

# 2011-2012 COLUMBIA ACADEMY

## STUDENT HANDBOOK

1548 HWY. 98 EAST  
COLUMBIA, MS 39429

OFFICE PHONE: (601) 736-6418  
FAX: (601) 736-0098  
E-MAIL: [info@cacougars.com](mailto:info@cacougars.com)  
WEBSITE: [www.cacougars.com](http://www.cacougars.com)

### ACCREDITED BY:

MISSISSIPPI ASSOCIATION OF INDEPENDENT SCHOOLS (AA RATING)  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

GRADES: K - 12

SCHOOL COLORS: ORANGE, WHITE, AND ROYAL BLUE

ATHLETIC DIVISION: SOUTH AA – DISTRICT 4AA

MASCOT: COUGAR

HEADMASTER:  
ASSISTANT HEADMASTER:  
PRESCHOOL/KINDERGARTEN COORDINATOR  
ATHLETIC DIRECTOR:  
MAIS HONOR SOCIETY SPONSOR:  
STUDENT COUNCIL SPONSOR:  
SCHOOL SECRETARY/PUBLIC RELATIONS:  
BOOKKEEPER:  
RECEPTIONIST:  
SCHOOL GUIDANCE COUNSELOR:  
SCHOOL ATTENDANCE/RESOURCE:

BAXTER WHITE, JR.  
ANGIE BURKETT  
MIMI DEORNELLAS  
KENNETH WILLIAMS  
JANE MIDDLETON & KATHY PEARCE  
TRACEY PACE & AMANDA DILL  
MYRA WILLIAMS  
JUDY BARBER  
SHERYLL DEANGELO  
BELINDA TESTON  
RICK THOMPSON

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## **THE PURPOSE OF COLUMBIA ACADEMY**

Columbia Academy has as its primary aim the development of men and women for responsible leadership and well-rounded lives of useful service to their fellow men, their country, and God. Columbia Academy was founded upon and is operated by Christian beliefs and doctrine.

Columbia Academy concerns itself with the lives of the students on the campus as well as in the classroom. It is concerned that students conduct themselves at all times as ladies and gentlemen, that they make a voluntary commitment to the moral principles and spiritual values upon which our free and Christian society is founded, and that they develop an emotional balance based upon respect for self and for others. Furthermore, the students are expected to be men and women of integrity, to be honest and trustworthy in every area of their lives; in the classroom, on campus, and in their community and to respect the rights and property of others.

Columbia Academy will provide a climate for high-quality learning with special emphasis on educating for knowledgeable, intelligent, responsive participation in the home, the community, and a career, and will stress the need for all students to continue their learning throughout their lives in order to be effective and worthy members of a rapidly changing society.

--Board of Directors  
Columbia Academy

"Only the educated are free."

--Epictetus

"Education makes a people easy to lead, but difficult to drive; easy to govern but impossible to enslave."

--Attributed

## **OUR MISSION STATEMENT AND BELIEFS:**

### **OUR MISSION:**

The mission of Columbia Academy is to provide a safe, spiritual, family environment where teachers help students to grow physically, morally, socially, and intellectually in order that they may become productive citizens in today's society.

### **OUR BELIEFS:**

- \* Student learning is the chief priority for the school.
- \* Student learning should be the primary focus of all decisions impacting the work of the school.
- \* A safe and physically comfortable environment promotes student learning.
- \* The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
- \* Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- \* Students learn in different ways through a variety of instructional approaches.
- \* Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- \* Students learn best when they are actively involved in the learning process.
- \* A student's self-esteem is enhanced by positive relationship and mutual respect among and between students and staff.
- \* Schools need to function as a learning organization and promote opportunities for everyone in the school to work together as a community of learners.

## **HEADMASTER'S WELCOME**

Dear Students:

I look forward to another school year. As usual we have worked very hard to make all aspects of Columbia Academy the best that they can be considering the resources we have.

I want to welcome our former students back and our new students into the Columbia Academy family. It is my desire as Headmaster to make Columbia Academy the greatest experience possible to every student. This includes continually updating our strong curriculum and offering as many quality extra-curricular activities as possible. I want to thank our patrons in advance for your support this school year. Columbia Academy is special because of the effort and involvement of our parents and other patrons.

If I can be of assistance to you, please do not hesitate to come see me.

Sincerely,

Baxter White, Jr.  
Headmaster

## **HANDBOOK SCOPE**

### **HANDBOOK AMENDMENTS**

This handbook is a summary of rules, policies and procedures of Columbia Academy. The Board of Directors and Headmaster reserve the right to add, modify, or delete any rule, policy or procedure contained herein without prior notice. This information is for the use of parents and students as guides and does not constitute a legal contract or document.

### **HEADMASTER AUTHORITY**

The rules and regulations set out in this Handbook have been adopted by the Board of Directors as the policy for Columbia Academy.

The Board recognizes that certain instances may arise wherein it is necessary that these policies be interpreted for a specific situation. Further, instances may arise that are not explicitly covered by these policies. In such cases, the authority for the implementation and interpretation of these policies and the disposition of these situations is left to the discretion of the Headmaster with consultation of the Board of Directors.

## **ADMISSION AND CONTINUATION POLICY**

### **STUDENT EXPECTATIONS**

Private education is a privilege provided for young people by parents who recognize the importance of education. It is not a "right" to be exercised without respect for others and it requires acceptance of certain responsibilities.

One of the goals of Columbia Academy is for all students to become self-motivated, self-disciplined, and self-governed. Each student grades 6-12 will sign a student contract agreeing to uphold the terms of this handbook and agreeing to work diligently to improve themselves and their school. Each student should realize that their education is important and should work hard to do their personal best. Each student should also take pride in and responsibility for their school, its programs and its mission.

### **Principles of Self-Governance**

- You are responsible for your community. That is, you work at a variety of levels to build, maintain, and contribute to the campus and community.

- You are accountable for your choices. That is, you take ownership for your actions, opinions, and beliefs.
- You are accountable for preventing your actions from infringing or violating others' rights.
- You are responsible for speaking and listening to others to reach shared understandings.
- You are responsible for addressing situations and communicating concerns about issues that undermine community or individual rights, whether they are your own or others. Any such concerns should be discussed with a teacher or administrator.

**These Principles of Self-Governance are Supported Through:**

- An administrative structure intentionally designed to challenge and support students to govern themselves.
- A campus community committed to Christian ideals, social consciousness, and community involvement

**ADMISSION POLICY**

*Notice of Non-Discrimination*-Columbia Academy admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Columbia Academy does not discriminate in administration of its educational policies, admissions policies, athletic or other school-administered programs based on race, color, nationality, or ethnic origin.

*Minimum Requirements* -Applicants must have a 76 grade point average in academic classes in the last grading period from their previous school and not have been expelled or suspended for disciplinary problems of any nature. Prior school records will be checked before admission is granted. Applicants must have no record of conviction for any criminal activity. Enrollment or admission of married students is prohibited.

Any behavior deemed not in harmony with the purpose of Columbia Academy will result in dismissal at the discretion of the Headmaster. Applicants for re-admission must have no monies owed on a delinquent account at this school.

Each application must be approved by the Headmaster and School Board before it becomes binding upon Columbia Academy.

**NON-CONTINUATION POLICY**

Columbia Academy reviews the citizenship of all students regularly and reserves the right to deny continuation to any student whose behavior; attitude; disciplinary or academic record is judged by the Administration and Board to be detrimental to the welfare of the school community, whether or not specific major school regulations have been violated.

**The student's conduct off campus is a matter of serious concern. Any student's off campus action, which is inconsistent with the philosophy, policies, goals, and commitments of Columbia Academy, makes the student subject to corrective action, including suspension, dismissal, or removal from any elected or appointed position/honor.**

**LEARNING DISABILITIES /A.D.D. POLICY**

In consideration of the fact that Columbia Academy is a private school and receives no federal funding to provide special classes or assistance for those children who may have learning disabilities or who have been diagnosed with Attention Deficit Disorder and other exceptionalities; it is felt that any person wishing to enroll his or her child at Columbia Academy needs to be aware of this fact and to exercise good judgment as to whether the child enrolling would be best served by attending Columbia Academy.

**MARRIED AND/OR PREGNANT STUDENTS**

No student who is married, previously married, pregnant or a biological parent will be allowed to enter school or to continue as a student at Columbia Academy. As a Christian organization, we strongly oppose abortion and encourage students to accept their responsibilities as parents. Pregnant students will be encouraged to earn a high school diploma through correspondence courses, G.E.D., or other means that meet with accreditation standards.

**GENERAL POLICY**

**MISCELLANEOUS POLICIES**

- 1) Everyone is to be in a classroom at **7:55 a.m.**, so class can begin on time.
- 2) Conferences with teachers (K-6th) must be made at least a day in advance with the teacher at a time that will not interfere with teaching time. In grades (7-12) all conferences must be made at least a day in advance and arranged by the Guidance Counselor, at a time that will not interfere with teaching time, preferably right after school (Tuesday - Thursday).

- 3) Parents, Guardians, Visitors are not allowed to visit classrooms during instruction time unless approved by headmaster or assistant headmaster. If items such as money, lunch, or a message, etc., are to be given to students, the person must come to the attendance office for this purpose. Attendance office will see that the matter is taken care of.
- 4) All check-outs of children (K-12) must be done through the attendance office. No parent, guardian, etc., is to go to the classroom for this purpose. The pupil will be called to the attendance office where the parent will be waiting.
- 5) Abuse or disregard of staff and faculty will not be tolerated and patrons who do so will be accountable to Board of Directors and penalties could include termination of all rights and privileges of Columbia Academy.
- 6) No unauthorized persons are allowed in the hallways on either the elementary wing or high school wing. All persons must check in once entering the building and obtain a pass. Parents should not be in the halls or classrooms after the official start of school in the mornings and should also not be in the halls or classrooms prior to the official end of school in the afternoons.
- 7) Eating Lunch With Children: Parents are welcome to come on occasion to eat with your child. However, permission is granted in office and pass given.
- 8) No - Habitual Check Outs of students the last 30 minutes before school ends, except in a case of emergency. Headmaster or Assistant Headmaster will determine if valid reason for dismissal exist.
- 9) Parent, Guardian, etc., who wants to complain about a policy that the teacher is enforcing will not enter the classroom. This parent or guardian must come to the office and ask for the Headmaster or Assistant Headmaster to deal with matters of this type.
- 10) Pick up Points for Children - All children must be picked up at designated spots.
- 11) Selection of Student's Teacher - No requests will be honored concerning teacher request by parent or guardian.
- 12) Sick Policy Statement - Please do not send your child or children to school when they run fever or have been sick at their stomach, or have shown any symptoms or signs of an illness. This could prevent the spread of certain illnesses and viruses.
- 13) Every effort will be made to supervise students at all times, however, if a student is unsupervised then that student is in a place where he or she should not be and should move to a supervised area. Students should be in classrooms only where they are scheduled. Students will not be allowed to loiter in any classroom they are not scheduled, including study halls unless approved by administration.
- 14) A Columbia Academy student is expected to respect the property of other students, staff and personnel. No student is to borrow or use another person's property or enter another person's desk or locker without permission.
- 15) A Columbia Academy student is responsible for his own personal property and is expected to take care of his belongings. The school takes no responsibility for the loss or damage to personal property.
- 16) Students are responsible for their conduct while in attendance at any school sponsored function, be it athletic, academic, literary, or social. A student, who is on school grounds or in attendance at any school sponsored function at any place, day, or night, is subject to all regulations of the school and will be governed accordingly.
- 17) Accidents - Notify a teacher or coach if any student is injured at school or while participating in a school activity. Students are to immediately notify the supervising advisor or coach if injured at school or while participating in a school activity.
- 18) Building Utilization - No students will be allowed to use any of the school facilities unless supervised by a staff person/adult. All students' requests for building utilization must go through the administration.
- 19) **Insurance Protection - Columbia Academy does not provide insurance for expenses involved in the treatment of athletic injuries or any other accidental injuries occurring at school. Since Columbia Academy does not carry insurance for accidental injuries, we require every parent/guardian to review their present insurance policy in order to assure that your son/daughter will receive appropriate coverage in case of injury.**
- 20) Students must treat other students and faculty members with respect at all times. Being respectful means using the appropriate words, using the appropriate tone of voice and using the appropriate actions and expressions.

