

TABLE OF CONTENT

Section 1 GENERAL INFORMATION

For all students Junior Kindergarten through Twelfth grade

1.1	Accreditation	3
1.2	Mission Statement	3
1.3	Purpose	3
1.4	Philosophy	3
1.5	Objectives	3
1.6	Chapel and Prayer	4
1.7	Statement of Faith	4
1.8	Nondiscrimination Policy	4
1.9	Sexual Harassment Policy	4
1.10	Medication	4
1.11	Blood Born Pathogens and Communicable Disease Policy	5
1.12	Parent Conference	5
1.13	Equipment at School	5
1.14	Admission, Eligibility and Procedure	5
1.15	Waiting List Policy	6
1.16	Financial Aid	6
1.17	Late Entries	7
1.18	Withdrawal from School	7
1.19	Possession of a Firearm	7
1.20	Appeals Procedure	7
1.21	Free Speech Policy	7
1.22	Visitors	8
1.23	School Closures	8

Section 2 Elementary

For all Students Kindergarten through Sixth grade

2.1	Elementary Policies and Procedures	9
2.2	Curriculum	9
2.3	Devotionals	9
2.4	Time Schedule	9
2.5	Before and After School Care	9
2.6	Cafeteria	10
2.7	Attendance	10
2.8	Dress Code	11
2.9	Grade Requirements	11
2.10	Retention of Students	11
2.11	Conduct Grades	12
2.12	Parent Conference	13
2.13	Visitation	14
2.14	Honor Awards	14
2.5	Off Campus Limits	14
2.16	Playground Rules	14
2.17	Conflict Resolution	15
2.18	Consequences for Breaking Rules	15
2.19	Chaperones	15
2.20	Drivers/Vehicles	16
2.21	Supply List	16

Section 3 Behavior Policy 7th – 12th grades

3.1	Rules and Guidelines	16
3.2	Student Conduct Grades	18
3.3	Probation	18
3.4	Detention	19

3.5	Policy on Cheating	19
3.6	Dress Code	20
3.7	Formal Dress	22
3.8	Boy/Girl Relationships	22
3.9	Off Campus Limits	22
3.10	College Gym Use	23
3.11	Vehicle Use	23
3.12	Driver/Vehicle Registration	23

SECTION 4 Academic Policies

4.1	Junior High Course Load	24
4.2	High School Credit Granted to Jr. High Student	24
4.3	High School Graduation Requirements	24
4.4	Four Year Education Plan	25
4.5	Kinds of Diplomas	26
4.6	Grading Standards	27
4.7	Incompletes	27
4.8	Consequences of Low Grades	27
4.9	Honor Roll Requirements	28
4.10	Honor Students	28
4.11	National Honor Society	28
4.12	Earning College Credit in High School	29
4.13	Standardized Testing	29

SECTION 5 ATTENDANCE POLICIES

5.1	Attendance	29
5.2	Skipping Class	30
5.3	Off Campus Lunch Privileges	30
5.4	Tardies	30
5.5	Early Dismissals	31

SECTION 6 STUDENT ACTIVITIES

6.1	Athletics Eligibility	31
6.2	Organizations and Service Groups	31
6.3	Elective Activities	33

SECTION 7 STUDENT SERVICES

7.1	Lunch Room	33
7.2	Lockers	33
7.3	Telephone	34
7.4	Boarding Students	34

Student & Parent Handbook

Information for All Grades Junior Kindergarten through 12

Columbia Christian Schools' Distinctive Characteristics

1.1 Accreditation

Grades K-12 are accredited through the Association of Christian Schools International and the Northwest Association of Accredited Schools.

1.2 Mission Statement

Columbia Christian School's mission is to provide a Christ-centered education that assists its students in discovering and developing their God-given potential so they may become responsible and productive members of the church and community.

1.3 Purpose

Columbia's purpose is to provide a quality education, which fosters a love for Jesus Christ. Columbia's objective is to help its students to become responsible and productive members of the church and society. Columbia tries to motivate each student to learn and mature as a Christian.

1.4 Philosophy

- Nature of Reality: God is the force of the universe. Reality in life involves the understanding that God is active in the lives of people today.
- Nature of Man: Man is created in the image of God. Man's essential nature is his freedom to choose what he will think, do, and be. Only through God's direction can the choice of man have meaning. All men need to grow as did the divine man, Jesus: "In wisdom, in stature and in favor with God and man."
- Nature of Knowledge: Truth is consistent throughout the universe. We learn truth by studying God's word; we see truth by studying his creation. God has revealed his will for man through his inspired scriptures, and Jesus is the Word of God incarnate. Man's values should be based on this knowledge of truth.
- Nature of Education: Education is a lifelong process and requires physical, mental, social, and spiritual instruction. Truth is the foundation of all education and is evidenced by one's way of life.

1.5 Objectives

Columbia Christian strives to provide the following for each student:

- Spiritually mature and academically competent faculty and administration composed of Church of Christ members.
- Involvement in a student body in which a strong majority are Christians seeking to improve their spiritual life.
- Spiritual development through all school activities.
- Close individual association with administrators, faculty, and staff members.
- Proper relationships and activities with peers.
- Active physical education opportunities, to include interscholastic competition and other recreational activities.
- Knowledge, understanding, and appreciation of the various arts and sciences.

- Appropriate academic, personal, and spiritual counseling.
- An environment that encourages self-discipline and respect for authority according to certain standards of conduct.

1.6 Chapel and Class Devotionals

Consistent with Columbia's purpose and objectives, chapel programs, class prayer times and devotionals are intended to inspire and encourage spiritual development in both faculty and students. Chapel attendance is mandatory for all students.

1.7 Statement of Faith

Columbia Christian Schools was and is established upon the premise of Christian education: The education of the whole child emphasizing Christian principles and wisdom in all subjects. CCS is associated with the Church of Christ and will be guided by the authority of Christ's teachings as found in the New Testament.

Columbia Christian Schools accepts the following as the core of Christian faith:

1. There is one God eternally existent in three persons:
 - The Father, creator, and sustainer of all that is.
 - The Son, existing from eternity as the Word, who became a man being born of a virgin, lived a life of sinless perfection, confirmed his word by miracles, died for our sins, rose from the dead, ascended into heaven where he reigns as Lord and King, and will come again in judgment.
 - The Holy Spirit, given to all believers as indwelling, sanctifying the presence of God.
2. Men and women, through sin, are separated from God and are utterly unable to save themselves.
3. Salvation is the unearned gift of God to all who place their trust in Jesus Christ as Lord and Savior through repentance and baptism.
4. The church is to be Christ's presence in the world, being composed of all baptized believers, to witness to his Lordship, teach his word, and serve in his name.

The scriptures of the Old and New Testaments are the divinely inspired written record of God's work and word, and they are sufficient for faith and practice.

General Policies

1.8 Notice of Nondiscrimination Policy

Columbia Christian Schools admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletics, and other school administered programs.

1.9 Sexual Harassment Statement

Columbia Christian Schools' position is that sexual harassment is a form of misconduct that undermines the value and integrity of another student. All students have the right to be in an environment free from all forms of discrimination and conduct that can be considered harassing, coercing, or disruptive, including sexual harassment.

Sexual harassment is defined as any unwanted physical, verbal, or visual advances, request for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including but not limited to epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawing. The more overt actions that are harassment are related to physical abuse/assault (which may include fondling or touching either directly or through the clothing of such areas of the body as the genitals, buttocks, or breast of the victim).

Sexual harassment is considered a major infraction and discipline will result in a parent conference, leading to suspension or expulsion as deemed necessary by the administration.

1.10 Medications (for Students of All Grades)

Prescription Medicines

Oregon State laws regarding medication require the school to have a signed permission slip from parents and the medication

must be in the original bottle with pharmacist's recommended dosage on the outside of the bottle. The school is required to keep a record of the medication on file. Prescribed inhalers for students in grades 7-12 are the only meds that may be kept by the student during the school day. Inhalers for elementary students may be kept by their teacher.

Any prescription, mood-altering medication such as Ritalin that needs to be taken in the morning before school and should be administered by parents/guardians prior to the student attending daily classes. If the student has not taken their medication, the parent may be called to bring it to them her or take their child home.

Non-Prescription Medicines

ALL non-prescription medications (Aspirin, Tylenol, Cough drops, etc.) must be kept by the office and administered by the office personnel with written permission from the parent or guardian allowing the school to dispense. The school office needs to be notified immediately if there are any special circumstances, such as a student needing to keep an emergency asthma inhaler with them.

Allergies A list of all food, environmental and medicine allergies should be supplied to staff.

NOTE: Student distribution of any form of medication, prescription, or non-prescription, to another student will be considered a major infraction.

1.11 Blood Born Pathogens and Communicable Disease Policy

Immunizations: All students must provide a record of immunizations as required by the State of Oregon Health Division. Children who do not have the required immunizations may be granted a grace period to complete the requirements, but those students will be excluded from school for non-compliance until then.

Communicable diseases: Students with significant communicable diseases will be excluded from attending school until they do not pose a risk to others. Students with fever or common viral illnesses should not attend until they are well. A student with certain infections like strept throat, scabies, pink eye, severe viral illnesses and the like, as well as head lice infestations, will be excluded from school until he or she has responded to treatment. Students with more serious illnesses such as hepatitis, meningitis and tuberculosis, for example, may be required to provide medical clearance before they can return to school or school sponsored activities. Since serious illness such as hepatitis and AIDS may be spread through saliva and blood, activities such as biting that would contaminate another person is prohibited, offenders will be disciplined, and repeat offenders may be suspended or expelled from school.

1.12 Parent Conferences

Parents should feel free to visit the school and ask questions. Columbia's faculty and administration are happy to provide information, counseling, and assistance to parents and students. However, if you need to talk with a teacher for more than five (5) minutes, please make an appointment with the teacher by calling the school office and a message will be given to the teacher. The teacher will schedule a time convenient for the both of you. Please do not call teachers at home for a conference unless the teacher arranges it. An unscheduled meeting just before school is not an acceptable time for a conference.

