

Columbia Christian Academy

Parent/Student Handbook

Revised 2017/2018



1323 County Route 21

Ghent, NY 12075

(518) 392-2361

Introduction

Welcome to Columbia Christian Academy. It is an exciting privilege to be able to assist you in your spiritual, character, and academic development. This is an honor that is taken very seriously and prayerfully considered. It is our expectation that your time with us will be eternally profitable and will have a lasting impact upon the rest of your life. There will be times of frustration and tears, but there will also be many more times of laughter and joy. It is our hope and prayer that during your time with us you will come to know the Lord Jesus as your Personal Savior (if you have not already) and grow in the grace and the knowledge of our Lord Jesus Christ.

During your time with us at Columbia Christian Academy there will be many policies that will control the school's environment. It is the purpose of this handbook to express those policies so that you might be able to easily implement them.

The guidelines set forth in this handbook are not inclusive of all the policies and procedures guiding the school. The handbook is subject to change when deemed necessary by Columbia Christian Academy. The *Accelerated Christian Education Procedures Manual* is employed as the basis for our educational format.

Our goal is to provide you, the student, with an atmosphere that is conducive to your spiritual, academic, and physical growth. In order to do this we will saturate you with the Word of God. When this is accomplished it will become your responsibility to take advantage of it and grow in Christ.

“But grace, and in the knowledge of our Lord and Saviour Jesus Christ. To him be glory both now and forever. Amen.”

2 Peter 3:18

General

MISSION STATEMENT:

The mission of Columbia Christian Academy is to lead the student into a deep, personal, and growing relationship with the Lord Jesus Christ. Everything else is secondary.

Columbia Christian Academy is an extension of Christian homes, and its function is to support and aid the parents in training of their sons and daughters for this present world and eternal life. Our school staff works closely with the parents to train the whole child as well as encouraging students to honor their parents.

The goal of this school is both to evangelistic and to aid in training of Christian youth of every ability in the highest principles of Christian leadership, individual responsibility, self-discipline, personal integrity, and citizenship. The school stands for the Gospel of Jesus Christ and the highest standards of morality.

FAITH STATEMENT:

1. **We Believe** in God the Father, God the Son, God the Holy Spirit and that they are distinct personalities with distinct roles, but one God. And that One God is the Creator of the universe. (Genesis 1:1; Matthew 28:19; John 10:30).
2. **We Believe** the Bible is the divinely inspired Word of God in its entirety and that it does not contradict itself. It is our guide. (2 Timothy 3:15; 2 Peter 1:21).
3. **We Believe** Jesus Christ is the Messiah, the Savior, the Son of God (John 10:33), who was born of a virgin (Isaiah 7:14), lived a sinless life (Hebrews 4:15, 7:26), died on a cross (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), and was raised from the grave (John 11:25; 1 Corinthians 15:4). He will return as our victorious Lord (Acts 1:11; Revelation 19:11).
4. **We Believe** our salvation comes only through Jesus Christ and cannot be earned. It is a gift of God. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:9-10; Titus 3:5).
5. **We Believe** faith in Jesus requires repentance, confession of that faith before witnesses, obedience to His Word. Baptism by immersion demonstrates our faith and obedience while it depicts our union with Christ in His death, burial and resurrection. (Acts 2:38).
6. **We Believe** man was created in the image of God and that He gives gifts to both men and women through the Holy Spirit for the benefit of the church's ministry. (Genesis 2:26-27; Ephesians 4:7-16; Colossians 1:18-20).
7. **We Believe** everyone who accepts Christ has the indwelling presence of the Holy Spirit who acts as a Comforter, Guide, and Advocate. (Romans 8:12-14).

SCRIPTURE:

We hold to the King James Version as the proper and preserved English text of the Old and New Testaments.

ADMISSIONS:

It is in the policy of the school to admit students regardless of color, race and ethnic or national origin. All students that are admitted according to the standards of the school will have the rights to participate in all eligible privileges, programs and activities made available to the student body. Children in faithful attendance at Bible Baptist Church will be given priority in admission.

ADMISSION PROCEDURE:

The following are necessary elements of the admissions procedure and are listed in their typical order of occurrence. They are, however, not limited to this order of occurrence.

1. Parents contact/visit the school.
2. Read provided handbook segments.
3. Submit application.
4. Parents and student must interview with the administrator.
5. Diagnostic placement testing as needed.
6. Parents will be notified of acceptance or denial
7. Necessary forms must be filled out and submitted.

Students will be denied entrance to school until all forms have been properly completed and returned to school. Any days the students are absent due to forms not being filled out will count as unexcused absences.

