

COLUMBIA ACADEMY
Elementary School
2019-2020 Parent & Student Handbook

“Christian Education in a Tradition of Excellence since 1979”

Columbia Campus

1101 West 7th Street
 Columbia, TN 38401

Principal: Trent Hill



Spring Hill Campus

756 Beechcroft Road
 Spring Hill, TN 37174

Principal: Nathan Hixson

Our Mission

Columbia Academy is committed to serving its students so they master skills, knowledge, and character appropriate for them and their future while becoming Christ-like in attitude and behavior.

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ADMISSIONS POLICIES

A. General

1. Columbia Academy is a non-public Christian school, open to any qualified student. In a manner consistent with all applicable laws and regulations, it does not discriminate on the basis of race, religion, gender, color, national or ethnic origin, or physical handicap in admissions or the administration of its education policies, programs, and activities, except when necessitated by specific religious tenets held by the school.
2. The Otis-Lennon School Ability Test must be taken by all students applying for enrollment in grades 1-12 at Columbia Academy. A section of a nationally recognized achievement test may also be given. A screening test is given to all prospective kindergarten students to ensure capability to perform in the kindergarten program.
3. A student transferring to CA must be in good standing with the school of previous attendance. Previous school records will be reviewed. An interview conducted by the principal with each prospective student and parent may precede final acceptance.
4. **Important Note:** Children enrolling in kindergarten at CA must have turned five years old on or before August 15.

B. Immunization Requirements

1. All Columbia Academy student records will be checked each fall to determine whether students meet current immunization requirements. All new students must furnish proof of proper immunization requirements. Forms are available at your doctor's office or Tennessee Department of Health office.

II. ACADEMIC STANDARDS AND ACCREDITATION

Academic standards at Columbia Academy are purposefully high, but the curriculum remains flexible to meet the needs of average or above average students. Columbia Academy is accredited by AdvancED (formerly the Southern Association of Colleges and Schools) and has been so since its formation in 1979, with campus accreditation as part of Columbia Military Academy dating to 1911.

A. Conferences

There will be a scheduled parent/teacher conference following the first and third quarters of the school year. Parents are encouraged to contact teachers anytime they feel additional conferences would benefit their child. Parents are encouraged to schedule conferences with the teacher in advance to allow for the most productive meeting.

B. Deficiency Notices

Mid-term grades and failed assignment notifications are emailed to parents through RenWeb.

C. Proficiency Notices

RenWeb automatically generates an email to parents when a 100 is entered for assignments.

D. Grading and Reporting

Kindergarten students will receive a progress-evaluation card four times during the school year. Conferences may be held in conjunction with the issuing of these reports.

For grades 1-6, report cards will be sent home each nine weeks using the following scale for evaluation:

<i>Grading System</i>	<i>Conduct</i>
A = 93 - 100	S+ = Above Average
B = 85 - 92	S = Average
C = 75 - 84	N = Needs Improvement
D = 70 - 74	U = Unsatisfactory
F = 0 - 69	

Effort, participation, assignments, and behavior may be used to determine peripheral subject grades (3rd, 4th, 5th, and 6th grade music may also include written assignments and tests). Students in 5th and 6th grade beginning band will receive their grades from the high school band director.

E. RenWeb

Parents are encouraged to set up an account on RenWeb in order to access special announcements, attendance records, grades, homework assignments, lesson plans, etc. Directions for RenWeb are available in the school office. An active email address is necessary to access RenWeb. Parents can check their student's progress, under password protection, from any location via the web. A student whose account is more than 30 days past due at the time interim report cards are released will not receive his/her report card, and RenWeb access will be denied. Final report cards and transcripts will not be released until a student's account is paid in full or until a written payment plan, satisfactory to CA, is agreed upon and signed and payments continue to be current and up-to-date.

F. Bible Curriculum

The Bible curriculum is a very special course of study at Columbia Academy. The New American Standard, English Standard and New King James versions are the school-approved versions of the Bible to be used in the Bible curriculum

at all levels. Each teacher will determine which version will be used in his or her class. Prayers in mixed group activities will be led by male students.

