the semester, school year, or permanently expelled. Offenses that may be grounds for expulsion from CA are as follows: sexual activity; immorality; theft; involvement with alcoholic beverages or illegal drugs; persistent disregard for school rules and policies; persistent attitude contrary to the nature of a Christian school; behavior or circumstances that could cause undue disruption, hardship and/or inappropriate situations for the school and/or student; possession of weapons or dangerous instruments; gang-related activities.

## **Due Process Procedure**

Following notification of the suspension or expulsion of any student, parents may avail themselves of the appropriate due process through the proper "chain of command" listed here:

1. A conference with teacher or staff member directly involved.

2. A conference with the athletic director [if sport-related].
3. A conference with the principal.
4. Appeal to the Student Affairs Committee. [The SAC evaluates the student's current circumstances and previous record. The recommendation made to the principal may be accepted or modified.]
5. A conference with the president [While the president's door is always open to parents, conferences concerning disciplinary or academic action should always follow the above procedures before bringing it to the president].

### **Forbidden Items**

These are generally forbidden or must have advance permission to use them on campus, school trips, or at CA activities:

- Food or drink items in the buildings.
  - Candy or merchandise sales on campus during school hours [generally 7:45 a.m. to 3:15 p.m.]
  - Inappropriate magazines, printed material, videos, CDs, tapes, etc.
  - skateboards, skates, roller blades, scooters and similar recreational and entertainment items; these are not allowed on sidewalks, in parking lots, or on the track before, during, or after activities during which large crowds are present; use of these items is prohibited on any athletic courts and fields at all times.
  - Audible or visible radios, tape or CD players, cellular phones, beepers, hand-held computer games, electronic devices, etc.
  - Drug, alcohol, or tobacco in any form or any of the paraphernalia that is associated with these substances.
  - Firearms, chemical devices, knives, etc. or any item which may be classified as a weapon; this includes play, toy, and look-alike items as well.
  - Gang-related apparel or paraphernalia of any kind.
  - Laser lights/pointers of any kind as well as anything that emits inappropriate noises or smells such as noisemakers, wildlife calls, firecrackers, stink sprays, and the like.
  - Cell Phones: Students are prohibited from using cell phones or having them "ON" during the school day. This includes lunch or breaks as well as school sponsored trips.
    - This includes not only and/or receiving calls but also the use of cell phones for any other purpose, i.e. text messaging, games, etc.
    - Cell phones that are visible or turned on during instructional day will be confiscated by a member of the faculty. This includes phones that are on vibrate or silent mode.
    - Parents are not to attempt to contact students or instruct them to contact the parent during school hours by cell phone. Cell phones may be used for emergency contact with permission from the teacher or coach supervising the student.
    - The school is not responsible for the loss, theft, damage, or vandalism to student cell phones as well as other student property.
- The following procedures will be administered when cell phones are confiscated:
- First Offense: 1 detention and student may retrieve phone at the end of the day.
  - Second Offense: 1 detention and parent may retrieve phone after a period of five school days.
  - Third Offense: 1 detention and parent may retrieve phone after a period of thirty school days.

The school reserves the right to search lockers, vehicles, book bags, pockets, purses, etc. at such time as suspicion exists that students are in possession of any forbidden or prohibited items or substances.

# **THE CA SUBSTANCE ABUSE POLICY**

### **Rationale**

Members of the Columbia Academy Board of Directors, administration, faculty, and staff are concerned with substance abuse among CA students at all times (24-hours a day). This includes all school

activities, on or off campus, as well as occasions not related to the academy. Every effort will be made to keep CA drug and alcohol free. Students involved in any manner with tobacco, alcohol, or drugs are making a choice which has consequences while they are at Columbia Academy. The possession or use in any manner of alcohol, drugs, or tobacco is a negative reflection on Columbia Academy and disciplinary action shall be forthcoming. Purchase, possession, concealment, or use of these types of substances or their paraphernalia is prohibited. In particular, involvement in any manner with tobacco, alcohol or illegal drugs is governed by the above-mentioned *24-hour policy* whenever it is deemed in the judgment of the academy's administration to be a reflection on the reputation of the school or its students.

## **Prevention and Education**

This *Substance Abuse Policy* has been established at Columbia Academy in an effort to energize the CA community to the tasks of combating substance abuse in the geographic area around the Academy, preventing use among students, and educating the entire school community as to the adverse effects and consequences that accompany involvement in the use of these types of substances. School officials, assisted by law enforcement agencies and other professional organizations, will plan, communicate, and implement special events that educate CA students and prevent substance abuse on campus and at school activities. This policy may include but not necessarily be limited to the following: participation in the *DARE* and *Red Ribbon Week* programs, drug dog demonstrations, videos or films, live presentations about drug and alcohol abuse, speakers with personal experience, field trips to hospitals or jails, etc.

## **Drug and Alcohol Screening**

Given the times in which we live and the responsibility felt by the Board, administration, faculty, and staff to keep Columbia Academy a drug-free Christian environment, this drug and alcohol screening policy is in effect for all current and future students. The CA administration reserves the right to require a *Chain of Custody Drug Screen* and/or alcohol testing of a current or prospective student at any time under the conditions listed herein. A *Drug and Alcohol Screen* form is part of this policy and may be used by the administration to facilitate any of the listed screening procedures. No screenings will be required without prior notification of the parent. The procedure for this testing will generally include the administration using a school-authorized vehicle to transport the student to a clinic for a urine sample or other appropriate method of testing. Under certain circumstances, the administration may also decide to have the parent transport the student to the lab.

**"Random"** Random screenings will be conducted throughout the school year for students in grades 9-12. Parents and students sign a medical authorization form upon enrollment. Periodically, a random draw will be conducted by the administration. When a student's name is drawn, the parent will be notified by the administration, and the student will be transported on the same day for testing. Notification of results will be sent to the principal and to the parent.

**"For Cause"** screenings may be required of currently enrolled students in a confidential manner and within an appointment time dictated by CA. "For Cause" simply indicates that "reasonable suspicion" based on evidence or reliable testimony exists that the student may be involved in drug or alcohol use.

**"History Of"** screenings may be required of past students reapplying for admission, prospective students attempting to enroll for the first time, or current students who, for any reason, are on behavior probation. If evidence or testimony is ascertained as truthful and relevant within the "reasonable suspicion" scenario, the "History of" screening may be required under the same conditions and possible methods as described above. A positive result may mean admission to CA is denied or a lengthy suspension or expulsion is justified.

**"Mandatory Group"** screenings may be conducted. Columbia Academy reserves the right to test all athletic teams and organizations as a condition of participation. When a "trouble-spot" of substance abuse is suspected within a class, team, extracurricular organization, etc., it may be determined that membership or participation in that activity or group will have as a requirement a mandatory screening.

## **Legal Involvement**

The administration of the academy reserves the right to enlist the aid of law enforcement officials (including drug dogs) to combat the possession or use of these substances on campus. Students in possession of drugs at CA will have both the police and the parents contacted upon discovery. The school reserves the right to search lockers, vehicles, book bags, pockets, purses, etc. at such time as reasonable suspicion exists that students are in possession of any forbidden or prohibited items or substances.

## **Self-Reporting**

Students involved in the use of these prohibited substances and who decide they need professional help are encouraged to report this to a parent, minister, or CA staff member. Self-reporting will be considered as a positive circumstance when determining the consequences for violation of this policy. Students are expected not only to take responsibility for their own actions, but also to encourage others to follow the rules and do what is right in God's sight. Because of the CA Student Honor Code, students should feel the responsibility to furnish the administration with accurate information and names of CA students involved in substance abuse, if asked to do so.