MEDICAL GUIDELINES:

No staff will be allowed to administer any medications for any reason, without written authorization from the parent. No student may keep any medication in his possession at school. The only exception to this is cough drops and, at staff discretion, inhalers and EPI Pens for bee stings. All medications MUST be kept with and administered by the principal or the supervisor. It is preferred that all prescription medicines be given before and after school. If this is not possible, then staff may or may not consent to giving these medications during school.

In the event the student needs medical attention, the supervisor will call the parent before calling the family doctor. If the parents cannot be contacted the staff will try to contact the

person listed by the parent as the secondary contact. If they cannot be contacted the staff will make any emergency decisions necessary.

PARENTAL INVOLVMENT:

Columbia Christian Academy desires and encourages parental involvement in the entire learning process. God placed the majority of the educational responsibility for children upon the shoulders of the parents, thus it is Columbia Christian Academy's desire to involve parents as much as possible while maintaining a professional Learning Center environment.

Parental orientation is required for all parents and failure to attend will result in the withdrawal of your student from the school. Parent Orientation is designed to help parents understand the Accelerated Christian Education program. Sufficient scheduling notice will be given. All parents are also required to participate in parent-teacher meetings and conferences that may be held periodically throughout the year.

Columbia Christian Academy provides many opportunities for involvement through volunteer assistance. Throughout the year there will be many classes (art, music, etc.), fund raisers, work days, etc., in which parents may become involved. Parents who are interested in volunteering some of their time to assist in some of the academic programs of the school will find plenty that they may help with. Any efforts of assistance offered will be greatly appreciated by staff and students alike.

FINANCIAL RESPONSIBILITY:

Current tuition for Columbia Christian Academy is \$1300 per student for the first three students from any family/household. Additional students from the same family will have their tuition discounted 100%. All parents/guardians must sign a payment agreement at the beginning of the school year. Payments may be made in cash or by check made payable to Bible Baptist Church.

Columbia Christian Academy offers two modes of payment. The following payment options are available for all families:

1. A 10-month payment plan. Payment is due by the 10th of each month beginning in September. Payments made past the 10th of the month are subject to a \$5.00 late payment fee per tuition block, unless proper arrangements have been made with the Columbia Christian Academy Administrator.
2. An upfront payment of the full tuition of \$1300 per student will be accepted by September 10th.

In case of early withdraw of a student no tuition will be refunded.

If full tuition for the year was made by September 10th, but the child leaves in good standing then a pro-rated portion of the tuition will be refunded.

Students enrolling in Columbia Christian Academy, after the start of the academic year, will be charged according to the following scale.

1. Full month's tuition charged if enrolled between the 1st and 10th of the month.
2. Two-thirds of the month's tuition charged if enrolled between the 11th and 20th of the month.
3. One-third of the month's tuition charged if enrolled between the 21st and 31st of the month.
4. Tuition for the month of June will be full month's tuition.

VISITORS:

Columbia Christian Academy maintains a closed campus policy. All visitors must ring the buzzer at the front entrance of the school to gain entrance into the school. To minimize distractions and maintain the proper atmosphere, parents and visitors will need to remain in an established waiting area and not in the Learning Center. *Visitors or parents who will be staying at the school building for any lengthy period must maintain clothing and conduct standards of the school.*

CHANGE OF ADDRESS:

It is imperative that all contact information be kept up to date at all times. A change of address or contact information must be communicated to the school immediately.

STUDENT BEHAVIOR/STANDARD OF CONDUCT

Columbia Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins at the initial moment of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from worldly activities.

A sense of the need for spiritual growth in our students has led Columbia Christian Academy to adopt the following standards which are based upon biblical principles and are conducive to the spiritual growth and development of young people. Students are expected to abide by the following standards throughout their enrollment, whether at home, school, or elsewhere and regardless of whether or not school is in session.

1. Maintain Christian standards in courtesy, kindness, honesty, morality, dress, and entertainment.
2. Avoid participation in worldly activities such as swearing or indecent language; inappropriate online or social media content; body piercing or tattoos; smoking in any form, including e-cigarettes and vaporizers; possession or use of alcoholic beverage,

drugs, tobacco, or related products; involvement in the occult; gambling; stealing; dancing; pornography; premarital sex; promoting or participating in homosexual or transgender lifestyles or other lifestyles contrary to Scripture; involvement in rock-style music, rap music, or so-called “Christian rock/rap” music.

3. Refrain from harassment, fighting, violence, or threats of any kind regardless of provocation; public disruptions or exhibitionism in any form; promoting division or a divisive spirit through symbols, pictures, writings, flags, banners, slogans, gang related items, or any divisive activism.

