



Columbia River Christian Academy

School Manual

INTRODUCTION

While not exhaustive nor all inclusive, this Manual provides the general information concerning Columbia River Christian Academy. The Academy's administration is responsible for the interpretation and application of the Academy's rules and policies. We reserve the right to change this Manual anytime we deem necessary.

OUR VISION

Since our humble yet enthusiastic beginning in 1973, **COLUMBIA RIVER CHRISTIAN ACADEMY**, a ministry of **COLUMBIA RIVER BIBLE CHURCH**, has sought to provide the children of Christian families with a high quality, Biblically based Christian education. The ultimate goal of this ministry is Christian discipleship. We want our children to be "followers" of Jesus Christ and to surrender their lives to Him, living a life of joyful adventure with Him. In a Christian setting, with godly teachers and using a unique individualized Christian curriculum, we hope to prepare each child academically, spiritually, and physically to meet the demands of discipleship.

Our desire is that each graduate of **CRCA** would unreservedly dedicate his or her life to the Lord and to His service.

We unashamedly uphold the immutable principles of the Word of God, the manual for life.

We trust and pray the rewards of our labor will be manifest by the lives of our students serving Christ in their various "walks of life", holding His Word preeminent in all that they do. Our success depends upon strong Christian families who cling to the Word of God, using it as their source of truth. We count it a privilege to serve Christ together as a team with these families to accomplish the common goal of raising up a godly generation.

DOCTRINAL STATEMENT

I. THE SCRIPTURES

We believe in the verbal, plenary inspiration of the Old and New Testament Scriptures as originally given. These Scriptures are inerrant in all that they affirm and are our final authority in all matters of faith and conduct.

II. THE GODHEAD

We believe there is one living and true God, eternally existing in three persons: Father, Son, and Holy Spirit, who are the same in essence and co-equal in power and glory.

III. JESUS CHRIST

We believe Jesus Christ is fully God and fully Man in one person. Prior to His incarnation He eternally existed with the Father. Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary. Though tempted by Satan, He lived a sinless life on this earth. He paid the penalty for the sins of all mankind with His own blood shed on the

cross. He died. He arose bodily from the grave and ascended into Heaven, where He now intercedes for His own as their great High Priest.

IV. THE HOLY SPIRIT

We believe in the personality of the Holy Spirit. He convicts the world of sin, righteousness, and judgment. At conversion He regenerates, indwells, seals and baptizes the believer into the body of Christ. The Holy Spirit fills and conforms the yielded believer increasingly to the image of Christ. He enables the believer to live a life of Christian victory through faith in Jesus Christ and obedience to the Word of God. As He wills, the Holy Spirit gives spiritual gifts and empowerment for spiritual service.

V. CREATION

We believe in the direct creative acts of God during the six-day creation account as recorded in Genesis 1.

VI. SATAN

We believe in the personality of Satan, a fallen angel, who, with other angelic beings rebelled against God and was cast out of Heaven. Although he was defeated at the cross and his final destiny shall be the lake of fire, he continues to be the archenemy of God, the angelic host and man.

VII. MAN AND SIN

We believe man was created in the image of God. In Adam he fell because of disobedience and rebellion against God and thereby incurred not only physical death, but also spiritual death which is separation from God. As a consequence, all mankind is declared by God to be totally depraved, having inherited a sinful nature and having become sinners in thought, word, and deed.

VIII. SALVATION

We believe the grace of God provides salvation from sin for all men only through personal repentance and faith in Jesus Christ and His atoning work.

IX. THE CHURCH

We believe the Universal Church is comprised of all true believers. With Christ as her head she exists in local expression to glorify Him by edifying believers and evangelizing lost men everywhere.

X. THE SECOND COMING

We believe in the literal, physical, pre-millennial second coming of the Lord Jesus Christ.

XI. FUTURE STATE OF THE DEAD

We believe that at death all men continue in conscious existence; the Just in the presence of Christ, the unjust in torment in Hades. The just await their bodily resurrection, at the rapture of the Church, to the reward of everlasting life and blessedness. The unjust await

their bodily resurrection at the Great White Throne, to judgment and everlasting punishment of conscious torment in the Lake of Fire.

TRAINING AT HOME

Columbia River Christian Academy desires to stimulate spiritual growth within the hearts of the students. Therefore, families with students enrolled in **CRCA** must attend a Bible believing church on a regular basis. Students and their parents are encouraged to maintain a family and church life which is consistent with the teachings of the Word of God. This should include regular prayer and Bible reading in the home along with faithful church involvement.

ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public school districts to meet what the state educational agencies determined to be minimum academic and facility standards for all schools.

Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators. This school has not sought accreditation by any government agency for several reasons. First, we would be forced to use textbooks adopted by the State Board of Education. Such texts are developed by secular writers who in many ways reject the Lordship of Jesus Christ and in fact extol teachings not found in God's Word. Second, attendance at an accredited school is not necessary for re-enrollment in a public school. ACE students have demonstrated their ability to perform and are being accepted when transfer is necessary. Third, accreditation of a private Christian School is not necessary for a graduate who wishes to enroll at a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus they evaluate each applicant's aptitude through nationally standardized tests. The ACE program used at this school is designed to properly train students who wish to continue their education beyond high school.

POLICY OF ADMISSION

This school admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, and other school-administered programs.

ADMISSION PROCEDURE

1. Parents and student should visit **CRCA** and view an ACE video presentation.
2. Parents and student pick up application packet and read school manual and student handbook.

3. Parents fill out and return application along with student's most recent report card.
4. Parents make an appointment for an interview with pastor and principal.
5. Parent/student interview.
6. Parents will be notified within one week of the interview as to the status of their application.
7. Within a month of admission parents must attend the parent orientation class.

TERMS OF ACCEPTANCE

All students who are new to Columbia River Christian Academy will be accepted on a provisional basis. Should an unusual case of disharmony arise between parents and school, the school reserves the right to ask the parents to withdraw their child rather than create distress in the parent-child relationship.

SPECIAL STUDENTS

The teaching format of an ACE school provides opportunities for students with special needs to achieve maximum learning. It is the desire to CRCA to be of service even in special situations. The cooperation of the parents in fully revealing and discussing the special needs of their child is critical at the admissions interview. Should circumstances arise subsequent to a student's acceptance which indicates there has not been full disclosure, it may be considered grounds for dismissal.

RE-ENROLLMENT

Each spring CRCA will provide parents with the information necessary for re-enrollment. Re-enrollment forms and registration fees should be returned to the school office by June 5th. Every re-enrollment application will be reviewed before the student is re-enrolled. The student who, in our judgment, has been a continual disciplinary problem and/or whose parents have failed to demonstrate a supportive and cooperative attitude will not be re-enrolled.

TRANSFER AND WITHDRAWAL

Parents who are moving from the area and/or choose to withdraw their child should come to the school office and settle all accounts. Copies of student records will not be released until accounts are cleared.

FINANCIAL POLICY

All monies paid to CRCA belong to CRCA and we have no duty or obligation to return anything. We can use this money anyway we deem necessary and appropriate. Tuition and fees shall be paid in nine monthly installment payments and will be due on the 10th of each month from September through May. A June 1st billing will include any fees incurred the last month of school. If payment is not received by the 20th of the month, the account will be delinquent. The child is subject to expulsion if financial obligations remain outstanding.

In the event a student is withdrawn or expelled during the school year, pre-paid tuition will be refunded only up to the week following the last day of attendance.

We may make an exception to our financial policy for an individual. The exception applies only to that specific individual and applies to no one else and does not constitute a change in policy.

ADDITIONAL EXPENSES

Other expenses must be anticipated throughout the year. These expenditures include such things as PACEs, uniforms, pictures, athletics, ceramics, state convention, etc.

STANDARDS OF STUDENT CONDUCT

Because of the great responsibility which is placed upon Christians to be godly examples, it is expected that all students at **Columbia River Christian Academy** will maintain the highest standards of Biblical convictions and conduct. We believe God calls us as Christians to the highest character when He commands us to be holy. In obedience to this command, we are seeking to produce students whose lives are blameless towards God and man.

Students are expected to maintain their Christian testimony both on and off campus. Therefore, students are expected to refrain from talking about, engaging in, including but not limited to: cheating, lying, fighting, using tobacco, alcohol or illegal drugs, pornography, obscene gestures or expressions, sexual contacts, unwholesome movies or videos, and any music which encourages un-Christ like behavior. Students who participate in such activities, whether on school property or otherwise, are subject to suspension or expulsion. We recognize that it is impossible to define spirituality by rules and regulations. A student can be deserving of discipline as a result of wrongful attitudes as well as wrongful actions. By virtue of their enrollment, students agree to seek to live according to the principles of God's Word.

To have to call into question the attitudes or behavior of a student is always a grievous matter for the school staff, and in all cases the student will be granted the benefit of the doubt whenever

possible. Those who blatantly or persistently choose to practice un-Christ-like living and continue to be unrepentant disqualify themselves from the privileges and benefits of CRCA. Such a student will be counseled by the supervisor, principal, or a delegated staff member and may be requested to withdraw from the school. Any such student who later evidences the fruit of repentance may apply for reinstatement. The student would then undergo an interview with the principal and school staff to determine the appropriateness of reinstatement.