G. General Curriculum & Extra Subjects

Our curriculum consists of all basic subjects including: Reading, Spelling, Language, Social Studies, Math, Physical Education, Science, Music, Art, and Computer.

H. Retention

If it becomes necessary to retain a student in grades K-6, parents will be notified before report cards are issued at the end of the school year. The teacher will also communicate this possibility to parents as early as possible.

I. Honor Rolls

1. Gold Star Honor Roll

Students who make all A's are on the Gold Star Honor Roll.

2. Silver Star Honor Roll

Students who make all A's and B's are on the Silver Star Honor Roll.

III. ATTENDANCE - MAKE UP - SNOW DAY

A. Attendance and Make Up Work

Columbia Academy believes that regular and prompt attendance should be required of all students as one of the requirements for promotion. All students are expected to attend school each day. It shall be left to the judgment of the principal if absences are excused or unexcused.

1. Absences which are excused (sickness, death in the family, etc.) may be made up according to the provisions of this section or incomplete grades may result. The student should take the initiative in making up missed class work. All make-up work must be completed in the same number of days as the student was absent. A student who is absent from school may not participate in after school activities on that day.
2. Vacations and trips should be scheduled during the summer or other school breaks. If a trip is absolutely necessary, the trip must be approved by the principal one week prior to the trip. The parent will also request assignments from the teacher(s) one week before the trip. All make-up work must be completed according to the teachers' schedules.
3. Medical and dental appointments should be sought after school hours. When not possible, the student must bring a note from home stating the specific time of the appointment. This note must be brought to the teacher as soon as the student arrives at school. Then the note is sent to the office.

4. If a student's absence does not come under one of the above categories, he/she will be given an unexcused absence and may not be allowed to make up assignments.
5. For any full day's absence to be excused, a note must be brought from home the first day back. It must be specific as to the reason for the student's absence.
6. Any student leaving or coming back to school during the school day must have an adult sign the IN/OUT list in the elementary school office.
7. Three tardy days prevent a student from achieving perfect attendance. Appropriate action will be taken when a student is tardy 5 or more times in a semester. Actions may include: recess detention, after school detention, or in-school detention.
8. A student missing no more than one-half of a school day will receive a perfect attendance award.
9. Students who leave school before 11:30 AM or arrive for school after 11:30 AM will be counted as absent for the day.
10. Students who acquire 15 or more absences for the school year will be subject to being retained in the same grade for the following school year.

Note: T.C.A. 49-6-3007 requires all schools, public and private, to enforce the truancy laws of the State of Tennessee. When a student reaches 5 or more unexcused absences, we are required to give the parent/guardian a written notice of Tennessee's legal requirements. If we do not receive a sufficient excuse of these absences within three days of the receipt of this letter and/or if your child's attendance problems continue, Tennessee law requires us to notify the courts of this truancy.

B. Snow Day Procedure

1. Decisions on school closing due to inclement weather will be made on a day-to-day basis. Closures will be announced via email. You may also watch any of the four major Nashville television stations (Channel 2, 4, 5, or 17). School will be open unless otherwise announced.
2. When it is necessary to dismiss school early because of hazardous driving conditions, parents will be emailed immediately when the decision is reached. The "SchoolCast" phone messaging system will also be used to immediately inform parents.

IV. FINANCIAL INFORMATION

A. School Lunch

Elementary school lunches must be paid in advance. Each student has a declining balance account that will allow him/her to purchase the school meals. We suggest that deposits be by check for easy record keeping. Payments may also be made online through RenWeb. Students also have the option of bringing their lunches. Students who do not pay in a reasonable time must bring their lunches until paid.

B. Bookstore

Bookstore (located in the office) purchases are on a cash basis.

C. Optional Costs

Student pictures and special field trips will be available on an optional basis.

D. Past Due Accounts

Students with past due accounts (more than 60 days) will not be eligible for overnight school trips. Students with past due accounts (more than 30 days) will not receive report cards until accounts are rectified in the Business Office.

