Columbia Christian Academy

Family-Student Handbook

2026-2027

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Columbia Christian Academy

Admissions Policies

1. Families who enroll their children in Columbia Christian Academy should have a conviction that a Christian education is proper for their child.

2. Acceptance of a student is based upon a good standing with the institution in which s/he is presently or was previously enrolled.

3. The principal interviews parents/guardians and students prior to admission to determine agreement with the philosophy, mission, policies, and standards of Columbia Christian Academy.

4. In addition to a student application, evaluation forms may be sent to the student's most recent principal and/or teacher.

Statement of Mission

Our goal at Columbia Christian Academy is to work *with families* in order to:

PRESENT students with a Biblically-based understanding of Who God is and who they are in Christ, facilitating a life-long love for- *and relationship with*- the Lord.

PROVIDE students with a safe environment in which they can grow spiritually, academically and socially through character development based on Biblical principles;

PREPARE students academically to enter the workforce or post-secondary education as productive, equipped citizens who demonstrate the traits of integrity, responsibility, and hard work;

PRODUCE a bridge between the Christian home, the Church, and the educational system by enrolling families and not students only.

Philosophy of Education

Columbia Christian Academy strives to facilitate an environment in which each student can receive small group and individual instruction, enabling him/her to progress academically according to his or her specific needs and abilities.

Governing Structure

Columbia Christian Academy is governed by its own Board of Directors.

Patriotism

Students at Columbia Christian Academy are taught America's Christian heritage and the sacrifices that were made so that they might appreciate the freedoms that we enjoy today. Our academy promotes patriotism and civic responsibility by teaching the Biblical doctrines of respect and prayer for those in authority, obedience to law, as well as respect for flag and country.

Pledges

The following pledges are recited every morning by Academy faculty and students:

Pledge of Allegiance to the American Flag

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

Pledge of Allegiance to the Christian Flag

"I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty to all who believe."

Pledge of Allegiance to the Bible

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart, that I might not sin against God."

Non-Discriminatory Policy

Columbia Christian Academy admits students of any race, color, national and ethnic origin to all of the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship considerations, and other school administered programs.

Student Conduct

No set of rules will- or could- cover everything that could occur during a school year, but the following guidelines will call attention to some of the items which should be considered important, as well as help students to adhere to the reminder set forth in Titus 3:1-2 which states*, "Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men" :*

1. Students will be respectful and courteous to all academy teachers, volunteers and principal.
2. Students will conduct themselves in a way in which Christ-like behavior, and a positive reflection of Columbia Christian Academy is evident, while at school, as well as in the community.
3. Students will maintain a drug- and alcohol-free lifestyle, as well as refrain from nicotine including the use of vaping devices. Drug, alcohol, and nicotine usage is grounds for expulsion from Columbia Christian Academy. Similarly, the discovery of such items in a student's possession is grounds for expulsion.
4. Students will use righteous judgment when it comes to magazines, books, card games, video games and comic books.
5. Students will come to class with a positive attitude and be prepared to comply with all classroom rules set by the teacher.

Columbia Christian Academy

Student Conduct cont.

6. Students will complete every assignment and/or test individually and to the best of his/her ability, unless the nature of the assignment is that of a group assignment and if the teacher expressly asks the students to work together.

7. The teacher's desk, grade book, phone, computer and personal belongings will not be accessed by any student without express permission by the teacher.

8. Students will be respectful of desks, tables and chairs, refraining from drawing or doodling on surfaces, as well as sitting on them or leaning back in chairs.

9. Students will conduct themselves in a calm, respectful, courteous manner while at school, as well as anytime school property is used.

10. Permission to sell or advertise non-school related items/events will be obtained from the principal beforehand.

11. Visitors must obtain permission before arranging to visit the school building during school hours.

12. No firearms, weapons, or knives of any type are permitted on school property or at school-sponsored events.

13. **See policy on cellphones.**

14. Electronic games, personal laptops and other personal electronic devices are not permitted while at school. A charge of $30.00 will be assessed before the item is returned to the parent/guardian, unless express permission is given by the teacher or principal.

15. Unless special school activities happened at the end of the school day, students are to arrive and leave school dressed in school uniform.

16. Backpacks and book bags may have writing or logos on them that are not contrary to the values of Columbia Christian Academy as a Christian school. The principal reserves the right to determine if a backpack or book bag is in violation of this expectation.

Columbia Christian Academy

The Code of Honor Pledge of Columbia Christian Academy (1st-3rd)

All students, in first grade and up, are required to sign an honor code. Modified pledges are given to students depending on which class they are in, but every code communicates the same attitude to honor God in all that they do. Columbia Christian Academy espouses living a Christian life in and out of school; therefore, we ask that students, grades 1-3, pledge to the following:

I promise to do my best in everything I do.

I promise to do my class work all by myself.

I promise to choose gentle words when I talk to others.

I promise to tell the truth no matter what.

I promise to always be respectful of others and their personal property.

I pledge to be obedient.