Students found to be out of compliance or harmony with Columbia Christian Academy’s Standards of Conduct will be subject to administrative withdrawal. Any student who has been arrested by public law enforcement authorities will be suspended until such a time as that student is adjudicated either guilty or not guilty. Any student who is adjudicated guilty will be transferred out of Columbia Christian Academy.

Columbia Christian Academy has open enrollment and therefore some of our students may not be Christians; however, our desire is to see all our students become Christians. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by these Standards of Conduct and maintain Christian standards. Attendance at Columbia Christian Academy is a privilege, not a right.

SIX-INCH RULE:

All students should keep their hands off other students. *No horseplay or wrestling, even in play or fun will be allowed on school grounds.* No romantic contact between boys and girls will be tolerated. Violation of the six-inch rule will earn one demerit up to dismissal according to the nature of the offense.

OFF LIMITS AREAS:

- Other student’s offices
- Supervisor’s desk, files, etc.
- Learning Center when staff is not in attendance
- Vehicles in the parking area

Closed campus policy: students may not leave the school grounds during school hours without permission.

MUSIC:

Only Principal approved music will be allowed on school grounds. Students should not bring in their own music without having received previous permission from the Supervisor. Instruments are to be played only during supervised times. Students who bring unapproved music (including music in apps on smart phones or any electronic devices- such as Pandora, I-tunes, etc.) into

the school will have the music or the device confiscated by the staff. The student will not be allowed to take possession of the materials again until the parents have been notified.

BOOKS/MAGAZINES:

All books and magazines must be approved in writing by parents and the Principal upon students' arrival at school each day.

PROPERTY:

Marked on, defaced, or broken property is to be replaced at the student's expense. Weapons of any kind [including but not limited to guns, matches, lighters, knives of any kind (with the exception of plastic butter knives for lunch meals), box cutters, or razors etc.] are strictly prohibited and will subject student to immediate dismissal. Radios, student's tapes, CDs, DVDs or videos, unapproved magazines or books are not permitted to be on the student's possession while on church/school grounds. Possession of any of these items will lead to disciplinary action. The staff of Columbia Christian Academy reserves the right to search on school grounds all personal property belonging to students and confiscate into their possession any materials that do not meet the standards of the school. Staff will not let student take possession of the materials until the parents have been notified and meet with the Principal.

Columbia Christian Academy recognizes that most children have a favorite character they enjoy watching on television or movies, reading about, or listening to over the radio. However, not all these characters are in conjunction with the goals and aims of the school. They may be associated with behaviors that are contrary to what is taught at the school or what is expected from the students themselves. Characters that promote evil, the occult or magic, or practices that are not permitted at Columbia Christian Academy (music, smoking, alcohol, lewd behavior, etc.) are not acceptable. Please use discretion in choosing such items. Columbia Christian Academy reserves the right to refuse any decals or pictures at its discretion.

STUDENT VEHICLES:

Students with a license may park their vehicles (car or motorcycle) in the parking lot. Students will be required to submit a copy of their license, proof of insurance, and proof of registration in order for vehicle to remain parked on school grounds during school hours.

CELL PHONE USE:

General policy: students are not permitted to use a cell phone in the school building before or during school time, unless permission has been granted by their Learning Center Supervisor. After school, students should not use cell phones until dismissal. This includes ancillary devices connected to a cell phone such as smart watches, glasses, etc.

Any use of a cell phone during school hours by students will result in disciplinary action. All cell phones brought into the school must be giving to the student's supervisor. If a student brings a cell phone to class or the phone rings while in the office, the teacher will initiate disciplinary steps. Students violate our cell phone policy may be prohibited from bringing cell phones to

school. If the student is prohibited from bringing a cell phone or caught carrying a cell phone during school hours, the phone will be taken from the student and be returned only to the parents or legal guardians of the student. Note: "Forgetting" to turn off the cell phone is not an excuse.

Because modern cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff pursuant to the ministry's normal search and seizure policy and administrative discretion. Any contraband content or content deemed to be inappropriate in the sole discretion of the administration might be grounds for further discipline.

Parents who need to contact their children during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations.

Parents should not consider their child's cell phone as a means of contacting their child for any reason during the day.

Note: These guidelines were formulated after careful review of school cell phone policies across the state and nation.

INCENTIVE PROGRAMS

Depending upon their due diligence and character, students may fulfill the requirements for reaching certain levels of privilege.

These privileges and their requirements are:

Level 'A' Responsibilities include:

1. Student meets posted academic requirements
2. Maintain academic balance.
3. Accumulate no more than a 20-minute detention during the previous week.
4. Memorize previous month's Scripture passage.