V. ORGANIZATIONS

A. Athletic Boosters Clubs

Each sport at Columbia Academy has its own booster club that consisting of parents and others interested in supporting that particular program. In addition to financial support for the sports program, the boosters are dedicated to supporting each team with their presence at various games and matches.

B. Columbia Academy Volunteers

Columbia Academy is fortunate to have many interested individuals that volunteer to perform a variety of tasks involving various aspects of the school. Participation is open to anyone wishing to help support the Academy's activities. It is not necessary that one be a parent or relative of a Columbia Academy student. Anyone interested in participating may call the school office for more information.

C. Columbia Academy Reaching Everyone (CARE)

CARE is a group that raises funds for special projects at the school by conducting the annual CARE Dinner and Auction. Everyone is welcome to participate. More information is available through the school office.

D. Room Moms

As part of the CARE organization, the Room Moms help each teacher with class parties and other needs. These groups sponsor such activities as Teacher Appreciation Week, Imagine This, Fantastic Fridays, and many other activities that help support academics.

E. Band Boosters

This organization exists to promote and encourage the growth of our band program at Columbia Academy. It is involved in several fund-raisers throughout the year to support the needs that the band may have. Anyone is welcome to be a part of this fine organization to see that our children's musical abilities are developed to their fullest.

VI. MISCELLANEOUS ACTIVITIES

A. Chapel Assemblies

1. Elementary school chapel is normally conducted on Wednesday morning of each week with student participation and leadership. "Circle of Friends" devotionals will be held on Monday and Friday mornings at the Columbia campus and Monday mornings and Friday afternoons at the Spring Hill campus.
2. Chapel includes a period of devotion to God in song, Bible reading and prayer, as well as the Pledge of Allegiance to the flag. Speakers from the Columbia Academy faculty and the community often deliver chapel talks. Occasionally, speakers bring special interest programs to the assembly.
3. Students are to be punctual for chapel and exhibit good behavior. Columbia Academy is no better than the attitude reflected by the students as they worship their Creator and participate in many facets of this special time.

B. Class and Field Trips

Field trips are arranged periodically as they relate to classroom instruction or for special events. Students may be assessed a fee to defray the transportation costs for any out-of-state field trip or any in-state field trip of considerable distance. Most trips are taken in school-owned vehicles.

C. Publications

1. All school publications are under the direction of the administration or faculty sponsors.
2. The COMMUNICATOR is the annual magazine sent to all parents and supporters of Columbia Academy each year.
3. The school yearbook RECALL is a year-long project of the annual staff.

D. Campus Activities

A variety of special programs for different grade levels are planned and held at various times during the school year. These may include: Grandparents' Day,

Homecoming, Kindergarten Graduation, Sixth Grade Graduation, plays, band concerts, talent shows, etc.

E. School Parties (K-6)

Elementary school room mothers help plan and conduct scheduled parties during the school year for grades Jr.K-6. These are for Halloween, Christmas, Valentine's Day, and Easter. Those having birthdays may bring refreshments to be shared with classmates at lunch or briefly at the end of the school day. These should be **pre-arranged** with the teacher.

VII. PHYSICAL EDUCATION - ATHLETICS

A. Physical Education Classes

Columbia Academy elementary school students will have physical education (P.E.) classes each week conducted by P.E. teachers.

B. Athletic Opportunities

Students may participate in several athletic opportunities in various grades (some sports as low as Jr.K.). These sports include tackle or flag football, basketball, cheerleading, and cross country.

C. Athletics

Columbia Academy is a member of the Tennessee Secondary School Athletic Association (TSSAA) and is subject to its regulations. Participation in interscholastic sports is for grades 7 through 12. Sixth graders may participate in middle school sports, with the exception for sports where CA offers an elementary league that competes against other schools (ex: football).

D. Athletic Admissions Pass

Columbia Academy students will be admitted for free to all home athletic events; however postseason play may be an exception per TSSAA regulations.