I pledge to let God teach me how to be the best me that I can.

I pledge to follow the rules that are given to me in the Columbia Christian Academy Student and Family Handbook.

_____ _____

Date Signature of Student

Columbia Christian Academy

The Code of Honor Pledge of Columbia Christian Academy

All students, in first grade and up, are required to sign an honor code. Modified pledges are given to students depending on which class they are in, but every code communicates the same attitude to honor God in all that they do. Columbia Christian Academy espouses living a Christian life in and out of school; therefore, we ask that students in 4th grade and higher pledge to the following:

- I pledge to give myself to intellectual pursuits and to use the full powers of my mind for the glory of God.
- I pledge to do individual and original work without assistance on all assignments requiring individual preparation.
- I pledge to choose speech free from offensive, hurtful language.
- I pledge to speak the truth in every situation and under every circumstance.
- I pledge to be respectful of others and their personal property at all times.
- I pledge to use technology for academic and legitimate school purposes only.
- I pledge to dress modestly and in a manner that honors God.
- I pledge to refrain from the use of harmful substances that could damage my body.
- I pledge to obey the principal, faculty, and support staff of Columbia Christian Academy.
- I pledge to remain open to God and allow Him to work in my life.
- I pledge to abide by the rules and regulations that are set before me in the student handbook.

_____

Date Signature of Student

Christian Life Training

Columbia Christian Academy is dedicated to teaching God's children about Him, and how to know Him and walk with Him. Many activities are designed to strengthen the student's relationship with the Lord. Each student is expected to bring a Bible to all devotionals and chapels.

Church Services
Students are not required to attend church outside of Columbia Christian Academy, however parents and guardians must support our expectation that each student will participate in regular God-centered school activities.

Devotions
Students are expected to participate in regular classroom devotions.

Chapel
Weekly Chapel services are provided which include instruction on the character and personality of God as well as on godly conduct as explained by the Bible. Students who are able are encouraged take notes. Faculty members and local pastors will preach the Word of God to students.

Scripture Memorization
Memorization is incorporated into our curriculum and may also be required from Chapel Services or class devotions.

Spiritual Emphasis Week
Spiritual Emphasis Week is a week that is set aside during which students will attend chapel every day. Special time will be devoted to worship, praise, and the preaching and teaching of the Word of God.

Christian Service
The ministry of helps is a vital part of our academy. Each student is encouraged to provide Christian service in areas where they might be of assistance both at school, as well as within their community.

Developing Godly Character

At Columbia Christian Academy, we strive to help our students develop the tools they need be successful in life. We see that this endeavor reaches above and beyond academics and is honed in the little moments of life throughout every day, both at school and home.

A character chart is included on the students' quarterly report card in which students receive marks for the character traits listed so that parents/guardians may see progress. This character chart also serves as a platform on which parents/guardians initiate discussions with students regarding these marks.

It is our desire to partner with families in developing these Godly character traits and to build a bridge between home, school and church for a cohesive framework in which children can see both parents/guardians and teachers working together on their behalf.

Columbia Christian Academy

Godly Character cont.

The character traits listed in the report card are listed below for your convenience. A brief summary of each character trait is given for further discussion/development. Additional character traits related to each are listed in parentheses. A scale of 1-4 is used: 1-Excellent 2- Good 3-Fair 4- Unacceptable

Follows directions

1. This character trait is related to both verbal and written instructions.
2. The student hears and immediately does what is asked of him/her without delay. (Obedience vs. willfulness)
3. Verbal instructions- The student recognizes the importance of giving full attention to a person when instructions are given, as well as completing the instruction right away. (Attentiveness vs. unconcern)
4. Written instructions- The student recognizes that both reading and understanding instructions is vital before beginning or completing an assignment. (Thoroughness vs. incompleteness)
5. Written instructions- The student takes the extra time needed and checks to make sure all instructions were followed before turning in an assignment. (Thoroughness vs. incompleteness, Initiative vs. unresponsiveness)

Responds quickly and positively to correction/redirection

1. The student makes the course correction asked of him or her with a meek and respectful attitude. (Meekness vs. anger, Reverence vs. disrespect)
2. The student accepts the correction/redirection with a positive, respectful attitude, without demanding explanation before obedience. (Humility vs. pride, Flexibility vs. resistance)

Responds to challenges with optimism and confidence- "I can and I will!"

1. The student demonstrates an "I can and I will!" response to challenges throughout the day. (Determination vs. faintheartedness, Endurance vs. giving-up)

Treats others with kindness and respect

1. Responds to those around him/her with kindness and gentleness. (Deference vs. rudeness, Sensitivity vs. callousness, Gentleness vs. harshness)

Consistently completes assigned work in the allotted timeframe

1. Student considers the assigned task and works to complete it in a reasonable period of time. (Diligence vs. slothfulness, Thoroughness vs. incompleteness)
2. The student demonstrates age-appropriate time-management for varying assignments and mindfulness of necessary effort needed to complete assignments both in and out of class. (Initiative vs. unresponsiveness, Alertness vs. unawareness)

Keeps personal space, schoolwork, and supplies organized

1. An age-appropriate awareness of personal space and the importance of tidiness. (Orderliness vs. disorganization)
2. Taking the time to put everything in its place and leaving a space better than you found it. (Initiative vs. unawareness, Responsibility vs. unreliability)

Godly Character cont.