Level 'A' Privileges include:

1. Fifteen-minute morning break
2. May read approved literature or listen to inspirational music in your student office after all goals are completed.
3. May engage in approved extracurricular activities in student office or break area. (Crossword puzzles, games, computer, etc.)

Level 'C' Responsibilities include:

1. Complete 2 ½ PACEs a week
2. Maintain academic balance
3. Accumulate no detention the preceding week.
4. Memorize previous month's Bible selection.
5. Present a monthly five-minute oral report on an interest area or project.

Level 'C' Privileges include:

1. Twenty-Five-minute morning breaks.
2. May read approved literature or listen to approved music in break area or your student office.
3. May engage in approved extracurricular activities in your office or other assignments outside the Learning Center.
4. May be out of seat in Learning Center without permission.
5. May serve on approved projects (errands, office, and student tutor)

Level 'E' Responsibilities include:

1. Complete 3 PACEs a week
2. Maintain academic balance
3. Accumulate no detention the preceding week.
4. Memorize previous month's Bible selection.
5. Read and report on a literature book or a book selected from a prepared list. (May substitute a five-minute oral report on an interest area or project.) The report qualifies for a four-week period.
6. Be available for participation in activities (chapel/assembly and guest tours)
7. May be engaged in church-related service (visiting widows/widowers/shut-ins, bus ministry, evangelism, etc.)

Level 'E' Privileges include:

1. - 5. Same a 'C' privileges, plus 6 and 7 below.
6. May leave office and Learning Center for approved projects when not committed to other responsibilities or functions.
7. May attend approved off-campus functions of a spiritual or educational nature (Bible conference, etc.)

*Academic balance means to have at least one PACE star in each major subject every three weeks.

In order to receive the privileges, the student assumes the responsibility. When he or she has achieved the requirements, he or she must then request and fill out a privilege slip and turn it in to the supervisor no later than five minutes before Thursday afternoon dismissal. The level of privilege will be awarded Monday morning during opening exercises.

MERITS:

Columbia Christian Academy also has an incentive program that is the antithesis of the demerit system-the merit system. The substance of this system is paper merits (similar to play money) that the students are awarded for their achievements, Christian services, or any number of positive behaviors. These merits may be spent at the merit table for fun prizes at the end of each month. Merits may not be spent by anyone other than the student they are issued to. AT times students may be required to use their merits to purchase supplies that they are lacking. Shopping at the merit table is a privilege and not a right. As such it may not be demanded or may be revoked at the discretion of the staff.

Merit Opportunities

Successfully passing a PACE test	20 merits
Receiving a 100% on a PACE test	50 merits
Completing daily goals during school hours	
Green Dot	10 merits
Receiving a privilege (A-C privilege)	20-50 merits
Scripture passage before due month	Saying monthly
1 st week of the month	500 merits
2 nd week of the month	200 merits
3 rd week of the month	100 merits
4 th week of the month	50 merits
A parent quotes monthly memory passage (to supervisor)	1000 merits
Quoting previous months' passages (consecutively)	100 merits each

This list is not all-inclusive

*** Merit values may differ depending on Learning Center**

RECESS

Throughout the day students will be provided with opportunities to enjoy recess with their classmates. This will usually occur two times a day (not including lunch break). Students will be allowed to play with each other outside as the weather permits or indoors during inclement weather. Students may not be allowed to take a recess if they have not completed an expected

amount of work established by the supervisor. Recess times may also be revoked for disciplinary purposes.

FIELD TRIP:

Field trips will be offered periodically throughout the year. This is to provide incentive for students to put forth their best efforts. All field trips will be conducted at cost to the student. Although it is for enjoyment, at certain times students may be asked to write a report, take notes, or complete a test upon returning to the Learning Center. All field trips are conducted under the supervision of adults. Parents are encouraged to chaperone these trips. Field trips are a privilege and not a right. As such it may not be demanded or may be revoked at the discretion of the staff.

DISCIPLINE

This school is not a corrective institution to reform children. Students have not been accepted at this school with this thought in mind. *New students are admitted on a six-week probation.* They should conduct themselves in a manner becoming a Christian at all times. Gripping will not be tolerated! If a student returns home complaining about any rule or incident, parents are asked to follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that a child's report may not include all the information due to emotional involvement.
3. Realize the school has reasons for all rules and they are enforced without partiality.
4. Support the school and call immediately asking for the facts. Please do not let an issue ride for extended periods of time. Take care of it promptly.

If a child's attitude shall not be in accord with school policies or principles, the parents will be called for a conference and the child placed on a two-week probation. If a satisfactory change in attitude has not occurred within two weeks, parents will be asked to withdraw the child.