VIII. RULES AND REGULATIONS

A. General Expectations

1. Good behavior is expected of all Columbia Academy students. Showing respect for teachers and staff and complying with their instructions are mandatory. It is equally essential to get along well with fellow students.
2. All teachers have the responsibility to correct misbehavior when it occurs and to monitor and guide the students into proper behavior.
3. A conduct referral form, filled out by the teacher and reviewed by the principal, may be sent home at any time. These forms are filled out when a specific act or series of acts of misconduct are noted.

4. Conduct detrimental to class and/or academic problems will be evaluated during each nine weeks. Parents will be contacted and a conference arranged by the middle of the nine weeks grading period if the behavior is serious. Disciplinary action to the point of dismissal from Columbia Academy can and will take place if not corrected in a reasonable time.
5. Columbia Academy students are expected to maintain high moral standards and to observe the Academy's "Honor Code" stated herein at all times.

Upon enrollment into Columbia Academy, I pledge to uphold the high moral standards expected of me and will conduct myself as a gentleman/lady in regard to the following precepts:

- *In that cheating is not only morally wrong, but also dishonorable and harmful to me and my fellow students, I pledge to refrain from giving and/or receiving any aid on any form of test or examination; or copying and/or using homework, reports, or project prepared by another student and claiming the work is mine.*
- *In that stealing ("taking without permission") is not only morally wrong, but is a direct violation of legal codes, I pledge to refrain from willfully taking the property of another.*
- *In that lying is not only morally wrong, it is also dishonorable and unworthy of a gentleman/lady, I pledge to refrain from all deliberate distortions of the truth to my fellow students, to faculty, to staff, and to administration; this includes verbal and written communications as well as forging of notes and others' signatures.*
- *In that the internet and other technology are readily available on the Academy campus, I pledge to refrain from any misuse of the internet or other technology.*

Any violation of the Honor Code is considered very serious and could be grounds for dismissal from Columbia Academy.

B. Anti-Bullying Policy

Everyone at Columbia Academy is committed to making our school a safe and caring place for all our students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. We have implemented the Olweus Bullying Prevention Program, which we refer to as Bulldogs United. Always keep in mind what the Bible says in Philippians 2:4 "Let each of you look not only to his own interests, but also the interests of others."

Bulldogs United: Bullying Definition

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Bulldogs United Four Anti-bullying Rules

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Lower School Bullying Prevention Guidelines 2019-2020

Level of Infraction	Behaviors	Possible Consequences
Level 1	<ul style="list-style-type: none"> -Teasing -Name Calling -Gossiping -Spreading or starting rumors -Purposefully embarrassing or humiliating another student. -Throwing objects at other students <p>-All occurring 3 or fewer times</p>	<ul style="list-style-type: none"> -No office visit -Documentation sent to the office -Parent contacted -Verbal reprimand on the spot -Conference with student -Time out
Level 2	<ul style="list-style-type: none"> -Pushing or Shoving -Name calling with profanity -Purposeful exclusion <p>-All level 1 occurring more than 3 times</p>	<ul style="list-style-type: none"> -Possible Office Visit -Documentation sent to the office -Parent contact/Parent conference -No Bullying Contract -No Contact Contract -Time out
Level 3	<ul style="list-style-type: none"> -Sexual Harassment (verbal or teasing) -Racial or Religious slurs or insults -Verbal threats -Battery, Physical fighting -Extortion of property, money, etc. -Intentional destruction of property <p>-Any level 2 occurring more than once</p>	<ul style="list-style-type: none"> -Office visit mandatory -Documentation sent to the office -Parent contact/Parent conference -No Bullying Contract -No Contact Contract -Payment for damages if necessary
Level 4	<ul style="list-style-type: none"> -Sexual Harassment (verbal w/ intent to harm or physical) 	<ul style="list-style-type: none"> -Office visit mandatory -Parent contact/Parent conference

	-Assault, Battery -Any level 3 occurrence more than once	-Out of school suspension
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These behaviors are considered an offense in any form and may occur but are not limited to: one-on-one, in a group, or via the misuse of technology or social media of any kind. This list is not meant to be exhaustive, but is intended to generally describe those behaviors and actions prohibited under this policy. Actions not specifically listed but that are similar in nature or result, whether intended or unintended, are likewise prohibited. Teachers and administration may choose to adjust these guidelines in an age-appropriate fashion for students in 2nd grade and younger. All questions and concerns relating to our Anti-Bullying expectations/consequences shall be determined by the Academy in its sole discretion.