Strives for excellence

1. The student does his/her best with what s/he has. This applies to both classwork and personal appearance. Excellence is an application of "What is MY best?" and not "I have to be perfect." (Excellence vs. indifference, Initiative vs. unresponsiveness)

Discipline at Columbia Christian Academy

Decisions determine habits and habits result in character. It is during this period in which our children are learning to make decisions that we must teach and guide them in such a way that they learn and desire to make Godly decisions. It is through the gentle reminding and steady love that we strive to provide an environment in which students will learn to make decisions that will help to develop Godly character.

Remind, Redirect, Reinforce

It is through daily reminding, redirecting and reinforcement of right decisions that we strive to provide the kind of environment in which Godly character can be cultivated.

1. Remind

In the event that corrected behavior is deemed necessary, the faculty will gently remind the student of the better choice and why.

2. Redirect

The student will be given an opportunity to make/demonstrate a different decision, choose different speech, choose a different attitude, or whatever is appropriate under the circumstances.

3. Reinforce

If the inappropriate behavior persists, the student can expect the following outcomes:

a. Consequence *(see pp. 9-10 for Explanation of Consequences)*- Every decision has consequences and it is important to help children recognize that decisions have either positive, fun consequences or negative, unenjoyable consequences. It is with this in mind that right choices are rewarded and poor choices result in unenjoyable consequences.

b. Notice of Infraction- A report of misconduct will be sent home with your student. Please sign this and return it to his/her teacher THE NEXT DAY.

c. Outcomes for Repeated Infractions: Please see "Explanation of Consequences: Progression of Outcomes for Repeated Infractions."

Discipline cont.

d. If misconduct persists and the student disregards redirection from his/her teachers and parents/guardians, a conference will be scheduled with the principal, parent/guardian and student to determine if Columbia Christian Academy is still the right choice for enrollment, at which point a date for withdrawal may be set. Columbia Christian Academy recognizes that each circumstance and family is different and is committed to exhausting every possible option to resolve academic or disciplinary problems. However, when it becomes apparent that our Academy can no longer meet the needs of a student, or the student's behavior is preventing classroom instruction, expulsion will be determined. Columbia Christian Academy backs its faculty 100% in the reinforcement of Godly conduct. A teacher may have rules that are not expressly stated in this handbook and students are expected to follow the rules as set by his/her teacher.

The definition and source of authority for discipline at Columbia Christian Academy is as follows:

a. Discipline is not considered a punishment.

- Discipline is not synonymous with punishment.
- Discipline means training, and at Columbia Christian Academy, we use the term to designate the means or methods of training by which we seek to change and improve a child's knowledge, attitude, and actions so that his or her character might develop to its highest potential.

b. Discipline is an integral part of love and necessary in the process of character building.

- The goal of discipline is to see the child's character achieve its highest potential, ultimately exemplifying Godly character.

c. The right to discipline is an **extension of parents'/guardians' authority**.

- We take this responsibility seriously and seek to apply the same love, understanding, and firmness that is used in the Christian home.

d. Our disciplinary policy is Biblically based.

- As best we understand them, the principles of the Bible provide our guidelines for discipline.

Explanations of Consequences

- ***QUIET TIME-*** When a student needs to calm down or when his/her disruption makes meaningful group activity impossible, the student will spend quiet time alone, under supervision. Depending on the student's age, the time period will be determined at the teacher's discretion.

- ***SILENT SNACK/LUNCH-*** Students will eat without talking at a private table or in a separate room for the entire snack or lunch period.

- ***REMOVAL OF PRIVILEGES/ADDED WORK OR TASK***- Students may be asked to do additional work or tasks such as wipe tables, pick up trash, sweep, vacuum (all within reason) or the removal of certain privileges such as recess, treats, etc.

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Explanations of Consequences cont.

- ***CORPORAL PUNISHMENT/PADDLING*-** Parents/guardians may choose to exercise their decision to paddle in response to a student's unacceptable actions. This may be carried out *by the parents*/guardians at the school when previously explained rules have been willfully violated (such as initiating physical aggression, theft, destruction of property, lying, cheating, talking back, swearing, inappropriate conversations, etc.) or after repeated warning about repeated misbehavior. Parents/Guardians may choose to designate the authority to paddle to the principal. This would never be done without verbal consent of the parent/guardian prior to paddling or without an additional adult witness to oversee the corporal punishment.

Progression of Outcomes for Repeated Infractions:

- Three infractions will lead to in-school detention
- Four infractions will lead to after-school detention
- Five infractions will lead to at-home suspension
- Six infractions will lead to expulsion

- ***IN-SCHOOL DETENTION*-** Student will be required to complete all class assignments and eat lunch in the office of the principal or other faculty member.