Students who are of high school age must be very careful of their testimony before younger children. Each student must live a Christ-centered life, abstaining from such things as were mentioned in the Standard of Conduct section. We believe all students should be taught to "walk honorably before all men." Any disciplinary action that becomes necessary is firmly carried out, tempered with good judgment and understanding, with a genuine regard for the student. Students are reminded that the Lord Jesus Christ expects us to be disciplined in all areas of our life: Col. 3:20, "Children, obey your parents in all things: for this is well pleasing until the Lord." Romans 13:1, "Let every soul be subject unto the higher powers..." and Hebrews 13:7, "Obey them that have rule over you, and submit yourselves...."

DEMERITS:

The basic rule is this: "DO right, do not disturb." Demerits are given for any type of disturbance or broken rule. Three or more demerits in one day will result in the detention as follows:

3=20 minutes 4=30 minutes 5=45 minutes 6=1 hour

DETENTIONS:

If a student is to receive a detention, a Corrective Action Notice will be sent home to be signed by the parent and returned the following morning. Detentions will be served during the school hours of the day determined by the detention supervisor. If a student returns his Corrective Action Notice without parent signature or does not return his Corrective Action Notice the next day, the following will occur: two demerits will be issued and the student will still be required to serve his detention at the appointed time. The student must still obtain his parents signature on the Corrective Action Notice. *If a student should accumulate three hours of detention in one week, he is automatically placed on probation.* Probation will last five school days from the day preceding the issuance of the detention equaling the third hour. If any detentions are earned during the probation period it will result in suspension, or expulsion at the discretion of the school administration. Demerits are an indication that a student may need direction in the development of his or her character. Conferences with the supervisor, principal, and parent are sometimes necessary to assure his or her growth. Any staff member of Columbia Christian Academy may issue demerits and detentions.

SUSPENSION:

In the event that demerits and detentions do not deter a student's inappropriate behavior, suspension may be employed. Students deserving a suspension usually exhibit the characteristics of what the Bible calls a scorner. A scorner is someone who holds something in contempt or disdain.

There are two types of suspension: in-school suspension and out of school suspension. In school suspension will result in the revocation of all privileges from a student. They will be isolated from activities with other students and be unable to participate in extra-curricular activities. Out of school suspension will result in a period of time, during which the suspended student will not be allowed to attend school. This, however, will not be a vacation time. The student will be assigned numerous pages of homework as well as extra reports that must be accomplished before returning to school. If these assignments are not completed the principal may take further steps with the student. The principal, administrator, or Learning Center Supervisor may issue suspensions.

EXPULSION:

Expulsion is the final resort of Columbia Christian Academy. Expulsion is the termination of the academic relationship between a student and Columbia Christian Academy. It will only be employed when a student has consistently exhibited an unwillingness to cooperate in their spiritual, character, and academic training at Columbia Christian Academy or when a student

has committed an act that endangers the spiritual environment that Columbia Christian Academy must maintain, in order to achieve its mission and purpose. Biblical counseling and much prayer will always accompany any expulsions at Columbia Christian Academy. The ultimate goal in dealing with the student is restoration. If genuine repentance is exhibited in later years, the student may be allowed to re-apply to Columbia Christian Academy. Each case will be examined individually.

APPEARANCE

Appearance policies at Columbia Christian Academy are developed and based off of the Biblical principles of design and inward beauty vs. outward beauty. Columbia Christian Academy continually implements teachings on design through devotions, chapel, counseling, and even the academic curriculum. All students are taught that God created the universe with a perfect design and that it did not occur by random chance and selection as propagated by the false teachings of evolution. Not only did God create the universe with a design, but he also created each person with an individual design developed in eternity.

God very carefully designed each student in every detail including eye color, skin color, hair color, gender, size, and everything about them. He also keeps track of each individual to the extent of knowing the number of hairs on their head (Luke 12:7). Columbia Christian Academy appearance standards are intended to reinforce the teachings of design.

GENERAL APPEARANCE STANDARDS:

Columbia Christian Academy students are expected to maintain a clean, neat appearance. Students may wear minimal jewelry such as watches, class rings or special purity rings given to them by their parents.

Ladies only may wear one earring per lobe. Girls' hair should be clean and well maintained. Girls only may wear a moderate amount of foundation, blush and mascara.

Boys must have a *conservative hair cut (as defined by the administration)*, must be off the collar and ears, and combed away from the eyebrows. Sideburns are to be no longer than ear opening. Boys' hair must be cleaned and well maintained. Boys cannot have ponytails, man buns, dreds or hair put up in anyway or fashion. Boys may not wear earrings.