C. On and Off Campus Behavior

Each Columbia Academy student is accountable for his/her conduct (on and off campus). Misconduct, i.e. drug use, including alcohol and tobacco, pregnancy, theft, fighting, vulgar and inappropriate language, etc. which reflects negatively upon the student's or school's reputation will subject the student to disciplinary action.

D. Corporal Punishment/Suspension

If corporal punishment is deemed appropriate, the teacher or principal must have at least one faculty/staff member or principal as a witness. Parents will be notified of the discipline of corporal punishment. As an alternative to corporal punishment at a parent's request, students may be suspended from school.

E. Candy, Gum, Snack Foods

1. No chewing gum is allowed.
2. No candy or other food is to be eaten in the classroom without the teacher's permission.
3. Elementary school students may not purchase snack foods and soft drinks in the cafeteria.
4. No student candy or food sales are allowed during school hours unless approved by the principal.

F. Drugs, Alcohol, Tobacco, and E-Cigarettes

The use of drugs, drinking of alcoholic beverages, the use of tobacco in any form, and the use of e-cigarettes or other vaping paraphernalia is strictly forbidden. Any student found on school premises or at school-sponsored activities in possession of, or under the influence of, drugs, alcohol, tobacco in any form, or e-cigarettes (including any vaping paraphernalia) will be subject to suspension and/or expulsion.

G. Electronic Devices

No laser lights or electronic devices are allowed at school or school activities without prior approval.

Students will not use cell phones or other electronic devices, have them on, or have them visible during the school day without prior approval. This includes early morning time, extended day, and school-sponsored trips. Cell phones may

be used for emergency contact only with permission of school personnel (principal, teacher, office personnel, extended day supervisor, coach, etc.). No one should contact students nor instruct them to contact anyone during school hours by student cell phone. Parents should contact the office and the student will receive the message within minutes if a situation warrants such. Failure to follow the above cell phone guidelines will lead to confiscation of student cell phone by school personnel. The cell phone may be picked up by the parent/guardian in the principal's office.

H. Weapons

No item such as firearms, chemical devices, knives, etc. which may be classified as a weapon are permitted on campus or at school-sponsored events. Violations may result in suspension and/or expulsion.

NOTE: Columbia Academy reserves the right for school personnel to search book bags, purses, pockets, desks, lockers, etc. at such time as suspicion exists, at the discretion of the Columbia Academy administrator, that students are in possession of forbidden or prohibited items or substances.

I. School Visits

1. Parents and supporters are encouraged to visit the school and are warmly welcomed. Classroom visits should be by appointment only. Parents and visitors should go by the elementary school office to clear their visit and to receive a nametag
2. Students are not allowed to have drop-in visitors during the school day. For a Columbia Academy student to have a friend or relative visit the classroom, permission must be granted in advance by the principal.

J. Traffic

1. Speed Limit – A strict 15 MPH speed limit must be observed on campus. A 5 MPH speed limit should be observed in parking lots.
2. NOTE: A one-way traffic flow is in effect from Vest Hall to the high school building from 2:30-3:15 each afternoon. The roadway at the Trotwood/Academy Lane corner is one-way entering campus from 7:45 – 8:15 AM and 2:45 – 3:15 PM each school day. Please drive carefully while on campus.

K. Use of Telephone

All elementary school students should see the school secretary or other adult to use the phone for necessary calls only. Students should not be called out of class to the phone except in emergencies. Messages will be taken and delivered to students so as not to disrupt class.

L. Room Assignments

Students are assigned to classrooms based upon teacher input, boy/girl ratio, parent request (K only), and academic equity. Final assignment is by the principal.

