

# 2022-2023

## COLUMBIA ACADEMY

### STUDENT HANDBOOK

1548 HIGHWAY 98 EAST  
COLUMBIA, MS 39429

OFFICE PHONE: (601) 736-6418  
FAX: (601) 736-0098  
E-MAIL: aburkett@cacougars.com  
WEBSITE: www.cacougars.com

#### ACCREDITED BY

MIDSOUTH ASSOCIATION OF INDEPENDENT SCHOOLS (AAA RATING)  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

GRADES: K - 12

SCHOOL COLORS: ORANGE, WHITE, AND ROYAL BLUE

MASCOT: COUGAR

ATHLETIC DIVISION: FOOTBALL 4A DISTRICT 4; ALL OTHER SPORTS 5A DISTRICT 4

HEAD OF SCHOOL:	ANGIE BURKETT
ASSISTANT HEADMASTER:	ROBBY HATHORN
SCHOOL GUIDANCE COUNSELOR:	GINNY KEMP
SCHOOL ATTENDANCE OFFICER:	TAMMY MORRIS
PRESCHOOL/KINDERGARTEN COORDINATOR	ANGIE BURKETT
BOOKKEEPER:	CYNTHIA DAVIS
BOOKKEEPER:	WENDY BARNES
RECEPTIONIST/SECRETARY	BECKY FORTENBERRY

#### BOARD OF DIRECTORS

MARK MCDANIEL.....	PRESIDENT
COREY MCCAIN.....	VICE-PRESIDENT
BRANDI STOGNER .....	SECRETARY
GEOFFREY MCMICHAEL.....	TREASURER

SCOTT WILLIAMSON

GARRETT DOUGLAS

THAD THOMAS

COREY MCCAIN

GEOFFREY MCMICHAEL

BLAKE BEAL

HEATH LEE

JEREMY THORNHILL

MARK MCDANIEL

MANDY NACE

TOMMY PENNINGTON

BRANDI STOGNER

## 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 according to 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 important 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 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

## MISSION AND BELIEFS

The Bible is the divine inspiration of God and the Scripture is inerrant in all of its parts and teachings. The Bible is the supreme authority over every area of our lives as individuals and as a school. 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 that impact 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, life-long 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 relationships and mutual respect among and between students, faculty, 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.

## 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/or guardians and students as a guide 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 in grades 6-12 will sign a student contract agreeing to uphold the terms of this handbook and agreeing to work diligently to improve himself and his school. Each student should realize that his 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. You are encouraged to work at a variety of levels to build, maintain, and contribute to the campus and community.
- You are accountable for your choices. You are encouraged to 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. However, the Board of Directors reserves the right to deny admission to or continue admission of any student where it is reasonably calculated that such an admission or continued admission might create adversity, conflict, or opposition to the school's adopted Purpose, Mission Statement and Beliefs, and educational and extra-curricular policies.

**Minimum Requirements** - Applicants must have a "C" average in **academic classes** in the last grading period from their previous school and not have a record of disciplinary problems. 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 Columbia Academy.

Each application must be approved by the Headmaster and Board of Directors 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 of Directors to be detrimental to the welfare of the school community.

**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. and A.D.H.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 students who may have learning disabilities or who have been diagnosed with Attention Deficit Disorder, Dyslexia, and other exceptionalities. Any person wishing to enroll his or her child at Columbia Academy acknowledges this fact and must 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, married previously, 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 accreditation standards.

## GENERAL POLICY

### **MISCELLANEOUS POLICIES**

- 1) Everyone is to be in a classroom at **7:55 A.M.** or be considered tardy to school. Any student who is tardy must check in at the main office.

- 2) K-12 conferences with teachers must be made at least one 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, and visitors are not allowed to visit classrooms. If items such as money, lunch, or a message, etc., are to be given to students, the person must come to the office for this purpose. The receptionist will see that the matter is taken care of.
- 4) All check-outs of students in grades K 3 -12<sup>th</sup> must be done through the attendance office. No parent, guardian, etc., is to go to the classroom for this purpose. **Parents must sign in and sign out students in the main school office.**The student will be called to the attendance office where the parent will be waiting. **Kindergarten parents must also check in and check out students at the main office between 8:00 A.M. and 2:25 P.M.**
- 5) Abuse or disregard of staff and faculty will not be tolerated, and patrons who do so will be accountable to the Board of Directors, and penalties for such may include termination of all rights and privileges of Columbia Academy.
- 6) No unauthorized persons are allowed in the elementary or high school hallways. **All persons must check-in upon entering the building and obtain a pass.** Parents will only have access to the Business Office, the Counselor's office, Administrative offices, and the Receptionist/Attendance Office.
- 7) Eating Lunch with Students: Parents will be allowed to eat lunch this year with students. Parents must check in at the front office and pick up a visitor's pass.
- 8) **No habitual check-outs** of students during the last 30 minutes before school ends is allowed, except in a case of emergency. The Headmaster or Assistant Headmaster will determine if a valid reason for dismissal exists.
- 9) A parent, guardian or anyone who wants to discuss a school policy should under no circumstance enter a classroom. This parent or guardian must come to the office and ask for the Headmaster or Assistant Headmaster.
- 10) Student Pick-up Points - All students must be picked up at designated carline locations. Elementary students will be picked up in the carline area between the kindergarten building and the elementary building. **All vehicles picking up kindergarten or elementary students must have a label in their vehicle indicating the student's name and grade level.** Junior high and high school students being picked up by parents will be picked up in the carline area between the gym entrance and the flagpole. If a younger student is riding home with an older sibling, the older student should walk the younger student to their parked vehicle. Parents, Guardians, or any one designated to pick up Columbia Academy students are asked specifically not to park and walk to pick-up students from the parking lot or ask students to walk and meet them in the parking lot. All students should be dropped off and picked up in the car line for their safety. Under no circumstance should you allow your child to walk to a parked vehicle in the parking lot or near the Fine Arts Building.
- 11) No request will be honored concerning the classroom teacher to which your child is assigned.
- 12) Sick Policy Statement: Parents should not send a student to school who has shown any symptoms or signs of an illness. A student should be fever free for at least 24 hours prior to returning to school.
- 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 and when he or she should not be and should move to a supervised area. Students should be in classrooms only where and when they are scheduled. Students will not be allowed to loiter in any classroom when they are not scheduled unless approved by the 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 without permission.
- 15) A Columbia Academy student is responsible for his own personal property and is expected to take care of his/her belongings. The school assumes no responsibility for the loss or damage to personal property. Students should label all 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) In case of an accident, students must 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 they are injured at school or while participating in a school activity.
- 18) Building Utilization – No student is allowed to use any of the school facilities unless he or she is supervised by faculty, staff, or an adult. All student 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 his present insurance policy in order to assure that his son/daughter will receive appropriate coverage in case of injury.**
- 20) Students must treat other students, faculty, and staff members with respect at all times. Being respectful means using appropriate words, an appropriate tone of voice, and appropriate actions and expressions.
- 21) Columbia Academy students will be photographed throughout the year for various purposes. All registered Columbia Academy students grant permission to be photographed.
- 22) The Board of Directors and Administration of Columbia Academy do not participate in the planning or implementation of any type of 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. 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, Facebook, Instagram 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 or its faculty or 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 on a hook. Personal items should NOT be left on the floor in the hallway. All book bags and gym bags must have the student's name written on it in a visible area. It is recommended that students use two book bags. Place the books and supplies for morning classes in one bag and the books and supplies for afternoon classes in the second bag. This will only require them to switch bags one time during the school day.
- 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. Security cameras also record sound. 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 tampering with security equipment will result in immediate suspension.
- 28) Once approved by the Board of Directors, 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 so as to not conflict with the calendar and test schedule. **Nine weeks' tests will not be given early.**
- 29) Students are not to have any contact with teachers or staff through computers or phones unless the

communication is directly related to academics or school activities. Casual conversation through these mediums is to be avoided by students and teachers.

## **PAST DUE TUITION AND FEES**

Every effort should be made to keep tuition and other fees, including cafeteria expenses, paid up to date. Columbia Academy, Inc. primarily receives funds through tuition and other fees, and therefore it is imperative that we collect such amounts that are owed to the school.

In the event that a student's tuition and other fees are overdue at the time of Semester or Final exams, the School will allow the student to take said exams but grades will not be recorded until payment has been made in full.

In the event of a withdrawal, transfer, or expulsion of a student at the end of the school year, parents are responsible for full payment of tuition and other fees. The School reserves the right to withhold report cards, grades, and student records until tuition and other fees have been paid in full. By signing the Student Handbook Agreement or the Application for Enrollment, you are authorizing the School to withhold report cards, grades, and other student records until tuition and other fees have been paid in full.

Any acquiescence in regard to the above policies should not be viewed as a waiver of said policy, and the school reserves the right to utilize the policy even though a student has been allowed to stay in school with past due tuition or other fees or has been allowed to take midterm or final exams with past due tuition or other fees.