School-wide Parent Conferences are scheduled at the end of first and third quarters. See the school year calendar for specific dates. Please make every effort to come during your scheduled time.

Columbian Christian Schools will not tolerate a parent abusing or threatening teachers, staff, or coaches. These are verbal or physical threats, publicly or privately, anyplace or anytime. If this occurs, the school employee involved will immediately involve an administrator to intervene. The circumstances will be reviewed by Columbia's administration and appropriate actions taken.

1.13 Student Equipment at School

School Supplies The book fee provides general schoolbooks, equipment, and some supplies; however, other supplies and/or supply money requested by the teachers must be furnished and replenished as needed. Each student must have an earthquake supply kit as requested by Oregon State standards.

Secondary Students need to provide a lock for their lockers.

1.14 Admission--Eligibility

Columbia Christian Schools has spiritual, academic, and behavior expectations of all students. To help determine attitude, students will be questioned about church attendance, church activities, use of leisure time, choice of peer group, extra curricular activities, etc. Students must have a personal desire to attend Columbia. Conduct, grades, and teachers' comments may be reviewed. To help assure the success of each new student the following criteria will be used to admit each new student:

Have the desire to live a life pleasing to God.

Have the desire to attend Columbia and abide by CCS rules and regulations.

Have a good conduct record at his or her previous school or demonstrated evidence of a desire to improve. A student who has been recently expelled or had a major discipline problem at another school will not be admitted.

Have the mental ability and desire to do the academic work expected.

Take an entrance test (not a placement test) covering math, reading, and spelling.

A copy of a current report card and/or transcript may be necessary, depending on the entrance test.

Return all required forms to the office.

Payment of registration fee.

Columbia Christian is not equipped to meet all of the academic, social, behavioral, and spiritual needs of every student. Therefore, some students may not be admitted because of Columbia's limitations. A student with a GPA of 2.25 or less at his or her previous school and/or scoring two years below grade equivalency on the entrance exam, or who have conduct concerns may not be admitted. If admitted there may be a contract, with stipulations, signed by a CCS administrator and student. Promised effort will be most important when deciding to admit these students.

1.15 Waiting List Policy

Desired enrollment is limited to twelve (12) students in junior kindergarten, twenty (20) students in grades kindergarten through sixth and twenty-seven (27) students per grades seven through twelve. If a grade is full there will be a waiting list developed to notify prospective students when there is a vacancy in any of the grades and a new student may be added.

Parents wanting their child on a waiting list for junior kindergarten may place their child's name on a list at anytime after birth with a \$50 fee. This will become part of the registration fee when enrolling. Within a year of enrollment all of the admittance procedure must be completed including testing, interview, and required paper work. Junior kindergarten students are admitted based on their number on the waiting list and by passing admittance standards on the test and interview.

A child enrolling in grades kindergarten through twelve for the first time in a class that is at capacity must complete all of the admittance procedure. This includes filling out all of the necessary enrollment forms, testing, interview, and paying a \$50 fee to be placed on a waiting list. If accepted, the child is placed on a waiting list. During the school year the child will be notified if and when there is an opportunity for them to be admitted to class. A child enrolling for a grade that was at capacity the previous year will be notified by April 15 if there is an opening for the following year. The children selected to fill these openings will depend on the interview, testing and other information requested by the administration.

Families who wish to have their child attend Columbia two or more years into the future may have their child placed on the waiting list for the desired year by paying a \$100 security. The child will need to complete all of the admission procedures prior to that which they will attend. If the child is admitted, the \$100 security will be applied to the registration fee.

1.16 Financial Aid

The amount of financial aid granted to each family is based exclusively on the financial need of that family as determined by information furnished on a "financial aid application." To apply, a financial aid form must be completed and given to the Superintendent. The Superintendent and a representative from the Columbia Christian Schools Board, or their designee, will review the information. This committee determines the amount of aid that will be granted and notifies the family. Financial aid must be requested every year.

1.17 Late Entries

The tuition will be prorated to the week beginning the first day of attendance for those enrolling after school begins. The year is

considered to be thirty-six weeks, beginning with the first week of school. Partial weeks (Thanksgiving, etc) are considered full weeks. The registration fee will be discounted by the quarter.

1.18 Withdrawal from School

Specific procedures must be followed and proper forms must be completed before a student is officially withdrawn. The office will assist you with the proper procedures.

Tuition for all students leaving Columbia during the school year will be calculated through the day withdrawal forms are received from parents or the last day of attendance as stated in the withdrawal form. The office is to be notified of the official withdrawal on or before the last day the student attends. This shall apply to all students, whatever their reason for leaving. Lost books, library debts, lunch charges, etc. must be cleared before officially withdrawing.

1.19 Possession of a Firearm

A student who is in possession on his/her person, or in their backpack, locker, or clothing or is responsible for bringing to campus or school activity a firearm (real or look-a-like) will be expelled from school. The school will comply with Oregon State Law pertaining to the reporting of a firearm possession. The intent of this policy is that there will be no firearms on the school campus of any kind.

1.20 Appeals Procedure

1. There will be proper notification to parents/guardians if it is recommended or determined by Administration that a student should leave CCS. Such a decision shall be based on at least one of two major criteria:
 - a. Consequences of Low Grades as described in section 2.9 of the Elementary Handbook and section 1.8 of the Secondary Handbook.
 - b. Consequences of Behavior as described on sections 1.18 of the Elementary Handbook and 2.1 and 2.3 of the Secondary Handbook when there are major infractions or continuing persistent disruptive behavior.
2. A letter of request to appeal the dismissal must be received from the parent within the time specified by the Administration, seven (7) calendar days from the date of dismissal.
3. The Appeal Board will consist of members of the Board of Trustees. These members will review all documents and clarify all information from Administration, Staff, and faculty members during the next seven (7) calendar days.
4. Parent/Guardian(s) and student will be notified of the meeting date, time, and location for their appeal. Students must attend the meeting with their parents. Faculty, Staff, Administration, or other students may be asked to give an account of the circumstances at this hearing.
5. The Appeal Board may uphold, amend, or revoke the decision to dismiss. The Columbia Christian Board of Trustees has the final authority in all decisions.

1.21 Free Speech Policy

The school administration has the responsibility to provide students with a safe, stable and secure environment. The right to free speech, with some exceptions, based on Columbia Christian Schools Biblical foundation is guaranteed. Biblical standards and God's authority will be the ultimate determination on what is acceptable speech and expression.

Speech that will and can be regulated:

Speech that creates a clear and present danger of imminent lawless action.

Speech that is personally abusive and likely to incite immediate physical retaliation by an average person.

Speech that is offensive and rude.

Speech that appeals to an unwholesome interest in sex and lacks serious educational value.

Speech that is defamatory, obscene, or slanderous according to God's authority or current legal standards.

Speech can be restricted if it materially disrupts class work or involves substantial disorder or invasion of the rights of others. Students may be disciplined for harassment, threats, or intimidation toward other students or staff. Students may be prohibited from disseminating materials or using language that would disrupt school operations or created a clear and present danger of unlawful acts on school premises or during school hours or activities.

1.22 Student Visitors on Campus

Student Visitors are defined as potential students who are seriously considering enrolling in Columbia Christian Schools. The only visitors allowed on campus will be those who receive permission through the office, preferably at least two (2) days prior to the visitation date. Students who simply come to the office on the morning of a desired visit will not be granted permission and will be asked to leave if previous arrangements have not been made with the office. Students are encouraged to visit on THURSDAYS.

Not allowed in the classroom Make-up, cell phones, and individual music players should be left in student lockers. Tape recorders are allowed in the classroom ONLY with teacher permission. Individual teachers may also grant special permission for student to use personal music players in the classroom.

NOTE: Cell phones are not to be taken into any classrooms during a class. Cell phones are to be left locked inside each student's locker, with the ringer off. Students may use their cell phones during lunch and breaks between classes. A teacher may confiscate any student phone found in a classroom whether or not the phone is in use. The student may retrieve the phone at the end of the day. The second time a teacher confiscates a phone from the same student, the teacher will take the phone to the school office. A parent/guardian will need to come to the office to get the phone back. The privilege of bringing a cell phone to school may be revoked if there is third violation of this policy. This policy also applies to personal music players in the classroom without teacher permission.

Not allowed at school Knives, electronic games, water guns, "virtual pets," matches, pagers, cigarette lighters, radios, guns, tape recorders, and fingernail polish. Anything else of a dangerous or disruptive nature is not allowed at the school.

Dogs For safety concerns and practical reasons, dogs are not allowed on campus with prior permission from a teacher for a special occasion. This is enforced before, during, and after school. Students seeking their initial enrollment must have completed all of the enrollment procedure and received approval for financial aid before they will be considered as having completed their enrollment process and be officially enrolled.

1.23 School Closure Announcements

Inclement weather conditions may warrant school closures from time to time. The following stations will be notified early in the morning if severe weather dictates school closure. Please listen to or watch one of these stations if you are in doubt of school opening. Please do not call administrators, teachers, or staff.

- Radio stations:
 - KPDQ (93.7 FM)
 - KXL (95.5 FM)
 - KUPL (98.5 FM)
 - KWJJ (99.5 FM)
 - KEX (1190 AM)

- TV stations:
 - KATU (Channel 2)
 - KOIN (Channel 6)
 - KGW (Channel 8)
 - KPTV (Channel 12)

II. Elementary Student/Parent Handbook for all Students in Junior Kindergarten through Sixth Grade

Section 2 - Elementary

2.1 ELEMENTARY POLICIES and PROCEDURES

All policies have been developed by the administration through recommendations and concerns expressed by faculty, staff, administration, parents, students, and board. These proposals are presented to the board where they are discussed and either rejected or approved.

