



Christian Academy  
OF LOUISVILLE

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SOUTHWEST CAMPUS

Elementary School  
FAMILY HANDBOOK

2017-2018

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Louisville, Kentucky 40258  
(502) 447-6500

[www.caschools.us](http://www.caschools.us)

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***NOTE:*** *The policies and procedures in this handbook supersede all other directives and are under review at least annually. Additions, deletions and changes may occur at any time, including during the school year. Neither this handbook nor anything in it is a contract.*

Section I

General Information  
For All Christian Academy  
School System Families

Policies and Procedures

2017-2018

## **G.1.0 INTRODUCTION**

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*For no one can lay any foundation other than the one already laid, which is Jesus Christ.*

I Corinthians 3:11 NIV

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This Family Handbook is intended to serve as a convenient source of information about Christian Academy School System. Please study it carefully together as a family upon receiving it, and keep it ready for reference during the year.

The following policies and procedures represent the most recent expression of the leadership of Christian Academy schools in order to provide for equitable and consistent treatment of students and families. Neither this handbook nor anything in it is a contract. To assure that Christian Academy schools achieve and maintain the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its students and families under changing conditions, Christian Academy schools reserve the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

Questions about policies or procedures should be directed to the appropriate school administrator. It is the goal of Christian Academy schools to endeavor to create an environment where Christ is honored every day and where there are few distractions to learning.

May God bless our school family as we work together to serve our Lord and Savior.

### **G.1.1 About Christian Academy School System**

Christian Academy of Louisville (CAL) was founded in 1976 serving 120 students in grades one through six in classrooms located in two church facilities. In 1977, a middle school was added doubling the enrollment to 240 students. In 1978, classes were consolidated at 3110 Rock Creek Drive with an enrollment of 336 students in grades one through nine. In 1982, the first senior class was graduated with 19 students. To accommodate the increasing number of students, the middle school was moved to a separate campus on Sils Avenue in 1994.

Continued growth led to the building of the facility on English Station Road, which opened in the fall of 1998. Currently more than 1687 students in kindergarten through twelfth grade attend the English Station Campus while an additional 163 students attend kindergarten through fifth grade at the original Rock Creek Campus. With the opening of the second campus, the vision for a Christian Academy School System (CASS) started to become a reality. The leadership of the school continued to pray for wisdom as they learned how to operate a school system without compromising core values.

Preschool also became an important part of the Christian Academy educational experience. The first Christian Academy Junior Academy was opened in 1998 at the Rock Creek Campus. Junior Academies have been established on all campuses and now serve over 378 little ones.

As the English Station and Rock Creek campuses grew, members of the Southwest Louisville Christian community approached Christian Academy leadership requesting the opportunity for families to provide Bible-based education for their children. As a result, the CAL-Southwest Campus opened for the 2000-2001 school year. Approximately 182 students are served in kindergarten through eighth grades on its campus located on St. Andrews Church Road.

The Christian Academy School System crossed the river to Southern Indiana in 2000 when Northside Christian Academy in New Albany joined the Christian Academy family of schools. A few years later, in time for the 2003-04 school year, Graceland Christian School, also in New Albany, joined the Christian Academy system. With the addition of Graceland, Christian Academy established a division for these schools under the name of Christian Academy of Indiana (CAI).

CAI inherited a rich history of Christian school education when the two Indiana schools merged. Prior to joining the Christian Academy School System, Northside had been in existence for six years. Northside Christian Academy was started in 1994 by Northside Christian Church. Graceland Christian School was founded in 1969 by Graceland Baptist Church. Although both schools were originally established as educational extensions of their founding churches, the combined CAI student body represents families from more than 80 area churches.

By God’s blessing, increased enrollment created the need for additional space and a desire to expand the Christian school community in Southern Indiana. Therefore, Christian Academy of Indiana moved into a new facility in New Albany, Indiana for the 2005-06 school year. Enrollment is about 737 students in kindergarten through 12<sup>th</sup> grade.

In fall 2013, the Providence School for children with Down syndrome located at the Rock Creek campus became a notable educational addition to the Louisville Metro area. The goal of the Providence School is for as much student inclusion in typical classrooms as possible, while maintaining academic gain for each student. Currently, this school program serves preschool and elementary-age students with the intent to add a grade each year.

Ninety-eight percent of Christian Academy graduates go on to college. Seniors’ performances on college entrance exams are among the best in the Louisville/Southern Indiana area. Recent graduates, including National Merit Finalists, Governor’s Scholars, and students receiving appointments to the service academies, have received millions of dollars in scholarships.