Students not in conformity with these guidelines will be required to comply with them or may be refused admittance to the school until they are in compliance with them.

DRESS CODE:

Advantages of wearing uniform type standard are that they contribute to higher academics because students have less concern for their dress, they eliminate competition in dress, and peer pressure is minimized. *All clothing must be neat, clean, and in good repair.* With the exception of gym uniform all shirts must be tucked in. Students may wear their jackets in the Learning Center if they are one solid color and have no hood. A small name brand logo on the right side of the jacket is permitted, other than the jacket's logo there should be no other

design or words on the jacket. Students are not allowed to wear Hoodies in the Learning Center.

Girls: Girls are required to wear khaki; navy blue or black skirts with a 2 or 3 button, solid color polo shirt with collar (short or long sleeve). No skirts with long slits or that are revealing in anyway including too tight or too short are to be worn at any time. **Skirt length must be at the bottom of the knee and must touch the floor when the student kneels.** Dress shoes of a moderate style is to be worn in class. During the winter Ugg style boots, that are a neutral color, may be worn. For P.E. knee length, loose fitting shorts, culottes or athletic pants may be worn with the school PE gym shirt, socks and athletic shoes.

Boys: Boys are required to wear khaki, navy blue or black style dress or Docker style or cargo pants with a 2 or 3 button, solid color polo shirt with collar (short or long sleeve). Socks and dress shoes or loafers must be worn as well as a belt with all pants that have loops for a belt. For P/E/ knee length shorts or full-length athletic pants may be worn with school PE gym shirt, socks and athletic shoes.

PROCEDURES

ABSENCES:

A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after a one-day absence. If an absence is foreseeable a note should be sent in advance. Doctor, dental, music and other appointments are to be scheduled after school hours whenever possible.

If a student is absent without a medical (verifiable medical condition that causes the student to miss school sporadically or long term) or personal emergency excuse for more than 25 days they will be considered voluntarily withdrawn and will need to repeat the enrollment procedures and fees.

If the student exceeds the number of absences (25 days), then the student will be forced to withdraw. Exceptions to this are: absences related to extended sickness (with a doctor's excuse), and family situations requiring absences from school.

If a student will not be in attendance to school that day then a parent must call by 9:00 a.m. or send a note in with a sibling describing the necessity of the absence.

A student is considered tardy if he/she is not in the Learning Center at their desk by the time school starts 8:30. If a student is tardy he/she will be issued a demerit. For every three tardies or early dismissals, a student is charged with one day of absence. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges, and/or suspension.

ARRIVAL POLICY:

Student must not enter school before 8:00 a.m. in the morning, except for an early bus or permission from the Learning Center Supervisor. Students may not enter the Learning Center when supervisor is not present. Students will congregate in the cafeteria with supervision until the Learning Centers are open.

DISMISSAL POLICY:

Students will be dismissed in prayer at 2:30 p.m. each afternoon. Students may leave when their ride arrives. Immediately after the dismissal prayer students go to a designated pick up area in the lower entrance hall. Students will not be allowed to leave with anyone who is not on their approved pick-up list without a telephone call from their parents giving them permission.

CHRISTIAN EXERCISES:

Each morning we open our school with emphasis on the greatness of our country and Lord with the pledges to the Christian and American flags as well as the pledge to the Bible. We are not ashamed to be patriotic, and teach about self-discipline, respect for authority, obedience to the law, and love for our country.

Following the pledges, we have a time of devotions from the Word of God. During this time verses from the Bible are explained in such a manner that the principles of life are brought forth for everyday living.

CHAPEL SERVICES:

Every week a chapel service is held where the children sing and praise God for His goodness. Testimonies are taken to uplift and encourage all. A time of preaching is included in the chapel service. Following the preaching there will be a time of prayer and allowing the Word to sink into students' souls so that their lives will be enriched for the work of the Lord.

LEARNING CENTER RULES

GENERAL:

A student is not permitted to communicate or be out of his office without permission. He is not allowed to turn around in his office. He must not tip his chair back or stretch out his arms over the back of his head. Only related activity in relationship to his daily PACE work is allowed in the office, unless privileges have been earned. When the students desire to have the supervisor guide him in academic matters, he or she should raise their Christian flag. When the student needs to score he or she should use their American flag. The academic procedures and policies are found in the ACE Procedures Manual. Interpretation and implementation of these guidelines are at the discretion of the principal in keeping with service contract agreement that is held between ACE and Columbia Christian Academy.