## **Disciplinary Consequences**

When substance abuse is detected among CA students, serious disciplinary consequences will follow. The circumstances, attitudes, prior disciplinary records, etc. of students involved will be viewed individually in order to decide what steps are appropriate and consistent for each occurrence. Discipline for violation of this policy could range from suspension to expulsion as deemed appropriate by the administration. An added consequence would be the loss of the privilege of participation in CA extra-curricular activities. Students in violation of this policy will also be placed on Behavior Probation (BP) for at least the remainder of the semester. Refusal to have a screening, tampering with the sample, attempting to manipulate the process, or not following the procedures within the time frame established by the administration may have the same results as testing positive.

# **UPPER SCHOOL DRESS CODE**

“Whatever you do, do all to the glory of God.” I Corinthians 10:31

“Likewise, I want women to adorn themselves with proper clothing, modestly and discreetly.” I Timothy 2:9

Parents and students should determine prior to the departure for school whether or not student attire is appropriate and within school standards. Students should also be taught to assume the responsibility for wearing proper attire on their own. Should a student violate the dress code with clothing unacceptable for school, parents will be notified to bring appropriate clothing. The student will not be allowed to attend class until there has been a change into the appropriate clothing. If a parent/ guardian are not available to bring a change of clothing, the student will be placed in ISS.

## **General Guidelines**

1. Any time a student is on campus during the school day, Dress code is required. Seniors on early dismissal must remain in dress code until they are off campus.
2. Dress code standards must be maintained on all school trips. Athletic coaches, teachers and band directors may require a higher standard for students/athletes but not a lower standard.
3. Hats/head coverings and sunglasses are not to be worn in the building.
4. All items worn must be in good repair, fit properly and be modestly cut. Clothing cannot be form fitting (binds to the contour of the figure so under garments are outlined) No faded pants fabric, no bleached pants, no pants bleached in a pattern, no patchwork pants, no pants with holes, no low cut pants (pants must be mid cut or higher), and no sagging pants (pants that sag below the waist line).

5. Sweaters are allowed and must have a collared shirt underneath with the collar visible. Sweater can be turtle neck/mock turtle neck and be long enough to remain tucked. Turtle neck and mock turtle neck sweaters will not require a collar shirt underneath.
6. Columbia Academy sweatshirts/hoodies may be worn over appropriate attire.
7. Clothing shall not be extreme in nature or in color as to draw undue attention to oneself.
8. Camouflage clothing will not be allowed.
9. T-shirts are only allowed on Dawg days (spirit day). T-shirts must be CA approved by the Principal.
10. Pictures and printing on any attire shall not be inappropriate or suggestive in any manner and shall not promote alcohol, tobacco, music groups, professional wrestling, inappropriate life styles, sexual innuendo, racial connotation, or anything else that is not up to CA and
11. All pants must be hemmed with no cuts
12. All students shall dress appropriately according to gender.
13. Special dress days will be announced for homecoming week and at other times as approved by the principal.
14. Students recovering from an accident or injury or suffering from a disability may have special dress approved at the discretion of the principal.
15. Dress at CA events outside the school day should be conservative in nature with emphasis on modesty.

## Female Guidelines

1. If pants have belt loops, a belt must be worn.
2. Sweat pants, wind pants, leggings, draw string pants, and mesh hose are not to be worn.
3. Capri pants are allowed as long as they are below the knee.
4. Skirts and dresses (with sleeves) must reach the top of the knee when standing.
5. Blouses/Shirts must be polo or oxford style with a collar with buttons that start at the collar. Shirts must have sleeves that are caped, short sleeve, or long sleeve. No blouse or shirt can be unbuttoned lower than two buttons from the collar. All blouses/shirts must be long enough to remain tucked so that the belt is visible. No roll tucks.
6. Girls cannot wear excessive jewelry. Ear rings are limited to two per ear. Nose rings are not allowed or any visible body piercing or tattoos (neither permanent nor temporary). Spike jewelry (black with silver points) or Gothic jewelry will not be allowed. Metal chains are not allowed for any purpose.
7. Appropriate footwear shall be worn.
8. Girls' hair shall appear to be neat, well-groomed, and not extreme in color, style, or bushiness.

## Male Guidelines

1. All pants must be worn with a belt
2. Sweat pants, wind pants, leggings, and draw string pants are not to be worn.
3. Shirts must be polo or oxford style with a collar with buttons that start at the collar. No sleeveless shirts. Collar can not be turned up. Shirts can be unbuttoned no lower than two buttons from the collar. All shirts must be long enough to remain tucked so that the belt is visible. No roll tucks.
4. Boys cannot wear excessive jewelry. Ear rings are not allowed. Nose rings are not allowed or any visible body piercing or tattoos (neither permanent nor temporary). Spike jewelry (black with silver points) or Gothic jewelry will not be allowed. Metal chains are not allowed for any purpose.
5. Boy's hair must be neat and appropriate in appearance. Hair must be above the eyebrows, above the ears and off the collar. Boys must be clean-shaven with neat sideburns that are not below the earlobes.
6. Appropriate footwear shall be worn. Open toed shoes will not be allowed.

## **Dress for Special Occasions**

The administration and faculty of Columbia Academy feel strongly that our male students can appear handsomely dignified and our female students beautifully elegant while still being attired in a modest manner as befit Christian young people. This would apply to Homecoming Court, athletic and academic banquets, Junior-Senior Banquet, Commencement, as well as other special times when dress-up or special attire is dictated by the nature of the event. Some occasions such as Commencement may require more specific guidelines for student attire. Students may be asked to adjust their attire or leave the activity if they are not attired appropriately

### **Females:**

Dresses should be chosen with modesty and appropriateness as the primary focus. With this in mind, the following guidelines must be followed:

- No plunging necklines. Necklines may not be lower than the top of the breast.
- No part of the breast may be exposed. Care should be exercised so that no cleavage is visible, and the dress should be high enough under the arm that the sides of the breasts are also covered. (Halter-style dresses must be cut high under the arms.)
- No cut-outs or see-through fabric in the body of the dress
- Slits can be no higher than two inches above the knee
- No lower in the back than two inches above the natural waistline for formal events. Semi formal dresses may be no lower in the back than the natural bra line.
- Bra should be worn or sewn into the dress
- If wearing a short dress, it may be no shorter than two inches above the knee.
- Dress shoes or sandals
- No excessive piercings

### **Males**

- For formal occasions, males should wear standard suit or tuxedo with tie, bolo or ascot.
- For semi-formal occasions, males should wear dress pants or nice khakis, shirt and tie. Suit coat is not required unless specifically mentioned otherwise.
- Socks and dress shoes are required.
- No visible piercings
- No abnormal, attention-seeking attire which would not fit in with the appropriateness of the occasion.
- If a hat is worn with the attire, it may not be worn inside the buildings

# **ATTENDANCE**

- Students are required to attend school. Absences should be at a minimum. Parents are encouraged to plan doctor visits after school hours when possible and should plan vacations for the breaks between quarters.
- Students should be in class no later than 7:50 and stay at school until 3:00. Once arriving at school, they may not leave the school grounds without permission. Seniors with early release, and students who dual-enroll must have a note on file with the office giving them parental permission for those situations. If the school day is adjusted due to pep rallies, achievement testing or special events, students with early release must plan to stay for the adjusted day. Students may request a note from the school to give to an employer if needed on those days. Students may not leave campus, even during study hall, for personal errands.
- Students who must leave during the school day must have parental permission and sign out in the office. Students who know in advance that they are leaving must check with teachers to turn in work due and to get assignments. If they are returning during the school day, they must sign in at the office, too.