BOY/GIRL RELATIONSHIPS

It is our intention to encourage and develop wholesome relationships between boys and girls. Self-control, restraint and courtesy are the virtues we seek for our students.

We suggest that boys and girls limit their social contacts to family or group activities. Chaperoning families can provide the wholesome environment teenagers need for their social growth. Private dating without a chaperone is not acceptable.

DISCIPLINE

Columbia River Christian Academy is dedicated to the training of youth in a program of study, activity, and life that is Christ-centered. We are here to work closely with the home to train the whole child. We are not here to take the place of parents who have experienced difficulty in fulfilling their role. The goals of this school are not to reform students but to assist in training Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship.

Properly administered discipline will result in a child having love and respect for parents and authority. Our goal is that he will demonstrate self-control, meekness and deference toward others.

Here at CRCA we seek to discipline in a way that is firm, consistent, fair, and tempered with love. If we make an exception in discipline it only applies to the one we made it for; it does not apply to anyone else.

Our staff endeavors to maintain standards of behavior in the classroom through kindness, love, and genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out.

CORPORAL INSTRUCTION

In order to carry out parents' wishes for total character development, the staff will follow the Scriptural admonition to correct a child when his behavior is in violation of proper or reasonable rules and procedures. If, in the principal's judgment, a student's behavior warrants a more severe discipline, a spanking will be administered, with the parent's prior approval.

SEARCHES

The school staff reserve the right to look at anything we deem necessary. We reserve the right to search anything on the property including but not limited to: back packs, athletic bags, purses, pockets, lockers, desks, vehicles, and the person.

PROBATION

If a child's attitude is not in accord with school policies or principles, the child may be on probation. Both parents will be called for a conference. If the administration feels the situation has not changed within two weeks the parents will be asked to meet with the Board to bring the problem to resolution.

DEMERITS AND CORRECTIVE ACTION

Demerits and "corrective action notice" are lesser forms of discipline used to assist a child in changing unacceptable behavior. The paramount rule in the Learning Center is "Do Not Disturb." Demerits are given for disturbances or for breaking rules (see Student Handbook). The first two demerits fall under grace. Three or more marks in one day will result in detention time. Detention will be served the same or following day as follows:

3 demerits---20 minutes

4 demerits—30 minutes

5 demerits—45 minutes

6 demerits—1 hour

When a student receives a detention, a "corrective action notice" will be sent home with the student and is to be signed by parents and returned the following morning. During the detention time, students may receive an assignment appropriate to the offense.

CHAPEL

Weekly chapel sessions are held to assist the student in his spiritual growth. The Word of God will be presented by visiting or local pastors, missionaries or **CRCA** staff members. Chapel services include a variety of worship and learning activities, which can be a vital source of spiritual exhortation and enrichment for the students. Attendance at chapel is required.

PERSONAL APPEARANCE

As leaders in training, students are expected to maintain a personal appearance characterized by modesty, wholesomeness, cleanliness and neatness. We encourage our young ladies to be modest and feminine at all times. We desire for our young men to exhibit self-control and masculinity without "macho". See Student Handbook for specific guidelines.

CURRICULUM

Columbia River Christian Academy predominately uses School of Tomorrow materials for the academic curriculum in grades K-12.

KINDERGARTEN

Reading readiness is the primary academic objective of the Kindergarten program. Using the bright and colorful Pre-school/Kindergarten curriculum with Ace and Christi, students develop the skills and coordination needed for reading. Character trait stories, animal songs, art projects, games, physical development activities and even cooking projects reinforce PACE learning and all add up to a well-rounded curriculum. During kindergarten, children learn to name and print letters as well as the 35 letter sounds in preparation for the Learning-to-Read program. This approach eliminates the confusion surrounding the fact that the same letter may make more than one sound and allows time for more coordination development before beginning letter formation.

LEARNING-TO-READ PROGRAM

In the first grade program children at **CRCA** learn to read in nine to twelve weeks using the phonics based ABC's of ACE curriculum before beginning first level PACE's. More than learning letters and words, reading requires many physical and mental skills working together to make a good reader. The ABC's of ACE includes activities to develop all aspects necessary to reading. Songs, exercises, stories, and art projects reinforce each new letter and make learning enjoyable. Upon completion of the program, students transition directly to a Reading-to Learn program with a full offering of subjects. This quick reinforcement of reading skills assures the most solid reading foundation.

READING-TO-LEARN

The School of Tomorrow curriculum honors the Lord and provides solid academic preparation in all basic areas of knowledge and skills. As the student enters the Reading-to-Learn program the training is individually prescribed and begins for each student at his/her tested functional level in each academic area. The student works individually at a rate commensurate to his own experience and capability. This curriculum allows the student to advance at his own rate.