IX. SCHOOL HOURS, EXTENDED DAY, SUMMER PROGRAMS, MISCELLANEOUS

A. Arriving and Leaving the Campus

1. Kindergarten through 6th grade students who arrive on campus before 7:40 AM are to report immediately to the multi-purpose room where supervision is provided. They will be dismissed to go to their classroom at 7:40 AM.
2. For safety and parental peace of mind, no elementary school student may leave campus unless being picked up by an authorized person. Students intentionally missing class, being in an unauthorized place on campus, or leaving school without just cause will be subject to disciplinary action. Under no circumstances should a student leave the campus after arrival or during the school day without their parents first notifying the office.

B. School Hours

Grades K-6 7:50 AM - 2:55 PM (Afternoon car line and extended begins at 2:55)

1st bell 7:40 AM

2nd bell 7:50 AM

C. Extended Day

1. Vest Hall and SH multi-purpose room - For parents who do not pick up their child from the elementary school by 3:15 PM, a supervised Extended Day Care Program is provided until 5:30 PM. The fee for the 2019-2020 school year will be a one-time yearly fee of \$600.00. This fee will be added to the annual tuition and be calculated into the tuition payment plan that is selected upon enrollment or re-enrollment.

The daily drop-in fee will be \$5.00 per child per day for students not signed up on the annual plan. Drop-in fees are due the day of care provided.

Students remaining after 5:30 PM will be charged \$5.00 for each 15 minutes or part thereof.

2. After 3:15 PM Columbia Academy will only accept responsibility for the supervision of elementary school students who are included in the Extended Day program.

3. Unsupervised elementary school students should not be left on campus. School staff at the gym, administration building, or Dawg House will not be able to perform their duties and be responsible for students at the same time. Your cooperation is necessary to insure the safety of all students.

D. Summer Program

Columbia Academy conducts and promotes several summer activities such as Summer Enrichment, sports camps, art camp, etc. which may vary depending on demand.

X. DRESS CODE

A. General Guidelines

Any time a student is on campus during the school day, compliance with the dress code is required (including seniors on early dismissal who remain on campus). Parents and students should determine prior to their departure for school whether or not student attire is appropriate and within school standards. Students should also be taught to assume the responsibility for wearing proper attire on their own.

Dress code standards must be maintained on all school trips. Dress at CA events outside the school day should be conservative in nature with emphasis on modesty. Shorts worn to CA events or on campus, including after athletic practices, must have a minimum inseam of 8 inches.

All items worn must be in good repair, fit properly and be modestly cut. Clothing cannot be form-fitting (binds to the contour of the figure so undergarments are outlined). Clothing shall not be extreme in nature or in color as to draw undue attention to oneself.

Students recovering from an accident or injury or suffering from a disability may have special dress approved at the discretion of the principal.

The Columbia Academy faculty and administration shall determine whether a student's attire is appropriate or whether it violates the policies contained in this dress code and/or the spirit of these policies.

Parents and other visitors are expected to dress appropriately and modestly while on campus at Columbia Academy.

B. Tops

Permitted:

- Students may wear SOLID RED (not maroon or burgundy), NAVY, GRAY or WHITE COLLARED short or long-sleeved shirts, which can include polo-style shirts, button-down shirts, oxford shirts and blouses.

- Students may wear SOLID RED (not maroon or burgundy), NAVY, GRAY OR WHITE athletic, fitted turtlenecks, such as Under Armor, under a dress code compliant collared shirt.
- RED (not maroon or burgundy) OR NAVY piping will be allowed on girls' blouses worn with plaid skirt and jumper options.
- Reasonably priced Columbia Academy small logo collared shirts (male & female cut) will be made available through the Dawg House and/or an online retailer, but will not be mandatory to purchase.