- Students who arrive after 7:50 must sign in at the office.
- Students missing 20 minutes or more of a class will be considered absent from class. [ten minutes on half-days]
- A student missing eight classes in one semester will be assigned time-for-time.
- If a student misses class ten times in one semester, credit will be denied for the course until time-for-time has been served and all make-up work has been completed. In the case of an extended illness, time-for-time may be waived at the discretion of the administration if all make-up work is complete.
- It is the responsibility of parents and students to check Renweb for attendance to make sure the limits are not exceeded.
- After the third tardy to school in one quarter, a detention will be issued for each additional tardy. Continual tardiness will require additional consequences.
- Teachers will check attendance each period. After three tardies to class in one quarter the teacher will complete an office referral slip and submit it to the principal. The student will be assigned a detention for each tardy after the third. Students who are more than 3 minutes late to a class without good reason will be reported to the office.
- School field trips, school business, and school activities are not considered absences. Students are still responsible for all work that is missed due to the absence, and they can and should opt not to participate in these activities if makeup work presents a difficulty for them.
- Students who leave school before 11:30 or arrive after 11:30 will not be allowed to participate that day in any extracurricular activity unless special circumstances [such as a funeral] are approved by the principal.
- When inclement weather or other emergencies cause the cancellation of classes, students shall expect tests or work already assigned to be due on the first day back.

#### What must I do if I am absent?

- A parent must confirm that they know you are absent from school. If you have seen a doctor, bring a doctor's note which indicates when you can return to school. These notes are kept on file and used if the administration needs to verify extenuating circumstances. If the absence has not been confirmed within three days, the student will receive a detention.
- Check Renweb for assignments. Also, call a classmate to arrange to get copies of notes and updated information about what was missed in class.
- Students have one day to make up work for each day missed. Students should plan to come in early or stay after school if the teacher requires it for the makeup work. If the only day missed was the day of a test, students should be prepared to take the test on the next day back. If there are extenuating circumstances, a parent may write a letter requesting additional time for makeup work. The teacher will make the decision regarding allowing extra time.
- Late assignments or tests, beyond the makeup days allowed, may carry a penalty of up to 10% per day decrease in grade. After three days beyond the allowed makeup days, the work or test may be assigned a grade of "zero". It is then left to the teacher's volition whether or not to allow make-up work for that grade. Teachers are always allowed to substitute a writing assignment or alternate test for makeup work.

#### Time-for-time

- Eight or more absences per semester in one or two classes will be assigned after school time-for-time.
- Eight or more absences per semester in three or more classes will be assigned to Saturday School time-for-time
- Time-for-time may also be assigned during fall or spring break.
- Time for time rules are the same as a detention. A student assigned to after school time on a specific day cannot participate in extracurricular activities on that day until after the time-for-time is served. If time-for-time is missed, the student cannot participate in extracurricular activities until the time is served.

- **Snow Day Procedure.** Decisions on school closing due to inclement weather will be made on a day-to-day basis. Please tune to local radio stations WCRM or WMCP or watch any of the three major Nashville television stations (Channels 2, 4, or 5). School will be open unless otherwise announced. When it is necessary to dismiss school early because of hazardous driving conditions or other emergencies that may arise, the local radio stations will be notified.

# SERVICE REQUIREMENTS

## Junior High

Each Bible teacher will plan at least one graded project a quarter that will call for service to others and a written reflection on that activity. This will allow the junior high students to become acclimated to the idea of service.

## High School Requirements

4 hours per quarter (16 per calendar school year. (Those who plan to apply for NHS should earn 23)

64 hours of community service are required to participate in the graduation ceremony.

90 hours of community service are required to graduate with honors (National Honor Society)

Special recognition will be given to students who exceed 150, 250, 350 hours of service during their four years of high school.

Each quarter service hours will be required as part of the Bible curriculum and these projects will be counted as approximately 10% of their grade. Service hours will not be carried over from one quarter to the next to meet the Bible requirements. All hours completed during a break will be credited to the quarter ongoing after that break.

Students must be current on their service hours at the beginning of each school year or they will be placed on probation. Also, failure to complete the required hours of service by the end of the third quarter will result in the student being placed on probation until they have completed the required amount of hours. Probation can affect their participation in extra-curricular activities.

## Accounting Procedures

In order to receive credit each student must complete an **approved activity** with **proper supervision** and complete the **proper documentation** of the project. Opportunities for service will be listed and distributed by the Campus Minister. Additional service activities must be submitted to the Campus Minister and approved before they will be accepted.

All documentation will be collected by the Bible teachers at the end of each quarter. All hours served and properly documented will be added to the total number of service hours for the student. The service hour sheets will be turned in to the office and will be filed on Renweb. This will allow reports on service hours to be available during college applications.

Because of starting their sophomore year, the Class of 2010 must have only 48 hours. (For NHS, the class of 2010 must have 68 hours) Any student who transfers into Columbia Academy will only be required to document the required number of hours for the years they are a student at Columbia Academy.

## Guidelines for the Service Activities

Students will fill out the proper service forms and reflect on the lessons learned during service. Hours must be done at non-profit organizations (exceptions: hospitals, nursing homes and retirement homes) or for non family members.

No payments may be accepted for the work.

A parent or immediate family member cannot be the supervisor.

Maximum of 6 hours can be credited hours per 24 hour period.

Mission trips will be credited up to 5 hours a day for the days spent working.

# ATHLETICS

## Introduction

Columbia Academy is a member of the Tennessee Secondary School Athletic Association (TSSAA) and is subject to its regulations. Participation and enjoyment in sports are emphasized by the Academy as it provides for a well-rounded educational program. Interscholastic sports include football, basketball, baseball, tennis, volleyball, bowling, soccer, golf, and softball. Other sports may be added as interest dictates. While the principal has overall responsibility for athletics as well as all other upper school programs, the president is the coordinator of the athletic program. All inquiries regarding CA athletics should be made initially to the specific coach, then the athletic director, then to the principal, and then to the president.