**All money owed to Columbia Academy is due and payable on the 1<sup>st</sup> of each month. A 10% late fee on unpaid tuition will be accessed on 15<sup>th</sup> of each month. Any patron whose account becomes 30 days delinquent will be accessed an interest rate of 18% (1.5% per month) on the complete outstanding account balance (including but not limited to tuition, fees, and cafeteria charges). Any patron whose account becomes 30 days delinquent will be mailed a letter advising them of the delinquency. When an account is 45 days delinquent, the patron will be mailed a notice stating if delinquent money is not paid by the 60<sup>th</sup> day, the patron will be asked to remove their child (children) from COLUMBIA ACADEMY. ALL STUDENTS OF PATRONS WHO ARE 30 DAYS OR MORE DELINQUENT ON ANY MONEY OWED COLUMBIA ACADEMY WILL NOT BE ALLOWED TO TAKE FINAL EXAMS, RECEIVE FINAL GRADES, OR PARTICIPATE IN ANY SCHOOL SPONSORED SUMMER CAMPS OR SPORTING EVENTS, INCLUDING PRACTICES AND WORKOUTS.**

## **ADMISSION TO BUILDINGS AND CLASSROOMS**

Students may enter the building at 7:45 A.M. to go to the restroom or to a teacher's room for assistance. There shall be no loitering in the halls. During inclement weather, if the outside duty person approves entry, students may enter prior to 7:45 a.m. However, students should report to the classrooms assigned for weather days and should only enter classrooms labeled as weather rooms. A sign will be posted to identify weather rooms.

**During break time at school, all students in grades 7<sup>th</sup> - 12<sup>th</sup> are expected to go to the cafeteria, go outside between the high school wing and the cafeteria area, or be supervised by a teacher in a classroom.**

**Students should not be under the porch adjacent to the gym or on the west and east wings of the high school.** The sidewalk will be the western boundary of the permitted area. The car line driveway will be the eastern boundary. On inclement days, students in grades 7<sup>th</sup>-12<sup>th</sup> will go to the lunchroom or rooms where teachers are present and remain there until the bell rings. Students in grades 1<sup>st</sup>-6<sup>th</sup> will sit in the hallway outside the classroom and read silently until 7:45 A.M. Kindergarten students will go directly to their classrooms each morning.

Prior to going to the cafeteria for break or lunch, students in grades 7<sup>th</sup>-12<sup>th</sup> should use the restroom in the main building. No food or drink is allowed in the building other than water in a bottle with a screw on lid. Yeti cups and other containers which are not clear and do not have a screw on cap are not allowed.

**No student should be in the office unless he/she has specific business there. No loitering allowed in the office.**

## SCHOOL VISITATION

Any parent or other person desiring to visit the school must report upon arrival to the office for clearance and a 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.

## STUDENT VISITATION

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

## STUDENT(S) OUT OF CLASS

No student should leave a class period unless it is absolutely necessary. In case of necessity they must sign out and inform the teacher where they are going. Students should sign out when they leave the classroom and sign back in when returning to class. Failure to inform the teacher to which you are assigned will result in disciplinary action.

## WEAPONS

Weapons of any kind will not be allowed on campus or at any school sponsored event under any circumstances. "On campus" includes on a student's person, in his vehicle, or hidden by a student on campus. This includes BB guns, pellet guns, and pocket knives. Possession of weapons on any school campus is a violation of Mississippi State Law (MS Code 97-37-17).

## 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. LABEL all personal property please.

## LIBRARY

Students will receive from the school librarian a copy of regulations and procedures with regard to library policies. If any student abuses library books, magazines, newspapers, etc., he will have his/her library privileges suspended according to the discretion of the Headmaster and the librarian. In addition, fines may be levied for overdue or damaged articles. Students may take AR tests during their activity period, recess, and after school each day except Monday and Friday. Students may take AR tests in the elementary computer lab prior to school only if supervised by a teacher.

## GYMNASIUM

The gymnasium is for student use under the direction of the Headmaster, a faculty member, or a board member. Students are not to wear street shoes on the court for practicing or playing ball. **No one should enter the gym except through a door that has been opened by one having authority to do so.** Students and parents should not enter or exit the back door of the gym near the girls' locker room, except in an emergency situation.

Any student or group wishing to use the gym must have permission from the Headmaster or Assistant Headmaster. A faculty member, school board member, or administrator must be present during the use of the gym. This policy includes break and lunch and will be enforced. Students are not allowed in the gym during the school day unless they have scheduled a class in the gymnasium. **Students must be supervised in the gym at ALL times.**

**NO STUDENT IS TO LEAVE THE GYM OR ANY PAID ATHLETIC COMPETITION DURING BALL GAMES OR OTHER SCHOOL ACTIVITIES UNLESS HE/SHE IS LEAVING THE CAMPUS.**



## **LUNCHROOM**

Students will eat their lunch in the place provided by the school. All K-6<sup>th</sup> students 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. 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. All food and drinks must be disposed of properly and the picnic area should be kept clean. **Eating is not allowed under the patio area by the gym. No food or drink is allowed in the building other than water in a bottle with a screw on lid. Yeti cups and other containers are not allowed.**

**Students need to stay in the cafeteria or outside between the cafeteria and high school wing during lunch and break. Students should not be under the porch adjacent to the gym or the west and east wings of the high school. Do not go to any other unsupervised area. Students are not allowed to go to their vehicles without permission from an administrator.**

## **FIRE AND TORNADO DRILLS**

All emergency procedures will be initiated by a verbal command over the intercom with the exception of an actual fire. Actual fire evacuations will be initiated by the fire alarm system sounding.

## **OFF-CAMPUS EVACUATION**

In the event an off-campus evacuation is necessary, students will be taken by bus to Woodlawn Pentecostal Church located just west of the school on Highway 98. The church's telephone number is 601-736-5128.

## **ASSEMBLIES**

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

Each class will go to assembly as a group, will sit together as a group, and will be dismissed by its sponsors as a group. When leaving the gym or Fine Arts Building, 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, student, or club in the name of Columbia Academy unless prior authorization is obtained from the Board of Directors or its 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 must either buy or sell the assigned number of tickets. These fundraisers are a very important part of the life of Columbia Academy, and participation and cooperation is expected in order that we may provide the best education possible for our students.

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 are 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 to the treasurer and the sponsor of each organization when the account is set up. The school bookkeeper will furnish the organization with a statement upon request.

## SCHOOL TELEPHONE

Students **will not use the school telephone during class time.** Students must place their phone in a location determined by the classroom teacher during class time. Phones should not be left in book bags in the hallway. No student will be called out of class to use the telephone. If a parent needs to get a message to someone, they may send a note or call the front office. The information will be given to the appropriate person. All messages to the students, such as changes of plans, must be received by the office by 1:30 P.M. Emergency messages will be taken by the receptionist and delivered to the student immediately. Students may use the telephone in the office for **emergency calls only**, by obtaining permission from the receptionist or attendance officer. Phone privileges will be revoked in the case of abuse. Students must sign the phone log if they use the school phone. No appointments shall be made during school time. Students may not call a parent and/or guardian and request to check-out. This includes calling and requesting to check out in order to leave campus and eat lunch.

In the event a parent needs to speak to a teacher, the parent should call the office and leave a message for the staff member to return their call during the teacher's off period. If a parent needs to speak with the student, the student will be notified to come to the office at the end of the class period. This should only be requested due to an emergency.

All calls pertaining to bookkeeping, the counselor, or the attendance officer will be referred to the appropriate office; calls pertaining to the Headmaster will be referred to the Headmaster, or a message will be taken.

## STUDENT USE OF PHONES OR OTHER PERSONAL ELECTRONIC DEVICES (PED)

Columbia Academy recognizes that Personal Electronic Devices (PED) are an important part of culture and modern communication. Therefore, it is understood that students could be in possession of these devices at school.

Columbia Academy recognizes that there are times when these devices may be helpful to support the learning environment. There are also times when these devices are distracting and destructive to student learning. CA encourages faculty and instructors to actively integrate technology and the use of PEDs in classroom instruction and lesson planning. Integration must be strictly for educational purposes. Teachers shall preserve the integrity of the teaching and learning environment, as well as the integrity of the Personal Electronic Devices (PED) - "cell phone" - policy outlined below.

1. There should be no PEDs (including but not limited to mobile phones, tablets, personal computers, smart watches, etc.) utilized by students at any time during the school day, including at carline, unless such devices are being used for direct educational and instruction purposes **and** when directly authorized by a teacher or member of the CA Administration.

When not being used with directed permission, PEDs should be put away and turned off. If devices are used in any manner without permission, are visible, or make a sound, including alarms, noises, incoming calls or messages, etc., it will be confiscated by a teacher, administrator, or other staff member. If asked, students will provide and surrender their phone immediately and without dispute or discussion. Surrendered devices should be intact, with no items removed or missing (including memory cards or chips).

- II. Ear Phones, Earbuds, Bluetooth devices, other devices that transmit and receive data over a network, as well as I-Pods, MP3 players, or other portable audio devices, should also not be used on campus at any time without directed permission or without direct classroom connection (ex. Computer class). The consequences for use of these auxiliary, extension, or accessory devices will be the same as PEDs.
- III. Personal Electronic Devices (PEDs) are not to be used to capture, transmit, or share in any academic materials, lesson, or information about an assignment without direct permission from a teacher. Use of electronic devices in this manner could violate Honor Code policies and could result in assignment(s) receiving a zero and possible student discipline.
- III. There may be times when Columbia Academy provides a personal electronic device to use within the classroom (ex. Chromebooks, iPads, or computer lab desktop). These devices may be connected to the CA internet and are capable of receiving and transmitting data.