- ***AFTER SCHOOL DETENTION*-** Detention is held after school, Monday – Friday, from 3:15-5:00 PM. **A $30.00 fee is due the following school day.**

- ***HOME SUSPENSION*-** A student may be suspended for a minimum of 1 day and a maximum of 3 days, during which time the student is not allowed on campus and may not participate in any school activities. The days of suspension will be considered unexcused absences, during which the student is expected to complete any work that is missed on these days so that lessons missed are comprehended; *however, he or she will not receive full credit for these assignments.*

  Prior to returning to school, a conference with the principal and parents/guardians is required. The student who was suspended will be on disciplinary probation for the rest of the school year and the dates and reasons for suspension will be noted on his/her permanent record. Any variance from this policy will be at the principal's discretion as determined by the individual's particular situation.

Note- Disciplinary probation is invoked when a student is suspended for any reason and for any type of suspension- in-school or out of school.

- ***EXPULSION***- Expulsion is inevitable when the student's behavior is preventing classroom instruction or negatively impacting the wellbeing of other students. In addition, if the student or the student's parent/guardian has exhibited a total disregard for the school and its policies and/or an unwillingness to correct the problem, expulsion will be considered. When expulsion is recommended, the student's final date for attendance will be set. *The expulsion date may be immediate.*

- ***RESTITUTION*-** Students responsible for damaging, defacing, or destroying school property or the property of others will be responsible for making restitution *in addition to appropriate punishment* as listed above. Columbia Christian Academy reserves the right to bill students' parents/guardians for damaged property and to go through the appropriate collection methods to receive restitution.

School Hours/Early Drop-off/Late Pick-Up

School Hours-	Monday-Friday, 8:15 A.M. – 3:15 P.M.
Early drop off-	Students may be dropped off any time after 7:15 A.M.
Student Pick Up-	Students must be picked up by 3:15 P.M. unless different arrangements have been made with the teacher or principal.
After School Care -	If parents/guardians are running late for student pick up or ASC fees have not been paid in full, students may not participate in ASC activities.

Late Pick Up Fee: A $10.00 fee will be assessed to an account if a student is picked up late on a reoccurring basis.

Students are not permitted on the school property anytime school is not in session or anytime, during or otherwise, without adult supervision. Please do not drop off prior to 7:15 (or other designated drop-off time) as no teacher is on duty to supervise children.

Attendance

We believe that faithfulness is an important character attribute. Parents/Guardians are, therefore, urged to be steadfast in encouraging their children to arrive promptly to school each day. **No more than five (5) absences (excused and unexcused) per semester will be permitted.** If this should occur, a conference will be scheduled with the parent/guardian and the principal.

Columbia Christian Academy understands and makes provision for those absences that are unavoidable, such as

- Personal illness
- Death
- Emergencies that cannot be avoided.

All absences require a message from a parent/guardian explaining the absence and does not guarantee that the absence will be excused.

Ultimately, it is up to the academy principal to determine whether the reason for which a student was absent is unavoidable and accepted as excused.

Excessive absences could result in credit for that semester being withheld, home suspension, and/or expulsion as determined by the principal.

Policy on Makeup Work

Unexpected excused absences- For every day missed, the same number of days will be given to make up and turn in work for full credit. **To allow ample time for faculty to prepare necessary work, in the event of an illness, parents/guardians should contact the teacher as soon as possible to request a time if/when picking up makeup work**.

Expected excused absences- Please notify the teacher as soon as you are aware that your student will be absent in order to prepare a packet of makeup work ahead of time.

Unexcused absence- Work missed due to an unexcused absence may receive zero credit.

Columbia Christian Academy

Tardy Policy

Columbia Christian Academy believes that punctuality is an important character trait. Punctuality shows consideration for others. Students who are habitually tardy miss out on academic instruction and the explanation of assignments, and tend to experience school as stressful. Students are expected to be seated and prepared to begin class on time.

1. A student will be considered tardy if s/he is not inside the school at 8:15 A.M, however our school routine begins promptly at 8:15, meaning that a last-minute arrival results in late participation, and possible disruption, of school pledges and devotional time.

2. If a student is tardy for an acceptable reason *(transportation/vehicle breakdown, inclement weather, unavoidable distress approved by teacher/principal)* and the teacher or principal has received written communication from the parent/guardian, the tardy will be excused.

3. Excessive tardies can be considered truancy, and if deemed necessary, reported to the state of Missouri.

Late Arrival/Early Departure

Late arrivals and early departures are discouraged. Students who are late or leave early miss valuable learning time. Makeup work will receive credit according to the makeup work policy previously stated.

Policy on Completion of Class Work

In order to progress, it is necessary for students to complete all daily assigned work in class. If class work is not completed, it will be assigned as homework.