2.2 CURRICULUM

The academic curriculum of grades junior kindergarten through six follows closely the Oregon public school requirements. All academic subjects are taught from a Christian perspective. The curriculum includes social studies, spelling, science, reading, math, English, writing, music, physical education, and library skills. In addition to the academics is an emphasis on the spiritual. The most important part of the curriculum is the teaching of the Bible. We feel that Bible instruction is directed more to the heart of a person while the academic curriculum is aimed to the mind.

2.3 DEVOTIONALS and CHAPEL

There are times of prayer and studying God's Word in each classroom. Once a week, all elementary classes meet together for Chapel where all students are encouraged to participate. Occasionally, special guest speakers are invited. Once a month junior kindergarten through twelfth grades meet together for an all school Chapel. Additionally a yearly Biblical theme is chosen as well as monthly character traits. Children who show these characteristics are chosen and honored once a month during a special honor chapel program.

2.4 TIME SCHEDULE

School Hours: 8:00 am – 3:00 pm

The school is not responsible for students after 3:15 pm unless an activity is school sponsored. Children of all grades must be picked up after school. Any students, including 5th and 6th graders, remaining after 3:15 P.M. will be required to go to after school care and will be charged the registered rate.

Note: Please see the school calendar for early dismissal times during fall and spring Finals weeks.

2.5 BEFORE and AFTER SCHOOL CARE

Hours Before school: (7:00 am - 7:55 am)

1. Students in grades PK-4th arriving before 7:45 AM must report to "Before School Care" in the Eastside Church of Christ basement. Parents will be charged for time spent in "Before School Care."
2. Students will report to the person on duty.
3. Students will be released to their rooms at 7:55 am

Hours After school: (3:15 pm - 6:00 pm)

1. Students who have not been picked up by their parents/guardians by 3:10 will be escorted to After School Care. Regular rates will apply.
2. Students still waiting for their parents after 3:10 pm will automatically be sent to After School Care. Parents will be

charged for the time spent in After School Care. Parents will be charged \$1.00 per child for each minute the pick up is after 6:00.

3. When a child is picked up, the parent or guardian must sign for his release. No exceptions to this rule.
4. Regular playground rules will be enforced during this time.

The following is a possible After School Care schedule

- 3:00 – 3:15 Sign in time
- 3:15 – 4:00 Outside play time
- 4:00 - 4:30 Quiet time/homework etc
- 4:30 - 5:00 Outside/inside games
- 5:00 - 6:00 Time with the supervisor

Items Students should bring to After School Care

Snacks, books to read, drawing, writing and coloring materials, and play toys.

Lost items

Columbia Christian Schools will not be responsible for lost items. Please check the Lost & Found Section across from the office.

2.6 CAFETERIA

All students will go to the Johnson Center on the Cascade College campus to eat lunch. Meals that include milk, juice or water may be purchased at the Johnson Center. Milk or juice may be purchased separately if a lunch is brought from home; there is no charge for water. Call the school office for additional information.

Meals may not be charged at the cafeteria. The office will need to be notified if there is an emergency like this.

2.7 ATTENDANCE

Being punctual and regular in attendance are habits developed early in life. Parents are encouraged to take this training seriously. Columbia's attendance policies and procedures are based on Oregon State Law and the belief that excessive absence is detrimental to the educational process. Our commitment to punctual and regular attendance begins with an effort to have each student in class regularly. This effort is shared by: 1) the student, who has the primary responsibility to attend classes each day; 2) the faculty and staff, who work in concert to monitor and encourage regular attendance; and 3) the parents, who are accountable for their children's attendance.

Absences: Please make sure school absences are for necessary reasons such as personal illness, death in the immediate family, medical appointment, etc. Educational and family trips may not be counted as part of the ten days absent if prior approval is received and all make up assignments are completed. Family trips in September are discouraged because the school year's routine, expectations and pace are learned in September. Please arrange vacations during the school breaks. Students may need to repeat a grade if their number of absences have kept them from developing the necessary skills for the next grade level. Some classroom work cannot be made up; therefore a subject's grade may be lowered. Absences are especially hurtful for the child who depends on the classroom experience to help them with their grades.

Make-up work: Homework should be picked up from the teacher after a child has been absent for more than two days. The teacher should be informed if there is going to be a planned vacation of more than 5 school days. Homework assignments will depend on the activity of the class and at the discretion of the teacher. The teacher will establish the due date for make-up work. Students who miss school are at such a disadvantage because they miss all of the in class discussions and may be challenged to do the make up work and remain current with new material. Parents, after absence please check with teachers to make sure the homework assignments are being completed and given to the teachers.

Limited number of absences: The school is concerned about the number of absences accumulated. A student may be able to do the academic work and make passing grades, but what is missed in class work and discussion cannot be recovered. Because of this, the maximum number of days missed during a semester and still pass will be ten (10). After a student has missed five (5) days in a semester (excused or unexcused), a meeting with an administrator, parent and student may be necessary. If the reason for the absences is illness, a doctor's note may be required (see "absences"). If there are other reasons for the excessive number of absences, they will be considered during the meeting. The purpose of the meeting will be to determine what can be done to eliminate future absences and to emphasize that passing to the next school grade may not be allowed if the absences continue.

Tardies: Parents please teach your child promptness by making it a priority for your children to be at school on time. Tardies are disruptive to the education process, not only to the tardy student but also to the teacher and other students in the class. Tardy students are to sign in at the office before going to their classroom. Excess tardies may affect participation in target day.

2.8 DRESS CODE

There tends to be a close correlation between the attitudes conducive to academic achievement and proper conduct and the neatness and style of clothing worn by the students. Students are required to dress neatly and modestly. The school dress code is to encourage students to be examples of proper appearance and conduct. Although the primary responsibility of dressing to honor Christ in appearance rests with the student and parents, the administration will exercise the final judgment.

Please observe the following guidelines:

1. Walking shorts may be worn at school only during September, October, April, May and June. No tight fitting Lycra shorts. Shorts should be worn under dresses when playing on the playground equipment at all times.
2. No tank tops or crop tops.
3. For safety reasons, tennis shoes or shoes that fit around the foot are to be worn. For safety reasons rubber flip-flops are not permitted.
4. No clothing with inappropriate messages/pictures (i.e., beer, cigarettes, rock groups, violence, etc.), secular music groups that promotes disrespect of authority, irreverence, inappropriate language, and behavior.
5. No ragged or torn clothing.
6. Boys may not wear earrings. For safety reasons, girls may not wear dangling earrings.
7. Elementary students may not wear make-up.
8. No military style clothing.
9. Shorts and dresses will not be more than 3 1/2 inches above the knee. We feel that modesty should be taught at a very young age.

Violators of the dress code may be sent home, or their parents may be asked to bring suitable clothing. Repeated violators will be suspended or asked to withdraw from school. Your support is necessary.

2.9 GRADING STANDARDS

Grades should indicate, as accurately as possible, a student's achievement level. Class participation, tests and quizzes, class assignments and homework may be used to determine grades.

Grading scale for grades 2 - 6:

- 90 -100 = A (Excellent)
- 80 - 89 = B (Above average)
- 70 - 79 = C (Average)
- 60 - 69 = D (Below average)
- 00 - 59 = F (Failure)
- No grade= I (Incomplete, usually due to absence or other extenuating circumstance)

An "I" grade (Incomplete) becomes an "F" (Failure) if the required assignments are not completed within two weeks from the end

of the grading period.

Required GPA: Students are required to maintain an overall 2.00 GPA (Grade Point Average). If a 2.00 GPA is not maintained, a meeting will be scheduled with the teacher, parent, and child to discuss the following questions:

1. Is the cause of the poor grades something Columbia can help?
2. How many school days have been missed?
3. How have the student's parents cooperated with the teacher and the school?
4. What alternatives does the child have?
5. Is the progress of other students being hindered?

After discussing the needs and the effect of the student upon the learning environment, he or she may be allowed to remain or be asked to choose another school where his or her needs can be met. A student who is allowed to remain may be asked to repeat the grade.

Note: A student's improper attitude, conduct, and effort may be such that he or she will not be allowed to return, regardless of his or her satisfactory grades.

2.10 RETENTION of STUDENTS

The elementary grades serve as a foundation on which students increase their chance of academic success in the upper grades. If this foundation is weak, the level of achievement may be limited. To allow a student to pass when there are deficiencies in the core subjects, usually math, reading, or language, is usually not in the student's best interest.

Determining factors:

Grades:

1. When a "D" or "F" is the final cumulative grade in any core subject, promotion may be considered if grade level work is completed during the summer.
2. When a "D" or "F" is the final grade in any three (3) of the core subjects, a student possibly will not be allowed to pass to the next grade.

Other factors:

1. Achievement test scores.
2. Teacher observations and recommendations.
3. Student maturity level, attitude, and improvement (i.e., Grade improves but is still a "D" or below).
4. Unusual circumstances such as absences (see "Absences" section), family problems, illness, educational background, etc.

2.11 CONDUCT GRADES

Student conduct grades reflect how well students relate to others, respect and obey rules, and achieve academically. Hitting, lying, cheating, stealing, swearing, being disrespectful, arguing, and unkind treatment of others are not acceptable at school or at school sponsored events. These behaviors will result in a lowered conduct grade and could lead to other punishments such as time out, suspension, or possible expulsion.

Possible conduct grades:

- E = Excellent
- S = Satisfactory
- N = Needs improvement
- U = Unsatisfactory
- All S's and E's qualify a student for good citizenship privileges such as Target Day

Criteria for quarter conduct grades:

1. If two N's are received, an "N" will be given for the quarter conduct grade.
2. Receiving three (3) N's or a "U" will result in a "U" conduct grade for the quarter.

Probation:

When a student receives a "U" conduct grade for the quarter, he or she will be placed on probation for the first 4½ weeks of the next quarter.

Probation

may exclude students from the following:

1. Organized league sports that are played outside the school.
2. Field trips.
3. Class parties.

A behavioral contract will be written the first quarter of the following year for low conduct grades received the last quarter of the previous year.