Any misuse, abuse, damage (whether purposeful or as a result of neglect) to any provided electronic device (ex. Chromebooks, IPADs, or computer lab desktop), inappropriate browsing, unauthorized downloading, or any attempt to interfere with the CA internet network could result in student conduct actions and/or financial responsibility to the parents or guardians of the student.

Any Personal Electronic Device (PED) confiscated by a teacher, administrator, or other staff member will be transferred and held in the Administration office. Students will pay fines to the Business Office (cash only, no coins will be accepted). Fines collected for PED confiscation will be added to the technology fund.

**FIRST OFFENSE:** Confiscated PEDs will be held in the Administrator's office for a period of 15 calendar days. If a parent or guardian chooses to pay a \$25.00 cash fine, the device will be returned to the student after a 24 hour hold time.

**SECOND OFFENSE:** Confiscated PEDs will be held in the Administrator's office for a period of 30 calendar days. If a parent or guardian chooses to pay a \$50.00 cash fine, the device will be returned to the student after a 24 hour hold time.

**THIRD OFFENSE:** Confiscated PEDs will be held in the Administrator's office for a period of 30 calendar days. If a parent or guardian chooses to pay a \$100.00 cash fine, the device will be returned to the student after a 24 hour hold time.

**FOURTH OFFENSE and EACH INSTANCE AFTERWARDS:** The Headmaster will consult with the Board of Directors, and the parent or guardian will be notified of the consequence to be received.

## **BAD WEATHER AND EARLY DISMISSAL**

In the case of bad weather and school is going to be canceled, we will try to make this decision prior to 6:00 A.M. A text message will be sent through Notify My School and if possible posted on the CA Facebook page.

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 and a message. 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.

## **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 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 underclassmen. 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 Administration and faculty and staff at all times. Seniors must attend all practices for Vespers and Graduation. All rules apply at these practices and services. Participation in the Vespers and Graduation services 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

All students and approved dates will enter the Fine Arts Building through the main entrance. All exits will be securely locked, from ingress and egress, except the main (monitored) entrance. Parents may view the senior walk from the balcony. The balcony will be opened 15 minutes prior to the senior walk. Parents will not be permitted to enter the main auditorium prom area unless they have been approved to chaperone the prom.

There is zero tolerance for alcohol consumption during attendance at a school function. A DUI officer(s) will be charged with overseeing admission to the prom. The officer(s) will determine alcohol consumption based on their training and by administering a breathalyzer exam to every attendee. Students who appear to be using alcohol, tobacco, or other illegal substances will meet with an Administrator, and the parents or guardian will be contacted. A DUI officer(s) will administer a breathalyzer exam to attendees leaving the prom who are suspected of consuming alcohol during the prom. Students who attend Columbia Academy will be suspended from school **for a set number of days as determined by school administration** if confirmed by a DUI officer for consuming alcohol on school premises or **for being under the influence of alcohol as determined by a breathalyzer test**. Students found to be in possession of alcohol or who violate this policy in any way will be subject to disciplinary action.

Students who invite students from other schools must sign up their guests prior to the dance. Attendees and dates should not exceed the age of 20. Dates will be required to have a character confirmation letter from their educational institution. Columbia Academy students are responsible for the behavior of their invited guests. If a student leaves school property during a dance, he or she will not be allowed to return to the dance (subject to faculty-sponsor in charge). **Vulgar or inappropriate dancing will not be tolerated.**

**The prom is a formal dance, and proper attire is required. Dresses with plunging necklines or low backs are prohibited. The midriff should be covered. Sunglasses and baseball caps are prohibited.**

## ATTENDANCE POLICY

### GENERAL

It is the desire of Columbia Academy that student attendance is 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 must attend a minimum of five (5) periods of school prior to leaving campus. Any student leaving campus must sign out in the office.

### ABSENCES

Attendance may be viewed daily via FACTS. Attendance codes are "A" for absent, "T" for tardy, "P" for present, "SA" for school activity, and "CO" for check-out. **Any absence other than an absence due to school activities will count toward the total number of absences.**

**Students in grades 7-12 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 not meet requirements to pass the class in which excessive absences have occurred.** The semester classes offered this year are: Economics, Government, MS History, Geography, Career Education, Current Events, Consumer Education A and Consumer Education B.

**Students in grades K5-6<sup>th</sup> who miss more than 20 days in an academic year will not meet requirements to pass the grade for the year due to the excessive absences.**

**Once a student obtains half the number of allowed absences for a class (ten for a year-long course; five for a semester course), absences will be reported to the County Attendance Officer.**

Absences will not be classified as excused or unexcused. Students are expected to attend class unless there are valid reasons preventing them from being present. Personal illness, family catastrophes, and other situations arise which may require a student to be absent from school. All absences will be recorded as such and will accumulate toward the total allowed for the class. In the case of extenuating circumstances the Headmaster and the Board of Directors will determine if any absence may be excluded from the total allowed absences.

Students should plan carefully and never acquire a frivolous absence, such as checking out and leaving campus to go and eat lunch. 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.

**Medical absences will count toward the total allowed absences for a student.** 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 his/her return to school. **Medical excuses will not be accepted more than three days after an absence.** Medical excuses must include the name of the clinic and a doctor's signature. The date and time of the appointment for the medical visit must be indicated on the medical excuse. The attendance officer will post the date the note is received from the student. **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 absence count for the year.**

A student who misses school due to the death of an immediate family member (parent, stepparent, grandparent, sibling, or stepsibling) will be marked absent with an "A" with a notation made in the comment section. **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 absence count for the year.**

If a student checks out for a reason other than a medical appointment the student will NOT be allowed to make-up any test he missed and a grade of a zero will be recorded for the missed test. In the case of extenuating circumstances a student may be granted prior approval from the administration to check out and will be allowed to take a make-up test. A valid medical excuse must be turned into the attendance officer upon return.

Students must attend a minimum of 40 minutes per class period in order to be counted present for that class.

If a student is absent due to a court visit, the student will be marked absent. A notation will be placed in the comment section to indicate the reason for the absence.

Students will be allotted only two official college days during their junior or senior year which will **not** count toward the total number of absences allowed. Students may use these two days during their junior or senior year. Students taking college days must notify the attendance officer in advance by at least one day AND must provide the attendance officer with a note from the college or university indicating the date of the visit. Notes must be turned in the first school day after the visit. **There will be no recognized senior skip day.**

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. Elementary students must pick up a re-admit slip for any whole day or part of a day missed as well. 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.**

## **PERFECT ATTENDANCE**

To be considered for **Perfect Attendance** for a nine week grading period, students **must be present for the entirety of every school day for the entire nine weeks.** Students who receive any tardy throughout the school day, who check out for any part of a day for any reason, or who are absent for any reason for a whole day or any part of a day are ineligible for this distinction. Absences due to sanctioned school activities are not counted against Perfect Attendance.

## **TARDIES**

- A. If a student is tardy to school, the student will report to the office, obtain a tardy slip, and then will report to class. Students in grades 4-12 who have more than 12 tardies **for the year will NOT** be eligible for exemption. In semester courses students may have no more than 6 tardies for the semester. It will be the responsibility of the student to get work missed from the teacher.

- B. A student **must report to the attendance officer if he/she arrives at school after 7:55 A.M.**
- C. **Students who are absent due to a medical appointment will be marked as Absent/ME and will count as an absence for the time missed in each subject/class period. If a student is tardy due to a medical appointment the student will be marked as Tardy/ME (medical excuse) and this will not count as a tardy for that class period as long as they are present for at least 30 minutes during that class period. Documentation showing the date and time for the appointment will be required. (A medical excuse from the doctor, dentist, etc.)**
- D. Between class periods students who are tardy will not be admitted to class by the teacher unless they have an admission slip from the attendance officer. The student must come to the office to receive a tardy slip and a tardy will be recorded. Teachers **MUST** send any student to the office if they are late to class in order to receive an admission slip. Correct documentation of tardies is required in order to determine if a student is eligible for Mrs. Angie's list.
- E. If a student or group of students is detained by a teacher or coach and is subsequently late for another class, it is the responsibility of that teacher or coach to write excuses in those situations.
- F. Excessive tardiness and attendance problems will lead to an administrative review of a student's continuing enrollment at Columbia Academy.
- G. Any student who fails to sign in or out in the attendance office will be assigned an appropriate consequence.