If incompletion begins to happen frequently, a teacher-family meeting will be arranged in order to discuss the issue. Depending on the reason for incompletion, slowing a student's pace, changing curriculum levels or books, or creating strategies to help a student concentrate in class are possible solutions that could be discussed.

Policy on Homework

Homework may be necessary for students to study for tests and to complete assigned projects. Homework may also be assigned for reinforcement and drill, as well as for the result of not completing daily assignments.

Policy Regarding Late Work

Class work or homework turned in late will receive a reduction in credit as deemed appropriate by your your child's teacher.

Grading Scales and Other Marks used in Report Cards

94-97% **A+**	93-96% **A**	90-92% **A-**
87-89% **B+**	83-86% **B**	80-82% **B-**
77-79% **C**	73-76% **C**	70-72% **C-**
67-69% **D+**	63-66% **D**	60-62% **D-**
0-59% **F**		

1 *Usually* exceeds coursework expectations

2 *Often* exceeds coursework expectations

3 *Continuously* meets coursework expectations

4 *Sometimes* meets coursework expectations

5 *Usually does not* meet coursework expectations

*Non-letter grade marks are used for subjects in which evaluation is not based on a score.

Grade Transition

In order to transition into the next level of study, a student must have completed all required coursework for that given year OR the student may transition to the next grade if the student receives a recommendation from his/her teacher. At Columbia Christian Academy, we endeavor to work in cooperation with families to ensure that a student learns the content of one grade to the extent that they will be successful moving into the next level of study in that subject.

Transferring/Exit Letter

All students transferring out of Columbia Christian Academy to another school will receive an Exit Letter. This letter states the courses and grade levels in which a student is working or has completed at the time of his/her transfer.

Report Cards/Family-Teacher Conferences

Progress reports are used to update parents/guardians and students of academic and character development and are sent home following each quarter. Family-Teacher Conferences are typically held at the end of the first quarter and end of third quarter.

Transcripts

One official copy of a student's transcript will be mailed free of charge. After that, a **$5.00 fee** must be paid prior to mailing the transcript. Students or parents/guardians who would like an unofficial copy of a transcript for review purposes should allow for a 48-hour period after a written request has been submitted. All tuition and fee payments must be current before transcripts are provided.

Testing

Standardized achievement tests are administered to students in first grade and above, every other spring. **A testing fee**, which pays for purchasing and shipping of tests, will be charged at the beginning of the school year. Parents/Guardians will be renotified in advance of testing dates. The test results are provided to parents/guardians and kept in every student's permanent file.

Uniform Policy and Dress Code

Columbia Christian Academy recognizes the correlation between students' appearance and performance in the classroom. Students are required to follow the standards explained below, both while at school, as well as at school functions, unless otherwise instructed by the teacher. It is the responsibility of both the parents/guardians and the student to see that clothing is clean, wrinkle-free and in good condition.

- SHIRTS: Long or short sleeved polos in **any solid color except neon** shades. Logos are not permitted except the Columbia Christian Academy logo. No stripes or emblems allowed.

  In 1st grade and above, shirts are to be tucked in at all times.

- PANTS: Solid-colored, chino-style pants in **khaki, navy or black** only and should be *free from extra zippers, pockets*, embellishments, or logos. These should be in a **classic twill-type fabric** and **loose fitting, "straight leg", not "skinny" style.** Pants must be free from holes. **Leggings are unacceptable as uniform pants.**

- SHORTS: Uniform shorts/capris in the same colors as listed under pants may be worn as weather permits. Length of shorts must be **close to the knee**.

- SKIRTS/SKORTS: Solid colored skirts/skorts in **khaki, navy or black** may be worn and **must be close to knee-length.** Solid all-in-one polo-style dresses or dress jumpers are also permitted, *in* ***khaki, navy and black only***.

- LEGGINGS*:* Leggings are acceptable when worn underneath uniform skirts and dresses and must be **solid colored in white, beige, black, or navy.**

- BELTS: **Belts must be worn** with uniform pants, skirts, or shorts if belt loops are present. This does not apply to PK-K.

- SHOES: Most shoe styles are acceptable, as long as they are closed around the toe and heel. Tennis shoes in good condition, free from excessive dirt or mud, may be worn. **No crocs, sandals, slides or flip-flops** are allowed unless otherwise specified by the teacher.

  While hi-tops are permitted, the student's pant legs must lay over the student's shoe so that the tongue and top of the hi-top are not on the outside of the bottom of the pant leg.

- SWEATERS/JACKETS INSIDE THE BUILDING: Students may wear solid-colored button-up or zippered sweaters in **white, beige, navy, or black**. Polo shirts must be worn under sweaters and jackets. ***Sweaters and jackets may have hoods so long as hoods are not worn inside.*** Logos, writing, or designs are not permitted.