## Philosophy & Goals

In its highest sense, the athletic department of Columbia Academy strives to prepare students to meet the challenges and responsibilities of life through the development of character, mind, and body. The policies and procedures of the athletic department are recommended by head coaches and the athletic director, who will report to the principal for approval. The principal will inform the president. These are subject to annual reconsideration. The CA athletic staff believes that its student-athletes and athletic teams shall strive to reach and maintain the following goals:

- a desire to excel while learning from mistakes
- improved physical fitness and mental toughness
- a sense of cooperation, getting along with others, self-discipline, and respect for authority
- a willingness to make personal sacrifices
- a sense of ethical conduct, fair play, and sportsmanship

## Eligibility

All students enrolled at CA in grades 7-12 may choose to participate in the athletic program within the rules, regulations, and procedures set forth in this handbook and under the additional guidelines of the coaches of each particular sport. The following academic, attendance, behavior, and financial requirements must be met for a student to become eligible or to continue eligibility:

- TSSAA policies state that all student-athletes shall pass six full credit subjects during the previous year (including summer school) in order to be eligible to participate in an interscholastic sport at the varsity level. Ineligible students who pass the required number of courses during the fall semester shall be eligible for participation during the spring semester. Academic eligibility will be declared the first day of the new semester with all incomplete grades counting as failures.
- Student-athletes who earn academic probation (AP) status are ineligible to participate in all contests and are subject to the other guidelines for participation set forth under that heading elsewhere in this handbook.
- Student-athletes who choose to behave in such a manner as to earn behavior probation (BP) status may become ineligible to participate in the athletic program in any manner upon recommendation of the teacher, coach, and/or athletic director with the approval of the principal [see conditions under that heading elsewhere in this handbook].
- Student-athletes who earn a suspension (in-school or out) shall be ineligible to participate in the athletic program in any manner on any day that they are suspended. Out of school suspension carries with it a one week suspension from all extra-curricular activities beginning with the day after the suspension ends. A student suspended on a Friday shall be ineligible until Monday morning.
- Detentions or other disciplinary consequences for inappropriate behavior placed on student-athletes by the administration or faculty shall take precedence over any participation in the athletic program.
- Student-athletes shall be in attendance for a minimum of ½ day (at least 3 hours, generally checking in no later or out no earlier than 11:30 a.m.) in order for the student to be eligible for participation in the athletic program in any manner that afternoon or evening. Certain circumstances (such as a funeral) may be considered by the principal as special circumstances for departing from this policy.

- Student-athletes at Columbia Academy will generally not be permitted to participate in two sports during simultaneous athletic seasons. Due to the time demands placed on student-athletes, it is not in the best interest of the athletic program for student-athletes to split time between separate teams during the same athletic season. This policy takes into consideration the obligation of the coach, commitment of the players, and support of the parents. The administration has the right to make exceptions to this rule when there is no conflict of interest between teams and athletes.
- In accordance with TSSAA standards, students whose financial obligations to CA are sixty (60) days or more past due are athletically ineligible. Satisfactory financial arrangements must be approved by the vice-president for business affairs by noon of the last school day prior to an event in order for eligibility to be restored. The tuition of high school student-athletes must be paid by a parent or guardian. CA participates in the non-financial aid division of TSSAA.
- While TSSAA allows students who attended CA the previous year to be employed by the school during the summer in a “work study” program, this does not apply to transfer students or to any student-athlete during the regular school year.

### **Cessation of Participation**

Student-athletes who are dismissed from or quit one sport shall not be allowed to participate in another sport in any manner until the season is over for the sport they quit. When it becomes necessary to dismiss a student-athlete from a squad, the coach shall notify the athletic director [who will notify the principal] of the situation and reasons for the action. No student who quits or is dismissed from participation in a sport before the season is completed shall be entitled to any award, or recognition in that sport. Students with a special case may bring the circumstances to the attention of the athletic director and principal. Coaches, with the athletic director and principal’s approval, have the right to release a player from the team for extenuating circumstances. The player will be eligible for the next sport when it begins under this circumstance.

### **Dress and Grooming**

The CA dress code is in force for all aspects of the athletic program; students shall be in modest attire to travel, compete, condition, and practice within the CA athletic program. Additionally, the following items are emphasized:

- Appropriate clothing that conceals undergarments shall be worn by all student-athletes before, during, and after all athletic participation [including practices, conditioning, weight training, etc.] on and off the CA campus even in the summer.
- Even practice apparel must be free of inappropriate or suggestive slogans and pictures.
- Shorts shall be worn only in the campus areas in which the athletic squad is practicing (not into or around classroom or administration buildings) without special permission of the principal.
- All student-athletes shall meet the requirements for practice and travel attire set by each coach in the individual sports. Travel attire will normally be set at a high standard. Boys shall be clean-shaven with no piercings. Coaches shall require all athletes to wear practice attire in school colors ( red, white, navy, and gray). Coaches should submit a plan for practice attire to the athletic director for approval from the principal.
- For game days, coaches may designate a team shirt or jersey to be worn to school. Mesh, low cut, or sleeveless tops shall be worn only with an appropriate t-shirt or jersey-type shirt underneath. All game day attire should be approved by the principal.

### **Transportation**

It is the expectation of Columbia Academy that whenever reasonably possible, all students participating in a school-sanctioned sport or other school-sanctioned extracurricular activity while representing the school shall travel to off-campus venues as a team or group in Columbia Academy vehicles or vehicles contracted with Columbia Academy for such transportation. The Columbia Academy administration shall develop procedures for approval of such trips and coordination of available transportation to maximize the availability of such transportation.

### **Procedures for Athletic Trips:**

- Fill out the vehicle request form and turn into the Business Office for approval. (This can be done by supplying a schedule of games and a time bus/buses are needed before the beginning of the season)
- Turn into the upper school office the field trip/athletic event roster form.
- If any student is riding home from the event with their parents/guardian, they must sign out with the coach/teacher in charge of the trip.
- If a student is riding home with another adult other than the parent/guardian, the parent/guardian must inform the principal/athletic director prior to the trip. The parent/guardian can email or provide the principal/athletic director with a written note during school hours the day before the trip. The principal/athletic director will then inform the coach. The adult whom the student is riding with must sign out the student with the coach in charge of the trip.
- If a student lives near the place of the event, the parent/guardian may request the student ride with them or drive. The parent/guardian must inform the principal or athletic director prior to the event. The parent/guardian can email or provide the principal or athletic director with a written note of the request. The principal or athletic director will inform the coach. The coach will be the final decision and may require all athletes ride together to and from the event.

### **Physical Exams**

All student-athletes are required to have a physical exam prior to participation in a sport; one physical per school year is sufficient for all sports. Forms must be turned in to the athletic director's office. Coaches will view copies of the forms for each athlete on their squad. Whenever possible, the athletic department will schedule physical exam opportunities for the student-athletes as a group. Those unable to attend these exam sessions will be responsible for obtaining the proper exam from a medical doctor or other source at the student-athlete's expense. Student-athletes shall return the properly completed TSSAA physical exam form each year before any athletic participation will be permitted.

### **Insurance**

The CA athletic department has excellent insurance coverage for the student-athletes. This is supplemental insurance with the family insurance applied first; the school's insurance will then pick up the balance and the deductible for all covered, verifiable, properly documented injuries not covered under the student-athlete's family policy. The procedure is as follows:

1. Inform the coach of any injury or medical attention needed.
2. The coach documents the injury and files a report of the incident with the athletic director within 22 hours.
3. Get the medical treatment and apply the family insurance.
4. After the family insurance has responded, secure the insurance claim form from the CA business office.
5. Parents and doctor fill out the needed information on the claim form.
6. Return the claim form with an itemized statement of the amount the family insurance paid and balance due.
7. The school insurance will then be applied to the balance of the bill.

### **Athletic Awards & School Jackets**

Student athletes are recognized for their accomplishment at an annual awards assembly or banquet. Some type of post-season fellowship meeting may be held at the conclusion of each sport to recognize individual and team honors. These will be recommended by the head coach and approved by the principal and president. The athletic department has designated the official letter jacket. To purchase a jacket (normally available in the fall), students must have lettered the previous year or be assured of lettering in the sport in which they currently participate. Final decisions on the appropriateness of all jacket orders are recommended by the head coach and approved by the athletic director.