The Christian Academy School System holds a distinctive place among educational institutions in the greater Louisville area by providing high-quality, affordable Christian education for more than 30 years. At the core of Christian Academy schools is a commitment to traditional education in a Christ-centered environment. Significant effort is directed toward reading and writing competency, math proficiency, and other areas of scholastic achievement in the context of biblical worldview. A full complement and variety of extracurricular and athletic activities are also offered.

### **G.1.2 Christian Academy School System Directory**

The Christian Academy School System is a family of Christian schools that share a philosophy, mission, and commitment to providing quality Christian education in a Christ-centered environment. Each school reflects the needs and desires of the Christian community it serves.

The Christian Academy School System campuses are listed below.

**Christian Academy of Louisville** – English Station Campus      *Grades K-12 and Preschool*  
700 South English Station Road  
Louisville, Kentucky 40245  
(502) 244-3225

**Christian Academy of Louisville** – Rock Creek Campus      *Grades K–5, Preschool and Providence School*  
3110 Rock Creek Drive  
Louisville, Kentucky 40207  
(502) 897-3372

**Christian Academy of Louisville** - Southwest Campus      *Grades K–8 and Preschool*  
8307 St. Andrews Church Road  
Louisville, Kentucky 40258  
(502) 447-6500

**Christian Academy of Indiana**      *Grades K–12 and Preschool*  
1000 Academy Drive  
New Albany, Indiana 47150  
(812) 944-6200

### **G.1.3 Statement of Faith**

We believe that the Bible is the only inspired, inerrant Word of God.

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ is God Himself, came to earth in the flesh, was born of a virgin, and lived a sinless life. He died a substitutionary and atoning death on the cross. He arose bodily from the grave and ascended into heaven where He sits at the right hand of God.

We believe man was created in God's image and being descended from Adam inherited a sinful nature and is totally unable to save himself from the natural consequences of sin.

We believe men and women are saved and justified by faith in the shed blood of Jesus Christ and by accepting Him as Lord and Savior are born again by the Holy Spirit and become children of God. There is a spiritual unity of all believers in our Lord Jesus Christ.

The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of doctrine, practice, policy, and discipline, the Superintendent, subject to review by the Board of Directors as appropriate, is the school's final interpretive authority on the Bible's meaning and application.

### **G.1.4 Statement of Sanctity of Life and Statement on Gender, Marriage and Sexuality**

#### **Statement on Sanctity of Life**

We believe that all human life is sacred beginning at the moment of conception and ending at a person's natural death. Accordingly, every unborn child is a living human being, created in the image of God, and must be respected and protected both before and after birth. Direct or indirect volitional taking of any innocent human life by any means and by any individual or entity through abortion or euthanasia constitutes a violation of the sanctity of human life, and is a sin against God and a crime against man.

#### **Statement on Gender, Marriage and Sexuality**

We believe that God acts to give each person a gender by wonderfully and immutably creating each person as distinctly male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection, whether by personal volition or compulsion, of one's biological gender is a rejection of the image of God within that person and a sin against God.

We believe that the term "marriage" has only one meaning, which is marriage as created and sanctioned by God in which God joins one man and one woman in a single, life-long, and exclusive union, as delineated in Scripture.

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that condoning, engaging in, or facilitation of any form of sexual intimacy outside of marriage is sexually immoral, sinful, and offensive to God.

We believe that any form of sexual immorality is sinful and offensive to God. Sexual immorality includes, but is not limited to adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex.



We believe that in order to preserve the function and integrity of the Christian Academy School System's, and its member institutions, commitment to traditional education in a Christ-centered environment, to act as a faithful and local component of the Body of Christ, and to provide Biblical instruction and modeling to the System's students, faculty, staff, families, and the community, it is imperative that all persons employed by Christian Academy School System in any capacity, who serve as volunteers, or independent contractors, should abide by and agree to our Statement of Faith and to this Statement on Gender, Marriage, and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and repent from their sin, who seek His mercy and grace, and humbly ask for His forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity; behavior or attitudes not displaying compassion, love, kindness, respect, and dignity which are directed toward any individual are unacceptable, must be repudiated, and are not in accord with Scripture, the doctrines of the Church, or the policies of Christian Academy as reflected in our Statement of Faith.

### **G.1.5 Mission Statement, Vision, Core Values**

#### **MISSION STATEMENT**

*The mission of Christian Academy is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men. As such, Christian Academy considers its employees to be ministers of Christ to the students and families they serve.*

#### **VISION**

*The vision of Christian Academy is to ignite and transform students to impact our communities through world-class, Christ-centered educational experiences.*

**Vision:** To have a vision means to powerfully dream and imagine. At Christian Academy, the vision that has been cast by our Board of Directors and Senior Leadership is based on biblical principles, and is intended to guide our school system for years to come, ensuring focus on Christ-honoring and inspirational goals.