All absences and tardies for medical reasons must be accompanied by a written excuse from the doctor or dentist. Medical excuse notes must include the name of the clinic and a doctor's signature. The date of the medical visit must be indicated on the medical excuse. The attendance officer will post the date the note is received from the student. **Medical excuses should be turned in immediately and will not be accepted after three days.** Medical notes which appear to be altered or changed in any way will not be accepted. **Absences due to medical reasons will count toward the total number of absences.**

**Students in Grades 1<sup>st</sup>-6<sup>th</sup> will receive the following consequences for tardies:**

- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> tardy No punitive action
- 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> tardy Stay in at recess
- 7<sup>th</sup> tardy Stay in two days of recess; call parent
- 8<sup>th</sup> tardy Morning detention
- 9<sup>th</sup> tardy Morning detention
- 10<sup>th</sup> tardy Parent Conference; possible one day suspension; consequence determined by Administration. Additional tardies will result in more serious consequences including longer suspension times.

**Students in Grades 7<sup>th</sup>-12<sup>th</sup> will receive the following consequences for tardies:**

- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> tardy No punitive action
- 4<sup>th</sup> tardy Break detention
- 5<sup>th</sup> tardy One morning or afternoon detention or two break detentions
- 6<sup>th</sup> tardy Two morning or afternoon detentions
- 7<sup>th</sup> tardy Two morning or afternoon detentions
- 8<sup>th</sup> tardy Parent Conference; possible one day suspension; consequence determined by Administration. Additional tardies will result in more serious consequences including longer suspension times.

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

## **CHECK-OUT PROCEDURE**

Students who must leave during the school day will check-out through the office. Students leaving with a group for a school activity (game, field trip, show choir competition, etc.) during school hours will be signed out as a group by the coach or advisor. The coach or advisor must provide the attendance officer a list of all students leaving school and the time of departure. Except for sudden illness and/or other extreme emergency, no student will be allowed to leave a class to check-out. Please schedule doctor, dentist, and haircut appointments for after school hours. **Students will not be allowed to leave unless a parent, guardian, or designated person comes to the school and checks**

him/her out. **If a student drives to school, a parent or guardian may call the school and tell the attendance officer to allow his child to leave school at a certain time.** This is acceptable provided that the student follows normal check-out procedure. Students will not be allowed to call their parents to check out for any reason other than illness. Text messages are not permitted for check-out procedures. The attendance officer or the receptionist must talk to a parent. Students will not be allowed to call parents in order to check out and go and eat lunch.

All notes sent to the office and all incoming telephone calls pertaining to student check-outs during the school day must state the time of check-out, the reason and date(s) of the check-out, the signature of the parent or guardian, and the phone number where the parent or guardian may be reached. **ALL CHECK-OUT NOTES OR DOCTOR'S 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 the student drives to school, he will be allowed to leave in his automobile. A student must produce a doctor's appointment card or a parent must confirm the doctor's appointment for the student to be allowed to check-out. Students must produce a doctor's excuse immediately upon returning. **Medical excuses will not be accepted after three days from the appointment. The attendance officer will post the date that the note is received from the student.**

If a student should become ill during the school day, he/she is to ask the teacher for a pass to the office. The Headmaster or Assistant 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 the parent or guardian and the parent or guardian grants permission to dismiss the student from school, the student will be granted permission to leave in his/her own automobile. The attendance officer or the receptionist must talk to a parent prior to the student leaving campus. Elementary aides need to bring sick students to the office and call a parent or guardian.

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 the office before leaving school. Failure to sign out may be considered as cutting class and will result in disciplinary action. Students must sign-in when they return to school. Students that have checked out in the office MUST leave the campus immediately. Seniors must leave campus immediately after their last scheduled class.**

Students who attend Vo-Tech classes will report directly to class upon returning to campus.

## **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 to inquire about missed work and when it is due **RESTS WITH THE STUDENT.** Parents should check RenWeb for posted assignments. Parents may email teachers if they have questions concerning an assignment. A make-up test may be administered at the **teacher's discretion.** The teacher will dictate time and place. In order not to 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 is missed. Teachers are encouraged by the administration to give students a different test as a make-up test than the one administered originally. **Failure to adhere to the teacher's discretion in making up work and tests will result in the student receiving a zero for the make-up work and/or test.**

# **ACADEMIC POLICY**

## **COLUMBIA ACADEMY REQUIREMENTS FOR GRADUATION and COLLEGE ENTRANCE REQUIREMENTS**

Subject	Units
<b>English</b>	4
<b>Social Studies:</b> World History, U. S. History, Introduction to World Geography, U. S. Government, Economics, and Mississippi Studies	4
<b>Mathematics:</b> Algebra I, Geometry, Algebra II and any course of comparable rigor and content. NOTE:	4

7 <sup>th</sup> Grade Honors Pre-Algebra does not count toward this requirement. Pre-Algebra taken in the 8 <sup>th</sup> grade counts toward this requirement.	
<b>Science:</b> Biology I, Chemistry I, and any two courses of comparable rigor and content	4
<b>Computer Science/Technology</b>	1
<b>Arts</b>	1
<b>Advanced Electives</b> – Courses must be chosen from one of the following three options: Option 1: Foreign Language I and Foreign Language II • Option 2: Foreign Language I and one unit from Option 3 • Option 3: (1) Any combination of an advanced level course above the required Carnegie units in: (a) English, math, science, computer science and/or (b) any Academic or Career and Technical Dual Credit (DC) course. (2) Completion of any two-year Career and Technical course may count as one unit. Example: completion of both Health Sciences I & II will count as an advanced elective. Note: Advanced World Geography is no longer accepted as an advanced elective.	2
<b>Required Total</b>	<b>20</b>
<b>Elective Total</b>	<b>4</b>
<b>Total</b>	<b>24</b>

All students at Columbia Academy will follow the noted college prep track unless test scores and academic performance indicate that the student would be better served on another track. The decision to deviate from the noted track will be made by the counselor and the Headmaster in consultation with the student's parent or guardian. Students and parents should understand that any deviation from the noted 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 of units 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 MAIS graduation requirements.

All seniors must take at least five academic courses. All electives count in the five except Physical Education. 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 Mississippi Institution of Higher Learning entrance requirements: Pre-Algebra and first-year Computer. In addition to these courses, eighth-grade Pre-Algebra students must take four (4) additional Math units, and eighth-grade Computer students must take at least an additional ½ unit in Computer.

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

## MSAISNET.COM COURSES

In addition to traditional courses offered, online courses are available through MSAISNET.COM. These courses are offered through the MAIS, and credit is granted from Columbia Academy in the same manner as traditional courses. These courses are offered subject to the following policies:

- All rules and regulations as set forth by MSAISNET.COM will be followed.
- Each course must be approved by the Counselor and Headmaster. Online courses are not for every student, and the Headmaster is given discretion in allowing a course to be taken by a student.
- Except in the case of credit recovery, a course will not be allowed to be taken if the same course is taught in a traditional classroom at the school and if the student's schedule allows the traditional class to be taken.
- The student and parents will sign an agreement establishing the expectations of the course, the dates for testing, and the final date at which time the course is expected to be completed.
- Although certain coursework can be completed online at home, all testing will be done at school in the presence of a proctor that is assigned by the school.
- If a class period is assigned to take an online course during the school day, all rules and expectations of the handbook, including attendance and period duration, apply.
- The grade assigned by the MSAISNET.COM instructor will be the grade assigned on the Students Report Card and Cumulative Student Records. These courses will not receive any "grade weighting."



## GRADING SYSTEM

### HONORS SCALE

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

Final Weighted Average	Letter Grade	GPA
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

Each nine week average in an Honors class will be weighted by 1.10. ***Students receiving less than a 70 in an Honors class do not qualify for the Honors factor. The lowest passing grade in an Honors course is 70.***

### REGULAR SCALE

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

Final Average	Letter Grade	GPA
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 Honors Algebra I, Pre-Algebra, and a foreign language) or beginning with a transfer student's first semester at Columbia Academy.

To be considered for Valedictorian or Salutatorian, 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. 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 AVERAGE

Average daily grades (at least 12 per term) ----- 25%  
 Test grades average (at least 3 per term) ----- 50%  
 Nine weeks exam----- 25%

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

Each course will have a nine weeks exam. If an instructor wishes to have a special project such as a research paper, powerpoint 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, powerpoint 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 average will be the average of the two nine week averages.

There will be **NO** semester exams. Instead there will be 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.**

Students may only be exempt at the end of the first semester and at the end of the year. Exemptions for **students in grades 4-12** are permissible only for the 2nd and 4th nine week exam and are subject to guidelines listed below.

## **EXEMPTIONS**

Students in Grades 4<sup>th</sup>–12<sup>th</sup> who meet criteria may be exempt at the end of the first semester and at the end of the second semester.

Students must have an average of at least 90 for the first semester and also 90 for the second semester. Also, the combined average of the 1st and 2nd nine weeks and the 3rd and 4th nine weeks must be 90 or higher.