Restrictions:

- Emblems, wording or logos on shirts CANNOT be larger than a credit card.
- Shirts must be appropriately sized and not too tight or revealing. "Appropriately sized" is defined by no midriff showing (even with arms raised), and the shirt rests no lower than the bottom of the hip.
- Boys in grades 7-12 will be required to tuck in shirts and wear a belt. Girls and Lower School boys will not be required to tuck in appropriately sized shirts.
- No blouse or shirt can be unbuttoned lower than two buttons from the collar.
- Cowl neck sweaters are prohibited as well as any sweater without a collared shirt underneath.
- Clothing branded with other secondary schools' logos or names is prohibited.

C. Bottoms

Permitted:

- All students can wear appropriately sized KHAKI, NAVY, or DENIM (BLUE only) pants or slacks, including cargo pants.
- All students can wear KHAKI, or NAVY knee length shorts, including cargo shorts and excluding denim.
- Girls may wear appropriately sized KHAKI, NAVY, or DENIM (BLUE only) knee length skirts, knee length jumpers, capri pants or knee length skorts (see *restrictions* for Lower School).
- Girls may wear appropriately sized NAVY or RED (not maroon or burgundy) knee length polo dresses (see *restrictions* for Lower School).
- Lower School girls may wear ruffles on dress code approved bottoms (pants, capris, skirts, skorts) when the ruffles are the same color as the bottoms.
- Girls may wear approved PLAID skirts and jumpers *to be sold exclusively through the Dawghouse*. Approved plaid skirts and jumpers must be knee length.
- ** Knee length, as used in this section, means reaching the kneecap.

Restrictions:

- Bottoms cannot be any type of athletic material (for example, sweatpants, spandex, warm-up pants, basketball shorts, etc.).
- Bottoms must be SOLID in color and have no emblems, logos or embellishments outside of those contained to the front and/or back pocket areas.
- No cut-offs are allowed.
- Bottoms may not have holes or tears.
- “Appropriately sized” bottoms must not be inappropriately tight for girls or boys (as determined by administration). No “jeggings” or leggings worn as pants are allowed. Leggings or “jeggings” can only be worn under knee-length skirt, skort and jumper options.
- Girls’ pants/bottoms cannot sit lower than the hipbone, and boys’ pants/bottoms may not sag between the legs.
- Due to recess periods, all Lower School girls must wear some form of modesty shorts beneath a skirt or jumper (i.e. running shorts, soffe shorts, etc.).

D. Outerwear

Indoor / Outdoor:

Vests (sweater or fleece), cardigans, sweaters or jackets that are SOLID RED (not maroon or burgundy), NAVY, GRAY, BLACK, WHITE, or a combination of these colors may be worn inside or outside over a dress code compliant collared shirt.

Pullovers, sweatshirts and hoodies that are RED (not maroon or burgundy), NAVY, GRAY, BLACK, WHITE or a combination of these colors may be worn inside or outside and need not be worn over a dress code compliant collared shirt. No other color may be visible (including trim) with the exception of a logo no larger than a credit card.

Emblems, wording or logos on outerwear CANNOT be larger than a credit card WITH THE EXCEPTION of Columbia Academy logos and graphics on hoodies and sweatshirts*.

Outdoor Only:

All coats that meet modesty and appropriate graphics guidelines (no profanity or inappropriate emblems/logos) may be worn OUTSIDE only. Coats cannot be worn during class or activities inside the building and will need to be stored in classrooms or lockers, or hung on the desk chair, once inside. For needed additional warmth inside, students may wear approved outerwear for indoor/outdoor wear (see policy above).

E. Friday Spirit Days and Other Exceptions

Every Friday, and on other days to be announced by the administration, students may wear Columbia Academy shirts (including T-shirts) or approved outerwear options in any color with dress code compliant bottoms. This includes Columbia Academy athletic jerseys and/or Columbia Academy team shirts.

Administration may announce other days when exceptions to the dress code are made for certain grades or the entire school, e.g., Dr. Seuss day, Homecoming week, etc.

F. Shoes

Boys must wear closed-toed shoes, which can include athletic shoes and boots (excluding waders and rubber wading boots).

Girls can wear the same closed-toed shoe options available to boys. In addition, girls may wear open-toed shoes.