**Ignite:** We intend for the faith of our students to catch fire, developing a personal and genuine relationship with Jesus, that will continue long after they graduate from Christian Academy.

**Transform:** We desire for our students to experience dramatic changes during their time at Christian Academy. In addition to physical changes as they grow and mature, their Christ-like character will deepen and become outwardly obvious as spiritual transformation occurs.

**World-class:** We strive for excellence in everything we do and seek to be the best-of-the-best in all endeavors; not because we want to be held in high esteem, but because God deserves only the best. He is Lord, He is master, and He has created all of us with gifts and abilities. We are committed to unleashing each person's gifts and abilities, and striving for high performance in all endeavors, for His glory.

**Christ-centered:** Being Christ-centered means we are focused on Jesus...His desires, His goals, the lifestyle He led, and the examples He set of how to love God and each other.

**Educational experiences:** We believe that teaching occurs in the classroom through instruction, and also through co-curricular and extra-curricular activities, and by engaging in service and missions opportunities. We desire for our students to learn rigorous curriculum that will challenge them academically, but equally important, we desire for them to develop their individual areas of passion and hearts for God.

**Impact:** Impact is about people, not programs. By seeking out, listening to and responding to needs locally and around the globe, we are the hands and feet of Christ.

**Communities:** We view community not as geographical locations, but people bonding together, supporting, encouraging and loving one another. We are all members of the body of Christ, and seek to bless others, and be blessed, through camaraderie and serving locally and around the globe.

## **CORE VALUES**

Christ-centered – We proclaim the Lordship of Jesus Christ in all of life. Christ alone through His sacrifice, death, and resurrection is the source of our salvation and the foundation of our Christian faith. He is the way, truth, love, and life.

Honor – We participate with all people as partners in God’s command to glorify Him by being faithful stewards of the time, talent, and treasure He has given us. In all relationships we seek to give honor where honor is due.

Respect – We love our neighbors as ourselves. In humility and gratitude we celebrate and care for people from all countries and cultures, all races and ethnicities, sharing with them the Gospel of Jesus Christ and the blessings of a Christian way of life.

Integrity – We recognize that excellence, honesty, purity, loveliness, wholeness, every good and noble thing comes from God and is our reasonable service unto Him. In every thought and action we strive to be testimonies of the character and peace of God.

Service – We serve God by serving others, applying our divinely-given individual giftedness in a manner that cares for our families through respectable enterprise and blesses both the church and the world. Our works of service are an expression of our faith.

Truth – We affirm the Bible as God’s infallible, trustworthy Word, which provides us with the principles and values we need for life and godliness. Because God is and has revealed Himself, we acknowledge the existence of absolute truth that forms a meaningful basis for education, morality, and life.

### **G.1.6 Philosophy and Goals of Christian Academy School System**

The educational philosophy of the Christian Academy School System is based on a Biblical view of God, man, truth, and education. Since God created and maintains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is especially true of man who was created in God’s image, different in kind from all other creation, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, however, he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord and thus be enabled to do God’s will, which is the ultimate purpose in life.

The entire process of education is seen as a means used by God to bring the student into fellowship with Himself, to develop a Christian mind in him and to train him in Godly living so that he can fulfill God’s total purpose for his life. He must be taught the Bible so he may understand God as well as his own nature and role as a person created in God’s image. He must be developed and related to God as a whole person, spiritually, mentally, physically and socially. He must learn to see all truth as God’s truth and to integrate it with his own unique abilities and personality. He must interact with and be taught by parent and teacher models who are themselves born again and have this perspective of life.

The authority for such an education comes both from God’s command that the children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents’ request the Christian school, along with the church, becomes a partner in giving this education.

**The purpose of Christian Academy is to provide a Biblically-integrated instructional program in a disciplined environment that encourages spiritual commitment and academic excellence.**

We believe, therefore, it is the responsibility of the school to be dedicated to:

1. Leading each student to a vital, personal relationship with God through faith in Jesus Christ;
2. Assisting each student in the development of a Christian mind and a Christian lifestyle;
3. Promoting a Biblical integration of faith and learning;
4. Developing a comprehensive educational program that helps each student achieve full academic potential;
5. Maintaining a diverse extracurricular program designed to assist each student in the development of social skills and the expression of individual personality;
6. Preparing and encouraging each student for effective service for Christ in whatever career he/she chooses;
7. Supporting and assisting the Christian home and the Bible-teaching local church.