**Students who have missed 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. Students who have more than 6 tardies in a semester-long course will not be eligible for exemption in that subject. Students who have more than 12 tardies for the year-long course in a given subject will not be eligible for exemption in that subject.**

**Students who violate the Columbia Academy Honor Code through plagiarism or by cheating on an assignment of any kind throughout the school year will not be allowed to exempt the class in which the honor code violation occurred.**

**Students who owe any tuition or fees will not be allowed to exempt exams. All tuition and fees, including cafeteria charges, must be paid in full by the end of the third school day prior to the first day nine weeks tests begin for a student to be eligible for exemption.**

**Students may NOT be checked out during an exam period.**

## **FINAL AVERAGE**

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, Honors courses, or Dual Enrollment courses shall receive a special grade enhancement (“grade weighting”) as a reward for their pursuit of academic excellence. The weighted value for each is as follows:

- 1.10 for Advanced Placement and Honors Courses taken at CA with a CA certified instructor
- 1.10 for Dual Enrollment courses taken at CA with a CA certified instructor
- 1.05 for Dual Enrollment courses taken at CA with only a CA proctor monitoring the class

The weighted value of grade enhancement for Advanced Placement, Honors, and Dual Enrollment courses taken with a CA certified instructor will be applied to each nine weeks' average. The weighted value of grade enhancement for Dual Enrollment courses taken at CA with only a CA proctor monitoring the class will be applied to the final grade received from the institution of higher learning granting credit for the course.

All Dual Enrollment courses taken on campus during the school year, whether taken to meet a required CA graduation requirement or as an elective, will be added to the student's transcript and will be included in the student's GPA calculation.

Grades from other schools will not be weighted after they are transferred to Columbia Academy.

MSAIS.NET correspondence courses taken at CA will not receive a grade enhancement weighting.

## **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 first grade.

### **Grades 1<sup>st</sup> – 3<sup>rd</sup>:**

1. Must pass reading and math
2. May not fail any additional 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<sup>th</sup> – 6<sup>th</sup>:**

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**

A student will be retained no more than a total of two 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, the Headmaster, and involved teachers.

Seventh and eighth grade students 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 two or more D's, the teacher may advise the parent to consider remedial help or tutoring.

Any 9<sup>th</sup>-12<sup>th</sup> student receives credit for only those subjects passed. If a student fails a non-required course, then they 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 prerequisite 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 online courses, or any combination of the two (2) options. This is in accordance with state guidelines.

If a Columbia Academy student is approved to take a correspondence course, the course must be taken through MSAISnet.com only.

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 he must have in order to graduate.
3. Medical
4. Special reasons approved by the Headmaster.

## CLASSIFICATION OF STUDENTS IN GRADES 9<sup>th</sup> - 12<sup>th</sup>

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 student as a candidate for graduation.)

### CRITERIA FOR MISSISSIPPI SCHOLARS

The following has been established as the curriculum and requirements for Seniors of School Year 2015 and later to be recognized as a Mississippi Scholar:

#### ENGLISH LANGUAGE ARTS

4 credits must consist of:

- English I (1)
- English II (1)
- English III (1)
- English IV (1)

#### MATHEMATICS

4 credits must consist of:

- Algebra I (1)
- Geometry (1)
- Algebra II (1)
- And one Carnegie Unit of comparable rigor and content may come from Mathematics courses approved for Mississippi Scholars Credit ([www.mississippischolars.ms](http://www.mississippischolars.ms))

#### SCIENCE

4 credits must consist of:

- Biology I (1)
- Chemistry (1)
- Any two Carnegie Units of comparable rigor and content (Physics (1) preferred). Additionally, one Carnegie Unit may come from a Career Technical Education course.

#### SOCIAL STUDIES

4 credits must consist of:

- World Geography (1/2)
- Mississippi Studies (1/2)
- World History Studies (1)
- U.S. History (1)
- U.S. Government (1/2)
- Economics (1/2)

#### ARTS

1 credit of:

- One Carnegie Unit of visual and performing arts meeting the requirements for high school graduation or
- 2 units for the completion of the 2 course sequence Computer Graphics Technology I & II

#### ADVANCED ELECTIVES

2 credits must consist of:

- Two Foreign Languages or a 5th Math or 5th Science of higher rigor

#### ADDITIONAL REQUIREMENTS

- 40 Hours of Community or Volunteer Service during 4 years of high school
- 18 ACT Composite Score (Overall Score)
- 2.5 cumulative high school GPA on a 4.0 scale

- 3 letters of recommendation (one from each of the following – principal, guidance counselor and business/community leader for students with more than 4 in-school suspensions)
- 95% School Attendance during 4 years of high school
- No out-of-school suspension
- Mississippi Scholars must also complete any remaining State-mandated high school graduation requirements.
- Advanced Placement courses may be substituted in Mississippi Scholars subject areas.
- Dual credit and online courses are acceptable.

## **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<sup>th</sup> – 12<sup>th</sup>.

**SALUTATORIAN** ----- That student with the second highest four-year scholastic average. Recipient must have attended CA for four (4) years -- grades 9<sup>th</sup> -12<sup>th</sup>.

To be eligible for Valedictorian or Salutatorian the student must have completed physics, 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 first semester of the senior year; also the third nine-week grades are included. Excluded in this figure are non-academic grades, i.e., Cheerleader, Teacher Aide, Dance Team, Library Aide, Show Choir, etc.

## **CHANGE OF SCHEDULE FOR GRADES 7<sup>th</sup> -12<sup>th</sup>**

Each year students will be given a 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 the Administration in making out schedules. Graduation requirements, combined needs of all students, teacher loads, 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<sup>th</sup>-12<sup>th</sup> must request a change of schedule on a prescribed form kept in the counselor's office within the first five (5) days of the first and second semester. The counselor, with the approval of the Headmaster, will make the decision whether 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 but are provided by the school and parents. 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. 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/her.

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 technology 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 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 or 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 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 personal identification data, addresses, or phone numbers or that of any fellow student or faculty 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 viruses.
- 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 device
- Posting materials on electronic bulletin boards or web sites that violate existing laws or the Columbia Academy's code 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 computers 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 is 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 laws, 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 by in-person discussions. More serious infractions are handled via formal procedures. Infractions, such as harassment, unauthorized use of information technology systems, attempts to steal passwords or data, unauthorized use or copying of licensed software or violations of Columbia Academy'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

Students, faculty, and staff must 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, because 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, faculty, and staff 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; and 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 online) or do a project which is then submitted as one's own work. Plagiarism is also defined as failing to use

proper in-text documentation and/or failing to include a Bibliography page. 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; and 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 wrongfully make use of 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; and 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, faculty, 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 in RenWeb and will notify administration for disciplinary action to be taken.

- **First Offense:** The student will receive a zero, and a student/teacher/parent conference will be held.
- **Second Offense:** The student will receive a zero, plus one day of Saturday detention and/or early morning detention. The student will be dismissed from any honor society or student government membership or position.
- **Third Offense:** The student will receive a zero and will be suspended for two (2) days.
- **Subsequent Offenses:** Headmaster’s discretion to include suspension or expulsion.

### The Pledge

Students and parents voluntarily sign the following pledge, and, in so signing, promise to uphold the honor code and to 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 FOR GRADES K 5 – 12<sup>th</sup>

**During regular school hours, students will adhere to the board-approved uniform policy. Parents are primarily responsible for ensuring their students are properly groomed and dressed.** Parents should make a special effort to see that their students conform to the dress and grooming regulations that have been established by the school. If parents will not or cannot accept this responsibility, the Administration will be forced to assume this for them. **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, the student may pick up the hat or cap from the office. At the end of the year all caps or hats which have not been picked up will be donated to charity.
2. Undergarments must be worn. If a t-shirt is worn under a collared shirt it must be **solid** white, orange or royal blue.
3. Tattoos are strongly discouraged and all tattoos are to be covered.
4. No unnecessary attire is allowed. Hair that is gapped or standing up such as mohawks and unnatural color, etc., that brings undue attention to an individual or group is prohibited.
5. Any other attire deemed inappropriate or disruptive by the Headmaster shall not be worn.
6. Columbia Academy students who are attending school sponsored field trips, educational excursions, or other events sponsored by Columbia Academy shall be in school dress code compliance and also in compliance with the school's policy concerning hair, unless permission to deviate has been granted by the Administration.
7. Students who are returning to campus from Vo-Tech are expected to be in dress code compliance (hats, shirts, etc.) when they exit their vehicle.
8. For both males and females, collared shirts or Columbia Academy approved spirit tee shirts may be worn. Shirts must cover the waist of the pants, shorts, capris or skirts. Tee shirts worn Monday through Thursday must be school issued or purchased shirts. For example, class tee shirts, homecoming shirts, team shirts or shirts purchased from the Cougar Store. Shirts produced by individuals or purchased via another source are not to be worn Monday-Thursday. On Fridays, approved spirit attire may be worn. Any shirt that promotes Columbia Academy in a positive manner may be worn. Spirit wear must meet all dress code requirements in length and coverage. The shoulders and mid-drifts should be covered. No cropped tops. If any tee shirt is deemed inappropriate by the administration the student will not be allowed to wear it to school.