STUDENT OFFICES:

Offices are assigned and changed only by the supervisor. Each student is to care for his or her own office. Anything containing pictures or graphics or that is not directly related to academics must be approved by the supervisor to be kept in the office.

All electrical outlets are for school equipment only.

It is the student's responsibility to keep the goal card up to date, only pens may be used in setting goals. The goal card must be kept in the upper right-hand corner of bulletin board. Each student is issued a Christian flag, an American flag, and a flag holder. Replacement flags will cost \$1.00 a piece. Replacement holders will cost \$2.00 piece. Only 'positive,' approved items are allowed on student's office. This includes all notebooks, pens, pencils, lunch buckets, etc. containing graphics or slogans on them. All pictures must be approved before the student hangs them in the office. Building character must be done with positive reinforcement at all times.

RESTROOM USE PROCEDURES:

Restroom should be used at break times. During break times bathrooms should not be used as a meeting room for private discussion out of ear-range of everyone else. *Using them as such will earn each student involved one demerit.* Student will not be allowed to use the restroom 15 minutes prior to or after a break time.

SCORING STATION:

Score keys must be handled carefully at all times.

Only red pens are used at the scoring tables.

Score Key answers are for scoring work only. Students go back to their office and find the correct answer in the PACE. Wrong answers are corrected in pencil at office. Student requests a rescore check on any pages needed to be rescored (by raising their American flag). Rescored and circle the red "X" when the answer is correct.

SCORING VIOLATIONS:

Students at Columbia Christian Academy learn responsibility and practice integrity by scoring their own PACE work. Honesty in scoring is imperative. A scoring violation is an act of dishonesty by indicating accuracy of work, when in actuality it is incorrect. Scoring violations are considered, cheating and lying, regardless of the excuse. As such, they are considered sins. One demerit will be issued for every three scoring violations discovered in a PACE. When more than fifteen scoring violations are discovered in a PACE at one time, the PACE will be

reissued as a Repeat PACE at the cost of \$4.00 to the student and he/she will need to begin the PACE at page one. If a student has repeated scoring violations, the student will be suspended.

LUNCH PROCEDURES:

Students eat only at the assigned area and when they finish they are to place any waste in trash containers and clean off the table. Once this is completed, they may go to the recreation area after receiving permission to be dismissed. ***There will be no snacks or sodas sold at Columbia Christian Academy. Please plan accordingly and provide your student a healthy lunch every day.***

FIRE DRILLS:

Fire drills will be held at regular intervals through the school year. At the signal, all students are to stand and exit out of the building at the nearest exit in an orderly manner to the church building. Once attendance has been taken, they may return to the Learning Center in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each supervisor will be with his or her group. Fire drills are an important part of our safety evacuation plan; therefore, students who cannot follow the rules of walking in an orderly manner will receive a one to three day suspension.

ACADEMICS

DAILY GOALS:

Daily goals are essential to the accomplishment of the year's work. 12 completed PACEs in each subject is one full year's worth of work. It must be realized that absences will hinder the accomplishment of essential goals.

STUDENT ACADEMIC RESPONSIBILITY:

It is the student's responsibility to learn. Supervisors and monitors motivate and guide in the process of learning, but cannot learn for the student. Students must accomplish their own goals under the leadership of the supervisor and monitors.

ACADEMIC OBJECTIVES:

The ultimate objective of the academics is not to simply pass tests. Columbia Christian Academy requires mastery of material. Students must meet a minimal grade requirement or they will be required to retake the material before being allowed to proceed to the next unit.

SCRIPTURE MEMORY:

A monthly Scripture passage is required to be quoted by each student every school month. ABC's students are assigned verses taken from the monthly passage. All other students will need to quote/memorize the entire monthly passage. A student should raise his flag when he is ready for a staff member to listen to him or her recite the monthly Scripture passage.

PACEs:

To guard academic integrity, PACEs cannot be owned. They are the property of Columbia Christian Academy. PACEs do not become your property. PACEs are for individual use only. They are not to be shared by other students.

After a PACE is complete and turned in to the supervisor, the student waits until the next morning to take his or her final test. He or she will wait an additional day before he or she receives their new PACE.

Failed PACE test will accrue a fee of \$4.00 for a new PACE. Parents will receive notice of failed test and fee amount and payment is due with the next tuition payment. Additionally, if a student must replace a PACE because of excess scoring violations there will be a \$4.00 charge for a new replacement PACE.

All the work done in the PACE is done in pencil.

Calculators are permitted beginning with PACE 1075 in Math and 1097 in Science.

GOAL CHART:

The student should keep his or her Goal Chart posted on the bulletin board at his office. They should set exact page numbers of the work for the day total to the amount of pages assigned them by their supervisor. When a goal has been scored and corrected, they should cross off the goal and set a new one for the next day. Students will receive demerits for any goal violations.