Spirit Days

Every Friday is Spirit Day. Spirit Day attire includes approved Columbia Christian Academy logo t-shirts and sweatshirts with clean, **loose-fitting** jeans or denim shorts **free of holes**. Jeggings are **not** acceptable. **As an alternative to dressing out in Spirit attire, students must wear the full uniform.**

P.E. Class Attire

Students in 6th grade and above are required to change into different clothes for physical education, however students in grades preschool-5th grade do not change out. If change-out clothes are not brought to class, students will walk laps or do some level of physical activity outside of what the rest of the class is doing. Points will also be deducted from students' participation grade.

**A note from a parent/guardian or doctor is required for a student to be excused from/not participate in P.E. class or any level of physical activity due to an illness. The note should state as specifically what restrictions need to be placed on the student's participation. If a student is restricted from physical education class, he or she is also restricted from recess.*

P.E. Dress Code

This consists of a **solid** t-shirt, any **solid-colored** shorts or sweats, and tennis shoes. T-shirts must have sleeves and should be opaque, not see-through. Writing and images are not permitted on shirts. Shorts are to be knee length or longer. **Students may not wear spandex, leggings, tight-fitting clothes, short shorts, or anything with zippers.** All jewelry must be taken off before class. The only exception to this is small, studded earrings. Hoodies are acceptable only if the weather permits and when P.E. class goes outside.

Hair

All students are to maintain moderate hairstyles. Length of hair must not impair the vision of the student. In general, any uncommon cut or unnatural hair color, as determined by the administration, will not be allowed. *The administration reserves the right to determine what is acceptable per Columbia Christian Academy standards.*

Jewelry/Other

For all students, no new piercings or tattoos may be acquired while enrolled as a student in Columbia Christian Academy. Boys may not wear earrings. Jewelry is to be of modest design; no excessive or gaudy extremes will be permitted. During school hours or at any school function, clear plastic fillers are to be used for any prior piercings which don't adhere to these standards. *The administration reserves the right to determine what is acceptable per Columbia Christian Academy standards.*

Nails

All students are to maintain nails that are clean and trimmed. No gaudy extremes are allowed.

In summary of Columbia Christian Academy's Dress Code and Appearance Policy, an overview of your child's clothing should reveal it to be modest, neat, clean, well-fitting and in good condition. The appearance and dress of each student should be one that is an overall representation of the Lord, his/her family, and school. **Thank you for your attention to this matter.**

Policy on Cellphones

Students are not permitted to use a cellphone during school hours. This includes the use of smartwatches for texting purposes. If necessary, parents/guardians should relay information to a student through their teacher by communicating via the Talking Points app.

Phone Confiscation- Student phones must be off and kept in their backpack. If a student is found to be carrying or using his or her phone, the phone will be immediately confiscated. If a student's phone is confiscated, a parent or guardian must pick it up from their child's teacher and a pay a **fee of $20** to their child's teacher.

Personal Property

Students should bring to school only those items necessary for normal school activities. The school is not responsible for lost items. Personal toys are not permitted (except for one stuffy during PK rest time) unless otherwise specified by the teacher or principal.

Policy on Searches of Students' Lockers/Cubbies and Storage Shelves

LOCKERS/CUBBIES AND STORAGE SHELVES ARE SCHOOL PROPERTY. All lockers/cubbies and storage shelves for student backpacks and supplies are the property of Columbia Christian Academy. Students are to use these exclusively to store school-related materials and authorized personal items such as outer garments, footwear, PE clothes or grooming aids. Students are solely responsible for the contents of their lockers and storage shelves.

Random searches of lockers/cubbies and storage shelves contents have a positive impact on deterring violations of school rules and regulations. These ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, Columbia Christian Academy reserves the right to search lockers/cubbies or storage shelves without notice, and without parental/guardianship or student consent. This includes any items normally meant for a locker/cubby or storage shelf which might be placed or located elsewhere.

The Columbia Christian Academy principal or her/his designee shall not be obligated but may request the assistance of a law enforcement officer in conducting a search. An additional faculty member shall supervise the search. In the course of a search, the academy principal or her/his designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

Search and Seizure

When conducting searches, the Columbia Christian Academy principal or her/his designee may seize any illegal or unauthorized items, items in violation of policies and rules outlined in this handbook, or any other items reasonably determined by the school principal or her/his designee to be a potential threat to the safety or security of others. Law enforcement officials will be notified immediately upon the seizure of any dangerous item/s or any item/s which the school is required to report by law to appropriate law enforcement agencies.

Any items seized by the academy principal or her/his designee shall be removed and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the Columbia Christian Academy principal or her/his designee of items removed.

Policy on Social Networking Sites

Columbia Christian Academy reserves the right to dismiss students from extracurricular activities, withhold recommendations to colleges, and ultimately expel from school those students who would violate the tenets of the school honor code on any social networking site.

Also, as parents/guardians or family members of Columbia Christian Academy, please exercise caution when on social networking sites**.** Please **avoid mentioning the name of our school in association with any student who is not your own, or alluding to another child's location.** This may place a child in danger or put a child at risk or accessible to child-predators. Thank you for your consideration and cooperation in this matter.