## **Drug, Alcohol, and Tobacco Policy**

The possession and abuse of drugs, alcohol, and tobacco (any form) on or off campus is prohibited and will not be tolerated within the athletic program at Columbia Academy. When it becomes known that a student-athlete has violated this policy, serious disciplinary consequences will be imposed by the administration in a manner consistent with the same circumstances of a student non-athlete as stated elsewhere in this handbook. Student-athletes who are involved in illicit drug use and/or drug abuse during their athletic season will be dismissed from that athletic squad for the remainder of the season.

## **Sportsmanlike Conduct**

Biblical guidelines of Christian conduct, Columbia Academy standards, and TSSAA regulations make “Just Do What’s Right” the policy for sportsmanship at CA. The TSSAA and its member schools believe strongly that the major purpose of athletics at the secondary level is to be part of the total educational program. A major part of this purpose is to stress to coaches, players, officials, and fans the vital importance of sportsmanship. It is critical that all people in each of these categories understand the major role that they play and the role model that they can be for others. Please keep in mind the following:

### **The Sportsman’s Creed**

- Our school is blamed or praised by our conduct.
- We appreciate good play regardless of the team.
- We never BOO a player, official, or coach.
- We are humble in victory, and praiseworthy in defeat.
- Character, not victory, is the important thing.

The following is expected of team members as well as fans:

- Remarks, yells, and cheers shall be positive in nature. We will cheer for our team and teammates and respect the abilities of the opposing team.
- Profanity as well as crude or obscene jokes, comments, and gestures shall not be a part of the athletic program. Belittling, cutting, and mocking remarks shall not be directed at either friend or foe.
- Any student or adult ejected for coming onto the playing area from the sidelines or stands will incur a minimum fine of \$250 from the TSSAA. Payment, along with a meeting with the principal and athletic director, in a timely manner shall be the responsibility of the person ejected before further inclusion as a player or fan will be permitted.
- Treat others in the athletic program as you would want to be treated.

## **Athletic Facilities Rules**

The following regulations govern scheduling and use of athletic facilities on the CA campus:

1. All persons desiring to use an athletic facility generally must reserve it at least one week in advance. The reservation is made by completing a *Request for Use of Facilities* form available in the administration office.
2. Care of the facility is the responsibility of the group or individuals using it. The primary responsibility is that of the person making the request. Should Academy personnel be needed to clean-up, a \$25.00 fee will be charged. The gym floor shall be swept or dust-mopped after each use; areas around home plate and all other bases on the baseball and softball fields shall be raked after each day’s use.
3. No athletic equipment will be issued by Columbia Academy.
4. All persons shall wear appropriate shoes with non-marking soles while on the gym floor. Shirts shall be worn at all times. Shorts that are worn shall be modest.
5. Unauthorized vehicles, bicycles, roller blades, skateboards, scooters, etc. are never to be in or on any athletic facility.

6. Substances: Use of tobacco in any form is prohibited. There are to be no alcoholic beverages on campus.
7. No drinks of any kind are allowed on the gym floor area.
8. If lights will be utilized, a facility rental fee of \$10.00 per hour (minimum of \$25.00 per use) is due prior to use.
9. School functions and use by authorized school personnel shall take precedent over a reservation by non-staff individuals or groups. No athletic facilities shall be rented out on Wednesdays after 6:00 p.m. or on Sundays from 8:00 a.m. to 12 noon or 5:00 to 7:30 p.m.
10. Any damage to the facility is the responsibility of the party using that facility. Report all damage ASAP.
11. No organized activities shall take place on or in any athletic facility without supervision approved by the Academy.
12. No regular season games will be scheduled on Wednesdays. Make up games may be re-scheduled for a Wednesday if the game can be over in time for church attendance. This should be done on an emergency basis only.
13. If a tournament game is scheduled on a Wednesday, a devotional period will be offered by the school for those who will be participating in that game.
14. No activities shall be planned on the CA campus during church hours on Sundays or Wednesdays. All practices should be over in sufficient time to allow for church attendance.

Note: Rental fees and reservations do not apply to the track and tennis courts. Priority is given to CA teams and events when using these areas.

## **Coaches**

A coach is defined as anyone who has instructional contact with student-athletes during practices, warm-up, or competition. They are generally the only adults allowed on the field or court during practice, warm-up, or competition. In accordance with the standards established or approved by TSSAA and the Board of Directors of the Academy, coaches used by Columbia Academy in its athletic program shall either be a full-time employee of the Academy or a non-faculty Coach [anyone recommended by the head coach and principal and approved by the president according to established procedures; non-faculty coaches shall take the TSSAA-approved coaches education course during the first calendar year or they will not be eligible the next year]. No person shall be allowed to coach a CA team who does not meet the above criteria.

## **Due Process**

This *Athletics* section contains much information; however, it is not all inclusive. Any situation not covered by the letter or spirit of the policies and procedures presented herein shall be decided upon by the athletic director with a right of appeal as outlined elsewhere in this handbook. The “chain of command” must be followed for any appeal to be considered valid.

## **Sixth Grade Participation**

Sixth grade students are not allowed to participate on school sponsored athletic teams. The only exception to this policy is when there are not enough seventh and eighth grade students to fill a roster. Sixth grade students may then be allowed to participate only after approval has been received from that team’s coach, the Athletic Director, the Principal. This request should be rare. Students below the seventh grade are encouraged to support and participate on community sport teams.

From time to time, parents choose to form independent teams. These teams are not controlled by the school and may not use Columbia Academy in their name. Independent teams may practice and play on our facilities if they have filled out the proper “Use of Facilities” form and have gained the appropriate approval.

# MISCELLANEOUS

## Miscellaneous Information

The following information is listed in an attempt to communicate clearly to avoid misunderstandings:

**Supplies.** Students may purchase school supplies in the office when available on a cash basis.

**Optional Costs.** Student pictures and special field trips will be available on an optional basis. The 8<sup>th</sup> grade's annual trip to Washington, D. C. is both enjoyable and educational. Students are responsible for the cost of the trip. It shall be adequately chaperoned by staff and parents.

**Phone.** Use of the office phone for non-emergencies will cost students 25 cents, be limited to one minute, and be allowed only between class periods, except in an emergency. The office phone shall not be used to ask parents to give permission to leave school for non-emergencies.

**Medicines.** Over-the-counter medications (such as Tylenol, Pepto Bismol, cough drops, etc.) will only be dispensed when written authorization from the parent or guardian is on file [*Emergency/Registration Form* kept in the office; when available, these will cost a nominal fee. All prescription and other medications sent from home shall be checked into and dispensed from the office. A record will be kept in the office of all medications, prescription and over-the-counter, dispensed or provided to students.

**Past-due accounts.** Students with any past due accounts will not be eligible for over-night school trips.

**Grade release.** The withdrawal form shall be completed, all tuition and fees paid in full, and all textbooks, uniforms, and other CA items returned or paid for before a student's grades or diploma will be released.

## Field Trips

Field trips are arranged periodically as they relate to classroom instruction or for special events. Students will 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. Since all field trips [including senior lunch] are a privilege, students with any day of suspension [in-school or out-of-school] during that quarter, any student on academic probation or the first 9-weeks of behavior probation as well as any student with an academic grade of "F" or a "4" in conduct on the previous report card in a class to be missed while on the trip is generally not permitted to participate. The status of these students will be evaluated each grading period to determine participation in any "during class trips" for that quarter and a list of those not eligible to participate will be kept by the principal and shared with the teachers periodically. Students not attending a field trip for any reason will attend their regular classes. When that class is the one predominantly on the field trip, the non-participating student will be placed in a supervised study hall during that period. Misconduct on any trip shall be grounds for the student's being banned from future trips. Some trips, such as senior lunch, are a special privilege; misconduct may cause the cancellation of the privilege for the entire group with other consequences for those misbehaving.