The basic unit of curriculum is the Packet of Accelerated Christian Education (PACE). Each PACE includes instructional material, skill, practice, review, and evaluation. A student moves to the next PACE in each subject only when he has satisfactorily completed his current PACE in that area. PACE's are provided in Word Building, English, Math, Science, and Social Studies. There are also a variety of elective subjects for high school level students.

BIBLE MEMORY

Each month 10 to 12 verses of Scripture are selected to be read aloud each morning at opening exercises. During the month the students are to commit to memory the monthly selection and recite it to a staff member. The result of this discipline of memorization is a wealth of Scriptures

committed to memory. Empowered by the Holy Spirit, these Scriptures become a resource of Biblical truth for making God-honoring decisions throughout life.

GRADING

Mastery learning is the objective of the ACE curriculum. Students are required to attain a 90% on all PACE tests in PACE’s 1-36, and an 80% on all PACE tests in Pace’s 37-144. If a student demonstrates by a low test score that he/she has not mastered the material, a repeat PACE will be issued. This requirement helps to eliminate learning gaps as the student advances.

For non-PACE classes, students in levels 1-8 will be assigned a letter grade as follows: E-excellent, G-good, S-satisfactory, and N-needs improvement. High school students will be assigned a letter or percent grade.

GRADUATION REQUIREMENTS

A minimum of twenty credits are required for graduation. A prescribed course of study will be determined through a conference among the staff, parents, and student. Transfer students must complete at least 4 ½ credits in this school before receiving a diploma.

Twelve PACE’s in a subject are one credit. Six PACE’s are ½ credit. A student should strive to complete at least 5 credits per year in order to complete the requirements within four years. Students may not graduate early unless they take the College Prep. or Honors course of study. The class valedictorian and salutatorian must also have been on the College Prep or Honors programs.

| Subject: | HONORS | COLLEGE PREP | GENERAL | VOC |
|----------------------|----------------------------------|---------------|---------------------------------|---------|
| Math | 3 cr to 132 & ½ Trig | 3 cr to 132 | 3 cr to 108 or Consumer Math | 3 cr |
| English | 4 cr to 144 | 4 cr to 144 | 4 cr to 132 | 4 cr |
| Soc.Stud. | 4 cr to 144 | 3 ½ cr to 138 | 4 cr to 132 | 3 cr |
| St. Hist. | ½ cr | ½ cr | ½ cr | ½ cr |
| Science | 3 cr to 120 & Chem or Physics | 2 cr to 120 | 2 cr to 120 | 3 cr |
| Bible | 3 cr | 2 cr | 2 cr | 2 cr |
| “Faith and Practice” | 1 cr | 1 cr | 1 cr | 1 cr |
| Typing | 1 cr | 1 cr | 1 cr | 1 cr |
| Computer Lit | 1 cr | 1 cr | 1 cr | 1 cr |
| Health | ½ cr | ½ cr | ½ cr | ½ cr |
| P.E. | 1 ½ cr | 1 ½ cr | 1 ½ cr | 1 ½ cr |
| Elective | 2 ½ cr | 2 ½ cr | 1 cr | ½ cr |
| Speech | ½ cr | ½ cr | ½ cr | ½ cr |
| Music | ½ cr | | | |
| TOTALS: | 26 ½ cr | 23 cr | 22 cr | 21 ½ cr |

WEEKLY SCHEDULE

School is in session from 8:30 a.m. until 3:00 p.m. Monday through Friday. Kindergarten meets three days a week 8:30 a.m. until 3:00 p.m.

Except for pre-arranged activities, students will not be supervised by school personnel before 8:10 a.m. or after 3:15 p.m. We request that students be at school only during supervised times. Students that are left at school longer than 15 minutes after dismissal time may be charged an extra fee.

ACE CONVENTION

The ACE Convention is an exciting opportunity for our students during the school year. **CRCA** has been attending these conventions since 1973. Our students have developed their talents and abilities in preparation for this competition. Many have won outstanding awards. Students are encouraged to compete in any of more than one hundred events, including athletics, music, drama, academics, and arts and crafts.

SUMMER MISSIONS

A number of **CRCA's** high school students have participated in various summer mission projects. Our purpose is to encourage and facilitate "hands on" missions experience for our students in order that they might gain a personal vision for the fulfilling of the Great Commission. We desire to encourage and assist each of our high school students to take part in a summer missions trip. Interested sophomore or junior year students should make application for a mission trip for the following summer. These students would be helped as they prepare to go by staff, parents, and fellow students. They would then be encouraged to share their experiences upon their return.