PACE TESTS:

A minimum of 80% is required for a student to pass their PACE test and move on to the next PACE.

REPEATED PACEs:

If a student receives a grade lower than the minimum required, the supervisor will issue/order a repeat PACE and the parents will be charged \$4.00 per PACE.

HOMEWORK: the responsibility for scholastic achievement is placed on students. The goal set by the student and reviewed by the supervisor are no more than the student is capable of completing during the day. However, circumstances may make homework a necessity. Should the student not meet the goals for that day, he/she will be required, at the discretion of the supervisor, to complete the work at home. Should the student have homework, a slip giving the pages to be completed or a stamp placed on the last page of homework in each PACE will be sent home. This slip or stamp is to be signed by the parent and returned the following day. If the student forgets the slip or signature, one demerit will be issued. In the event the student does not finish his/her homework a note written by the parent providing the reason(s) will be necessary for that homework to be excused.

Procedure for incomplete homework is as follows:

1. After two days of repeated incomplete homework your child is given a verbal warning.
2. After three days of repeated incomplete homework (within a two-week period) your child will receive a detention and a homework notice is sent home to the parent. The notice must be signed and returned to school.
3. After the detention, if your child has another incomplete homework (within a two-week period) he/she will be suspended for a day. During their suspension he/she is required to complete all their homework.
4. If your child has had three one-day suspensions for repeated incomplete homework they will be suspended for 3 days. If repeated incomplete homework continues the student will be suspended for 4 days.
5. If the student continues this behavior he/she will be expelled from school.
6. Columbia Christian Academy will reset the days of suspension mid-year.

CONGRATULATION'S SLIPS:

Every time a student completes a final PACE test with a score of 80% or more, he/she is given a Congratulation Slip, which he/she takes home to inform his/her parents of his/her achievement. Parents have an excellent opportunity to encourage and compliment the student at this time, building confidence and accomplishment in the child.

PROGRESS REPORTS:

The grading system at this school is designed to give an accurate report of the student's progress. The Progress Reports are given to the students to present to their parents at the end of the quarter. This is to be signed by the parent and returned to school promptly. ***The fourth quarter Progress Report will not be issued until the student's school bill for that year is paid in full.***

GRADUATION REQUIREMENTS:

Each high school level course that consists of 12 PACEs earns the student one credit. Courses that consist of 6 PACEs earn the student ½ credit. College Preparatory students must receive a minimum of 25 credits and those taking the General Course of study need 23 credits to graduate. Those pursuing the Honors Course of Study must complete 27 credits and attain a 94% average. They should demonstrate the ability to communicate effectively in written and oral presentations.

Every student should strive to complete a course of study, which prepares him/her for college or good employment after graduation from high school. However, when age, aptitude, and skills indicate a student cannot complete an honor's, college preparatory, or general course of study, that student can be prescribed a vocational preparatory course of study. The vocational concept is that one credit is earned for every 12 PACEs completed in a subject until the student completes the 22 credits required for graduation. He/She should complete at least through PACE 1096 in each subject. *The student will be given a "Vocational Preparatory" diploma.* This should occur very rarely.

Before the student begins high school work a conference will be held with the student, parents and supervisor to determine which course of study will be pursued and an Academic Projection toward graduation will be completed. All academic projects for students of Columbia Christian Academy will include the following Bible courses that will need to be finished as part of the Columbia Christian Academy specific graduation requirements in addition to all other required credits in their course of study:

1. New Testament Survey
2. Life of Christ or Old Testament Survey

Exception to this requirement is at the discretion of the supervisor.

RECORD RELEASE POLICY:

Accurate and thorough academic records are maintained by Columbia Christian Academy. Private records are maintained with confidentiality. Except for Progress Reports, no academic records will be released to any individuals. We will release records to schools requesting

transfer of records provided tuition is paid in full. Official high school transcripts may be requested by family and students for college applications. High school transcripts containing an official seal will only be sent to academic institutions. The transcripts will not be afforded to students for personal use. The first two transcript requests will be forwarded without cost. Any additional requests will require a \$5.00 processing fee.

ANNUAL AWARDS CEREMONY:

At the completion of each school year there will be a formal award's ceremony for the purpose of awards earned throughout the year and graduation. Awards presented that night will be:

1. Pastor's Award
2. Highest PACE Average
3. Most PACEs completed in one year
4. Best Christian Character
5. Honor Roll
6. High Honor Roll (Principle's Honor Roll)

* Additional awards may be offer and is at the discretion of the supervisors