## Procedures for Field Trips:

- Fill out the field trip request form for approval by the principal.
- Fill out the vehicle request for and turn into the Business Office for approval.
- Turn into the upper school office the field trip/athletic event roster form.
- If any student is riding home from the trip with their parents/guardian, they must sign out with the class sponsor/teacher in charge of the trip.
- If a student is riding home with another adult other than the parent/guardian, the parent/guardian must inform the principal prior to the trip. The parent/guardian can email or provide the principal with a written note during school hours the day before the trip. The principal will then inform the sponsor/teacher. The adult whom the student is riding with must sign out the student with the sponsor/teacher in charge of the trip.

## Care of Textbooks

Textbooks are loaned to the students. Damage, abnormal wear and tear, as well as lost books shall be paid for by the parent or guardian of the student or the student to whom the book was issued. No student may have withdrawal grades for transfer to another school, end-of-year grades, transcripts, etc. [nor may a senior participate in graduation] until all textbooks, library items, and other reusable materials belonging to the school are returned or paid for. All textbooks shall be covered by the end of the 2<sup>nd</sup> week of the semester. Covers shall be the non-stick type with no slogans or pictures inappropriate to CA standards.

## Lunch

Students may bring their lunches, buy in the cafeteria, or combine these. Neither meals nor individual items may be charged by upper school students. Transactions will be on a cash basis. No bills or checks larger than \$20 will be accepted. Students shall generally not be allowed to check out during the lunch period to run errands or conduct other personal or family business. Phone calls to or from parents for this purpose will normally not be accepted except in cases of legitimate emergency. Students are not permitted to order nor have lunch delivered to them on campus except by special permission of the principal. The primary delivery services in the area will be notified of this policy each year. Parents may bring lunch to their children.

Except for a special authorized class outing, students shall eat lunch in the cafeteria. No glasses, trays, coke cans, lunch sacks, etc. shall be taken outside or into the halls or classrooms without permission of the principal. While at lunch, students are not allowed in the 3<sup>rd</sup> floor bathrooms. Students shall clean up after themselves.

## Parent Organizations [available for membership and participation of parents and friends]

**Athletic Booster Clubs.** These are organizations consisting of parents and others interested in supporting the Columbia Academy sports programs. In addition to financial support for athletics, the Boosters are dedicated to supporting each team with their presence at the various games and matches.

**Volunteers.** Volunteer organizations and groups like the “Tuesday Crew,” are needed and welcome at CA. It is not necessary to be a parent or relative of a Columbia Academy student. Anyone wanting information may call the administrative office (388-5363).

**Parent/Teacher Organization (PTO).** The purpose of the PTO is to promote excellence in academics at Columbia Academy by assisting with teachers’ and students’ needs that are not budgeted by the school. The PTO sponsors events such as the Spelling Bee, Teacher Appreciation Week, and the *Imagine This* creative writing contest.

**Band Boosters.** This organization exists to promote and encourage the growth of the band program at CA. Several fund raisers are held throughout the year; monthly meetings are scheduled to discuss the needs that the band may have. All are welcome to join this organization to assist our children in developing their musical abilities.

**LACE [Ladies Auxiliary for Christian Education]** This group has monthly luncheon meetings. They organize an annual benefit dinner and other activities to support various programs on campus. All ladies are encouraged to join this organization.

## Student Organizations

The following upper school organizations are available for membership and participation of CA students:

**Student Council.** The Student Council is composed of elected students who serve as a link between students and administration. A faculty sponsor coordinates the election and activities of the Student Council. Student body elections are held each spring, with petitions and certain eligibility requirements necessary for a candidate to run for office. Each class in Grades 8-12 elects class representatives to the Council following the Student Body Election. Students interested in running for office must meet with faculty sponsor to qualify, secure necessary signatures on petition, and follow established election guidelines available in the constitution [copies located in the library]. In addition to making proposals to the administration that improve student life at CA, major responsibilities of the Council include fall homecoming week and the spring field day.

**Student Clubs.** Academic clubs (science, math, language, drama, mock trial, yearbook, art, etc.) and service clubs [Jr. Civitan] are available. An activity period is set aside periodically during which students may participate in the club of their choice. It is possible for a student to be active in two clubs since clubs meet at various times.

All organizations, clubs, and teams meet at various designated, pre-arranged, and announced times under the oversight of faculty sponsors; such meetings may be held before or after school or after chapel [minimized so as not to infringe upon students and teachers being in 3<sup>rd</sup> period classes on time].

**Band and Athletics.** All members of athletic teams are expected to volunteer to help with athletic booster activities. Members of band are expected to volunteer to help with band booster activities.

## Senior Responsibilities

**Senior Pictures.** Seniors shall have pictures made for the yearbook and wall composite that meet both the needs and specifications of the yearbook sponsor and CA administration. Failure to do so in a timely manner may preclude participation in senior activities such as senior lunch, Junior/Senior Banquet, Commencement, etc. All pictures chosen by seniors or the *Recall* staff for inclusion in the yearbook shall conform to the CA dress code especially in the area of modesty.

**Senior Skip Day.** As a continuing tradition at CA, seniors are allowed one (1) Senior Skip Day during the spring semester if the proper procedures are followed. The class president shall confer with officers and class members and propose possible dates for the approval of the principal. Following any necessary adjustment and approval of these dates, the senior class shall confer in secret and select one day as decided upon by a majority of the class. There will be no attendance consequences. This day will be considered as a school function though under the oversight of the parents rather than school officials. Seniors will be responsible for making up work missed at the convenience of the teacher and in accordance with handbook policy. Inappropriate activity on this day will be cause for disciplinary action and cancellation of future senior privileges. Seniors are responsible for informing and obtaining permission from parents for whatever activity is planned whether in groups or individually. The school will not be held responsible for accidents occurring on this day. Students participating in an informal “senior skip day” on a date other than the one chosen by the class from the approved list will be considered truant and will be penalized with at least a day of in-school suspension. Students remain eligible for all extracurricular activities on Senior Skip Day.

**Senior Lunch.** Once each quarter, the senior class officers, upon consultation with the other class members, shall propose to the principal a special, off-campus, senior lunch day. A qualified bus driver and at least one class sponsor or other approved faculty member shall accompany the class as approved by the principal. During the spring semester, the class may opt to have one lunch in the Cool Springs area rather than two lunches locally. All local lunches shall take place during the time allotted for 4<sup>th</sup> period class and lunch. Students not returning to 5<sup>th</sup> period class on time may be prohibited from participating in the next senior lunch. There will be disciplinary consequences for misconduct.

**Senior Graduation Checklist.** All seniors shall complete the graduation checklist in May in order to receive a diploma at graduation. This checklist contains items such as textbook and uniform return, library cleared, locker cleaned, account paid, etc. to be signed by various CA employees.

## Junior/Senior Banquet

Juniors are responsible for planning, decorating, organizing, etc. of the banquet under the oversight of their class sponsors. The budget and all arrangements for this event shall be approved by the principal. Those invited to attend the banquet for free each year shall be the CA administrators & their spouses, the junior and senior sponsors & their spouses, upper school guidance counselor & spouse, board chairman & spouse, and members of the junior and senior classes. If additional budgeted funds are available, complimentary attendance may also be offered to the CA board members and/or spouses as well as other

faculty and staff [spouses would pay], and junior and senior dates in that order. A maximum cap will be budgeted each year.