If a student receives two (2) U's during the school year, he or she will receive the following:

1. Probation for the entire quarter.
2. A conference with the parents and student.
3. May be expelled for the next quarter and possibly the next year.

Three U's during the year will result in expulsion for a year, beginning from that quarter (Three (3) N's equal an "U").

Students start each school year without any accumulation of conduct grades from the previous year.

TARGET DAY: Target Day is a reward activity celebrating those who have hit the "Bull's Eye" in regards to academic and behavioral goals set by the teacher. The celebration is held once a quarter for all elementary students who qualify.

Students demonstrating good citizenship are noted for their determination to achieve academically, their cooperative attitude, and their desire to follow the rules of good conduct in and out of the classroom. Below are some of the criteria that will be used to determine those who will participate in Target Day.

1. A cooperative attitude is evident towards those in authority.
2. Students have a good record of good attendance including absences and tardies (no more than 4).
3. Students, by their obedience, demonstrate an understanding of rules and also a realization of the spirit of the guidelines. Beyond the rules, students take positive actions to help and encourage other students in and out of the classroom.
4. Academic achievement is evident by their attitude in class, grades, and determination to get work done on time.

A student who does not meet his or her Target Day goals will not participate in the celebration, but will spend time in detention during the celebration. Any student who is absent for this detention time will spend three lunch recesses "on the wall" to make up the detention time missed.

2.12 PARENT CONFERENCES

We want parents to feel free to ask questions and visit the school. If you wish to speak to a teacher or schedule a conference, please call the office and a message will be given to the teacher. The teacher will schedule a time convenient for the both of you. An unscheduled meeting just before school is not an acceptable time for a conference. If you need to talk with a teacher for more than five (5) minutes, please make an appointment with the teacher. Please do not call teachers on their cell phones during the school day.

There are scheduled conference times on certain days at the end of first and third quarters. Please be sure to come during your scheduled time.

2.13 STUDENT VISITORS

A new student or parent wishing to visit a class must make arrangements through the office and the teacher prior to the visit. Primary teachers prefer that a visitor spend only a half-day; however, arrangements for a full day visit may be accommodated.

2.14 HONOR AWARDS

Students who have earned a 3.00 or higher GPA for a quarter will receive a certificate of achievement at the end of the year.

Honor Roll

To be on the Honor Roll, a student must achieve a 3.00 or higher GPA for the quarter and have no "N" or "U" conduct grades.

Principal's Honor Roll

A student must achieve a 3.50 or higher GPA and have no "N" or "U" conduct grades to be on the Principal's Honor Roll. Those on the Principal's Honor Roll all four quarters will receive special recognition.

2.15 OFF CAMPUS LIMITS

Elementary students are not permitted to leave the playground area without permission. This includes going across the street or to the soccer field. These rules are in effect during school and any school sponsored activity. Students are not allowed in the gym except during P.E. and practice for sports.

2.16 PLAYGROUND RULES

In order to keep our playground safe, the following playground rules have been adopted:

1. Respect other people and property.
2. Obey the duty teacher at all times.
3. At the first whistle ... freeze immediately. If the whistle is blown twice ... line up, recess is over.
4. Use common sense on all equipment.
5. Stay in sight of the duty teacher at all times.
6. No arguing with teachers or students.
7. Climbing is permitted on climbing structures only.
8. Sit when using slides, swings and the merry-go-round.
9. Take turns and share outdoor equipment.
10. Respect the feelings of others, especially when they want to get off equipment.
11. Do not climb up the slides.
12. Soccer balls are the only things that may be kicked.
13. Use jump ropes for jumping only.
14. Do not bounce or throw balls when inside the buildings. No throwing rocks.
15. Balls are for bouncing, throwing and catching. They are not to be used under the shelters by the 5th and 6th grade classrooms or against any building walls.
16. Play games in designated areas, being careful not to interfere with games already in progress.
17. During rainy times, play only in dry areas. Keep away from puddles.
18. No hitting, spitting, swearing, lying, abusive or disrespectful behavior. This disrespectful behavior applies to anytime and anywhere during the school day.
19. Coats and outer garments and personal belongings must be placed by the student's classroom door.

Students who make inappropriate behavioral choices on the playground will be removed from the area and/or put in "time-out." Students who are repeat offenders may need to visit with the principal. Repeated inappropriate behavior will be dealt with as outlined in the section "Consequences for Breaking Rules."

Merry-Go-Round Rules

1. Only two people may push.
2. Only ten people are allowed on at any time.
3. All body parts must be on the equipment and not hanging out over the edge.

4. No running and pushing.
5. You must be seated or have both feet on the floor while it is moving.
6. It must be at a full stop before getting on or off.

Biting or Pinching Rules

Actions such as biting or pinching or any other activity that can cause bleeding will be dealt with immediately and expediently with major consequences.

1. Parents will be contacted immediately.
2. The child who bites will be sent home for the rest of the day. This will occur even if the skin is not broken.
3. For the second offense of biting, the child will be sent home immediately and will be suspended for another day. This will occur even if the skin is not broken.
4. For the third offense of biting, the child will be suspended for the remainder of the quarter.
5. After returning, if the child bites again, he/she will be expelled.
6. If pinching or another activity should result in bleeding the above course of punishment will be followed.

2.17 CONFLICT RESOLUTION

Students at Columbia Christian, have three choices when encountering a problem with others on the playground:

- TALK - Use your words to try to solve the problem, kindly and respectfully.
- WALK - Go to another area and play with someone else.
- SQUAWK - Tell the duty teacher if the problem cannot be resolved.

2.18 CONSEQUENCES for BREAKING RULES

Students breaking the playground and game rules may be:

1. Required to play something else.
2. Required to play with different students.
3. Placed in "time-out" against the wall.
4. Required to report to the teacher.
5. Sent to the office.
6. Placed in Suspension
7. Expelled

2.19 CHAPERONES

There are times during the school year when our students take field trips and often parents and/or others will accompany the students. We rely on these helpers to assist in chaperoning our students. The following are rules and guidelines that apply to chaperones:

1. Expected to be an assistant to the teacher at all times to allow the teacher to focus on her responsibilities.
2. Need to be diligent in the care, supervision, and safety of the students.
3. The responsibility of a chaperone can be difficult because the job can be non-stop from the bus ride to the activity to over-night stays. Chaperones must remain diligent in the supervision of students whether collectively or in assigned groups.
4. Must read, understand, and be willing to enforce school policies and but rules.
5. Chaperones should dress appropriately, following the school dress code: No shorts or rubber flip-flops. Clothing should be modest. School rules will apply to chaperones, no smoking or alcoholic beverages while with the students.
6. A chaperone who experiences motion sickness will be expected to take precautions such as Dramamine, ginger, shots, patches, or bracelets to help so he can fulfill his responsibilities, especially while traveling on the bus.
7. Chaperones are to sit among students throughout the bus trip instead of all the adults sitting together at the front of the bus. Chaperones also need to mingle with the students during activities remembering that the chaperones are there to help and supervise.
8. No younger siblings will be allowed to accompany the chaperones.

9. The chaperones need to set good examples of behavior for the students such as listening and following directions.
10. Cell phone use is reserved for emergencies only during the trip.
11. Because the bus is a closed environment, out of consideration of those who have allergies or asthma, do not use deodorants on the bus or wear body sprays, perfumes, or colognes.

2.20 DRIVERS and VEHICLES

Any driver or vehicle used in transporting students to or from a school-sponsored activity must be registered in the office before the trip. Registration includes completing a "Vehicle Driver Approval" form and providing her driver's license and automobile insurance identification card for photocopying. This must be renewed every school year. The school-sponsored activity may be before, during, or after school hours.

Each child riding in a Parent/Guardian's vehicle must be properly seat belted in or in the appropriate car seat if the child is short than 4' 9".

2.21 SUPPLY LISTS

The teachers will be purchasing the most consumable all the supplies for the students in the elementary classroom, but the following items need to be purchased and supplied by the student:

1. A Bible containing both Old and New Testaments - not a children's version; the New International Version (NIV) is preferred.
2. Gym shoes that have non-marking soles (white soles or labeled "non-marking"). Gym shoes will be kept in the classroom and used for the gym floor only. Students in junior kindergarten through first grade need gym shoes with Velcro straps.

Section 3 Secondary Policies – Grades 7-12

Behavior

3.1 RULES and GUIDELINES

When students entering Columbia Christian Schools agree to adapt themselves to the school's stated purposes and policies, they are expected to

1. **Strive to imitate Christ.**
2. Be good citizens.
3. Maintain wholesome attitudes.
4. Respect their fellow students.
5. Show respect for the administration, faculty and staff.
6. Exercise good manners and sportsmanship.
7. Use wholesome language.

The best discipline is self-discipline. The disciplined person reflects self-control, character, and orderly conduct. Discipline is an important part of the educational process, and self-discipline is a most important personal attribute. Those who do not exercise self-discipline find that others have to exercise it for them. As indicated in the Bible those who exercise proper and sufficient self-discipline will experience little or no corrective discipline. Discipline is not only necessary to the student as an individual, but it is also necessary for the maintenance of order and a proper intellectual and social atmosphere.

Students are urged to develop and exercise self-discipline in all areas of school life and to observe rules of the school so that no disciplinary measures will be necessary.

Disciplinary action will vary according to the offense and circumstances. Parents will be notified of the offense and action taken. The judgment of the administration will be final when deciding discipline.

Minor infractions:

1. Excessive talking
2. Improper behavior in the classroom, assemblies, or athletic events
3. Tardies (refer to "Attendance" section)
4. **Dress Code violations such as inappropriate clothing or wearing excluded piercings during school or school activities**

The above offenses pertain specifically to behavior on campus and during school-sponsored activities.