## **GIRLS DRESS**

1. Properly-sized full length khaki slacks or blue denim jeans, khaki capris, khaki skirts, khaki walking shorts may be worn. Skirts that gather at the side may NOT be worn. Denim skorts or skirts may be worn if they are the proper length. No denim shorts or athletic shorts may be worn.
  - Must be properly hemmed
  - Not split or cut in any manner
  - May be pleated or non-pleated
  - Length of slacks shall not exceed bottom of the shoe
  - Length of shorts, skorts and skirts not to exceed 4 inches above the back crease of the knee
  - No stretch fabric, jeggings, frayed, sagging, oversized, extremely tight fitting, zip-off pants, warm-up wind suits, sweat suits, etc...
2. Properly-sized collared polo / golf-type shirts, long or short sleeves (tucked in or extending so that no skin is visible with normal movement). All shirts must be orange, white, or royal blue.
3. Oxford-style, button-down shirt, long or short sleeve. All shirts should be in solid white, orange, or royal blue.
4. Columbia Academy spirit tee shirts may be worn in the place of collared shirts Monday through Friday.
5. **Outer garments (sweatshirts, sweaters, hoodies, and lightweight pullovers) must be orange, white, or royal blue. Gray is also an acceptable color for these items only.**
6. Young ladies are NOT permitted to wear any attire that exposes bare skin at the back, shoulders, or the front.
7. On dress-up days, skirts or dresses should not exceed 4 inches above the back crease of the knee 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 midriffs.

8. Slacks, jean skirts and shorts should not be sagging below the waist line.
9. Excessive ear piercings are not allowed. No other piercings are allowed.
10. Young ladies are to wear their hair in a well-groomed manner.

## **BOYS DRESS**

1. Properly-sized full length khaki slacks or denim blue jeans. No denim shorts or athletic shorts may be worn.
  - Must fit at the waist and have a front waistband and belt loops
  - Must be properly hemmed
  - Not split or cut in any manner
  - May be pleated or non-pleated
  - Length of shorts not to exceed 4 inches above the back crease of the knee.
  - No stretch fabric, frayed, sagging, oversized, extremely tight fitting, zip-off pants, bell bottoms, warm-up wind suits, sweat suits, etc.
2. Collared polo / golf-type shirt, tucked in (long or short sleeve). All shirts must be orange, white, or royal 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 white, orange, or royal blue.
4. Columbia Academy spirit tee shirts may be worn in the place of collared shirts Monday through Friday.
5. **Outer garments (sweatshirts, sweaters, hoodies, and lightweight pullovers) must be orange, white, or royal blue. Gray is also an acceptable color for these items only.**
6. 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 or sideburns past the middle of the ear.
7. Young men are to wear their hair in a well-groomed manner, clean and neatly cut, and not hanging over eyebrows, ears, and the collar. It should be kept combed, brushed, and clean.
8. Young men are not to come to school wearing earrings or any other piercings.

## **SHAVING**

Young men who come to school not in compliance with the shaving requirements mentioned in the Dress Code section for boys (item # 6) will be removed from the classroom and required to shave at school. Students will also be assessed a \$2 shaving supply fee.

Shaving violations, beginning with the first one, are considered dress code violations, and consequences will be given as outlined in the Dress Code Policy.

In the event a student turns in a medical excuse from a doctor to limit shaving for a brief period of time, the excuse can only cover a period of 30 days. If a doctor deems a student needs additional time to limit shaving, then the medical excuse must be updated on a monthly basis.

## **HAIRCUTS**

Hair styles for young men shall follow the guidelines found in the Dress Code section for boys (items #6 and #7). Hair should **NOT** touch the ears, eyebrows, or collar of the shirt when combed or brushed or pulled down (for those with curly or wavy hair).

Students will receive a warning (recorded in RenWeb) for a first violation of the haircut policy and will be given a specific time to get his hair in compliance with handbook standards. **A second haircut violation will be considered a dress code violation, and consequences will be given as outlined in the Dress Code Policy.**

## **EXTRACURRICULAR DRESS**

Uniforms for students who participate in extracurricular activities (e.g., sports-related uniforms, dance team-related uniforms, 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 the 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 events, practice sessions, pep rallies, parades, team or group photography sessions, or any other events requiring students to wear clothing that does not meet the 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 who are not dressed properly will not be allowed to participate in these activities.**

During football season, cheerleaders may wear approved cheer suits and football players may wear football jerseys as follows: Pee Wee on Tuesdays, Junior High on Thursdays, and Varsity on Fridays. Also, girls in K5 – 3<sup>rd</sup> grades are allowed to wear cheerleader uniforms on Fridays. On these days football players must wear school uniform bottoms as detailed in the dress code.

For all other sports, **student athletes** may wear approved team shirts **on Fridays only** when the team sport is in season. School uniform bottoms as detailed in the dress code must be worn.

For other games during the week athletes must be in school uniform, unless permission has been granted from the Administration for deviation from the dress code.

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

Collared polo or 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**

Fridays are designated as Cougar Pride Days. T-shirts sold by the Columbia Academy Cougar Store, class t-shirts that are approved by the Headmaster or the Assistant Headmaster, and t-shirts acquired through events that the school has participated in are acceptable on these days. On occasions special days to show school pride may be called by the Headmaster or Assistant Headmaster. The Administration may approve or restrict any t-shirts it sees fit. **School uniform bottoms as detailed in the dress code must be worn on these days.**

### **Special Cougar Pride Dress-Up Days**

Cougar Pride days will only be allowed when a varsity football game is to be played. The *general* dress code guidelines as detailed in the dress code section will be followed. If a student is not participating in the dress-up day, he 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 him to change into approved school wear.

### **Prom**

Proper attire must be worn in order to attend the prom. The Headmaster and the senior sponsor will meet with the junior and senior classes prior to the prom to explain the guidelines. Dresses should not have exposed midriffs, plunging necklines or exposed backs. Baseball caps and sunglasses are prohibited.

### **School Picture Days**

School pictures will be taken both in the fall and spring of the school year. The following policy outlines dress attire for these pictures and has been established to make our annual and class pictures look as uniform as possible:

#### **Senior Pictures**

- Tux and drape photographs for Seniors will be taken in August. Pictures will be taken in the Fine Arts Building.

#### **Fall Pictures**

- Individual pictures and class group pictures will be taken.
- **Boys/Girls K3 – 6<sup>th</sup> grades** are required to wear school uniforms for Fall school pictures.
- **Boys in 7<sup>th</sup> – 11<sup>th</sup> grades** are required to wear a coat and tie for Fall school pictures. School uniform bottoms as detailed in the dress code must be worn.
- **Girls in 7<sup>th</sup> – 11<sup>th</sup> grades** are required to wear professional clothing (excluding low-cut blouses) for Fall school pictures. Skirts or dresses should not exceed 4 inches above the back crease of the knee 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 midriffs.
- **Make-up pictures** will be taken at a scheduled later date.

#### Spring Pictures

- Individual pictures will be taken for grades K-6. Students do not have to wear school uniforms, but must dress appropriately for school.

## 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, camisole with the shirt not buttoned up far enough, and wearing caps in the building. **Dress code violations do NOT reset each quarter but will count CUMULATIVELY for the entire school year.**

- |                   |  |
|-------------------|--|
| • First Offense   | Warning  |
| • Second Offense  | 15 minutes of detention time   |
| • Third Offense   | 30 minutes of detention time   |
| • Fourth Offense  | 30 minutes of detention time   |
| • Fifth Offense   | One hour of detention time   |
| • Sixth Offense   | One hour of detention time   |
| • Seventh Offense | One hour of detention time   |
| • Eight Offense   | Parent Conference; possible one day suspension; consequence determined by Administration. Additional tardies will result in more serious consequences including longer suspension times. |

**Detention times will be determined by the Administration and will be scheduled either at break, before school, or after school.**

## DISCIPLINARY POLICY

### CORPORAL PUNISHMENT

Certified school personnel and/or the Headmaster/Assistant 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). The 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:

- Students may be expelled or suspended only by the Headmaster or Assistant Headmaster.
- 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:
  - Failure to bring required materials (books, pen, papers, signed test papers and progress reports, etc...)
  - Eating or drinking other than in the cafeteria.
  - Copying homework. (Grades K-6 Only) (Honor Code for 7-12)
  - Cheating on tests will result in an automatic zero, and the parents will be notified.

## NON-MAJOR VIOLATIONS/REPEATS

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 A.M. until 7:45 A.M.
- Afternoon detention 3:00 P.M. until 4:00 P.M.
- Saturday detention begins at 7:00 A.M. (minimum of three hours)
- Corporal punishment

**The above steps are a guide to the Administration in dealing with repetitive disciplinary actions.** 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 (**including paraphernalia**), or weapons on campus **or at any school-sponsored activity at another school or any off-campus location, or as evidenced by social media**
- i. Destroying school property or private property
- j. Cheating – see Honor Code
- k. Aggressive behavior toward another student (physically, verbally, ...)
- l. Harassment or intimidation of another student or faculty or staff member
- m. Indecent exposure
- n. Unauthorized entry on the campus or use of school premises
- o. Multiple Dress Code Violations – See Dress Code.
- p. Repeated non-major offenses—see above.

**Students who refuse to abide by a school rule or who refuse to accept the consequence assigned by administration for a disciplinary issue will be subject to suspension or expulsion.**

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

A student may also be suspended or expelled for excessive absences or tardiness, lack of respect to teachers or staff, 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 tests on their own time and at the discretion of the teacher. The highest grade obtainable on all work including tests 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 he is involved in and from attending any school activity during the suspension. The suspended student should not be on the CA 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 is not to return to the campus unless he submits a request in writing, and the request is granted by the Headmaster. This also includes graduation, athletic contests, or any other school function.