## **Chapel**

Upper school chapel assemblies will generally be on a daily basis. Student attendance is mandatory. Chapel programs include a period of devotion to God in song, Bible reading and prayer, as well as the Pledge of Allegiance to the Flag. Male members of the faculty, community, and student body deliver chapel talks. Occasionally, speakers bring special-interest programs to the assembly. Students are expected to be punctual for chapel; sit with good posture and head upright; not bring reading, studying, writing, or other distracting materials; and generally exhibit good behavior. CA is no better than the attitude reflected by the student body as they worship their Creator and participate in the many facets of this special time.

## **Arriving and Leaving the Campus**

Students shall generally not arrive on campus before 7:30 a.m. Those who do shall report to the early morning study hall in the cafeteria. Even though a duty teacher is assigned by 7:15 a.m. most mornings in the cafeteria, the school assumes no responsibility for the students until 7:30 a.m. Parents are asked to note this and make arrangements for their child to be dropped off at school between 7:30 and 7:45 a.m. Likewise, students should be picked up by 3:15 in the afternoons, unless they are under the direct supervision of a coach or teacher. The upper school assumes no responsibility and supplies no supervision after dismissal each day except for organized school activities. Students intentionally missing class, being in an unauthorized place on campus, or leaving school without just cause and proper authorization will be subject to disciplinary action. Under no circumstances should a student leave the campus after arrival or during the school day without prior notification to the office from a parent. All students shall sign out in the office when leaving campus during their regularly scheduled school day.

**Monthly Bulletin:** [published at least nine times yearly] notifies parents & students of upcoming school events.

**Communicator:** [sent to parents and supporters] contains information about the structure and support of CA.

**Recall:** [school yearbook] year-long project of the annual staff/journalism class.

**Paw Print:** [student newspaper] published periodically by the journalism class.

## **Parking and Traffic**

All staff, students, parents, and other visitors to the campus are urged to abide by these regulations whether someone appears to be watching or not. Visitors to the upper school and administration office may park in designated spaces directly available in the area in front of “Old Main.” All visitors should report immediately to the office.

Upper School students who drive vehicles must obtain a parking permit and park in the designated student parking area. If this is not acceptable for certain individuals, parking is available on the pavement beside the gym. Once students have parked, they are not to return to the parking area without permission. Parking on grass or dirt areas is prohibited. Student parking around Polk Hall and the administration building is prohibited during the school day. Parking violations will be dealt with by fines, restrictions, and other more serious consequences. Vehicles parked across more than one space as well as those parked on non-paved areas around the gym or other athletic venues that are marked with cones or otherwise designated as no parking areas may be fined and towed without further warning. Parking violations will have the following as beginning steps: 1<sup>st</sup> offense = \$5 fine, 2<sup>nd</sup> offense = \$10 fine, 1 detention, 3<sup>rd</sup> offense = \$15 fine, one week’s restriction from bringing a vehicle on campus.

Moving violations such as speeding; showing off; spinning tires; reckless driving; fast stops or starts; weaving; driving over medians, grassy areas, sidewalks, curbs, or steps; driving intentionally in the bricked gutters that line many of the campus roads; allowing anyone to ride in the back of a pickup as well as hanging, sitting, or standing on running boards, hoods, or trunks of any moving vehicle; etc. shall have as a first offense consequence a \$10 fine, a detention, and possibly loss of driving/parking privileges on campus for one [1] week. Each subsequent offense will have the consequences doubled.

Students are not allowed to drive to the gym for pep rallies, etc. No student is to ride in the back of a pickup at any time on campus except as part of a slow-moving football caravan on home game nights under the direction of the student council. During the football caravan as well as at any school activity, the only flags considered to be appropriate for display are those of CA, the State of Tennessee, or the United States of America. The campus speed limit is 15 MPH. Those who speed or drive recklessly will be fined and have their driving privileges on campus revoked for a time span designated by the principal. The roadway at the Mt. Pleasant Pike-Academy Lane corner is one-way from the gate to Science Hall from 7:30-8:15 a.m. and 2:45-3:15 p.m. each school day. Parents may deliver students to Science Hall by coming from West 7<sup>th</sup> to the Middle School and back out the West 7<sup>th</sup> Street gate or by the gym. **NOTE: The administration reserves the right to search any vehicle on campus.**

## Visitors

Adults are encouraged to visit the school and are warmly welcomed. Classroom visits should be by appointment only. Visitors should go by the upper school office to have their visit authorized [generally by the principal]. **Students are not allowed to have drop-in visitors during the school day even for lunch.** Advance permission by the principal and a properly completed visitor's form is required for a CA student to have a friend who is contemplating enrolling at CA or relative visit the classroom.

## Upper School Hours

Teachers are generally on campus from 7:30 a.m. to 3:15 p.m. After dismissal each day, CA will only accept responsibility for the supervision of students in an organized school activity. All 7<sup>th</sup>-12<sup>th</sup> students must be picked up by 3:30. The only exception is students who are participating in a school-related function supervised by a sponsor or coach. The full-day schedule is given here. Half-days and exam days will generally follow a different schedule of classes.

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|-----------|---|
| 7:00 a.m. | Teacher generally on duty in cafeteria for early morning study hall |
| 7:40 a.m. | Bell ending early morning study hall                                |
| 7:48 a.m. | Two-minute warning bell   |
| 7:50 a.m. | Classes begin—tardy students report to the office                   |
| 3:00 p.m. | School is dismissed   |

## Emergency Evacuation Procedures

In the event that students must be evacuated from classrooms or building during an emergency, the following procedures are in effect (a drill would generally follow similar procedures): Faculty and staff shall put on the crisis management vest and grab the gradebook; turn off the computer only if there is time for the proper shut down procedures; instruct students to move in a quiet, orderly fashion proceeding to the designated stairs, hall, room, or outside area; leave room with lights off and the door closed but unlocked. Once at the designated area, check roll if possible. When the emergency or drill necessitates evacuation from the building, proceed in a quiet, orderly fashion via the designated route to an area at least 100 feet from the building. In case of rain, students may be taken to a building that is not part of the emergency. Drill and practice will not be scheduled in bad weather. In a tornado warning, use common sense. If for any reason there is not time to move to the designated area, students shall get as far to the interior walls and away from windows of the building as possible, and sit on the floor facing a wall with hands behind head and heads tucked to knees. Stay quietly in that position until the all clear is given.

## Threats and Violence

Discussing or joking in verbal or written form concerning performing acts of violence, threatening bodily injury, making bombs, or carrying weapons on campus or around CA personnel will be taken seriously. Consequences shall be severe.

## Fund Raising

By policy of the Board of Directors of Columbia Academy, fund-raisers involving student selling and solicitation are generally eliminated. With the approval of the principal, special event t-shirts may be printed and sold by student organizations. These shall be made available at near cost as a service rather than as a fundraiser. Adult support groups may use their membership to raise funds but shall not use students as

sellers and solicitors without special permission. A request for special fund raising activities must be approved by the principal and president.

### Handbook Changes

The policies and procedures in this handbook are subject to change. The administration will attempt to communicate all changes effectively and in a timely manner. While this publication is extensive, it is not necessarily intended to be all-encompassing. In situations not specifically covered in this handbook, the CA administration shall have the final authority.