Punishment:

The teacher or administration will make a personal effort to correct the misbehavior. **Conduct** grades may be lowered to reflect the infraction. If the teacher's effort is unsuccessful, the parents will be contacted and their aid requested. If there is still no change, the principal will be asked to help solve the problem. If the student continues to misbehave, that student may be expelled.

Serious infractions:

1. Profanity and vulgarity
2. Sexual harassment or sexual innuendo toward a student or teacher/staff.
3. Willful destruction of school and other students' property
4. Fighting
5. Skipping school (*See "Attendance" section*)
6. Leaving campus without proper authorization (*refer to "Attendance" section*)

Punishment:

Parents will be notified by phone and/or mail stating the nature of the infraction and disciplinary action taken. These actions pertain primarily to campus conduct and to school sponsored activities, but the school is concerned about any misconduct that seriously affects the character and reputation of Columbia Christian Schools.

Major infractions:

1. Harmful drug possession or use
2. Sexual misconduct (includes: heterosexual, homosexual, bi-sexual, indecent exposure or verbal endorsement of such activity).
3. Tobacco and alcoholic beverages (possession or use)
4. Theft
5. Insubordination or showing disrespect- being open and willfully disobedient
6. Any threatening language or action that indicates a desire to physically harm a teacher, student, staff member, or anyone associated with the school.

The major infractions pertain to behavior any time and any place.

Punishment:

Punishment will result in a parent conference, possible expulsion depending on the circumstances, probation, or any combination of discipline alternatives deemed necessary by the administration.

Discipline alternatives can be, but are not limited to the following:

1. Detention
2. Work detail
3. Non-participation in extra-curricular activities
4. Low conduct grades given by the office
5. Loss of privileges and/or honors
6. Probation (activity or behavior)
7. Suspension (dismissal from school for a short period of time)

8. Expulsion (dismissal from school for a long period of time)

Any act not covered above that is clearly a violation of good order and right conduct will be punished.

ANYONE FOUND DISTRIBUTING DRUGS, TOBACCO, ALCOHOL, MEDICATIONS, OVER THE COUNTER DRUGS, ETC. CAN EXPECT TO BE EXPELLED.

3.2 STUDENT CONDUCT GRADES

Every quarter each teacher, school administration, and staff may give a student one of the following conduct grades:

- E = Excellent
- S = Satisfactory
- M = Marginal
- U = Unacceptable (2 "M" grades = 1 "U")

An "M" or "U" grade will be given when misbehavior is such that conduct cannot be considered satisfactory. The misconduct refers to behaviors listed below and not to poor academic achievement.

1. Excessive talking
2. Not paying attention in class
3. Eating in class
4. Disruptive behavior towards students, teachers, staff, or administration
5. Misuse of equipment such as sitting on tables or damaging lockers
6. Irresponsibility
7. Lack of effort in class
8. Not coming to class prepared

Three (3) "U" grades accumulated in conduct during the school year will result in the following:

1. Behavioral probation for the next quarter
2. Two days of detention
3. Letter to the parents

If the "U" grades are accumulated the last quarter of the school year, the probation will be for the first quarter of the following year.

Four (4) "U" grades accumulated during the school year will result in the following:

1. Activity probation for the next quarter.
2. A conference with parents, student, administration, and teachers.
3. Four days of detentions (*in addition to the quarter for 3 "U" grades*)

If the "U" grades are accumulated the last quarter of the school year, the probation will be for the first semester of the following year.

Five (5) "U" grades accumulated during the school year will result in an **expulsion for one year** from that quarter.

3.3 PROBATION

Activity probation

Students are prohibited from attending or participating in any activity outside the school day that is not part of a class required for graduation. A student in choir, drama, or athletics may not practice or perform after school hours without approval from the administration.

Behavior probation

The student's behavior, attitude, and/or progress will be monitored closely to determine if the student has the desire and/or ability to be at Columbia Christian Schools.

While on activity or activity probation a student may be expelled if there is a serious or major infraction. A student on probation may not be allowed to hold an office in any campus club or organization.

3.4 DETENTION

Detention can be assigned by teachers or administration or earned through violations of conduct codes.

Detention will be served each Friday morning from: 7:00 – 7:45

If there is a question about the detention, it is the student's responsibility to seek clarification **before** the assigned time.

Failure to serve detention will result in the following:

1. If the first Friday detention is missed two Friday detentions will need to be served. The student will also be placed on activities probation for the following week plus pay a \$20 fee.
2. If either one of the make up Fridays are missed, the student will be charged \$20.00 and will be placed on activities probation for 9 additional weeks.
3. If further detentions are missed, the student will be considered uncooperative and their actions treated as a Major Infraction.

Detention Rules:

Students may:

1. Do homework
2. Read
3. Sit quietly

Students may **not**:

1. Talk
2. Pass notes
3. Make gestures (*including eyes*)
4. Sit next to each other
5. Leave the room except in an emergency.

3.5 POLICY on CHEATING

Columbia Christian Schools believes the Bible speaks directly against cheating. Cheating is a serious infraction at Columbia Christian and will not be tolerated.

Definition: A person who gives his work to another to copy is considered guilty of cheating as well the person doing the copying. Plagiarism and copying of tests, another's homework assignment or using any unauthorized aid will be considered cheating. Any cell phone seen (in use or not) during a test will be considered cheating.

The following procedure is to be used when a teacher has positive proof of cheating:

1. A zero is given for the assignment.
2. The person's name is submitted to the principal.
3. The teacher calls the student's parents, and the situation is explained.
4. The student will be placed on behavior probation.
5. The student will be informed that a second incident of cheating will most likely result in expulsion.

6. If expulsion takes place during the last quarter of the school year, it will be extended through the first semester of the following year.

3.6 DRESS CODE for GRADES 7 - 12

The Bible discusses modesty and the importance of appearance. Neatness and style of clothing worn by students may affect attitude, conduct, and possibly achievement of both the person and others in the class. Our students' appearance makes a statement about our school, and we want that to be positive so everyone will know that Columbia Christian Schools is serious about education. Student dress must reflect a desire to dress as to please God. The dress code below has been adopted to provide consistency, encourage neatness, modesty, appropriate behavior, achievement, and to discourage distraction; we hope the dress code will encourage all students to strive to be an example of good appearance and conduct.

Dress that makes a statement contrary to Columbia's philosophy, purpose, and objectives will not be allowed. Because of the varying styles, **the judgment of the administration will be final in determining what is acceptable dress and appearance.** This dress code is for all school activities.

THE FOLLOWING APPLIES TO BOYS AND GIRLS AS GENERAL GUIDELINES:

1. Any form of dress or grooming that provides a disruptive influence to the normal function of the school is inappropriate. Students must wear proper undergarments; under wear is not to be seen. All clothing should fit properly. Undershirts (underwear) may not be worn as the outer shirt. Clothing should be worn in the way it is designed to be worn. Any clothing that is tight fitting or too baggy is unacceptable (i.e., biking shorts or leggings worn as pants, stretch pants, tights, etc.). **The waistband of all pants, shorts, and skirts shall be worn no lower than the waist.** Lined nylon running suits are permitted.
2. Walking shorts may be worn only during the months of September, October, April, May and June. Shorts may be no shorter than 3½ inches above the top of the kneecap. No unhemmed cut-offs or long basketball shorts are allowed.
3. Clothing displaying vulgar or suggestive words, symbols, and/or the name of any alcoholic beverage, drug, rock groups, or tobacco product may not be worn on campus. When a shirt is deemed inappropriate, the student will be loaned a more appropriate t-shirt to be worn for the remainder of the school day or parents called to bring appropriate clothing. When the cleaned loaner t-shirt is returned to the office, the original t-shirt will be returned to the student. A second infraction will result in disciplinary action.
4. Clothing that either displays bare skin where normally it would be covered or is otherwise deemed immodest is prohibited. Tank tops, sleeve-less tops, crop-tops (any shirt that exposes the midriff), sleeve-less sundresses, etc are not allowed. Jackets may not be used to cover tops that are not in compliance with the dress code; the top needs to comply with the dress code. A top is too short if the midriff is exposed when the student's hands are fully extended overhead. For students in grades 7-12, all shirts/tops must have sleeves.
5. All clothing must be clean and free of holes or tears or ragged hems. All repair work should be neatly patched.
6. No pajama type clothing may be worn.
7. Athletic shorts may be worn only in PE/Athletics class but are not to be worn in the school building.

8. Hats or head coverings are not to be worn inside the school buildings. Hats or caps should be left inside the lockers and not carried from class to class. Hoods are not to be worn over the head in the main building.
9. Shoes must to be worn during school hours; appropriate shoes must be worn at all times. **Rubber flip-flop shoes may not be worn.** Some classes may require closed-toe shoes for safety.
10. Hair must be neatly groomed and trimmed. Unnatural colored or multi-colored hair is not acceptable.
11. If a student has a visible tattoo, the tattoo must be covered at all times.

THE FOLLOWING APPLIES TO GIRLS:

1. Proper under clothing is to be worn. Bras must be worn beneath blouses/tops, and slips must be worn beneath skirts.
2. Dress and skirt length is to be no shorter than **3½ inches** above the knee, measured when kneeling on knees. **Slits** in skirts or dresses are to be no longer than **3½ inches** above the knee. Any skirts and shirts should not be so tight that they mold to the body shape.
3. Underwear and midriff are not to be seen. Girls' shirts and tops must come over the waistband or be long enough to be tucked into the waistband. **No sleeveless tops** are to worn. Tops are too short if the midriff can be seen when arms are fully raised above the head. Lower backs should not be seen, at all.
4. Shirts and blouses must be close to the collarbone and modest; no off the shoulder blouses or low cut shirts or blouses. Keep shirts or blouses buttoned at a modest level. Cleavage should not be visible.
5. **Piercing of body parts other than two holes per ear lobe are not permitted.** If piercings are present, the student must remove the jewelry during school (e.g. nose, eyebrow, lip, tongue, etc.).