- 21) Columbia Academy students will be photographed throughout the year for various purposes including the yearbook, school website, e-mail outs and newspaper articles. All registered Columbia Academy students grant permission to be photographed.
- 22) The Board of Directors and Administration at Columbia Academy are notifying parents and students that Columbia Academy does not participate in the planning or implementation of any type senior trip. If seniors want to plan a senior trip, they must do so on their own with no official endorsement from Columbia Academy. The only off-campus activity, outside of athletics and properly scheduled field trips, is the Homecoming parade and Prom. We specifically have no connection to any pre or post prom activities.
- 23) Columbia Academy students are not to participate in any door to door sales involving any fundraiser for the school.
- 24) Parents are encouraged to monitor their child's use of computers at home. Chat rooms and message boards have become an increasing problem for school administrators. The school will take action against any misuse of a computer at home that interferes with the normal operation of school. There should be no disparaging comments made about the school and its staff, other students, or opponents of the school. In addition, any school symbol, uniform, letterman jacket, or any other article identifying Columbia Academy should not be used or seen on any medium in an inappropriate or unacceptable manner.
- 25) All book bags and gym bags must be placed in a locker or on a hook. No personal items should be left on the floor in the hallway. All book bags and gym bags must have the students name written on it or in a visible area.
- 26) No student shall use any camera phone, recorder, or any other such technology to invade another person's privacy or record any inappropriate actions. Any violation of this rule will result in immediate suspension.
- 27) Columbia Academy uses closed circuit cameras and recordings for security and student monitoring purposes. Students, school personnel, and visitors can expect to be on camera and recorded in any area that they do not have a reasonable expectation of privacy. Any interference or tapering with security equipment will result in immediate suspension.
- 28) Once approved by the board, the school calendar and test schedules become policy. No exceptions will be granted for school dates unless extreme hardship is shown. All personal trips should be planned as to not conflict with the calendar and test schedule. Nine weeks test will not be given early.
- 29) Students are not to have any contact with teachers or staff through computer or phones unless the communication is directly related to academics or school activities. Casual conversations through these mediums are to be avoided by students and teachers.

### **ADMISSION TO BUILDINGS AND CLASSROOMS**

Students may enter the building at 7:50 a.m. to go to their locker and straight to their first period class (there shall be no loitering in the halls). During inclement weather, if outside duty person approves entry, students may enter prior to 7:50 a.m. Students should report to the classrooms assigned for cold weather days. All students are expected to be outside during a school break. On inclement days, secondary students (grades 7-12) will go to the lunchroom or rooms where teachers are present and remain there until the ringing of the bell. Elementary students (grades 1-6) will go directly to their specified classrooms.

Junior High and High School students will be allowed to enter the High School wing through covered walkway for rest room privileges during break.

No student should be in the office unless they have specific business there. There shall be no loitering in the office.

### **SCHOOL VISITATION**

Any parent or other person desiring to visit the school must report upon arrival at the office for clearance and visitor's pass. Interruption of any teacher during a teaching period will not be tolerated. After school, any type of meeting, practice, or travel to an away contest is an extension of school and any non-guardian visitor must report to the coach or sponsor in charge before having any contact with Columbia Academy students.

### **PUPIL VISITATION**

The school, because of space factors in classrooms, will not be able to allow school pupils to have pupil visitors accompany them as visiting guests of the school. In limited circumstances, a potential new student will be allowed to shadow a enrolled student upon approval of the Headmaster.

## HALL PASSES

No student should leave a class period unless it is absolutely necessary. In case of necessity, obtain a hall pass from the teacher in charge. This pass should be returned to that teacher after returning to the class. Inspection of passes may be made at any time by any teacher. Failure to have a hall pass will result in disciplinary action.

## WEAPONS

Weapons of any kind will not be allowed on campus or any school sponsored event under any circumstances. "On campus" includes on you personally, your vehicle, or hidden by a student on campus for his/her use. Possession of weapons on any school campus is a violation of Mississippi State Law. (MS Code 97-37-17)

## LOCKERS

Lockers will be assigned at the beginning of the school year (grades 7-12). Books and other articles should be maintained in a neat and orderly manner. Lockers will be inspected periodically. Students may place items on the hooks provided in the hallway. Do not place items on the floor. All personal items must be labeled with the students' name.

Columbia Academy reserves the right to search any student locker at any time deemed necessary. The Administration may remove any lock if necessary. No student should change lockers or use an unassigned locker. Book bags must be hung on hooks provided or placed in lockers. No books, notebooks, or book bags should be left on the floor or any other area unattended. Any such property is subject to being placed in the office and a fine being assessed for its return.

## LEAVING CLASS

Students will not be excused from the classroom except in case of necessity.

## LIBRARY

Students will receive from the school librarian a copy of regulations and procedures with regard to library policies. Any student, who abuses library books, magazines, newspapers, etc., will have his library privileges suspended according to the discretion of the headmaster and the librarian. In addition, fines may be levied for overdue or damaged articles.

## GYMNASIUM

The gymnasium is for student use under the direction of headmaster, faculty member or board member. Students are not to wear street shoes on the court for practicing or playing ball. Never enter the gym except through a door that has been opened by one having authority to do so. Any students or groups wishing to use the gym must have permission from the headmaster and a faculty member or school board member must be present during the use of the gym. This includes breaks and will be enforced.

**NO STUDENT IS TO LEAVE THE GYM OR ANY PAID ATHLETIC COMPETITION DURING BALL GAMES OR OTHER SCHOOL ACTIVITIES UNLESS HE IS LEAVING THE CAMPUS.** Students leaving the gym or event and returning will be required to pay an admission fee.

## LUNCHROOM

Students will eat their lunch in the place provided by the Academy. All students (grades K-6) must remain in this place until the teacher on duty excuses them. Extremely loud talking, breaking the line, or playing will not be tolerated in the lunchroom.

Students are not to leave paper sacks of food, milk cartons, drink cans or other debris on the tables at any time. All debris should be deposited in the trash containers set up for this purpose.

Any time a group cannot keep the lunchroom clean and the students behave in a disorderly way, their teacher will sit with them each day.

**No food or drink items shall be brought out of the lunchroom.**

**Students need to stay in the lunchroom, between cafeteria and high school wing or patio area during lunch and break. Do not go to any other area unsupervised. Students are not allowed to go to their vehicles without permission.**

## **FIRE/TORNADO DRILLS**

Fire and tornado drills will be held periodically according to regulations. Instructions are posted in each class room.

## **FIELD TRIPS**

Class field trips are for that grade only. Student in other grades will not be permitted to attend.

## **ASSEMBLIES**

Assembly will be held as designated during activity period or at other specified time. Programs will be presented by club, classes and homerooms, visiting speakers, and others.

Each class will go to assembly as a group, sit together as a group, and be dismissed by its sponsors as a group. When leaving the gym, students will leave in an orderly manner, one row at a time.

Conduct should be above reproach at all times.

## **FUNDRAISING**

There shall be no selling or solicitation from the school or by any teacher or student or club in the name of Columbia Academy unless prior authorization is obtained from the Board of Directors or the Executive Committee and approved by the Headmaster.

When the school sponsors a fundraising project, members are expected to support these endeavors. When tickets are issued, each family will be expected to either buy or sell those tickets. These fundraisers are a very important part of the life of Columbia Academy and your participation and co-operation is expected in order that we may provide the best education possible for your children.

From time to time, the Board of Directors may deem it necessary to approve mandatory fundraising activities in order to raise money for school operations. Whenever the need arises and such fundraisers are approved, all patrons will be required to participate.

## **ACTIVITY FUND**

All money collected by any school club, class or other organization must be deposited in the business office as soon as the collection is made. The deposit should be made by the treasurer of the organization, who will be given a receipt. Instructions concerning the withdrawal of money will be given the treasurer and the sponsor of each organization upon setting up the account. The school bookkeeper will furnish the organization a statement upon request.

## **SCHOOL TELEPHONE**

Students **will not use the telephone during class time.** No student will be called out of class to use the telephone. All messages to the students must be received by the office by 1:30, i.e. changes of plans by parents. Emergency messages will be taken by the secretary and delivered to the student immediately. Students may use the telephone in the office for **emergency calls only**, by obtaining permission from the secretary. Phone privileges will be revoked in case of abuse. No appointments shall be made during school time.

No teacher will be called to the telephone. A message will be taken and they will return the call during their off period.

All calls pertaining to bookkeeping will be referred to the bookkeeper; calls pertaining to the headmaster will be referred to the secretary.

## **STUDENT PHONES OR BEEPERS**

There shall be no phones or beepers utilized on school campus during school day unless authorization has been given by the administration or staff. If phone or beeper makes a noise of any type of sound, including an incoming call, an alarm and incoming text message or if it is utilized without permission or is visible, it will be confiscated and retained for 30 calendar days. The student will give the phone to the teacher member in tact. (No items including memory cards or chips may be removed from the phone) After this time has expired the phone will be returned. If the thirty days falls on a weekend or holiday the phone will

be returned on the next schedule school day. Students shall not utilize I-pods, MP3 players, or any other portable audio devices requiring the use of ear phones during the school day (including car line). The penalty for utilizing these or having them visible is the same as that for the cell phones.

### **BAD WEATHER AND EARLY DISMISSAL**

In case of bad weather and school is going to be canceled, please tune to channel 7 - WDAM on your television or one of the local radio stations, WFFF, WCJU or WJDR. We will try to make this decision prior to 6:00 a.m. A text message will be sent though notify my school.

In case of inclement weather and school has to be dismissed early, we will follow the same procedure by notifying the television and radio stations. With so many of our parents working and away from home during the day, we will avoid doing this if at all possible. However if the situation presents itself, we will follow this procedure.

### **OVER THE COUNTER MEDICATIONS**

The school office will not administer over the counter medications. No Tylenol or aspirin products will be available in the office. The office will provide first aid care to accident victims.

### **LOST AND FOUND**

Articles lost on the campus should be reported to the office and those found brought to the office. Students are reminded that it is their social obligation to be highly considerate of the property belonging to others. Lost articles turned in to the office and not claimed will be donated to charity.

### **CARE OF SCHOOL PROPERTY**

The building and equipment of this school are provided at great expense to the parents. It is the responsibility of every student to exercise care in the use of the building, grounds, and equipment, and to encourage others to do the same.

Any student who damages or destroys school property will be required to pay for such abuse and will be subject to further disciplinary action by the Headmaster.

Any vandalism of school property during non-school hours, unlawful or inappropriate entry into school buildings, or any prank activity that causes loss to the school monetarily or in time will be referred to the appropriate enforcement authorities.