## **UNNECESSARY CONTACT**

**Students shall not have any unnecessary physical contact with another student whether or not with the student's permission.** 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 students have a school free from sexual harassment, **as well as over social media**, and therefore recognizes the need to have and enforce a sexual harassment policy. Sexual harassment includes any unwelcome sexual advances, requests 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 gestures.
2. Verbal conduct such as epithets; derogatory or obscene comments; racial slurs; sexual invitations; sexual jokes; propositions; suggestive, insulting, or obscene comments or gestures; or other verbal abuse of a sexual nature.
3. Graphic, verbal commentary about one's individual body or sexual deficiencies. This includes inappropriate text or requests of inappropriate photographs.
4. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, or the blocking of normal movements.
5. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings 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, dances, plays, field trips, etc., **and through social media**. Columbia Academy encourages all individuals 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 expelled from Columbia Academy without a refund of fees.

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

## **STUDENT HARASSMENT POLICY**

Columbia Academy believes that students should have an educational environment that is free from humiliation, oppression, and abuse. Harassment is any persistent, willful, and deliberate action done by an individual or group to hurt, distress, upset, frighten, or threaten another person or persons, whether face-to-face, through other people, or through social media.

Harassment can be, but is not limited to:

**Physical:** pushing, kicking, hitting, pinching, or any use of violence

**Verbal:** name calling, spreading rumors, malicious gossip, or teasing, either written or oral

**Emotional:** deliberate excluding, tormenting (hiding books, threatening gestures, extorting money, etc.), racial taunts, graffiti

**Sexual:** unwanted physical contact or abusive and/or suggestive comments

1. Faculty will make it clear in the classroom that harassing behavior is unacceptable and that consequences will be imposed to ensure that perpetrators change their behavior.
2. All reports of behavior, no matter how trivial, will be investigated and dealt with fairly and positively by classroom teachers. In this way, students will gain confidence that reporting of incidents will not be ignored.
3. If the incidents of harassment are serious and persistent, the classroom teacher will report the behavior to school administration. Administration will ensure that the incident is dealt with effectively and promptly.
4. Administration will find out all the facts surrounding serious incidents of harassment by talking to all parties involved, including any witnesses. All the evidence and all views will be taken into account.
5. Records will be kept in RenWeb of all serious and/or repeated offenses. All staff in contact with the students will be informed by administration and required to monitor closely the students involved.
6. Parents of both perpetrators and victims of any serious incidents or repeated offenses will be informed as soon as possible and asked to come to the school for a discussion of the problem and its resolution.
7. For those individuals or groups found guilty of bullying, administration will use any of the available methods of punishment that will reflect the seriousness of the offense, such as restrictions, detention, suspension, or possibly expulsion.
8. Administration will discuss with the guilty person or persons the implications and effects of their actions on the victim.

The purpose of this policy is to ensure that all students, staff, and parents know what harassment is and know that it is unacceptable behavior at Columbia Academy. Our desire at Columbia Academy is to create an atmosphere where harassment is not accepted, to empower victims of harassment to seek appropriate help, and to develop procedures for reporting, investigating, and dealing swiftly with harassment if and when it occurs.

## **INAPPROPRIATE SOCIAL MEDIA CONTENT**

Columbia Academy recognizes social media as a tool for communication and social interaction, but one that can be used inappropriately. Students are encouraged to post only social media content that will promote the school and its students and staff in a positive manner.

Columbia Academy will not tolerate the use of social media to bully or sexually harass any of its student. Students who violate this will be subject to discipline by school administration, which could include suspension or expulsion.

Inappropriate social media content includes, but is not limited to:

- bullying remarks
- negative verbal comments
- inappropriate photographs
- pornography

## **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. Detention begins at 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 of drug or alcohol use exists. All new applicants to CA may be required to undergo a drug test at their family's expense.**

### **ALCOHOL, TOBACCO, E-CIGARETTES, AND DRUGS**

Columbia Academy does not approve of the use of alcohol, tobacco, e-cigarettes (including paraphernalia), drugs (including paraphernalia), controlled substances, intoxicants, or performance enhancement drugs by students. Students are not to engage in the drinking of any alcoholic beverages or the use of tobacco, e-cigarettes, drugs, controlled substances, intoxicants, or performance enhancement drugs in the school building, on the school grounds, or at any school-sponsored activity, **including those being held at other schools or off-campus locations**. Pupils who have in their possession alcohol, e-cigarettes (including paraphernalia), drugs (including paraphernalia), controlled substances, intoxicants, or performance enhancement drugs will be subject to referral to the legal authorities as indicated by law and will be categorized as having a first test positive. Re-admittance of any student after suspension under this provision will be conditioned on the consent of the student and parents or guardians to allow testing of said student for drugs, alcohol, or performance enhancement drugs at the school's discretion.

A student who is found to be in possession of alcohol, tobacco, e-cigarettes (including paraphernalia), controlled substances, intoxicants, performance enhancement drugs, or drugs (including paraphernalia), or uses alcohol, tobacco, e-cigarettes, controlled substances, **intoxicants**, performance enhancement drugs, or drugs **in the school building**, on the school grounds, or at any school sponsored activity, **including those being held at other schools or off-campus locations**, will be subject to suspension and expulsion.

**Columbia Academy students who are evidenced by social media as using or in possession of alcohol, tobacco, e-cigarettes, controlled substances, intoxicants, performance enhancement drugs, or drugs (including paraphernalia) of any sort, whether at a school function or a non-school function, will be subject to disciplinary action of suspension and/or 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**

**Columbia Academy has implemented a drug testing program to assist and benefit the students of Columbia Academy.** The 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 wellbeing of its students, no matter when such usage should occur during the year.
2. Seriously affect the performance of individuals as students;
3. Be dangerous to the student and his/her classmates.

## **PURPOSE OF THE PROGRAM**

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

1. To educate students 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 grades 7<sup>th</sup>-12<sup>th</sup> and the parents or guardians of each student in grades 7<sup>th</sup>-12<sup>th</sup> must sign a consent form, which authorizes the drug screening of each student. This consent form will be a part of the school handbook insert. The testing procedure shall be:

1. Every student in grades 7<sup>th</sup>-12<sup>th</sup> will be tested for drugs during the school year and will be subject to random testing at any time therein. The number of tests conducted each year will be determined by the Headmaster.
2. The method of testing is in the form of urinalysis.
3. The collection and coding of specimen samples are executed in a manner ensuring 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 considered a first test positive and will be probable cause for expulsion.
6. Students will have a maximum time of 60 minutes to provide a urine specimen. After 60 minutes, the student can either provide a hair sample and pay the entire amount of the hair test or the student will be transported to an off campus testing site for testing. The facility to be used will be determined by the school. A parent will be required to meet the student and administrator at the testing site to provide authorization for the test to be conducted. The cost of the test will be paid by the parent.

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:

## **FIRST INCIDENT OF POSITIVE TEST RESULTS**

1. The Administration is advised of the results.

2. The student and parents or guardians are advised.
3. Depending upon the attitude and responsiveness of students and parents, the student is subject to expulsion or will be required to attend a drug counseling program at the expense of the student. The drug counselor will be determined by the Headmaster. The student will be suspended from school for three days due to a drug policy violation.
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. The student will follow the recommendations specified by the assigned drug counselor. The counselor will report to the school and communicate recommendations when counseling has been completed. A final off-site drug test must be conducted.
5. The student is suspended from extra-curricular activities during this drug counseling period. An off-site drug test will be conducted and the student must have a clean drug test screening prior to participation in extracurricular activities. The site for this testing will be determined by the school and a parent must accompany the student for this test. A school administrator will transport the student to the facility and the parent will meet them at the testing facility. The time and date for this test will be determined by the school. The parent and the student will not be given advance notification of when the test will be administered.
6. After a first positive test, the student is subject to take every test given at CA while the student is attending CA. A clean drug screen will be required prior to the student being allowed to participate in extracurricular activities.

## **SECOND INCIDENT OF POSITIVE RESULTS**

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.

<b>TRANSPORTATION POLICY</b>
------------------------------

## **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 students to and from school on a daily schedule.

### **BUS ROUTING**

1. Bus routes will be determined by July 31st of each year.
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 and twenty minutes in driving time.

### **BUS DRIVERS**

1. Bus drivers must have a valid class A or B CDL with the "S & P" endorsement. Air break restrictions must be removed.
2. Bus drivers shall conform to drug testing policy as required by Federal and State laws.
3. Bus drivers shall pick up and deliver students in the safest possible manner to insure the students' well-being.
4. Bus drivers should never leave a child at an uninhabited drop-off point. Drivers 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 directly contacting their driver.

5. Bus drivers will report all disciplinary problems to the Headmaster.
6. Bus drivers will assign seats to all students riding the bus. It is the responsibility of the bus driver to check the bus before and after bus routes daily and report any damages to the Headmaster.