## TABLE OF OFFENSES AND CONSEQUENCES

(This is not meant to be an exhaustive list, and occasionally circumstances may arise so that the administration deems that it is more appropriate to substitute alternative consequences than those listed below. Also, the frequency or severity of the offense or the record of past behavior could lead to harsher consequences. Anything not listed in this table will be dealt with on an individual basis with a strong emphasis on being as consistent as possible.)

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| <b>Dress code</b>   | Warning and student must correct the problem<br>Should a student violate the dress code with clothing that is unacceptable for school, a parent will be notified to bring appropriate clothing. If a parent is not available to bring a change of clothing, the student will be placed in ISS. |
| <b>Minor Offenses:</b><br>Running in halls, food/drinks brought into the building other than the cafeteria, being in the hallways during class without a hall pass, inappropriate public display of affection, etc... | Warning. (Food and Drink items will be discarded.)<br>Frequency determines additional consequences.  |
| 4 tardies to school/class in one quarter  | 1 detention and a detention for each additional tardy  |
| 8 absences from a class in one semester (excluding parent notes for funerals)   | Saturday School or After School Time-for-Time. T/T only available for Srs. with early release. ( If a student has missed 8 “whole days”, they must stay 8:00 - 12:00. If only missing 1- 4 classes, they will stay 30 minutes per class.<br>Same as above                                      |
| 8 absences from a class<br>9 absences from a class<br>10 absences or more   | Parent/Student/Administrative Conference<br>Time for Time and/or possible denial of credit in the course   |
| Use of <b>radio, tape, or cd player</b><br>Possession of <b>laser lights/ laser pointers</b> during the school day. (Without permission from the school office.)  | Confiscation of item. Parent must come to school to pick up the item.  |
| <b>Skipping class/chapel</b><br>(Under 3 minutes is usually considered tardy. More than 3 minutes needs to have a valid reason and should happen very infrequently.)  | Detention or Saturday School   |

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| <b>Inappropriate gum/trash disposal.</b>  | Assign to campus clean-up duty.  |
| <b>Destruction of school property</b>   | Minimum: Repair or pay for the damage. Apology to those affected by the damage, and campus or community service.   |
| <b>Parking Violations</b><br>Parking without I.D. tag, using more than one space, parking in a non-paved areas when other space is available, parking in lots other than the student lot from 7:30 - 3:15 on school days  | 1 <sup>st</sup> offense \$5 fine<br>2 <sup>nd</sup> offense \$10 fine, one detention<br>3 <sup>rd</sup> offense \$15 fine, one week's restriction from bringing a vehicle on campus  |
| <b>Moving Vehicle Violations</b><br>Showing-off, spinning tires, reckless driving, driving over 15 MPH, fast stops/starts, weaving, driving over medians, sidewalks, curbs, or steps, driving intentionally in the bricked gutters that line campus roads, allowing anyone to ride in the back of a pickup as well as hanging, sitting, or standing on running boards, hoods, or trunks of moving vehicles. | 1 <sup>st</sup> offense \$10 fine, detention and loss of driving and parking privileges on campus for one week.<br><br>Each subsequent offense will have the consequences doubled.   |
| Possession of <b>fireworks, ammunition, noise or odor makers</b>  | Detention or suspension, confiscation and disposal of item.  |
| Possession of <b>pocket knife</b>   | 1 <sup>st</sup> offense confiscation and detention.<br>2 <sup>nd</sup> offense OSS or Saturday School  |
| Possession of <b>firearms</b> , chemical devices or any item that may be classified as a <b>weapon</b> . (This includes play, toy, and look-alike items.)   | Minimum: confiscation of item, one day OSS<br>Maximum: expulsion   |
| <b>Fighting (physical)</b>  | If determined "at fault", detention or OSS will be assigned. "At fault" can be one or both parties. (Verbal abuse which leads to physical abuse can be deemed "at fault.")   |
| <b>Fighting (Verbal)</b>  | Counseling by Dean with all parties concerned. Consequences to be determined on an individual basis.   |
| <b>Throwing food</b> in the cafeteria (one person throws one item.)   | 1 <sup>st</sup> offense minimum: detention and clean-up<br>2 <sup>nd</sup> offense OSS and clean-up  |
| Throwing food which leads to a <b>food fight</b> or participation in a food fight.  | Campus/community service, One day Saturday School minimum, payment for any stain removal from cafeteria surfaces payment for cleaning any bystander's clothing or payment to replace the item if the stain remains.<br><br>Total non-participation in any athletic or campus event for at least one week. Placement on Behavior Probation for minimum of one semester. |
| <b>Profanity or racial remarks</b> by gesture, or verbal or written form  | Minimum: detention and the student will be required to explain his or her actions to a parent/guardian.  |
| <b>Profanity</b> , verbal or written abuse or <b>flagrant disrespect directed toward any staff member</b>   | Minimum one day OSS  |
| <b>Missing an assigned consequence</b> without a valid reason in advance or without emergency.  | Consequence doubled  |

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| <b>Tobacco</b> possession/use (any form) <b>at CA</b> or school activities  | OSS = minimum 3 day<br>Placement on Behavior Probation   |
| <b>Alcohol</b> – Being at a party/event where alcohol is being served and is available for underage consumption.  | OSS = minimum 3 day suspension<br>Placement on Behavior Probation<br>Mandatory meeting with school counselor   |
| <b>Alcohol</b> use not at CA nor school events that reflects negatively on CA.  | OSS = minimum 2 weeks.<br>Placement on Behavior Probation.<br>One week’s total non-participation in athletic events upon return to school<br>Enroll in outside counseling as a condition of continued enrollment   |
| <b>Alcohol possession/use</b> at CA or school activities or <b>“Under the Influence”</b> on campus or school activities                                   | OSS = minimum remainder of semester<br>Placement on Behavior Probation.<br>One week’s total non-participation in athletic events upon return to school.<br>Enroll in outside counseling if student is allowed continued enrollment or if allowed to re-enroll  |
| <b>Positive Drug Test</b>   | Minimum: Two week OSS. Athletes who test positive during their sport season will be removed from the team for the remainder of the season.<br>Enroll in outside counseling if student is allowed continued enrollment at CA.<br>Regular, subsequent, unannounced drug tests at the discretion of the administration for at least the remainder of the semester – cost paid by the parent. (Possibly allowed to participate in a later sport provided tests remain negative.) |
| <b>Illegal drug</b> or paraphernalia possession/use <b>on campus or at school activities</b> or police involvement for such possession or use off campus. | Expulsion  |
| <b>Cell Phone possession or unauthorized use of a cell phone</b>  | First offense: 1 detention and student may retrieve phone at the end of day<br>Second offense: 1 detention and parent may retrieve phone after a period of five school days.<br>Third offense: 1 detention and parent may retrieve phone after a period of thirty school days.   |

**ISS**

10% reduction in all major assignments due during the suspension including tests, projects, reports, etc. Make-up for daily work missed is at the teacher’s discretion.

Generally lasts from 7:50 a.m. to 3:00 p.m. even for students with early release. Students shall report with all books, Bible, paper, and writing implements on time.

**OSS**

10% reduction in all major assignments due during the suspension including tests, projects, reports, etc. Make-up for daily work missed is at the teacher’s discretion.

Students not allowed on campus or at any CA activities during the suspension except for a student-parent-administrators meeting.