### **SENIORS**

Seniors will be honored for their accomplishments and will be given certain privileges not afforded to underclassman. However, seniors must remember that they are Columbia Academy students until they receive their diplomas. As such they are required to obey this handbook and respect the staff and administration at all times. Seniors must attend all practices for vespers and graduation. All rules apply at these practices and services. Participation in the vesper and graduation service is a privilege and not a right. The administration reserves the right to prevent any senior who violates school rules from participating in these services.

### **DANCE POLICY**

Students who appear to be using alcohol, tobacco or other illegal contraband will be asked to leave the dance. Students who attend Columbia Academy will be subject to disciplinary action. Students, who invite students from other schools, must sign up their guests prior to the dance. They will be responsible for their behavior. If a student should leave school property during a dance, they will not be allowed to return to the dance (subject to faculty-sponsor in charge). **Vulgar or inappropriate dance will not be tolerated.**

**The prom is a formal dance and proper attire is required. Sunglasses and baseball caps will be prohibited.**

# ATTENDANCE POLICY

## GENERAL

It is the desire of Columbia Academy that pupil attendance be at the highest rate possible. **NO ONE CAN EXPECT TO DO GOOD WORK AND GET THE MOST FROM HIS CLASSES IF HE IS ABSENT FREQUENTLY.** Seniors leaving campus going to approved work must attend five (5) periods of school prior to leaving campus. Any student leaving campus must sign out in the office.

## ABSENCES

Absences will no longer be classified as excused or unexcused. Students are expected to attend class unless there are valid reasons preventing them from being present. Certainly personal illness, family catastrophes, and other situations arise which may require a student being absent from school. All absences will be recorded as such and will accumulate toward the total allowed for the class.

Students should plan carefully and never acquire a frivolous absence. Absences due to a school-related activity, such as an athletic or academic competition, or representing the school through some civic or community gathering will **NOT** count toward the total absences allowed. In these cases, the permission of the headmaster will validate the absence. When a student is absent due to personal illness requiring a doctor or dentist, the student shall present a note from the professional **immediately** upon their return to school. Medical excuses will not be accepted more than three days after an absence. The purpose for this action will be for the administration to take the nature of these absences into consideration if the student exceeds the maximum allowed during the year.

Seniors will continue to enjoy the privilege of having two college days which will **not** count toward the number of absences allowed. **There will be no recognized senior skip day.**

Prior to 9:00 a.m. on the day that a student is absent, his/her parent/guardian is required to contact the office (telephone number 736-6418) verifying absence and giving reason. All assignment requests must be made at this time. All students (7-12) must pick up a re-admit slip from the office on the day he/she returns to school to present to the teacher of each class missed.

It is the student's responsibility to discover what assignments were missed due to their absence. Students should inquire from the teacher at some time other than instructional time as to what work was missed and the deadline for completing the work. Failure to make up work by the agreed upon deadline will result in a zero for the assignment. The minimum number of days allowed to make up work will be the same number of days missed starting from the student's return to school. Some absences may be subject to disciplinary action from the administration, including suspension and/or academic penalties. **All work must be made up.**

**Excessive absences will be reported to the County Attendance Officer.**

**Students in grades 7-11 who miss more than 20 class periods in a yearly academic class or who miss more than 10 class periods in a semester academic class will be subject to the following:**

- 1. If the student's average is below 65, he/she will not receive credit for the class.**
- 2. If the student's average is 65 or higher, he/she will receive an I (incomplete) for the class until he/she does work in an extended school session school setting.**
- 3. The amount of time in the extended school session will depend on the number of days missed in excess of twenty. Students will begin making up time immediately. They will not be allowed to wait until the end of the grading period.**
- 4. The student will be responsible for the financial compensation for the teacher who will conduct the extended session.**
- 5. The extended school session will be on a Saturday agreed upon by both the student and the supervisor. The Administration will mediate if mutual times and dates can not be arranged. The supervisor may select to have a certified educator (approved by the administration) substitute for him/her. The supervising instructor will be responsible for supplying all academic work needed for the student.**

**SENIORS who miss excessive days as described above will be subject to the same stipulations as underclassmen.**

The extended school for seniors may take place on Saturday(s) prior to graduation and/or on the days when other seniors are granted senior privileges and are not required to attend school. All the other guidelines for underclassmen shall apply to seniors. If the senior satisfies the required conditions prior to the date of graduation, he/she will be allowed to participate in the graduation exercises. If the senior does not complete the required extended session, he/she will be prohibited from participating in the graduation exercises.

Students in grades K5- 6<sup>th</sup> grade who miss more than 20 days during the school year will also be required to attend extended session and will be responsible for the financial compensation of the teacher who conducts the session. The compensation rate will be \$ 20.00 an hour.

## TARDIES

- A. If a student is tardy to school five (5) minutes or more, that student will report to the office and be given a tardy slip and will report to class. For the 1st three (3) tardies of each nine (9) week period, the student will be allowed to make up all work. It will be the responsibility of the student to get work missed from the teacher.
- B. A student **must report to the attendance officer (Mr. Thompson) if he/she arrives at school after the 7:55 a.m. tardy bell rings.** If the student is delinquent to school for any reason the student will be given a tardy **for the class to which they will be admitted and an absence will be recorded for the prior periods missed.** (Example: a student who arrives at 9:15 will receive an absence for 1st period and a tardy for 2nd period.)
- C. Between class periods students who are tardy will be admitted to class by the teacher and a tardy will be recorded unless the student has a note from a teacher or administrator excusing the tardy.
- D. If a group of students is detained by a teacher or coach and is caused to be late to another class by that detention, it is the responsibility of that teacher to write excuses in those situations.
- E. Excessive tardiness and attendance problems will lead to an administrative review of a student's continuing enrollment at Columbia Academy.
- F. Columbia Academy follows its policy on tardiness as stated below.

Lateness because of bus problems or for medical appointments is not counted as unexcused tardy. All absences and tardies for medical reasons must be accompanied by a written excuse from the doctor or dentist. **Medical excuses must be turned in immediately and will not be accepted after three days.** Tardies may be excused at the Headmasters discretion because of bad weather conditions and other conditions approved by headmaster. Tardies for any other reason will be unexcused.

**There is no punitive action for the first three (3) tardies (TOTAL) in a nine week period. The fourth tardy will cause the student to have break detention for one day. The fifth tardy in a nine week period will result in one day of Saturday detention and/or early morning detention, and/or afternoon detention. For the sixth tardy (and for each tardy after the sixth) the student will serve one day of suspension from school. This policy refers to tardies to both classes and homeroom.**

Students who are habitual tardy offenders shall face additional punishment as deemed necessary by the headmaster.

## ELEMENTARY TARDY RULES

1. After 6 tardies, a form letter goes home.
2. On the 7th tardy, a student will stay in at recess.
3. After 8 tardies, students will receive a zero for the class missed.

## CHECK OUT PROCEDURE

Students who must leave during the school day will check out through the office. Except for sudden illness or other extreme emergency, no student will be allowed to leave a class to check out. Please schedule doctor, dentist, haircut and appointments for after school hours. **No student will be allowed to leave unless a parent, guardian, or designated person comes to the school and checks them out.** If a student drives to school, a parent or guardian may call the school and tell the attendance clerk to allow their child to leave school at a certain time. This is acceptable provided pupil follows normal check-out procedure.

**All notes sent to the office for check-out during the school day, or phone call for check out, must state time of check-out, reason, dates, signature of parent or guardian and phone number where they may be reached. ALL CHECK-OUT NOTES OR DOCTOR APPOINTMENT CARDS, FOR CHECK-OUT AT ANYTIME DURING THE SCHOOL DAY, MUST BE TURNED IN TO THE OFFICE NO LATER THAN 9:00 A.M.** If their child drives a car they will be allowed to leave in their vehicle. A student must produce a doctor's appointment card or a parent must confirm doctor appointment to be allowed to check out. **Student must produce a doctor's excuse immediately upon returning. Medical excuses will not be accepted after three days.**

If a student should become ill during the school day, he/she is to ask their teacher for a pass to the office. The headmaster, secretary, attendance clerk, or teacher will call the parent or guardian to ask that the student be picked up. If the student has his/her own transportation and a call has been placed to parent or guardian and permission granted to dismiss from school, pupil

will be granted permission to leave in his/her own automobile. Elementary aides need to bring sick children to office or teacher's lounge and call parents.

When any junior high or high school student who has checked out returns to school, he/she must pick up a re-admit slip from the office to present to the teacher for each class missed. The student has the same responsibility for make-up work as he/she would for any other absence. Work is due when the student returns to class. Elementary students must check in with the office before returning to their classroom.

**Students must sign out in office before leaving school. Failure to sign out will result in disciplinary action. Students must sign back in when returning to school. Students that have checked out in office MUST leave the campus immediately.**

### **MAKE-UP WORK**

All work missed as a result of an absence must be made-up in the manner prescribed by the handbook. The responsibility of inquiring about missed work and the time when it is to be made up **RESTS WITH THE STUDENT.** A make-up test should be administered at the **teacher's discretion.** The teacher will dictate time and place. In order to not interfere with class time and student progression, teachers will be encouraged to schedule makeup tests as early as 7:00 a.m. and as soon as the day after the test missed. Failure to adhere to the teacher's discretion in making up work and tests will result in the student receiving a zero.

## **ACADEMIC POLICY**

### **COLUMBIA ACADEMY REQUIREMENTS FOR GRADUATION**

Subject	Units
English	4
Social Studies	4
World History, U. S. History, Introduction to World Geography, U. S. Government, Economics, and Mississippi Studies	
Mathematics	4
Algebra I, Geometry, Algebra II and any course of comparable rigor and content. NOTE: Pre Algebra does not count.	
Science	4
Biology I, Chemistry I, and any two courses of comparable rigor and content	
Computer Science	1/2
Arts	1
Advanced Electives – Can Chose from:	2
Foreign Language (I and II), Advanced World Geography and a Foreign Language (I) or any combination of English , Mathematics, or lab-based science courses of comparable rigor and content to those required above. All students will be required to take one Foreign Language.	
Required Total	19 1/2
Elective Total	<u>4 1/2</u>
Total	24

The above requirements if met will qualify a graduate with the necessary ACT score and GPA to enter a Mississippi four year college directly from high school. All students at Columbia Academy will follow the above college prep track unless test scores and academic performance indicates the student would be better served on another track. The decision to deviate from the above track will be made by the counselor and headmaster in consultation with the student's parents. Students and parents should

understand that any deviation from the above track can affect a student's ability to enter a four year college directly from high school. Deviations will be limited to the specific mathematics or science courses taken, not the total number needed to graduate. At no time will a student be allowed to graduate having less than the total required credits of 24 and not having met the minimum MPSA graduation requirements.

\*\* All seniors must take at least five academic courses, all electives count except P.E. This is a requirement unless the counselor cannot schedule five. Seniors may be chosen by the headmaster as office assistants for one (1) of their five (5) classes.

The following courses may be taken in the eighth grade for Columbia Academy graduation requirements but will not count towards the MS Institution of Higher Learning entrance requirements; Pre-Algebra and first year Computer. Eighth grade Pre-Algebra students will have to take four (4) additional Math. Eighth grade Computer students will have to take at least an additional ½ unit in computers.