THE FOLLOWING APPLIES TO BOYS:

1. Boys are not to wear earrings during the school day or at any school activity. If piercings are present, the student must remove the jewelry at school (i.e. ears, nose, eyebrow, lip, tongue, etc.).
2. Hair shall not be below the collar in the back nor cover the eyes in front
3. Shirts, unless straight cut at the bottom, are to be tucked inside the pants waistband. Shirts are to be buttoned to within two buttons of the collar button. No underwear "T" shirts to be worn as the outer shirt.
4. Boy's pants must be worn at waist level and high enough to completely hide underwear.
5. Boys are not to wear make-up, finger nail polish or girls clothing.

DRESS UP DAY

Because individuals tend to feel about better his or her person and take pride in his or her work when dressing up, the ASB and school administration has designated each **Thursday** as "**Dress-up Day.**"

- Girls are expected to wear a dress or a skirt and blouse, or dress pants and dress shoes (no tennis, sport or canvas shoes). Coordinating pants outfits are optional. No walking shorts.
- Boys are expected to wear dress slacks and a dress shirt with a collar and leather dress shoes (No tennis, sport, canvas shoes or sandals). Polo shirts and dress sweaters may be worn. Ties are optional. Shorts are not to be worn on dress up day.

VIOLATION OF THE DRESS CODE

No dress code warnings will be given out. Students wearing clothes in violation of the dress code will be sent to the office for Friday detention. Students violating a “shirt” code will be given a special loaner shirt, and the shirt they were wearing will be given to the office. Students will call one of their parents and notify them of the dress code violation. **After the third dress code infraction, a conference will be called with parents/guardians, the child, and an administrator.** The situation and the student’s attitude will be discussed, and the consequences of any future violations will be decided.

3.7 FORMAL DRESS

There are optional, extra curricular activities at Columbia that require formal dress such Homecoming, Winter Formal, and the Junior/Senior Banquet. The general guidelines for modest and appropriate dress apply to these activities as well. If the suit or dress being considered is questionable, have it approved **before** purchasing the clothing and arriving at the banquet. Students dressed inappropriately at banquets will be asked to leave.

Girls’ semi-formal or formal dresses must be modest, **have 2 straps if shoulders are cut away style**, not open-back style, laced up back style, and be an appropriate length.

Boys are expected to wear formal or semi-formal suits. If your date is not from Columbia, make sure he or she understands the standards set by the school.

GRADUATION DRESS

Junior and Senior High graduation exercises are planned and carried out through the administration and faculty of the school. Program, content and dress will be determined and approved by faculty/administration

Girls are to wear dresses and dress shoes. Girls are reminded they are sitting in front of the audience and the length of the dresses must be long enough to assure modesty.

Boys are to wear dress slacks, collared shirts, and leather dress shoes.

3.8 BOY / GIRL RELATIONSHIPS

Boy/girl relationships will be in good taste. Inappropriate displays of affection, including prolonged embracing (a hug becomes an embrace after three seconds), cuddling, kissing, or other affectionate touching, will not be tolerated anytime or place during the school day, including travel to and from school activities. **Showing affection of any kind is inappropriate during class time.** Violations may result in a low conduct grade from the office, detention, suspension, or expulsion.

3.9 OFF CAMPUS LIMITS

Junior and senior high school students are not allowed in the following designated areas unless given specific permission by a teacher or administrator:

- **Off Campus:** Students in grades 7-10 are not allowed off campus and are to be in designated areas during the lunchtime. Juniors and seniors are permitted off campus during lunch with signed permission from their parents; however, a student may lose this privilege if

there are discipline problems. ***The third tardy after lunch will result in the student losing off campus privilege for nine weeks.***

- **On special occasions students in grades 7-10** may leave campus during noon with an adult and a signed note from parents.
- **College Student Center:** The Cascade College student center is off limits to all Columbia Christian Schools students, including students whose parents work on campus, either at the college or high school/elementary level.
- **College Sidewalks:** Students are not allowed to loiter, but may use the college sidewalks when going to choir.
- **College Mens'/Womens' Dorm:** ***No students are allowed in the living quarters of the college students.***
- **J.P. Sanders Hall:** If a student needs to transact business in Sander's Hall, he or she must receive permission from a teacher or administrator. **Do not go through the building when going to the gym or rehearsal hall.**

3.10 COLLEGE GYM USE

No one is to be in the gym (*i.e., gym floor, lobby, dressing room and weight room*) except when involved in a P.E. class, athletics, and game or under the supervision of a coach. Any student in the gym not in an approved activity may be asked to leave or be reprimanded by either a teacher or college instructor.

- **Morning:** No one is to be in the gym before school unless with a coach.
- **Noon:** Lunches are NOT to be eaten in the gym. If a coach is on duty, a student may play in the gym, but only with the permission of the person in charge.
- **After school:** No one is to be in the gym except those involved in athletics or supervised by a coach.

3.11 VEHICLE USE

Because of the young children around the building, use extreme caution and maintain a low speed when driving near the buildings. We are in a school zone and the on-campus speed limit is 20 mph. Vehicles are to be parked only in the designated areas assigned by the school office and are to be moved **ONLY** at noon. **Students ARE NOT to drive to the gym or rehearsal hall.**

Repeated driving or parking abuse will result in:

1. A letter to the parents.
2. A \$20.00 fine.
3. The loss of vehicle use on campus for the remainder of the quarter.

3.12 DRIVER / VEHICLE REGISTRATION

Any student driving to school must also register his or her car(s) in the office.

Parent/Adults Any adult driver or vehicle used in transporting students to or from a school-sponsored activity must be **registered** in the office before the trip. Registration includes completing a "Vehicle Driver Approval" form and providing drivers license and automobile identification cards for photocopying. This must be renewed every school year. The school-sponsored activity may be before, during, or after school hours.

Section 4 Academic Policies

4.1 JUNIOR HIGH COURSE LOAD

The curriculum for grades 7-12 closely follows that of the Oregon public school system with state approved textbooks taught from a Christian perspective.

7th Grade

Bible--Survey of New Testament
 Math
 English
 Science
 P.E.
 Geography
 Study Skills
 Fine Arts Block*

8th Grade

Bible--Survey of Old Testament
 Math
 English
 Science
 P.E.
 World History I
 Keyboarding/Computers
 Fine Arts Block*

*The Fine Art Block may contain music, art, speech, drama etc.

4.2

HIGH SCHOOL CREDIT GRANTED TO JUNIOR HIGH STUDENTS

A student will receive credit toward high school graduation for any high school class completed in the 8th grade year, typically Algebra I or Foreign Language, unless a parent requests otherwise.

4.3

HIGH SCHOOL GRADUATION REQUIREMENTS

Requirements for the classes of 2008 and 2009

Requirements for the Class of 2010, 2011

<u>Course</u>	<u>Credits</u>	<u>Credits</u>
English	4	4
History	3	3
Mathematics	3	3
Science	3	3
Physical Education	1	1
Health	1	1/2
Computer applications	1/2	1/2
College Writing	1/2	1/2
Research		1/2
Personal Finance	1/2	1/2
Career Education	1/2	1/2
American Government	1/2	1/2
Economics	1/2	1/2
Electives	6	6
Bible (<i>one credit per year</i>)	4	4
Total Credits	28	28

*Community Service Hours this year 30

(*Beginning the 2006-2007 school year, a student will need to complete 30 hours of documented community service each year that student attends Columbia Christian High School.)

Students attending CCS all four years will need to complete 28 credits that includes four credits of Bible and 24 other credits that are outlined above. Transfer students will **not** be required to make up Bible classes but will be expected to meet all other course requirements.

A student earns one-half (1/2) credit in each course per semester or one (1) credit in each year course.

A senior must attend a full year at Columbia in order to graduate with a Columbia Christian High School diploma. Special consideration would be given to a family moving into the Portland metropolitan area during a student's senior year.

NOTE: Students who have received their **GED** may not enroll at Columbia Christian Schools.

Electives Offered (dependent upon student interest)

- Advanced Computer Applications
- Advanced P.E.
- Advanced Placement US History
- Art
- Biology II
- Calculus
- Chemistry
- Choir
- Choir Ensemble
- Drama
- Physics
- Psychology
- Spanish
- Study Hall
- Teacher's Aide
- Trigonometry
- Year Book

Course Changes

Students may make course changes for two weeks after the beginning of a semester. The principal or authorized faculty must approve all course changes.

Retaking Courses

When a subject is passed and taken again, only one credit will be granted, with the highest grade earned entered on the transcript. When having failed a subject and the course is repeated, the higher grade will replace the "F." For students repeating a course a third time, the highest grade they may earn is a "C."

4.4 FOUR YEAR EDUCATIONAL PLANS

BASIC 4-YEAR PLAN for HIGH SCHOOL GRADUATION

The following schedule is a typical plan for meeting Columbia Christian School's requirements for a High School Diploma. Each of the following courses or combination of courses earns one credit for the year. Twenty-four credits (24) plus one credit of Bible for each year at Columbia is required for graduation for a maximum requirement of twenty-eight (28) credits.

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
Bible-Life of Christ	Bible-Church History	Bible-Discipleship/Romans	Bible-Family/James
English 9	English 10	English 11	English 12
Mathematics	Mathematics	Mathematics	Gov't/Economics
Science	Science	Science	Pers. Finance/Careers
World History II	US History I	US History II	Elective
Health/Computers	Writing/Computers	Elective	Elective
P.E.	Elective	Elective	Elective
Elective	Elective	Elective	Elective

COLLEGE ADMISSION REQUIREMENTS

In addition to the above classes, the Oregon State Systems of Higher Education require that students planning to enter the four year state system colleges or universities to maintain at least a 3.0 GPA in all graded subjects and complete the following college preparatory coursework with grades of C- or better:

- English -- 4 credits
- Mathematics -- 3 credits culminating in at least the Algebra II level
- Science -- 2 credits, which should include a college-preparatory laboratory course such as biology, chemistry, or physics.
- Social Studies -- 3 credits
- Foreign Language -- 2 credits of the same language

Please note: Colleges may require more or less than those listed above. We recommend that students check with individual colleges through college catalogs, web sites, or admissions departments.