Payment Policy

1. One of the payment plans outlined in the Enrollment/Re-enrollment Packet must be chosen.
2. No enrollment application will be accepted without the applicable fees having been paid in full.
3. A $25.00 late fee will be charged if payment is not made by the due date indicated per the payment plan elected.
4. If the Monthly Payment Plan is elected, payments are due by the 1st of each month.
5. Monthly payments begin on August 1st and go through May 1st.
6. If payment for the previous month and the current month has not been made by the 1st of the current month, then the student will not be allowed to return until all payments have been made, bringing the account current.
7. No reductions in charges will be made for vacations or holidays.
8. **Choosing the Monthly Payment Option is a commitment to pay the yearly tuition divided into 10 equal amounts for your convenience. These payments are each one-tenth of the yearly total, despite the varying number of school days in each month.**

**If you know that your payment will be late due to extenuating circumstances, please communicate that with us as soon as possible. We will endeavor to work with each family on an individual basis. Communication regarding payments should be made to Bob Reynolds, business@fwccomo.org or 573-441-1140 ext. 203.*

Withdrawal Policy

Columbia Christian Academy is a not-for-profit ministry. The leadership hires teachers, commits to salaries, and purchases the necessities of running the school based on families' enrollment commitments. Withdrawal of students just before the start of the school year or mid-year results in loss of anticipated funds to the school after expenses have already been incurred in anticipation of that student's enrollment. Therefore, families should consider enrollment of a student to be a serious financial commitment.

- Written notification should be given to the school at least four weeks prior to the student's last day.
- Regardless of the reason for withdrawal, **families will be responsible for at least one month's tuition** after the student's last day of attendance.
- When withdrawing prior to the beginning of the school year, families are responsible for one month's tuition, since acceptance of the student is considered to be a year-long commitment to the academy.
- In the event of early withdrawal, **any tuition paid in advance will not be refunded.**
- *All financial obligations must be met in full before transcripts, records or report cards will be released.*

Family Participation

Parents and guardians are always welcome to become involved in school activities. Parents/guardians are encouraged to support their child/ren by chaperoning field trips, planning and facilitating holiday parties, and participating in fundraisers. Please make arrangements with your child's teacher in advance of any school visits.

Fundraising

Columbia Christian Academy normally holds two fundraisers every year. As all students benefit from these efforts, it is greatly appreciated that all parents and guardians make an effort to contribute their time in some way.

Health and Immunization Records

According to Missouri state law it is unlawful for any student to attend school if immunizations are not current or steps are not being made to bring immunizations up to date. Parents/Guardians should provide immunization records for placement in the student's file before the first day of classes each year. Students will not be allowed to attend classes if immunizations are not current. The principal should be notified of any unusual health issues or any medication a student is taking.

Illness

For the welfare of your children and the benefit of others, **please keep your child home when any of the following conditions exist:** vomiting or diarrhea within the previous twelve hours, heavy cough and/or temperature of 100.4 or higher. Please note: students diagnosed with strep throat *or any other contagious illness* **must have a physician's note before they can return to school.**

Communicable Childhood Diseases

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

1. Chicken Pox
2. Pinworm
3. Measles
4. Scabies
5. Mumps
6. Ringworm
7. Pneumonia
8. Impetigo
9. Whooping Cough
10. Pink Eye
11. Head Lice
12. Covid-19

Lice Policy

If lice is discovered at home, please notify the school immediately. If lice are found while the child is at school, the parents/guardians will be notified, and the child will be sent home to receive treatment.

Per the CDC and the American Academy of Pediatrics, children may return to school after starting a lice-killing treatment. An over-the-counter or prescription product specifically developed for lice-treatment, or service from a lice-management facility, must be used before a child will be allowed to return to school.

Lice Policy cont.

All nits must be combed from the child's hair. Families are required to continue to check their children thoroughly by combing through with a nit comb every day, for at least 10 days. If crawling lice are found, the treatment must be repeated before the child may return to school. The principal or another faculty member will perform a check to ensure lice are not present upon the child's return to school.

Medication Policy for Non-prescribed Drugs

1. Students should not bring any medication to school unless it is absolutely necessary.
2. If a student must bring a non-prescribed medication to school, i.e. Ibuprofen, Tylenol, antihistamine, the student may only bring one dose. For students in grades 1-3, one dose of a non-prescribed medicine may be given from the teacher. A note with specific instructions and the reason for the medicine must accompany the dose.
3. No student may give medication to another student. If a student gives medication to another student, all privileges to take any medication at school on their own will be forfeited plus further disciplinary action will be taken.

Medication Policy for Prescribed Drugs to be taken during the school day

1. A written message from the parent/guardian, along with the medication to be taken, must be given to the teacher before medication can be dispensed. If a medication is dispensed from the teacher, students in grades 6 and above are responsible for coming to the teacher on time. For students in PK- 5th grade, a message, or note with parent/guardian signature, with the time of the next dose should be given to the child's teacher with the medication.
2. No student is to sell or give another student medication. If a student does sell or give prescription medication to another student, all rights and privileges to take medication on the school campus will be suspended for all parties concerned, as well as further disciplinary action will be taken.