The following courses may be taken in the eighth grade for Columbia Academy graduation requirements and MS Institution of Higher Learning entrance requirements: Algebra I & first year Foreign Language

**COLLEGE ENTRANCE REQUIREMENTS**  
(Classes of 2010 and 2011)

The college prep curriculum for students graduating from high school and entering a public institution of higher learning prior to the summer of 2012 is as follows:

<b>Subject</b>	<b>Units</b>	<b>Contents and Remarks</b>
English	4	All must contain substantial writing components
Mathematics	3	Algebra I, Geometry, Algebra II, Trig/Pre-Calculus
Science	3	Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics, Physical Science
Social Studies	3	Must include U. S. History, World History and American Government (1/2 unit) and Economics or Geography (1/2 unit)
Advanced Electives	2	Choose from a foreign language, Geography, a math above Algebra II or a science from those listed above (1 unit must be a foreign language or Geography)
Computer Applications	1/2	Computer applications/programming course

**COLLEGE ENTRANCE REQUIREMENTS CHECK ON THESE REQUIREMENTS**  
(Classes 2012 and later)

The college prep curriculum for students graduating from high school and entering public institution of higher learning the summer of 2012 or later is as follows:

English	4
Social Studies	4
World History, U. S. History, Introduction to World Geography, U. S. Government, Economics, and Mississippi Studies	
Mathematics	4
Algebra I, Geometry, Algebra II and any course of comparable rigor and content.	
Science	4
Biology I, Chemistry I, and any two courses of comparable rigor and content	
Computer Science	1/2
Arts	1
Advanced Electives	2
Foreign Language (I and II), Advanced World	

Geography, and a Foreign Language (I) or any combination of English, Mathematics, or lab-based science courses of comparable rigor and content to those required above.

**GRADING SYSTEM**

The final average in an honors class will be weighted by 1.10.

**Honors Scale**

The following scale will be used to determine GPA for an honors level course:

<b>Final Weighted Average</b>	<b>Letter Grade</b>	<b>GPA</b>
101-110	A+	5.0
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
Below 70	F	0.0

*The lowest passing grade in an Honors course is 70.*

**Regular Scale**

The following scale will be used to determine GPA for regular courses:

<b>Final Average</b>	<b>Letter Grade</b>	<b>GPA</b>
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
65-69	D	1.0
Below 65	F	0.0

*The lowest passing grade in a regular course is 65.*

A student’s grade point average (GPA) is calculated beginning in the ninth grade (or beginning in the eighth grade with Algebra I) or beginning with a transfer student’s first semester at Columbia Academy.

To be considered for Valedictorian, a student must be on the Honors Track and have attended Columbia Academy since the beginning of their freshman year. The student must also take and pass 70% of offered Honors courses. To be considered for Salutatorian, the same criteria applies but beginning at the start of their sophomore year. Early graduation deems a student ineligible for these distinctions. Final averages for regular courses and final weighted averages for honors courses will be used when determining Valedictorian, Salutatorian, and class rank.

**NINE WEEK’S AVERAGE**

Average daily grades (at least 9 per term) ----- 25%  
 Test grades average (at least 4 per term) ----- 50%  
 Nine weeks exam----- 25%

In computing the nine weeks average, the daily average would be written once, the test average would be written twice, the nine weeks exam score would be written once. These four grades would be added together and this sum divided by four to determine the average. No average would exceed 100.

Each course will have a nine weeks exam. If an instructor wishes to have a special project such as a research paper, power point presentation, classroom project, etc., the special project may count as two or more regular test grades. **However, a nine weeks**

exam shall be given. Teachers have the discretion to make certain projects mandatory for passing and receiving credit for their classes. The projects can include, but are not limited to, research papers, science fair projects, power point presentations, or other classroom projects. Failure to appropriately complete this assignment by no later than the announced deadline may result in the student receiving an incomplete for the course even though mathematically they could pass the class with a zero on the project.

The exam schedule may be arranged so that three nine weeks exams may be given in one day.

### **SEMESTER AVERAGE**

The guidance department will average this for the teacher. The average will be the average of the two nine weeks averages.

There will be **NO** semester exams, simply a 2<sup>nd</sup> nine weeks exam and a 4<sup>th</sup> nine weeks exam. **However, the instructor reserves the right and will be encouraged to have the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks exams to include any material taught during the semester, including the previous nine week period.**

There will be **NO** exemptions for the 2<sup>nd</sup> nine weeks exam. Exemptions are permissible only for the 4<sup>th</sup> nine weeks exam and are subject to guidelines listed below.

### **EXEMPTIONS**

Exemptions from 4<sup>th</sup> nine weeks exams will include all students in grades 4 – 12.

**SENIORS:** Average of at least 85 for the first semester. Also, the combined average of the 3<sup>rd</sup> and 4<sup>th</sup> nine weeks, must be 85 or higher.

**Grades 4 - 11:** Average of at least 90 for the 1st semester. Also, the combined average of the 3<sup>rd</sup> and 4<sup>th</sup> nine weeks must be 90 or higher.

**Students who have missed more than 10 days or more than 10 class periods per subject per semester will not be exempt. Students who have been suspended including suspension due to excessive tardies will not be eligible for exemption.**

### **FINAL AVERAGE**

The guidance department will average this for the teacher. The average will be the average of the two semester averages.

### **WEIGHTING OF GRADES**

Students who participate in very challenging and demanding classes such as Advanced Placement or Honors courses shall receive a special grade enhancement (“grade weighting”) as reward for their pursuit of academic excellence. The value of this grade enhancement shall be 1.10 and will be applied to each nine weeks average. Grades from other schools will not be weighted after they are transferred to Columbia Academy.

### **PROMOTION AND RETENTION**

**Kindergarten:** Students will be promoted upon successful completion of readiness skills, which are skills that indicate that the student is prepared to enter Grade 1.

**Grades 1 - 3:**

1. Must pass reading and math
2. May not fail over one other subject.
3. 1st & 2nd grade students must pass 2nd semester
4. Teacher may advise parents to retain a child with one F or two or more D's

**Grades 4 - 6:**

1. Must not fail two or more subjects.
2. Teacher may advise parents to retain a child with one F or two or more D's

**Retainees:**

1. A student will be retained no more than a total of 2 times during the first six grades. We cannot meet the special needs of these students. Therefore, we recommend that placement for the next year be approved by a committee made up of board members, headmaster and involved teachers.
2. The junior high student (7th-8th) may not fail over one major subject (English, History, Math or Science). If he does, the student is to be retained. If the student has 2 or more D's, the teacher may advise the parent to consider remedial help or tutoring.

3. The high school student (9th-12th) receives credit for only those subjects passed. He must repeat any required courses, which are failed the first time. If he fails a non-required course, then he may repeat that course, or take another one in its place. A high school student may not progress to a higher-level course, unless he has passed all pre-requisite courses. It is the responsibility of the counselor to check and see if these requirements have been met.

Students who graduate from Columbia Academy cannot have more than two (2) credits of correspondence work, or on-line courses or any combination of the two (2) options. This is in accordance with state guidelines.

Correspondence courses may be taken only if:

1. It has been determined that a student must have the class for remedial work.
2. It has been determined that there is absolutely no possible way that the student could get a course they must have in order to graduate.
3. Medical
4. Special reasons approved by the headmaster.

### **CLASSIFICATION OF STUDENTS**

#### **(Grades 9-12)**

FRESHMEN:	Those who have completed satisfactorily the 8th grade.
SOPHOMORES:	Those who have completed at least 5 units of high school work.
JUNIORS:	Those who have completed at least 10 units of high school work.
SENIORS:	Those who have completed at least 15 units of high school work and are currently enrolled in at least 4 academic classes. (The classification of "Senior" does not necessarily qualify the pupil as a candidate for graduation.)

### **GRADUATING WITH HONORS**

HONOR STUDENTS - Those students who have a four-year scholastic record of 90 or above.

SPECIAL HONORS STUDENTS - Those students who have a four-year scholastic record of 94 or above.

VALEDICTORIAN - That student with the highest four-year scholastic average. Recipient must have attended CA four (4) years -- grades 9-12.

SALUTATORIAN - That student with the second highest four-year scholastic average. Recipient must have attended CA three (3) years -- grades 10-12.

To be eligible for Valedictorian or Salutatorian the student must have completed either physics or Advanced Math or trigonometry/pre-calculus in addition to having followed the College Prep Track, Plan 1.

The following procedure is used in determining Valedictorian and Salutatorian. Semester averages are added together through the 1st semester of the senior year; also the 3rd 9-week grades are included. Excluded in this figure are non-academic grades, i.e., Physical Education, Cheerleader, Teacher Aide, Dance Team, Library Aide, etc.

### **CHANGE OF SCHEDULE**

#### **(Grades 7-12)**

Each year students will be given choice sheet for classes they would like to take for the next year. These choice sheets will be one consideration used by the counselor and administration in making out schedules. Graduation requirements, combined needs of all students, teacher load and room availability will be the paramount concern in scheduling. Schedules may not be changed for mere convenience or preference. A student in grades 7-12 must request a change of schedule on a prescribed form kept in the counselor's office within the first five (5) days of the 1<sup>st</sup> and 2<sup>nd</sup> semester. The counselor with the approval of the headmaster will make the decision as to allow the requested change. No change will be made at any other time unless the counselor initiates the change and the change is approved by the headmaster.

### **NCAA ELIGIBILITY**

As a prospective student-athlete at a Division I or II institution, you have certain responsibilities to meet before you may participate. Information concerning who needs to register with the Clearinghouse and what documents should be submitted can

be found at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Prospective student-athletes should begin this process during the second semester of their junior year or the first semester of their senior year.

## **TEXTBOOKS**

Textbooks are by no means free--they are provided by the Academy and the parents of the school. Every year Columbia Academy must replace worn out and outdated books. It is expected that textbooks will be used for a minimum of five years. It may readily be seen that unless reasonable care is exercised by every student in the use of these books, there will not be sufficient funds to provide enough books in usable condition. Therefore, each student is held responsible for the textbooks issued to him.

Fines will be levied at the time books are checked in or inspected during the year for the following damage or abuse:

1. Loose, torn, or bent covers
2. Torn or creased pages
3. Writings, drawings or other marks
4. Dirty pages or dirty and scratched covers beyond reasonable wear and tear.

**Students will be required to pay the price of a new or replacement book for any book lost or damaged beyond further use.**

## **COMPUTER USE**

In support of Columbia Academy's mission, the school provides computing, networking, and information resources to the Columbia Academy community of students, faculty, and staff.

### Rights and Responsibilities

Computers and networks can provide access on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, not a right, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

### Rules for the Use of Computers

- Computer resources are for academic activities only.
- No one shall attempt to change the basic computer set-up parameters and desktop configurations.
- Unauthorized access or alteration of school-related records, files, or information will result in severe disciplinary action.
- Student work is not to be saved on the computer hard drives but shall be saved to a jump drive.
- At no time will any student send or receive email on school computers, enter chat rooms, or use Instant Messaging unless authorized by school personnel. Students are not to reveal their personal identification data, addresses, or phone numbers or that of any fellow student or staff member.
- Any attempt to access inappropriate, pornographic, or any offensive or questionable material will result in severe disciplinary action.

### Examples of Misuse

- Using an unauthorized computer account.
- Obtaining a password for a computer account without the consent of the account owner.
- Using the campus local area network to gain unauthorized access to any computer system.
- Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses, worms, and other malicious logic.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms or applicable software licensing agreements or copyright laws.
- Deliberately wasting computing resources. Students should not print without permission from their teacher.
- Using electronic mail or a website to threaten or harass others.

- Masking the identity of an account or machine.
- Posting materials on electronic bulletin boards or web sites that violate existing laws or the School's codes of conduct.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

## Existing Legal Content

All existing state and federal laws, as well as Columbia Academy regulations and policies, apply. Included are not only those laws and regulations that are specific to computer and networks but also those that may apply generally to personal conduct.