SUGGESTED ACADEMIC PLAN for COLLEGE-BOUND STUDENTS

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
Bible-Life of Christ	Bible-Church History	Bible-Discipleship/Romans	Bible-James/Family
English 9	English 10	English 11	English 12
Algebra I or Geometry	Geometry or Algebra II	Algebra II or Trigonometry	Trig. or Calculus
Science	Biology	*Chemistry	Pers. Finance/Careers
Health/Computers	**Computers/Writing	U.S. History or ***AP History	Gov't/Economics
World History II	Foreign Language	Foreign language	Physics
P.E	History	Elective	Elective
Elective	Elective	Elective	Elective

*Only if student is concurrently taking at least Algebra II as his/her math class

**Research instead of Computers beginning with the Class of 2010.

*** A = 5 GPA points, B = 4 GPA points, C = 3 GPA points

4.5 KINDS of DIPLOMAS

High School Diploma

A Columbia Christian high school diploma is granted to the senior who has:

1. Completed the required course work.
2. Earned at least 24 credits (*not including the Bible credits*).
3. Maintained a cumulative 2.0 GPA.

Proficiency Diploma

A senior who only passes the courses required by the state, and/or is below our 2.0 GPA requirement but has earned at least 24 credits may receive a Proficiency Diploma. The proficiency diploma indicates the student has completed the requirement as set forth by the State of Oregon, but has not met the requirements of Columbia Christian Schools.

Certificate of Attendance

A Columbia Christian certificate of attendance will be given to students who have not passed the required courses, and/or have not earned the required number of credits set forth by the State of Oregon. The certificate of attendance is in lieu of a diploma.

4.6 GRADING STANDARDS

Grades should accurately indicate a student's progress. Columbia believes high goals must be set in order to produce high achievement, and the process of learning, as well as the end result, should be indicated by the grade. Therefore, homework, class participation, quizzes, major tests, projects, and daily work all may be used to determine grades. In grades 9-12 **final exams or projects** will be expected at the end of each semester and may count up to twenty percent (20%) of the semester grade, with each of the two-quarter grades worth forty percent (40%).

Academic grade scale

<u>Percentage</u>	<u>GPA Points</u>	<u>Evaluation</u>
• 90 - 100 = A	(4.00)	Excellent
• 80 - 89 = B	(3.00)	Above average
• 70 - 79 = C	(2.00)	Average
• 60 - 69 = D	(1.00)	Below average
• 00 - 59 = F	(0.00)	Failure

4.7 INCOMPLETES

Incomplete grades designated by an "I" may be given in lieu of a failing grade if, because of an emergency such as an extended illness, a student has been unable to complete the requirements of the course. **Incompletes should be resolved within two weeks; otherwise, the "I" becomes an "F."**

4.8 CONSEQUENCES of LOW GRADES

1. If during any grading quarter [nine weeks grading period], grades are below a **2.00 GPA** (*grade point average*), or if there is an "F", the student will be placed on activities probation. Activity probation will begin after the report cards are issued. Activity probation will conclude at the end of the following quarter if there are no "F's" and the GPA is above 2.0. Probation will extend to the following year if probation is earned the last quarter of the previous year.
2. A conference with parents, child, administration, and teacher may be called when the GPA falls below a 2.0 or there is an "F". At the conference the student's general attitude in class, attention in class, homework assignments completed, attendance, and test scores will all be discussed. The purpose of this meeting will be to:
 - a. Motivate the student to apply him or herself.
 - b. Make sure parents are involved and have input in the procedure.
 - c. Discuss collectively what can be done to help the child.
 - d. Agree on a standard (contract) that the child can be expected to achieve. Some of the items that may be included are: homework assignments, attendance requirements, test scores, and classroom behavior. Each class will have its own part of the contract.
 - e. A document will be drawn that states the decision of the conference and signed by the administration, student, and parents.

During the school year, either the parents or the school may request another conference. At the end of the year the teachers and administrators will meet and discuss the progress of the student. The teachers will address three questions:

1. Does the student exhibit reasonable effort in his or her class work and/or working up to his potential?
2. How well did the student meet the standard established at the parent/teacher conference?
3. Is the progress of other students hindered because of this student's presence?

After the discussion, the teachers and administration will make one of the following recommendations:

1. Activities probation for a specific period of time or another contract at the beginning of the next year.
2. Expulsion for a year. After that year, a student may return to CCS provided there is documented success from another school.
3. Summer School may be required.
4. Other plans as decided by the teachers and administration.

4.9 HONOR ROLL REQUIREMENTS

Principal's Honor Roll (*per semester*)

1. A 3.75 or above GPA
2. No grade below a "C"
3. No incompletes ("*I*" grades)
4. No conduct grade below an "S"

A minimum of five (5) graded classes must be carried to be eligible.

Honor Roll

1. A 3.00 or above GPA
2. No grade below a "C"
3. No incompletes ("*I*" grades)
4. No conduct grade below an "S"

A minimum of five (5) graded classes must be carried to be eligible.

4.10 HONOR STUDENTS

To graduate with honors, students must have:

1. A cumulative 3.5 or above GPA
2. No more than two conduct grades below an "S" during their junior and/or senior year.

Note: A student having been placed on academic or behavioral probation during high school may not be eligible to graduate with honors.

4.11 NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is possible for qualifying sophomores, juniors and seniors. "Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service." Candidates must have attended Columbia Christian for one semester and have a cumulative GPA of 3.50 or above. Selection is more than an honor; it carries with it the responsibility and an obligation to demonstrate those outstanding qualities that resulted in selection. NHS students wear special pendants over their gowns at graduation.

A student whose GPA falls below 3.50 has one (1) semester to raise it to the required level. If not, his or her membership is automatically revoked and is not renewable.

4.12 EARNING COLLEGE CREDIT in HIGH SCHOOL

With permission, a junior or senior may earn college credit if their CCS schedule allows. Columbia Christian School's students may enroll at Cascade College, Portland Community College or Mt. Hood Community College under the following conditions:

1. A CCS student must have the approval of the principal or superintendent to be considered for concurrent enrollment.

2. The CCS student will have a minimum 3.00 GPA and have completed their sophomore year.
3. Full tuition payment can be expected.
4. With prior approval, a student may receive both college and high school credit if at least a "C" grade is earned.

Note: Exceptions to any of the above may be made by an agreement between the colleges and the Columbia Christian Schools' administration.

4.13 STANDARDIZED TESTING

Each school year the students Kindergarten through 12th grade are tested using a national based test. The purpose of the testing is to determine the progress of each student and class and to evaluate the school pertaining to the teaching and learning progress. For the past five years Columbia Christian Schools has maintained an 83rd percentile average. The student's scores will be sent home after the results are received so that parents will have an assessment of their student's progress and grade equivalency in all subjects and tested areas.

Section 5 Attendance Policies

5.1 ATTENDANCE

Being punctual and regular in attendance are habits developed early in life. Parents are encouraged to take this training seriously. Columbia's attendance policies and procedures are based on Oregon State Law and the belief that excessive absences are detrimental to the educational process. Your commitment to punctual and regular attendance begins with an effort to have your children in class daily. This effort is shared by: 1) the student, who has the primary responsibility to attend classes each day; 2) the faculty and staff, who work in concert to monitor and encourage regular attendance; and 3) the parents, who are accountable for their children's attendance.

Limited number of absences: The school is concerned about the number of absences accumulated. A student may be able to do the academic work and make passing grades, but what is missed in class work and discussion cannot be recovered. Because of this, the maximum number of days missed during a semester and still pass will be ten (10). After a student has missed six (6) days in a semester a meeting with an administrator, parent and student may be necessary. If the reason for the absences is illness, a doctor's note may be required (see "absences"). If there are other reasons for the excessive number of absences, they will be considered during the meeting. The purpose of the meeting will be to determine what can be done to eliminate future absences and to make sure the parent and child are aware that credits will not be earned if there are eleven (11) absences in a class during the semester.

Absences: Please make sure school absences are for necessary reasons such as personal illness, death in the immediate family, medical appointment, etc. Educational and family trips may not be counted as part of the ten days absent if the "pre-arranged absence form" is completed. Family trips in September are discouraged because the school year's routine, expectations and pace are learned at the beginning of the year. To help your children do their best work please arrange vacations during the school breaks. Absences can cause some students to fail a subject or to make a lower grade. Absences are especially hurtful for the child who depends on the classroom experience to help them with their grades.

Make-up work: Homework should be picked up from the teacher after a child has been absent for more than two days. Sometimes a teacher may be able to give assignments ahead of time if a pre arranged absence has been approved. Homework assignments will depend on the activity of the class and at the discretion of the teacher. The teacher will establish the due date for make-up work. Students who miss school are at such a disadvantage because they miss all of the in class discussions and may be challenged to do the make up work and remain current with new material. It is the student's responsibility to make sure all of the make up work is completed to the teachers satisfaction.

Pre-Arranged Absences

A student should get permission from the office and teachers five (5) school days in advance of a preplanned family activity. Teachers who strongly think the trip or activity is not to the best interest of the student will indicate this feeling on the form. This helps the student know that a lower grade may be the consequence of the class time missed.

Homework Policy for Extended Absences

Usually teachers will provide make up work for a student who misses more than two days of school and is able to do school work while absent. Allow a full school day for teachers and the office staff to gather the assignments.

5.2 SKIPPING CLASSES

Skipping is when parents think that their child is in school/class, and he or she is not. This absence may be counted for any part of the school day. To leave school during the school day, the school office must have a prearranged note or phone call from parents, or written approval from a teacher. Except for the lunch period, a student must report to the office before leaving the school grounds for any reason during school hours. Depending on the circumstances, normally a warning plus nine (9) weeks behavior probation will be given after the first skip. The second will result in activities probation, suspension or expulsion from school depending on the circumstances.