## **STUDENTS**

1. Students will be courteous and respectful to bus drivers at all times.
2. A student will board the bus in a proper manner and remain in his assigned seat, 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 to 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.** Upon entering the school campus, all radios and music should be turned to a low volume. Students must park their vehicle in the designated area and exit the vehicle immediately.

**Parking permits** must be purchased in the Business Office if a student parks a vehicle on the school campus. The cost of the permit for the year is \$25.00 and if the permit is purchased during the second semester the cost is \$12.50. Every student who drives his/her own vehicle to school will be required to buy a parking permit and park in an assigned spot during school hours. To obtain a parking permit, drivers must supply the Business Office with a description of the vehicle being driven, the corresponding tag number, a copy of their driver's license, and a copy of their current liability insurance card.

No student is allowed to drive any ATV or any other non-registered vehicle on campus without permission from the Administration.

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 bell at 3:00 P.M.

The speed limit on campus is 5 MPH. Duty teachers will have the authority to issue detention to students who exceed the speed limit or drive dangerously.

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

**Any vehicle may not advertise or carry innuendos 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.

**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 to allow driving privileges of any student 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 students 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 CA 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, and 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. The key club sponsor will provide a list of scheduled meeting dates. 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 extracurricular career. Final approval of the staff will be made by the Headmaster.

### **HALL OF FAME (Committee will evaluate.)**

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. The four seniors with the highest number of points shall become Hall of Fame members. Points shall be earned as follows:

**MAJOR AND MINOR ACTIVITIES:** Points awarded accordingly. A copy of the checklist noting 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 the points earned by participation in that activity.

**SCHOLASTIC ACHIEVEMENT:** Based on semester average in each academic subject with 2 points for each A and 1 point for each B.

**ATTITUDE AND COURTESY:** Each student who is 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 will rate the students using the following scale: Excellent, 2 points; Satisfactory, 1 point; Unsatisfactory, 0 points. These points shall be added to the total points earned.

## **HONOR SOCIETY**

The Columbia Academy chapter is affiliated with the MSAIS and the National Honor Society (NHS). 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 this standard will be warned and given one nine-week grading period 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.

## **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. Members must have a minimum of a "C" average and be approved for membership by the DECA sponsor.

## **MU ALPHA THETA**

Mu Alpha Theta is a national mathematics organization that encourages excellence in mathematics and encourages students to continue taking mathematical 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. Each member must be enrolled in a college preparatory class to be a member.

## **HOMECOMING REQUIREMENTS**

The following is the criteria for the Homecoming Court:

- The Homecoming Queen shall be any senior girl who has been a student at Columbia Academy since the beginning of her freshman 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 the beginning 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 a 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 extracurricular 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 third 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 the 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 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 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 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 home games. 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. Spectators must 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)

- 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 than the MAIS requires. In addition, a player that exhibits unsportsmanlike behavior not warranting an ejection will be subject to disciplinary action by the school.

### FAN EJECTION

All fans in attendance at CA athletic competitions, whether on-campus at CA or at another school or venue, are expected to show good sportsmanship. **Any fan ejected from an athletic**

**competition will be responsible for paying both the fine assessed to the individual for being ejected and the fine assessed to Columbia Academy for the fan ejection.**

## **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 grades 10, 11, AND 12. 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.

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

Students will be allowed to order their letterman jackets in the beginning 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.

**Students are responsible for purchasing all individual patches, such as MVP, All Star, All-District, and so forth. State Championship patches will be paid for by the school.**

## **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. Elementary students must be present for a minimum of three hours. Any exception to this policy must be approved by both the Athletic Director and the 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, he 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 awards program.

## **CHEERLEADERS**

Cheerleaders and dance team members will be under the direction of the cheer coach and must attend all home games, play-off games, and practice sessions unless excused by the sponsor. Cheerleaders are 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., they may not be recognized at the Athletic Awards Program). Any cheerleader or dance team member who does not represent Columbia Academy in a respectable manner (e.g. fighting, suspension, use of ugly language, or cheating) will be dismissed from the squad. Cheerleaders and dance team members 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 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 the Headmaster for a copy. Music to be used in any performance at Columbia Academy or for school activities must be submitted for approval

by the Headmaster or Assistant Headmaster.

## **HOMEWORK**

Athletes must turn-in all long-term assignments (reports, essays, projects, etc.) on the due date whether the date is a game day or the day after. Students should turn in these assignments 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 during any period on the day of an “away” game. Students are responsible for getting this work turned in on time.

Assignments are posted on RenWeb and may be viewed daily by students and parents.

## **TESTS**

This policy applies only to “away” games. All work, whether homework or tests, is due as normal on days of “home” games. For tests missed due to early school departure on the game day of away games, students must take the 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).

## **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 the student to a 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 the returning time from the activity. A doctor’s excuse is the only excuse accepted on days immediately following an activity.



# BELL SCHEDULE 2022-2023

## REGULAR SCHEDULE:

7:45	-		1 <sup>st</sup> Bell	
7:55	-		Tardy Bell	
7:55	-	8:45	1 <sup>st</sup> Period	(50)
8:48	-	8:57	Homeroom	(9)
8:57	-	9:11	Break	(14)
9:15	-	10:05	2 <sup>nd</sup> Period	(50)
10:09	-	10:59	3 <sup>rd</sup> Period	(50)
11:03	-	11:53	4 <sup>th</sup> Period	(50)
11:53	-	12:17	Lunch 7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup> (1 <sup>st</sup> Lunch)	(24)
12:21	-	1:11	5 <sup>th</sup> Period class 7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup>	(50)
11:57	-	12:47	5 <sup>th</sup> Period class 10 <sup>th</sup> -11 <sup>th</sup> -12 <sup>th</sup>	(50)
12:47	-	1:11	Lunch 10 <sup>th</sup> -11 <sup>th</sup> -12 <sup>th</sup> (2 <sup>nd</sup> lunch)	(24)
1:15	-	2:05	6 <sup>th</sup> Period	(50)
2:09	-	3:00	7 <sup>th</sup> Period	(51)
2:45			Elementary students will be dismissed. No bell will sound for this dismissal.	

### Elementary Lunch

10:00 – 10:20	K3
10:15 – 10:35	K4
10:30 - 10:50	K5
10:35 – 10:55	1st Grade
10:45 – 11:05	2nd Grade
10:55 – 11:15	3rd Grade
11:00 – 11:20	4th Grade
11:20 – 11:40	5th Grade
11:25 – 11:45	6th Grade

### Elementary Recess

**1st & 2nd: 1:00-1:20**  
**3rd & 4th: 1:20-1:40**  
**5th & 6th: 1:40-2:00**

On ½ days: Kindergarten dismisses at 11:25 a.m., Elementary dismisses at 11:45 a.m., 7th-12th dismisses at noon

Devotionals begin at 8:45 a.m. For Grades 7-12, 2<sup>nd</sup> & 3<sup>rd</sup> Periods will be shortened following devotions. Special elementary devotionals will be held periodically. Times and dates will be announced.

## PEP RALLY SCHEDULE

7:45	-		1 <sup>st</sup> Bell	
7:55	-		Tardy Bell	
7:55	-	8:40	1 <sup>st</sup> Period	(45)
8:43	-	8:52	Homeroom	(9)
8:52	-	9:06	Break	(14)
<b>9:10</b>	-	<b>9:35</b>	<b>Pep Rally</b>	(25)
9:39	-	10:21	2 <sup>nd</sup> Period	(42)
10:25	-	11:07	3 <sup>rd</sup> Period	(42)
11:11	-	11:53	4 <sup>th</sup> Period	(42)
11:53	-	12:17	Lunch 7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup> (1 <sup>st</sup> Lunch)	(24)
12:21	-	1:11	5 <sup>th</sup> Period class 7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup>	(50)
11:57	-	12:47	5 <sup>th</sup> Period class 10 <sup>th</sup> -11 <sup>th</sup> -12 <sup>th</sup>	(50)
12:47	-	1:11	Lunch 10 <sup>th</sup> -11 <sup>th</sup> -12 <sup>th</sup> (2 <sup>nd</sup> lunch)	(24)
1:15	-	2:05	6 <sup>th</sup> Period	(50)
2:09	-	3:00	7 <sup>th</sup> Period	(51)
2:45			Elementary students will be dismissed. No bell will sound for this dismissal.	

# Columbia Academy

## Student Handbook Acknowledgement and Contract

### Pledge by the student:

I have read and understand the **2022-2023** Columbia Academy Student Handbook and **agree to abide by all the requirements therein.**

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 mistakes, 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.

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

### Pledge by the parent:

I have read and understand the **2022-2023** Columbia Academy Student Handbook and **agree to ensure my child abides by all the requirements therein.** Specifically, I understand and agree to the following:

1. The parent is responsible for ensuring that the dress/grooming code is met.
2. My child may be photographed for regular school activities, and those photographs may be placed in a newspaper or on the Columbia Academy school website and the school Facebook page.
3. All students in grades 7-12 will be drug tested a minimum of two times during the school year pursuant to the policy.
4. Student behavior/involvement in off-campus activities may be considered for continued enrollment at Columbia Academy.
5. Corporal punishment may be used on my child.

Parent Name (Printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_