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Additionally, misuse can be prosecuted under any applicable legal statutes. Users may be held accountable for their conduct under any applicable school policy, procedure, or agreement.

Complaints alleging misuse of Information Technology (IT) will be directed to those responsible for taking appropriate disciplinary action. Reproduction or distribution of copyrighted works includes, but not limited to, images, text, or software, without permission of the owner is an infringement of U. S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment. If a minor child carries out the misuse or abuse, there exists an element of parental responsibility and liability.

## Enforcement

Penalties may be imposed under one or more of the following: Columbia Academy regulations and policies, Mississippi law, or the laws of the United States.

The Administration handles minor infractions of this policy, or those that appear accidental in nature, internally in an informal manner by electronic mail or in-person discussions. More serious infractions are handled via formal procedures. Infractions such as harassment, unauthorized use of IT systems, attempts to steal passwords or data, unauthorized use or copying of licensed software violations of School's policies or repeated violations of minor infractions may result in the temporary or permanent loss of access privileges while the situation is under investigation.

Offenses that are in violation of local, state, or federal laws will result in the immediate loss of computing privileges and will be reported to the appropriate law enforcement authorities.

## Reporting Misuse

Report all incidents of abuse to the Administration.

## **HONOR CODE**

Columbia Academy's administration and teachers expect that its students are honorable. We value the principles of honesty, integrity, and respect both in academics and outside the classroom. We share a common responsibility to preserve these ideals, for we realize that each individual's actions affect the school's climate of trust.

The functions of the honor code are to communicate the meaning and importance of intellectual honesty to all students of the school; to articulate and support the interest of the community in maintaining the highest standards of conduct in academic affairs; and to identify, sanction, and educate those who fail to live up to the stated expectations of the school community with regard to these standards.

The honor code is the school policy which defines the expected standards of conduct in academic affairs. The student body and faculty at Columbia Academy will not tolerate any violation of the honor code. The honor code expressly forbids the following academic violations:

1. **Cheating** - Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work, or attempts thereof. Such acts include, but are not limited to, deception; the use of talking, signs, or gestures during a quiz; copying from another student or allowing the copying of an individual assignment; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre-written writing assignment at times when such assignment are supposed to be written in class; illegally exceeding time limits on

timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students; use of electronic devices during an assessment.

2. **Plagiarism** – Plagiarism includes the copying of the language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one’s own original work, or attempts thereof. Such acts include, but are not limited to, having a parent or another person write an essay (including the purchase of works on-line) or do a project which is then submitted as one’s own work; failing to use proper documentation and bibliography. Columbia Academy will employ a plagiarism detection service if such conduct is suspected.
3. **Falsification/Lying** – Falsification includes the statement of any untruth, either verbally or in writing, with respect to any circumstances relevant to one’s academic work, or attempts thereof. Such acts include, but are not limited to, the forgery of official signatures; tampering with official records; fraudulently adding, deleting, or manipulating information on academic work, or fraudulently changing an examination or other academic work after the testing period or due date of the assignment; lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments due.
4. **Stealing** – Stealing includes the taking or appropriating without the right or permission to do so and with the intent to keep or make use of wrongfully, the school work or materials of another student or the instructions materials of a teacher. Such acts include, but are not limited to, stealing copies of tests or quizzes, illegitimately accessing the teacher’s answer key for tests or quizzes; stealing the teacher’s edition of the textbook; stealing another student’s homework, notes or handouts.
5. **Facilitating Academic Dishonesty** – Facilitating academic dishonesty by intentionally or knowingly helping or attempting to help another to violate any provision of this code.

## **DUTY TO REPORT VIOLATIONS**

Academic dishonesty is a negative force in the academic life of a school. It jeopardizes the quality of education and depreciates the genuine achievements of others. All members of the school community, students, faculty, and staff share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student or staff member noticing any failure to follow the honor code is encouraged to report the incident to the appropriate authority, such as an administrator or teacher. The anonymity of the reporting person will be maintained.

### **Penalties**

Teachers will note offenses on a discipline referral sheet. The administration will keep these referrals on file.

- 1<sup>st</sup> Offense: The student will receive a zero, and a student/teacher/parent conference will be held.
- 2<sup>nd</sup> Offense: The student will receive a zero, plus one day of Saturday detention and/or early morning detention. Student will be dismissed from any honor society or student government membership or position.
- 3<sup>rd</sup> Offense: The student will receive a zero and will be suspended for two (2) days.
- Subsequent Offenses: will be handled at headmaster’s discretion to include suspension or expulsion.

### **The Pledge**

Students and parents voluntarily sign this pledge. In signing, they are promising to uphold the honor code and anonymously report any infractions to the proper authorities.

I pledge that all of my academic work in every subject will be original. I will not plagiarize, copy, or cheat in any way. I understand the school’s honor code and will support it. Every time I sign my name on a piece of work, I reaffirm my acceptance of this honor code.”

# DRESS CODE

## STUDENT DRESS / GROOMING

GRADES K-5 – 12<sup>th</sup>

**During regular school hours, students will adhere to the board approved uniform policy .**

Since people outside our school judge Columbia Academy by the way our students look and behave, we feel that parents should make a special effort to see that their children conform to the dress regulations and hair style regulations that have been established by the school. If parents will not or cannot accept this responsibility, then the administration will be forced to assume this for them.

*Parents are **primarily responsible** for insuring their students are properly groomed and dressed. The administration should have to take very little action in enforcing these codes. Parents should plan haircuts so that the code is not broken. The administration may require a student to get a haircut, before returning to school with no grace periods.*

### **COLUMBIA ACADEMY COLORS:**

ORANGE, WHITE, (ROYAL) BLUE

### **GENERAL:**

1. **HATS OR CAPS ARE NOT TO BE WORN ON CAMPUS, except for athletic competitions or practices.** If a hat or cap is worn or visible at an inappropriate time, it will be confiscated for 30 calendar days. After this time has expired, a parent or guardian may pick up the hat or cap at the school.
2. Undergarments must be worn.
3. Tattoos are strongly discouraged and all tattoos are to be covered.
4. No unnecessary attire, hairdo gapped or standing up such as mohawks and unnatural color, etc. that brings undue attention to an individual or group. Curlers worn in the hair will not be permitted.
5. Any other attire deemed inappropriate or disruptive by the Headmaster, shall not be worn.

### **GIRLS:**

1. Properly-sized khaki slacks /Capri's, khaki skirts, khaki walking shorts.  
In addition to khaki skirts, Royal Park Plaid #08NV provided by "Choice Uniforms" will be accepted. (877)324-6423 or [www.choiceuniforms.com](http://www.choiceuniforms.com).
  - No low-rise
  - Must fit at the waist and have a front waistband. If garment has belt loops, belt must be worn.
  - Must be properly hemmed
  - Not split or cut in any manner
  - May be cuffed or un-cuffed
  - May be pleated or un-pleated
  - Length of slacks shall not exceed bottom of the shoe
  - Length of shorts and skirts not to exceed 4 inches above the back crease of the knee.
  - No corduroy, stretch fabric, frayed, sagging, oversized, extremely tight fitting, zip-off pants, low-riders, bell bottoms, carpenter / cargo pants, warm-up wind suits, etc.
2. Properly-sized collared polo / golf-type shirts, long or short sleeve (tucked in or extending 4 inches below the waist line). All shirts must be solid orange, white, or blue.
3. Oxford-style, button-down shirt, long or short sleeve. The button-down shirt must be properly buttoned and tucked in. All shirts in solid Columbia Academy colors. If t-shirt / undershirt is worn underneath, it must be orange white, or royal blue
4. Sweatshirts, jackets and sweaters are to be worn over an approved collared shirt
5. **Sweatshirts, jackets, and sweaters must be predominately orange, white, or blue. Absolutely no carhart, camouflage, or black sweatshirts, jackets, or sweaters should be brought into the building.**
6. Young ladies shall not be permitted to wear any type attire that exposes bare skin at back, shoulders or the front.
7. On dress up days skirts or dresses should be a proper length and should not expose bare skin at the back shoulders or front. This includes spaghetti straps and one strap tops and/or dresses with exposed mid drifts.
8. Slacks / skirts should not be sagging below the waist line
9. Earrings in ear lobe only, no more than two earrings per ear, no other piercing allowed.
10. Young ladies are to wear their hair in a well-groomed manner. Curlers worn in the hair will not be permitted.
11. **Cargo pants will NOT be allowed. The only permissible pockets will be a maximum of two front (hip) pockets and a maximum of two back (rear) pockets.**

## **BOYS:**

1. Properly-sized khaki slacks with belt or khaki walking shorts with belt.
2. Length of slacks shall not exceed bottom of the shoe.
  - No low-rise
  - Must fit at the waist and have a front waistband and belt loops
  - Must be properly hemmed
  - No split or cut in any manner
  - May be cuffed or un-cuffed
  - May be pleated or un-pleated
  - Length of shorts not to exceed 4 inches above the back crease of the knee.
  - No corduroy, stretch fabric, frayed, sagging, oversized, extremely tight fitting, zip-off pants, low-riders, bell bottoms, carpenter / cargo pants, warm-up wind suits, etc.
3. Collared polo / golf –type shirt, tucked in (long or short sleeve). All shirts must be solid orange, white, or blue.
4. Oxford-style, button-down shirt, long or short sleeve. The button-down shirt must be properly buttoned and tucked in. All shirts in solid Columbia Academy colors. If t-shirt / undershirt are worn underneath, it must be in solid orange, white, or royal blue.
5. Sweatshirts, jackets and sweaters are to be worn over an approved collared shirt
6. **Sweatshirts, jackets, and sweaters must be predominately orange, white, or blue. Absolutely no carhart, camouflage, or black sweatshirts, jackets, or sweaters should be brought into the building.**
7. Clean shaven (no mustaches, beards, or other facial hair, not even one day growth), which should include face, neck, and cheeks. Shave at home or be removed from class to shave. No extreme haircuts. **No sideburns past the middle of the ear.**
8. Young men are to wear their hair in a well-groomed manner--clean and neatly cut and not to hang over eyebrows, ears and the collar. It should be kept combed, brushed, and clean.
9. Young men are not to come to school wearing earrings or any other piercing.
10. **Cargo pants or carhart pants will NOT be allowed. The only permissible pockets will be a maximum of two front (hip) pockets and a maximum of two back (rear) pockets.**

## **SHAVING**

Young men who come to school not in compliance with shaving requirements mentioned in the Dress Code section for boys (item #8) will be subject to the following consequences:

1<sup>st</sup> offense ----- Warning, go shave, pay for cost of shaving supplies.

2<sup>nd</sup> offense ----- Break detention, go shave, pay for cost shaving supplies.

3<sup>rd</sup> offense ----- Saturday detention or early morning detention and /or after noon detention, go shave, pay for cost of shaving supplies.

Each offense after the 3<sup>rd</sup> ----- One day suspension from school. Upon return to school, the student must be clean shaven.

## **HAIRCUTS**

Hair styles for young men shall follow the guidelines found in the Dress Code section for boys, items #8 & #9. Hair should **NOT** touch the ears, eyebrows, or collar of shirt when combed or brushed or pulled down (for those with curly or wavy hair). Consequences for **NOT** complying with the handbook stipulations concerning haircuts:

1<sup>st</sup> offense -----The student will receive an official warning from the administration and be given specific time to get his hair in compliance with the handbook standards. Any other hair infraction during that nine weeks term will result in a one day suspension and the student must be in compliance upon his return.