Weather

In the event of inclement weather, you will receive a message via Talking Points and an email as soon as the decision has been made to close school or announce an early release or a late start time. This information will also be made available on KOMU and KRCG websites as well as on our Facebook page.

Emergency Procedures

TORNADO-	All students file into designated safe rooms and crouch down with heads toward the wall and cover their heads and necks.
FIRE-	Students will file from the building via the nearest exit.
EARTHQUAKE-	Students will take cover under their tables and face the wall. Students will cover their heads and necks and remain silent, maintaining this position until notified.
LOCKDOWN-	Doors to all classrooms will be locked and no one will leave the room until the all-clear is given. Faculty and staff are trained in active threat/intruder protocol.

Policy on Holidays

While Thanksgiving, Christmas, Valentine's Day, Good Friday and Easter are observed, *Halloween is not recognized in any way* at Columbia Christian Academy. We appreciate your cooperation.

Policy on Sexual Abuse and Harassment

Sexual abuse or sexual molestation-

Columbia Christian Academy does not tolerate sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent. Any complaint of sexual abuse or sexual molestation will be reported immediately to the principal who shall report the same to the authorities, and Columbia Christian Academy will fully cooperate with law enforcement authorities in investigating allegations that may lead to criminal prosecution of such criminal activity.

Sexual harassment-

Columbia Christian Academy does not tolerate sexual harassment of employees, students, parents or guardians. A complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually-oriented behavior or comments, which create a hostile or offensive work, study or learning environment. Sexual harassment from teachers, students, supervisors, co-workers or others who visit the Academy should be reported immediately to the principal.

Sexual exploitation-

Columbia Christian Academy does not tolerate sexual exploitation of employees, students, parents or guardians. A complaint of sexual exploitation may lead to appropriate and strict disciplinary action, including termination. Sexual exploitation involves any attempt to develop a sexual or romantic relationship between teacher/student, teacher/teacher, teacher/parent-guardian, teacher/employee or teacher/volunteer with which the teacher has a supervisory relationship. Sexual exploitation from teachers, students, supervisors, co-workers or others who visit the Academy should be reported immediately to the principal.

Bullying and Other Forms of Harassment

In our commitment to ensure an environment free from harassment, Columbia Christian Academy takes seriously acts of sexual, physical and verbal antagonism. Any incidents of such behavior should be reported to the teacher or principal immediately. Students found to engage in such conduct are subject to disciplinary action up to and including expulsion.

Bullying and Other Forms of Harassment contd.

Physical harassment includes pushing, shoving, hitting, slapping, poking, punching, kicking, and other acts of physical aggression.

Verbal harassment encompasses all derogatory, insulting or threatening forms of communication. Unspoken gestures of a similar nature are also unacceptable.

Gendered harassment includes disparaging remarks or gestures intended to belittle or intimidate another based on gender.

Racial harassment includes comments, insults, and humor based ethnic or racial identity, regardless of whether members of the targeted group are present.

Child Abuse Reporting

Under Missouri law, the faculty, staff and administration of Columbia Christian Academy is obligated to report any suspected abuse that comes to their attention. The statute provides in part as follows: A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall report the concern to appropriate authorities. Columbia Christian Academy will comply with the law.

At Columbia Christian Academy, all faculty and staff are to report suspected or known cases of child abuse immediately to the principal. At that point, the principal will coordinate the procedures needed to be followed. If an abuse case needs to be reported to the authorities, it is the policy of our academy to make this report without first contacting the parents or guardians of the child.

Student Pregnancy

It is difficult to make a general policy that would pertain to such a sensitive situation, and any case would be dealt with on an individual basis, but in the event that this occurred, the following guidelines would be followed:

1. No student will be allowed to enter Columbia Christian Academy if they have fathered a child or become pregnant.
2. Boys who father a child and girls who become pregnant while students at Columbia Christian Academy will not be permitted to attend classes or participate in extracurricular activities.
3. Every attempt will be made to encourage the mother to give birth to the child.
4. A program of home study utilizing correspondence instruction monitored by the principal can be established to assist the student until different arrangements can be made.
5. If the father is a student at Columbia Christian Academy, the same restrictions and opportunities for home study will be applicable to him.

Closed Campus Policy

The safety and security of Columbia Christian Academy students, faculty and staff is priority. For this reason, our academy operates a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day unless otherwise stipulated in this policy.

Please make arrangements with your child's teacher or the principal so that entrance can be arranged for campus visits/appointments as all doors to the building remain locked during the day. We are happy to open the *west* **school doors** for you if we know that you are coming.

Visitors

Only current parents, legal guardians, grandparents, siblings, alumni, guest speakers, and approved vendors and contractors are allowed on the campus as guests.

Cooperation and Support

Enrolling your child in Columbia Christian Academy indicates an acceptance of, and cooperation with, all Columbia Christian Academy policies.