5.3 OFF-CAMPUS LUNCH PRIVILEGES

Only juniors and seniors may leave campus at lunchtime without a parent/guardian; however, **parents/guardians must sign a form giving approval for their child(ren) to be off campus at noon.** This is a privilege for juniors and seniors, and if a student is tardy after lunch or demonstrates behavior problems, the privilege may be taken away. This lunch privilege also may be revoked if a junior or senior takes an underclassman off campus without permission from parents and the office.

5.4 TARDIES

Tardiness is disruptive to the educational process of the student, class, and teacher, and must be kept to a minimum.

Tardy Procedure Policy:

1. Students are expected to be on time
2. Arrival to school on time is the responsibility of the student and his or her family.
3. The teacher will send each tardy student to the office for an admittance slip to class.
4. The first three tardies of a quarter (total from all the classes) will be considered excused.
5. The consequences of the **fourth (4th)** tardy will be one day of detention. The **fifth (5)** tardy will result in a phone conference with parents and the principal to determine what action needs to be taken to prevent additional tardies, plus two days of detention. If there is a **sixth (6)** tardy the student will be placed on activities probation for the next nine weeks. The **seventh (7)** tardy will be considered a "major infraction."
6. Students arriving late to school and returning late from lunch must report to the office before going to class.
7. Students having a note from their teacher excusing their tardiness may go directly to their next class. Without a note, the student must report to the office.

5.5 EARLY DISMISSAL

All students, including seniors, are expected to take a class each period unless they have a job that requires them to work during the school day. Seniors not needing to attend all day to fulfill graduation requirements must bring a note

to the office verifying employment early dismissal can be granted by the administration. If granted, the student and parent must sign a form stating the dismissal time and that the student will not be on campus during the work time.

Section 6 STUDENT ACTIVITIES

6.1 Athletics ELIGIBILITY

The following are eligibility requirements for participation in athletic competition:

1. Student Athletes are required to attend all classes on the day of a contest.
2. Student Athletes are required to attend all classes the day following a contest. There will be exceptions only for those student athletes who are appropriately excused.
3. Eligibility will be checked each quarter. Student athletes must be passing with a 2.0 GPA or better and no "F's" during the grading period.
4. Freshman and junior student athletes must pass a sports physical examination by their family physician. All student athletes must sign and have a parent or guardian sign the Emergency Information Card and physical packet information. This agreement must be returned to the Athletic Director before he/she will be eligible to participate.
5. All Athletes must pay a \$85.00 participation fee per sport. This fee will be billed from the office and must be paid before the athlete will be eligible to participate.
6. Student Athletes, seen by a physician, or other medical professional, for any injury or serious illness must bring back to the athletic director and coach a written release from the physician in order to return to participation.

Participating students must:

1. Read and sign the **Athletic Policy and Agreement** for Columbia Christian Schools Complete an **athletic participation registration form**.
2. Complete a **medical history form**.
3. Complete an **emergency information form**.

The proper forms may be obtained from the school office.

6.2 ORGANIZATIONS and SERVICE GROUPS

Associated Student Body (ASB) Officers, Religious Activities Coordinators (RACs), and Student Representatives

ASB officers, RACs, and Student Representatives work together to serve the 7th through 12th grades. Elected ASB officers plan and implement various activities throughout the school year, including Spirit Week, Homecoming, a yearly retreat, and secondary outings. RACs assist the ASB officers, organize chapel times and the yearly retreat, and arrange opportunities the student body may serve our communities. Two Student Representatives are elected by each class to attend ASB/RAC meetings and communicate information between the class and ASB officers.

Earth Club

The Earth Club is a student service organization to promote awareness about our stewardship of and responsibilities to our world and environment.

Thespian Society

Students who are interested in acting or technical theater are invited to become members of Columbia's Thespian Troupe, Oregon troupe #6609. As members of Oregon Thespians, students are invited to participate in four main competitive events each year: the Improvisation Festival in September, the Regional Acting Competition in February, the State Acting/Technical competition in April, and the National

Thespians Conference, which takes place in Nebraska each June. Participation in every event is not mandatory. Thespians meet on a weekly or bi-weekly basis.

Key Club

Key Club, a branch of the Kiwanis, is a service organization for the students. In the past, Columbia's Key Club's focus has been serving the community, church, and especially the homeless in the Portland Metropolitan Area.

National Honor Society

Membership in the National Honor Society (NHS) is open to qualifying sophomores, juniors, and seniors. "Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service." Candidates must have attended Columbia Christian for one semester and have a cumulative GPA of 3.50 or above. Selection is more than an honor; it carries with it the responsibility and an obligation to demonstrate those outstanding qualities that resulted in selection.

Outdoor School Field Assistants

Outdoor School is a residential program for all our sixth grade students. Presently our students attend the Camp Yamhill Outdoor School (CYOS) directed by Carol Davis. CYOS is a Creation-based program where the students learn about water, soil, animals, and plants from the viewpoint of purpose with design from God.

Our participating sophomores, juniors, and seniors have found being a Field Assistant to be a rewarding experience. High School students learn to appreciate nature as well as help educate and motivate sixth graders in a natural environment. Junior Counselors learn to:

1. Work with children.
2. Communicate with sixth graders, classroom teachers, CYOS personnel, and peers
3. Assist in the learning process involving nature, manners, conduct, and cabin organization. Students grow in character by exhibiting enthusiasm, demonstrating maturity, accepting responsibility, learning to be flexible, showing initiative, and exercising leadership.

Guidelines for participation in Outdoor School counseling:

1. Students must like and enjoy working with sixth graders.
2. Only sophomore, junior, and senior students may participate.
3. Seniors may not participate after April in the spring (3rd week).
4. Students must have a 2.50 cumulative GPA.
5. Students must presently be, and have a reputation as being, current in their assignments.
6. Make-up assignments are the responsibility of the student, and arrangements for completion must be made in advance.
7. Students must not have excessive tardies or absences.
8. Students must not have a reputation for accumulating "M" and "U" conduct grades.
9. Final approval for participation will be at the discretion of the school counselor and Outdoor School administration.

6.3 ELECTIVE ACTIVITIES

High School Drama/ Technical Theater

Columbia's theater classes are electives geared toward individuals who are interested in stage performance or back-stage work. Acting, stage lighting, set construction, costuming and stage make-up are taught. Participation in the fall play or spring musical is encouraged but is by no means mandatory. Rehearsals and performances are after school and extra-curricular.

Cavalier Yearbook

Participating in the production of the school yearbook is one of the most rewarding activities open to CCHS students. The staff members are able to see the results of their efforts in printed form. Selling ads, budgeting resources, billing customers, and keeping records are some of the business aspects of yearbook production.

The creative side of the production requires brainstorming and planning a total concept followed by the breakdown of this concept into a section-by-section, page by page execution. After planning layouts, taking photographs, writing copy, captions, and headlines, students use the computer to prepare copy for the printing plant. Correcting proofs concludes the process.

The Cavalier staff is limited to ten to fifteen students who maintain a minimum 2.00 GPA in academic subjects. This select group interacts and uses collective talents to accomplish its goal: A yearbook excellent by professional standards and pleasing to the student body.

High School Choir

Involvement in vocal music at CCHS is a special time allowing students a chance to meet new friends, experience events common only to “the arts,” and share in an expression of their voice talent. We are active in festivals as well as competitions in the Northwest

Section 7 Student Services

7.1 Lunch Room

Hot lunches are served in the Cascade College cafeteria. Elementary lunch starts at 10:45AM, Secondary lunch starts at 11:05 AM. Students may bring their lunches or purchase a meal ticket. Individual lunches may also be purchased. Lunch may not be charged.

Conduct: No loud talking in the cafeteria. Take trays to the conveyor belt when finished and clean up your eating area. Return to the school area when you have finished eating to allow the cafeteria to be cleaned for the college students.

Eating at the high school building: Students may eat outside at the south end of the building. Inside the building, students may eat lunch only in the science room, with teacher permission. No open food or drink is allowed in the hallway or any classroom.

7.2 Lockers

Lockers are assigned to each student for storing books, supplies, etc. A student may not change lockers without permission from the office.

Pictures and posters on the inside of the lockers must pass school dress code. There should be no reference to anything that is “off color” or questionable. Rock groups and their advertisements should not be used.

All lockers must be locked. The combination, or extra key needs to be turned into the office to be put into the students file.

Locker rules:

- Do not post anything that has to be scraped to remove on the exterior of the lockers.
- Distasteful pictures, slogans, advertisements, or rock groups are not to be placed inside lockers.
- When placing picture/posters on the interior of the lockers, try to use magnets. Do not use magic tape, contact paper, or anything that will be hard to remove at the end of the year.
- Do not kick, hit, or deface a locker
- There is a \$65 fee for damaging or defacing lockers.

7.3 Telephone

With permission, students may use the office telephone to make local calls.

7.4 Boarding Students

Foreign Exchange Students are encouraged to enroll at Columbia Christian Schools. However, we recognize the need to also allow some students who live in isolated areas or have unusual circumstances to board with a host family.

- It is the responsibility of the parents or legal guardians to obtain suitable boarding arrangements. If needed, the school might be able to recommend some families. The school must approve any living arrangements made for the student.
- The boarding home must agree to cooperate with the school in matters of policy and discipline.
- The school assumes no legal or financial liability for medical or living expenses. Parents or legal guardians must maintain adequate medical insurance.
- Financial arrangements for tuition and fees must be worked out before enrollment is completed.
- Boarding students will be under the same rules of conduct and behavior as other students.
- Boarding students may have a car only on approval by the school administration and boarding parents and will be subject to such restrictions as the principal and boarding parents may impose.
- Boarding students may not in any circumstance secure their own apartment or share an apartment with anyone except family.
- Prior to any change in living arrangements, a student must have the consent of the school administration.