## **EXTRA CURRICULAR DRESS**

Uniforms for extracurricular activities (participants only) i.e. sports related uniforms, dance team related uniforms, and etc. may not meet the above listed dress code. These uniforms are considered **event specific** and should be worn only to, and for the duration of, related events. Pants and shirts worn for these events must be approved by the coach/teacher and

administration. Should an event occur during normal school hours, students may change from their academic attire into their event uniform for the duration of the event. Students should then change back into approved dress code attire upon completion of the event. Examples of such events would be: sporting event, practice session, pep rally, parade, team or group photography sessions, or any other event requiring students to wear clothing that does not meet dress code.

**Uniforms must be worn for events such as: academic competitions, science fairs, and any other activities where Columbia Academy is being represented. Students, not dressed properly, will not be allowed to participate in these activities.**

**Cheerleaders:** Approved cheerleader uniforms may be worn during normal school hours on their specific game days.

**Football Players:** Approved game-day jerseys may be worn during normal school hours on their specific game days. School uniform bottoms, as detailed above, must be worn.

#### **Clothing items sold by Columbia Academy Cougar Store:**

Collared polo / golf type shirts or oxford-style button-down shirts sold by the Columbia Academy Cougar Store and meeting the above standards will be considered acceptable.

#### **Cougar Pride Days:**

T-shirts sold by the Columbia Academy Cougar Store or class t-shirts (approved by headmaster or assistant headmaster) are acceptable on Fridays or any other special day as called by the headmaster or assistant headmaster. In addition, t-shirts that are acquired through events that the school has participated in are acceptable. The administration may restrict any t-shirts it sees fit. These t-shirts must be properly sized to the individual and tucked in at all times. School uniform bottoms, as detailed in the above code, must be worn.

Additionally, K-5 – 3<sup>rd</sup> grade girls will be allowed to wear cheerleader uniforms on Cougar Pride Days.

#### **Special Cougar Pride “DRESS-UP” Days:**

These days will only be allowed when a varsity football game is to be played. The *general* dress code guidelines as detailed above will be followed. If a student is not participating in the “dress up” day, they should be dressed pursuant to the dress code. If a student makes a poor effort to participate in the “dress-up” day, the administration will require them to change into regular dress code.

#### **School Picture Day**

Boys/Girls K-3 – 6<sup>th</sup> grade will be required to wear school uniforms for school pictures.

Boys 7<sup>th</sup> – 12<sup>th</sup> will be required to wear coat and tie for school pictures. School uniform bottoms, as detailed in the above code, must be worn.

Girls 7<sup>th</sup> – 12<sup>th</sup> will be required to wear professional clothing (excluding sleeveless and low cut) for school pictures.

**The purpose of the above is to make our annual and class pictures look as uniform as possible.**

#### **“CONSEQUENCES FOR DRESS CODE VIOLATIONS”**

The following consequences shall be in effect for all violations of the dress code, especially for failure to keep shirts tucked in, no belt, wrong color undershirt, camisole not buttoned up far enough, and wearing caps in the building. Dress code violations will count cumulatively for the school year.

1<sup>st</sup> offense: Warning, no punitive action taken. Student will be required to come under compliance with the dress code beginning with the **first** offense.

2<sup>nd</sup> offense: Break detention and parents will be notified.

3<sup>rd</sup> offense: Morning or afternoon detention

4<sup>th</sup> offense: Saturday detention.

5<sup>th</sup> offense and each offense exceeding five: One day suspension from school

The record of dress code violations will start over each semester.

Repeated violations will result in more serious punishment including suspension.

# **DISCIPLINARY POLICY**

## **CORPORAL PUNISHMENT**

Certified school personnel and /or the Headmaster of Columbia Academy shall have the right to administer corporal punishment to any student for a violation of any rule or regulation of the school. Such corporal punishment shall be administered in accordance with school policy. Acceptance of the use of corporal punishment is assumed by the signing of the handbook signature sheet and/or continued enrollment in Columbia Academy.

## **DISCIPLINE IN THE CLASSROOM**

The teacher shall be recognized as the person in authority to maintain good discipline in the classroom. Every teacher is authorized to administer any discipline necessary to correct bad conduct, bad attitude, or failure to do required work. This includes corporal punishment (paddling). \*Teacher must have another certified teacher as a witness. This authority extends to all school property and all school activities, subject to the limitations that:

- a) Students may be expelled or suspended only by the Headmaster or Assistant Headmaster.
- b) Discipline methods must fall within limits set forth in school policy.

Disciplinary action for the following will be left to the discretion of the teacher:

- 1) Failure to bring required materials (books, pen, papers, signed test papers and progress reports, etc.)
- 2) Gum chewing at school, eating or drinking other than in cafeteria.
- 3) Copying homework. (Grades K-6 Only) (Honor Code for 7-12)
- 4) Cheating on test (Results in automatic zero and notification of parents). (Grades K-6 Only) (Honor Code for 7-12)

A teacher has the right to deny entrance to his/her classroom to a student who consistently refuses to conform to accepted standards of behavior.

## **NON-MAJOR VIOLATIONS/REPEATISM**

A student sent to the office for discipline reasons may face any of the following consequences:

- Conference with Administrator (and possibly the parent) with a warning to correct behavior.
- Break detention
- Morning detention 7:00 am until 7:45 am
- Afternoon detention 3:00pm until 4:00 pm
- Saturday detention beginning at 7:00 AM (minimum of three hours)
- Corporal punishment

The above steps are a guide to the administration in dealing with repetitive disciplinary actions. The record of non-major referrals will start over each semester.

Continued repeat offenders will face more serious consequences, including the possibility of suspension from school.

## **MAJOR VIOLATIONS**

If it is determined by the Headmaster or Assistant Headmaster that a student has committed any of the acts listed below, the student will be subject to disciplinary action, including corporal punishment (paddling), with the probability of suspension until he/she and his/her parents have had a conference with the Headmaster. In certain cases the student may be suspended or expelled from Columbia Academy.

- a. Truancy / Falsifying an excuse
- b. Profanity
- c. Gambling
- d. Fighting
- e. Insolence or Disrespect
- f. Stealing
- g. Leaving campus without permission
- h. Possession of tobacco, alcohol, drugs or weapons on campus
- i. Destroying school property or private property
- j. Cheating – see Honor Code

- k. Harassment or intimidation of other student or faculty
- l. Indecent exposure
- m. Unauthorized entry on or use of school premises
- n. Multiple Dress Code Violations – see Dress Code
- o. Repeated non-major offenses—See above.

When a student has committed multiple non-major offenses without improvement, displayed immoral behavior, or has been arrested, he/she is subject to external suspension or expulsion. **Any** student that has been arrested is to inform the school Headmaster.

A student may also be externally suspended or expelled for excessive absences or tardiness, impertinence to teachers, or any other serious breach of conduct that, in the judgment of the administration, clearly is contrary to the school's philosophy.

Parents and students must be aware that attending Columbia Academy is a privilege. Students who are not committed to obeying the rules of conduct will not be permitted to remain in school.

### **Result of Suspension**

Students that are suspended are expected to make up all work including test on their own time and at the discretion of the teacher. The highest grade obtainable on all work including test made up in this manner is a 65. Failure to make up said work in the time prescribed by the teacher will result in the student receiving a 0 for the work.

A student who is suspended is banned from all activities that they are involved in and from attending any school activity. They should not be on our campus or any other school's campus during the suspension. If the student's suspension encompasses a weekend the above restrictions apply to those weekend days also.

### **Result of Expulsion**

Once a student is expelled or asked to withdraw from school, he/she is not to return to the campus unless he/she writes for and is granted permission from the Headmaster. This also includes graduation, athletic contest or any other school function.

### **UNNECESSARY CONTACT**

**Students shall not have any unnecessary physical contact with another student whether permissive or not.** Inappropriate physical contact including, but not limited to, intimate touching, kissing, etc. at school or a school sponsored activity is prohibited.

### **HAZING AND INITIATION**

Antagonistic actions toward other students accomplish no positive educational purposes and generally lead more toward resentment and hard feelings than goodwill. No such actions of any kind will be allowed by organizations or clubs associated with Columbia Academy either on or off campus. No hazing or initiations for non-school clubs or activities will be allowed by Columbia Academy either on or off campus. No such actions between students will be tolerated.

### **SEXUAL HARASSMENT POLICY**

Columbia Academy is committed to ensuring that the students have a school free from sexual harassment and therefore recognize the need to have and enforce a sexual harassment policy.

Sexual harassment includes any unwelcome sexual advances, request for sexual favors, and any other visual or physical conduct of a sexual nature that meets the following criteria:

1. Any unwanted or inappropriate sexual attention that includes touching, looks, comments, or gesture;
2. Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting, obscene comments, or gestures or other verbal abuse of a sexual nature;
3. Graphic, verbal commentary about one's individual's body, sexual prawns, or sexual deficiencies;
4. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements;

5. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawing or gestures or other displays of suggestive objects or pictures;
6. Retaliation for having reported or threatened to report sexual harassment.

This behavior is unacceptable at Columbia Academy and at Columbia Academy functions such as athletic events, dance, plays, field trips, etc.

Columbia Academy encourages the individual(s) who believe they are being harassed to firmly and promptly notify the offender that the behavior is unwelcome. Since the school recognizes this may be ineffective or impossible, the incident(s) should be reported to the Headmaster or Assistant Headmaster.

All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate; the offending student will be subject to disciplinary action that may result in the student being terminated from Columbia Academy without a refund of fees.

Note: The fraternization of teachers and students is strictly prohibited.

### **SATURDAY DETENTION**

Students assigned to Saturday Detention may attend the session wearing work clothes, including jeans. The clothes should be modest, decent, and non-vulgar. The school official in charge of the detention shall determine if the clothing is appropriate. Students will be required to do manual labor. Being late for Saturday Detention shall be interpreted as skipping Saturday Detention. The detention will be for a minimum of three (3) hours. The time for the detention will be 7:00 a.m. unless the school official in charge determines a change of time is needed.

## **DRUG/ALCOHOL/TOBACCO POLICY**

Columbia Academy reserves the right to administer a drug/alcohol test on an individual student if it is believed that a reasonable suspicion exists. All new applicants to CA may be required to undergo a drug test at family expense.

### **ALCOHOL, TOBACCO, AND DRUGS**

Columbia Academy does not approve of the use of alcohol, tobacco, drugs (including paraphernalia), controlled substances, or intoxicants by the students. Students are not to engage in the drinking of any alcoholic beverages or the use of tobacco, drugs, controlled substances, or intoxicants in the school building, on the school grounds, or at any school sponsored activity. Pupils who have in their possession alcohol, drugs (including paraphernalia), controlled substances, or intoxicants will be subject to referral to the legal authorities as indicated by law and will be categorized as having a first test positive and must comply with regulations as set forth in our drug prevention policy. Re-admittance of any student after suspension under this provision will be conditioned on the consent of the student and parents or guardian to allow testing of said student for drugs or alcohol at the school's discretion.

A student who has in their possession alcohol, tobacco, controlled substances, or drugs at school, or uses alcohol, controlled substances, or drugs, on the school grounds, or at a school sponsored activity will be subject to suspension and expulsion.

Drug dogs will be brought in, at various times, during the year without being announced to check cars, lockers, book bags, purses, and a student's person.

### **DRUG TESTING**

The Columbia Academy Board of Directors, Administration, and Faculty strongly believe that the use and abuse of drugs (excluding those prescribed by a physician to treat a specific medical condition) can:

1. Be detrimental to the mental and physical well being of its students, no matter when such usage should occur during the year.
2. Seriously effect the performance of individuals as students;
3. Be dangerous to the student and his/her classmates.