All shoes must be kept in good repair and clean.

No flip-flops or Crocs are allowed for any students.

P.E. teachers may require athletic shoes to be worn during P.E. classes.

G. Socks and Accessories

Socks and accessories of any color may be worn, unless administration deems them to be extreme in color or nature.

Hats/head coverings and sunglasses are not to be worn in the building by any student.

Students cannot wear excessive jewelry, as determined by the administration.

Nose rings, visible body piercings and visible tattoos (permanent or temporary) are prohibited. Spike jewelry (black with silver points) or Gothic jewelry will not be allowed. Metal chains are not allowed for any purpose.

Boys are not allowed to wear earrings. Girls are limited to two earrings per ear.

H. Hair

Every student's hair is to be neat, well-groomed and appropriate in appearance. Style, length, or color should not be extreme. Boys are not allowed to wear headbands or any hair accessory. Boys must be clean-shaven with neat sideburns that are not below the earlobes.

I. Dress Code for Special Occasions (Upper School Only)

The administration and faculty of Columbia Academy feel strongly that our male students can appear handsomely dignified and our female students beautifully elegant while still being attired in a modest manner as befit Christian young people. This would apply to Homecoming Court, athletic and academic banquets, junior/-senior banquet, commencement, as well as other special times

when dress-up or special attire is dictated by the nature of the event. Some occasions such as commencement may require more specific guidelines for student attire. Students may be asked to adjust their attire or leave the activity if they are not dressed within the guidelines below.

Girls

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

- No plunging necklines. Necklines may not be lower than the top of the breast.
- No part of the breast may be exposed. Care should be exercised so that no cleavage is visible, and the dress should be high enough under the arm that the sides of the breasts are also covered. (Halter-style dresses must be cut high under the arms.)
- No cut-outs or see-through fabric in the body of the dress.
- Slits can be no higher than two inches above the knee.
- A bra should be worn or sewn into the dress.
- If wearing a dress, it may be no shorter than two inches above the kneecap.
- Formal dresses should be no lower in the back than two inches above the natural waistline. Semi-formal dresses may be no lower in the back than the normal bra line.
- Dress shoes or sandals are required.
- Only ear piercings are allowed.
- Junior/Senior Banquet dresses must be pre-approved for all young ladies attending. Pictures must be taken of the young lady in the dress and submitted to the banquet committee for approval.

Boys

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

At the lower school, parents will be notified when the dress code is violated, and if needed, called to bring appropriate clothing.

Lower school students who violate the dress code will be assigned lunch detention for the first and second offense per semester. The third offense will require in-school suspension and a parent conference.

XI. PARENTAL CONDUCT POLICY

Columbia Academy strives to partner with parents in accomplishing our mission of preparing students for their future. We believe children achieve more when there is a good relationship between the school and the family.

As such, Columbia Academy parents are expected to:

- Be involved in the education of their child, partnering with the school and their teachers to help their child receive the best Christian education possible
- Treat others with respect and as they would like to be treated (Matthew 7:12)
- Drive carefully while on campus
- Display good sportsmanship when attending CA athletic events
- Share concerns with the proper parties (Generally using the principle of Matthew 18 - teacher first, then administration)
- Avoid the following: the use of vulgar or offensive language, dressing immodestly, and the use of alcohol or tobacco on campus or in the presence of students while part of a CA sponsored activity (ex: school trip)
- Not participate in behaviors that are harmful, harassing or threatening towards students or staff
- Avoid using social media or other public forums to undermine, discredit, or otherwise cause distress to staff, students, the school or others, or inciting others to do so

Failure to comply with these expectations may necessitate intervention by the school administration. Egregious and/or repeated offenses in these areas and blatant disrespect for school values while on campus or in a public forum may impact future enrollment decisions by the school. The school reserves the right to dismiss a student if the actions of the student, parents, or guardians, in the opinion of the school, interfere with the school's ability to accomplish its educational purposes. Such dismissal of a student by the school does not release the parent or guardian from their financial responsibilities to the school.