**Columbia Academy has implemented a drug program of drug testing to assist and benefit the students of Columbia Academy.**

### **PURPOSE OF THE PROGRAM:**

The purpose of the Columbia Academy Drug Screening Program is as follows:

1. To educate the student concerning dangers of drug abuse.
2. To help prevent any drug use and abuse by the students of Columbia Academy.
3. To identify any student who may be using drugs and to identify the drug.
4. To provide reasonable safeguards in order that every student is medically competent to participate in school related activities.
5. To remove the stigma of drug abuse from those students who are not drug users.
6. To reassure students, parents and the community that the health and academic progress of each of its students is the primary goal of Columbia Academy.
7. To re-emphasize to the student his/her responsibility as a positive role model, on or off campus.

#### Procedure

Each student in the 7<sup>th</sup>-12<sup>th</sup> grade, and the parents or guardians of each student in the 7<sup>th</sup>-12<sup>th</sup> grade must sign a consent form, which authorizes the drug screening for each student. This consent form will be a part of the school handbook insert.

The testing procedure shall be:

1. Every student in the 7<sup>th</sup>-12<sup>th</sup> grade will be tested for drugs **twice** during the school year and will be subject to random testing at any time thereafter.
2. The method of testing is in the form of urinalysis. Any positive drug results will be confirmed by an additional test at the laboratory selected by Columbia Academy.
3. The collection and coding of specimen samples are executed in a manner insuring total confidentiality and identification.
4. The samples will be collected and analyzed using the most up to date methods of pathologists.
5. If a student refuses to take a test, it will be probable cause for expulsion

All specimens showing a positive result will automatically be retested using the remaining available sample by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the first positive result is verified and confirmed, the following steps will be taken:

### **POSITIVE TEST RESULTS**

#### **First Incident of Positive Test Result**

1. The administration is advised of the results.
2. The student and parents or guardians are advised.
3. Depending upon attitude and responsiveness of student and parents, the student is subject to expulsion or will definitely be required to attend a drug counseling program at the expense of the student. The drug counselor must be approved by the Headmaster.
4. If drug counseling is required rather than expulsion, the drug counselor will determine the length and manner of the program to best suit the student.
5. The student will follow the recommendations specified by the assigned counselor.
6. The student is suspended from extra-curricular activities during this drug counseling period.
7. After a first positive test, the student is subject to take every test given at CA while the student is attending CA.

#### **Second Incident of Positive Result**

The specimen showing a positive result will be re-tested immediately to assure that no error has occurred. If the positive result is verified and confirmed then the following steps will be taken:

1. The administration is advised of the results.
2. The student and parents or guardians are advised.
3. The student will then be expelled from Columbia Academy.

## **TRANSPORTATION POLICY**

### **SCHOOL BUS POLICY**

The operation of school buses is considered, by the Board of Directors, to be a service to parents who might experience

hardship in getting their children to and from school on a daily schedule.

#### BUS ROUTING

1. Bus routes will be determined by July 15.
2. Routes will be routed to serve as many students as possible, utilizing pick-up points and a straight-line approach to and from school.
3. Bus routes, in most cases, will be limited to thirty-five miles in length and or one hour twenty minutes in driving time.

#### BUS DRIVERS

1. Bus drivers must have a valid CDL with the "S" endorsement and attend school sponsored safety seminar.
2. Bus drivers shall conform to drug testing policy as required by Federal and State laws.
3. Bus drivers shall pickup and deliver students in the safest possible manner to insure their well-being.
4. Bus drivers should never leave a child at a uninhabited drop-off point. Driver will have the option to deliver the child to their residence or to the next drop-off point. A parent or guardian may request home delivery of their child in an emergency by direct contact to their driver.
5. Bus drivers will report all disciplinary problems to the headmaster.

#### STUDENTS

1. Students will be courteous and respectful to bus drivers at all times.
2. Students will board the bus in a proper manner and remain seated, facing forward throughout the bus ride.
3. Loud talking, throwing things, and sticking hands out of windows will not be tolerated.
4. Students shall remove all personal items when getting off the bus.
5. Parents will be responsible for any damage, especially SEAT COVERS, caused by their child.
6. The administration may suspend or remove permanently any student's privilege to ride the bus.

#### **REGULATIONS PERTAINING TO VEHICLES**

Vehicles brought to school by students are to be parked in designated areas of the campus. **Students will not be permitted to sit in parked vehicles at any time during the school day or school activities.** The maximum speed limit for vehicles on campus is **5 mph**. Upon entering the school campus, all radios and music shall be turned to a low volume. Students must park their vehicle in the designated area and exit the vehicle immediately.

**Parking permits** can be purchased in office. Every student who drives his own vehicle to school will be required to buy a parking permit and park in assigned spot during school hours.

A student may not return to his vehicle during the day without special permission.

Students who drive a vehicle or ride in vehicles driven by students will be dismissed each school day at the ringing of the second bell (3:00).

Speed limit on campus is 5 miles per hour. Duty teachers will have the authority to issue detention.

No student should leave the campus during or after school with any person other than his/her regular ride without special permission from parents--a note or telephone call.

**Any vehicle may not advertise or carry innuendo pertaining to drugs, sex or alcohol or any other lettering that would conflict with the Christian philosophy of Columbia Academy.**

#### **Tinted Windows on Automobiles (According to the Mississippi Highway Patrol)**

Minimum amount of light must be 35%. Maximum light reflective must be 20%.

The vehicle must have a sticker stating compliance. This is a small sticker found just above the inspection sticker.

All student drivers must have a valid driver's license and all vehicles must carry appropriate liability insurance as required by law. The administration may require proof of the requirements. No students are allowed to drive any ATV's or any other non-registered vehicle on campus.

**Vehicles on campus whether properly registered or not may be searched when there is reasonable cause to believe that the rules, regulations, or policies of Columbia Academy are being violated. The administration may request that a student unlock the vehicle or any compartment thereof.**

The administration reserves the right to suspend or refuse any driver of a vehicle on the campus when regulations are not followed.

# **CLUB/ORGANIZATION POLICY**

## **STUDENT COUNCIL**

The Student Council of Columbia Academy is established:

- To represent our school and God in a positive manner.
- To promote proper school spirit and pride.
- To act as a neutral representative body of the students, free of conflict of interest, and to promote good communication and positive relationships between students, faculty, parents, and administration.
- To unify student organizations.
- To promote high scholarship and the importance of education.
- To initiate, sponsor, and direct student activities for the school community and to encourage involvement of student in all activities.
- To represent the student body at official functions and public occasions.

All powers of the Student Council are delegated to it by the school Administration. The Administration has the right to veto or revoke any act of the Student Council.

The Student Council Executive Board shall consist of the following Student Body Officers:

- President
- Vice-President
- Treasurer
- Secretary

The Student Council Senate shall consist of the class officers from grades seven through twelve. The Student Council House of Representatives shall consist of one student representative from each homeroom. The faculty advisor(s) shall be appointed by the Administration.

See Student Council constitution for more detailed requirements.

## **KEY CLUB**

Key Club is a service club for students in grades 9 - 12. The objectives of the Key Club are to develop initiative and leadership, to serve the school and community to cooperate with the school administration and to prepare students for useful citizenship. The Key Club holds regular meetings every other Tuesday during the school year. Each member must provide 50 hours of service each school year. Membership is based on Key Club Board and Faculty recommendations and is by invitation.

## **ANNUAL STAFF**

Publication of the school yearbook, the RAGUOC, requires the cooperation of sponsors, staff, dedicated students, and faculty. The sponsors are appointed by the Headmaster; the sponsors appoint staff officers. The staff is made up of students interested in working on the publication. A student must be recommended by the sponsor and or English teacher to serve on the Annual Staff. They must have exhibited a good work ethic and attendance in their academic and extra-curricular career. Final approval of the staff will be made by the headmaster.

## **HALL OF FAME**

Membership in the Hall of Fame shall be decided by points. Seniors will complete an activities checklist during January of their senior year. Points will be awarded based on participation in school activities, outstanding service to the school and outstanding scholastic achievements. Points shall be earned as follows.

**MAJOR & MINOR ACTIVITIES:** Points awarded accordingly. A copy of form listing points per activity is on file in the guidance office and business office.

Students who drop out of these activities during the year shall forfeit their points earned by participation in that activity. **SCHOLASTIC ACHIEVEMENT:** Based on semester average in each academic subject.

A = 2 points;            B = 1 point

**ATTITUDE AND COURTESY:** Each student considered for membership in the Hall of Fame shall be rated on "attitude and

courtesy" on the following basis:

Each member of the high school faculty that rate them--Excellent, 2 points; Satisfactory 1 point, Unsatisfactory, 0 point. These points shall be added to the total points earned. Those four students with the highest number of points shall become Hall of Fame members.

### **HONOR SOCIETY**

The Columbia Academy chapter is affiliated with the MPSA and the National Honor Society. Membership is a special privilege reserved for students who demonstrate qualities of leadership, scholarship, good character, and service to the community and school. Once selected for membership, a student has the responsibility to continue to demonstrate these qualities. Members must maintain at least a 90 GPA to retain active membership. Members who fall below accepted standards will be warned and given one grading period (9 weeks) in which to correct the deficiency.

If the situation is not corrected within that time, a student is considered inactive and is unable to participate in chapter activities. Serious infractions can result in immediate dismissal from the chapter. A copy of the constitution and by-laws of the NHS is available from the sponsor if questions arise.

### **DECA**

DECA is an association of marketing students which is designed to enhance the co-curricular education of students with interest in marketing, management, and entrepreneurship. DECA helps students to develop skills and competence for marketing careers, to build self-esteem, to experience leadership, and to practice community service. DECA is committed to the advocacy of marketing education and the growth of business/education partnerships.

Membership requirements: Members must be enrolled in a business or marketing class and have a minimum of a C average.

### **MU ALPHA THETA**

Mu Alpha Theta is a national mathematics organization that encourages excellence in mathematics and encourages students to continue taking mathematic subjects.

Membership is determined by having at least a 90 overall average and a 90 average in mathematics classes. Members must be juniors or seniors. Members must complete 5 hours of service each semester. Members must pay an annual \$15 fee to cover costs for certificates, decals, and pins. Member must be enrolled in a college preparatory class to be a member.

### **NATIONAL BETA CLUB**

The National Beta Club has become the nation's largest independent, non-profit, educational youth organization. Beta is committed to recognizing and promoting high academic achievement, encouraging service to others, and developing character and leadership skills. The National Beta Club continually seeks ways to develop 5<sup>th</sup>—9<sup>th</sup> (Junior Beta Club) and 9<sup>th</sup>—12<sup>th</sup> (Senior Beta Club) students by providing opportunities and experiences that enable them to demonstrate the ideals of character, achievement, service, and leadership.

Requirements for membership:

1. Worthy, moral, and ethical character.
2. Minimum B average with no Ds or Fs.
3. Creditable achievement.
4. Commendable attitude.

### **HOMEcoming REQUIREMENTS**

The following is the criteria for the Homecoming Court:

Homecoming Queen shall be any senior girl who has been a student at Columbia Academy since the beginning of her sophomore year. The senior class will make nominations and the freshman, sophomore, junior, and senior classes will vote.

The Football Maid and all class maids must have been a student at Columbia Academy since September 1<sup>st</sup> of the preceding school year.

The Football Maid shall be any qualified senior girl and is elected by the varsity football team.

Senior, Junior, Sophomore, and Freshman Maids are to be elected by their classes. Sophomore, Junior and Senior Maids cannot have been elected a class maid before.

## ACTIVITY POLICY

Students representing Columbia Academy through inter-school activities are to maintain adequate academic standards and acceptable moral behavior. Columbia Academy reserves the right to restrict student's participation in any inter-school activity because of inadequate performance behavior at school or off campus.

### ELIGIBILITY

Columbia Academy students participating in any extra-curricular activities are subject to the guidelines adopted by the MAIS, its governing committees and the Columbia Academy Board of Directors, concerning inter-school competition as well as the following requirements concerning eligibility during the school year.

1. To be eligible for the first semester of a school year, a student must have accumulated four (4) major units (credits) the previous academic year. (Previous academic year is interpreted to be a complete year or any part of a school year in which a student is enrolled at either a member school or a non-member school). Seventh and eighth graders must have passed four (4) major subjects.
2. To be eligible for the second semester, a student must pass 4 major units (credits) the first semester of that same academic year. Seventh and eighth graders must have passed four major subjects.
3. A student who becomes ineligible after the first semester may become eligible again if after the 3<sup>rd</sup> nine weeks he/she is passing four (4) major units (courses) to the extent that they should pass those courses for the year. This determination will be made by the Headmaster and Athletic Director. If the student has not brought the grades up to passing, the student will be ineligible for the remainder of the year.

Anyone becoming ineligible under this policy will not be able to practice after school or participate in any game or contest. The student may participate in the strength and conditioning program during school hours.

It is impossible to cover every possible contingency; therefore, the Headmaster, the Board of Directors and or the Eligibility Committee of the MAIS is empowered to review and consider any request concerning eligibility and any item not specifically covered by Columbia Academy's or MAIS regulations.

### SPORTSMANSHIP

Columbia Academy has produced athletic teams with fine records in sportsmanship as well as in the number of games won. We feel that our student body and adult spectators should live up to the high standards of sportsmanship exemplified by our athletic teams.

Whether the game is played by elementary, junior high, or high school students, we urge everyone to remember that the evaluation of our school and community depends not only on the sportsmanship of our players but also on us, the fans and spectators.

We must remember that sportsmanship is something we take with us to the game. When we attend games out of town, we reflect the spirit of our school and our community in public places just as we do at the game.

Adult spectators are expected to respect all players, coaches, officials and other fans. Spectator action can cause the school to have fines levied against it and receive probationary status. Each spectator should not address any player, coach, or official in any derogatory manner. **Any fine levied against Columbia Academy because of fan misconduct will be billed to that patron.**

### PLAYER EJECTION

#### MAIS RULE ON PLAYER EJECTION

- Schools will be responsible for disciplining an athlete after his/her first ejection.
- Any player that is ejected for the second time in a school year will not be allowed to participate in athletics for two (2) weeks.
- Any player ejected for the third time in a school year will be banned from participating in athletics for the remainder of the school year.

Columbia Academy reserves the right to take further actions that the MAIS requires. In addition, a player that exhibits

unsportsmanlike behavior not warranting an ejection will be subject to disciplinary action by the school.

### **REGISTRATION REQUIREMENT**

Before a child practices or tries out for any sport, they need to be presently attending or registered and accepted to attend Columbia Academy.

### **LETTERING/LETTERMAN JACKETS**

In order to receive a letterman jacket, a student must have participated in and completed a varsity sport, or have been a member of the cheerleading squad, dance team, or show choir as a varsity member and completed the season or year. VARSITY MEANS 10<sup>TH</sup>, 11<sup>TH</sup>, AND 12<sup>TH</sup>. For sports, substantial inter-school competition is required to letter. Participating in a varsity sport/activity while in junior high does not qualify. Participation and awards earned on the varsity level while in junior high can and should be acknowledged when the student does receive the jacket as a junior, pursuant to policy.

Students will be allowed to order their letterman jackets in the fall of their junior year. The cost of the jackets will be the responsibility of the student. The jackets will be ordered through the Cougar Store. Significant (at least regular season district) individual and team award patches will be paid for by the school. Any other personal patches will be paid for by the student.

The wearing of a letterman jacket is a privilege earned by participation and completion of these activities, pursuant to policy.

### **GAME/CONTEST DAY SCHOOL ATTENDANCE**

To participate in any activity, (i.e. Sports, Cheerleader, Dance Team, and Show Choir) the participant must attend at least three (3) complete academic periods the day of the activity. Any exception to above could be allowed if exception is approved by AD and Headmaster. Any exception should be limited to family tragedy or medical issues supported by proper documentation.

### **COMPLETION OF SPORT**

If a student starts one sport and quits before the completion of that sport's season, they will not be able to participate in another sport (play or practice) until the initial sports season is complete. Any student who quits an activity will not be recognized for that activity at any award's banquet.

### **CHEERLEADERS AND DANCE TEAM**

Cheerleaders and dance team members will be under the direction of the sponsor and must attend all home games, play-off games, and practice sessions unless excused by the sponsor. Cheerleaders will be expected to cheer during football as well as basketball games. Cheerleaders will be required to cheer at all home basketball games, district away games, and post season tournaments. Failure to do so will result in dismissal from the group and forfeiture of any rights of the cheerleading group, i.e. may not be recognized at the Athletic Awards Program. Any cheerleader or dance team member who doesn't represent Columbia Academy in a respectable manner will be dismissed from the squad, i.e. fighting, suspension, use of ugly language, cheating. Cheerleaders and dance team are representatives of the school at all events in which they participate, and as such, their conduct must be above reproach and consistent with standards set by Columbia Academy.

When tryouts for cheerleaders and dance team are held in the spring, each child wishing to try out must be registered and accepted to attend Columbia Academy for the next school year.

Cheerleaders will be subject to the cheerleader code. See cheerleader sponsor or Headmaster for copy.

The Cougar's Pride dance team will be subject to the drill team code. See dance team sponsor or Headmaster for copy.

Music to be used in any performance at Columbia Academy or for school activities must be submitted for approval by the Music Committee one month prior to performance.

### **HOMEWORK**

Athletes must turn in all long term assignments (reports, essays, projects, etc.) on the due date whether game day or the day after. Students should turn these assignments in before they leave school if they will not meet that class due to an early departure.

A student athlete is not required to take a test or turn in an assignment on the day after an away game, unless the test or assignment was announced two days before.

Athletes will have one extra day to turn in homework assigned any period on the day of an “away” game. They are responsible for getting this work turned in on time.

### **TESTS**

For tests missed due to early school departure on the game day, students must take test within the next two school days.

#### **For classes missed due to games played on Friday:**

It will be the athletes’ responsibility to get all assignments, if any, which were given on Friday and be prepared for class on Monday (including preparing for any test given on Monday).

This policy applies only to “away” games. All work, whether homework or tests, is due as normal on days of “home” games.

### **TRANSPORTATION**

All students participating in a Columbia Academy activity and utilizing school transportation must return from that activity using the same transportation; unless, the parent/guardian completes a form provided by the school for that activity, dated on that date, releasing student to specific person who will be at that activity.

### **NO EXCUSED ABSENCES**

No student will be excused for being tardy the day following an activity, regardless of returning time from the activity. A Doctor's excuse is the only excuse accepted.

**BELL SCHEDULE 2011-2012**

**REGULAR SCHEDULE**

7:50	-		1 <sup>st</sup> Bell
7:55	-		Tardy Bell
7:55	-	8:45	1 <sup>st</sup> Period
8:48	-	8:57	Homeroom
8:57	-	9:11	Break
9:15	-	10:05	2 <sup>nd</sup> Period
10:09	-	10:59	3 <sup>rd</sup> Period
11:03	-	11:53	4 <sup>th</sup> Period
11:53	-	12:17	Lunch 7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup>
12:21	-	1:11	5 <sup>th</sup> Period 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup>
11:57	-	12:47	5 <sup>th</sup> Period – 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup>
12:47	-	1:11	Lunch 10 <sup>th</sup> -11 <sup>th</sup> -12 <sup>th</sup>
1:15	-	2:05	6 <sup>th</sup> Period
2:09	-	2:59	7 <sup>th</sup> Period

**ACTIVITY SCHEDULE**

7:50	-		1 <sup>st</sup> Bell
7:55	-		Tardy Bell
7:55	-	8:40	1 <sup>st</sup> Period
8:44	-	8:53	Homeroom
8:53	-	9:07	Break
9:11	-	9:56	2 <sup>nd</sup> Period
10:00	-	10:45	3 <sup>rd</sup> Period
10:49	-	11:34	4 <sup>th</sup> Period
11:38	-	11:58	Lunch 7 <sup>th</sup> – 8 <sup>th</sup> – 9 <sup>th</sup>
12:02	-	12:47	5 <sup>th</sup> 7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup>
11:38	-	12:23	5 <sup>th</sup> Period – 10 <sup>th</sup> -11 <sup>th</sup> -12 <sup>th</sup>
12:27	-	12:47	Lunch - 10 <sup>th</sup> -11 <sup>th</sup> -12 <sup>th</sup>
12:51	-	1:39	6 <sup>th</sup> Period
1:43	-	2:28	7 <sup>th</sup> Period
2:28	-	3:00	Activity

**Elementary Lunch Schedule**

- 10:40 - 11:00 Kindergarten
- 10:45 - 11:05 1st Grade
- 10:50 - 11:10 2nd Grade
- 10:55 - 11:15 3rd Grade
- 11:00 - 11:20 4th Grade
- 11:05 - 11:25 5th Grade
- 11:10 - 11:30 6th Grade

**DEVOTION SCHEDULE**

7:55	-	8:40	1 <sup>st</sup> Period
8:40	-	8:45	Move to Gym/FAC
8:45	-	9:00	Devotion
9:00	-	9:15	Break
9:19	-	10:09	2 <sup>nd</sup> Period
Rest of schedule – same as the regular schedule			

## STUDENT HANDBOOK ACKNOWLEDGEMENT AND CONTRACT

I have read and understand the 2011-2012 Columbia Academy Student Handbook and agree to abide by the requirements therein. Specifically, I understand and agree to the following:

1. Corporal punishment may be used on my child, Page 24.
2. My child may be photographed for regular school activities and those photographs may be placed in a newspaper or school web-site, Page 8
3. The parent is responsible for insuring that the dress/grooming code is met, Pages 22 -24.
4. Off-campus activities may be considered for continued enrollment at Columbia Academy, Pages 5-6.
5. All students in grades 7 - 12 will be drug tested a minimum of two times during the school year pursuant to the policy as set forth on pages 27 -28.

Columbia Academy is a partnership between parents, students, teachers, and staff to provide the best possible education for our students. In order to achieve our ambitious goals, we must all make a commitment to working together.

### Pledge by the Student:

I promise to work very hard to achieve my personal best. I understand that my education is important, and I will try to make the most of every opportunity I have to learn. I will do my best to attend school every day. I will arrive on time and in uniform.

I understand that Columbia Academy's standards for academics and behavior are very high and that there will be consequences if I do not live up to these standards. If I fail to honor any one of these standards, I will take responsibility for my actions, try to learn from my mistake and will work to improve my behavior. I know that I must always work to be a better student, a better citizen, and a better person.

I pledge that all of my academic work in every subject will be original. I will not plagiarize, copy, or cheat in any way. I understand the school's honor code and will support it. Every time I sign my name on a piece of work, I reaffirm my acceptance of this honor code.

I understand that my student may not be allowed to participate in any extracurricular activity during the summer if my account is not current. These include (but are not limited to) basketball camps, football camps, cheerleading camps, and dance team camps.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**This Form must be Signed, Detached, and Returned to the Student's Homeroom Teacher**