To fulfill these responsibilities it is the goal of Christian Academy to:

**Christian Faith and Values**

1. Help each student increase in knowledge of God and accept Him as the source of knowledge and wisdom;
2. Encourage each student to accept Christ as personal Savior and to continue to grow and develop in the knowledge of Christ so as to become more like Him (Ephesians 4:13);
3. Help each student understand the present ministry of the Holy Spirit, who lives in each believer, and guides each believer in the understanding and application of Biblical principles (John 14:26, John 16:13, I Corinthians 6:19);
4. Help each student gain a knowledge of, appreciation for, and confidence in the Bible as the only inspired, infallible, and authoritative Word of God, and encourage each student to be consistent in personal Bible study;
5. Help each student understand the significance of the local Bible-teaching church and the necessity for regular attendance and involvement;
6. Help each student identify and develop his/her unique gifts and abilities, and the importance of using them for the benefit of the entire Christian community (I Corinthians 12:7, Ephesians 4:16);
7. Help each student with the development of personal Christian convictions and values, and encourage commitment to them during times of pressure and adversity (Ephesians 6:11-13);

**Christian Missions and Service**

1. Encourage each student to be sensitive and responsible to the needs of others (Philippians 2:4);
2. Help each student develop the abilities and skills needed to effectively communicate the Gospel of Christ (Romans 1:16);
3. Help each student develop a knowledge of and spiritual concern for other people and cultures, and assume the responsibility each Christian has in the area of world missions (Matthew 28:19-20);

**Intellectual Development**

1. Assist each student in recognizing that each area of instruction, whether scientific, historical, mathematical, literary, or artistic, must be understood within the pattern of God's truth as revealed in the Bible;
2. Assist each student to acquire proficiency in the basic skills necessary to intelligently meet the demands of life;
3. Help each student gain a thorough command of the fundamental processes used in communicating with others;
4. Challenge each student to strive for excellence and maximum achievement in every area of the instructional program;
5. Prepare each student to pursue independent study, to reason logically, and to develop a life-long interest in learning and intellectual development;
6. Prepare each student with the knowledge and skills necessary for further study and occupational competence;

7. Assist each student in the development of creative and critical thinking skills, using Biblical principles and criteria as the basis for evaluation;

### **Physical Development**

1. Assist each student to understand that the body is the temple of God and is to be kept clean and pure, capable of responding to God's direction;
2. Encourage each student to accept personal responsibility for achieving and maintaining physical fitness and practicing good health habits;
3. Develop in each student an awareness that a healthy physical body contributes significantly to a sound mental, spiritual, and social state;
4. Assist each student in recognizing the dangers inherent in the use of substances harmful to both physical and spiritual well-being, and in accepting responsibility to avoid the use of such substances;
5. Assist each student to develop an interest in the skills needed for life-long involvement in physical activities;

### **Social Development**

1. Encourage each student to develop Christian attitudes, accept principles of behavior, and base decisions on the spiritual, moral, and ethical values of the Bible;
2. Prepare each student to assume the responsibility and privileges of citizenship;
3. Teach each student the Biblical principles regarding marriage and family life and the personal commitment needed to establish and maintain Christian families, including the belief that a biblical marriage is limited to a covenant relationship between a man and a woman (Matthew 19:4);
4. Assist each student to acquire the attitude and skills essential to effective interpersonal relationships;

### **Career Development**

1. Assist each student to acquire a basic knowledge of the economic system, to develop attitudes and skills needed to be a competent consumer, and to apply Biblical principles to the use of personal resources;
2. Assist each student to develop respect for the dignity of labor and pride of performance;
3. Assist students in developing values, attitudes, and basic knowledge essential to the world of work through career awareness and exploration.

### **G.1.7 Accreditation**

Accreditation is the recognition of schools for achieving and maintaining educational excellence and integrity. The designation of "accredited" is awarded by regional and national organizations that set standards for educational and operational performance and then monitor schools' compliance with those standards. The notation of accreditation on a student's transcript adds to the perception of its validity and credibility when reviewed by a school or college admissions administrator.

All Christian Academy PreK-12 schools are accredited by AdvancED, the parent organization of the North Central Association (NCA) and Southern Association of Colleges and Schools (SACS). AdvancED is the major accrediting agency in the middle and southern U.S. and is a sister organization of other regional accrediting agencies across the country. Most public and non-Christian private schools pursue this regional accreditation.

In addition, all Christian Academy PreK-12 schools hold the distinction of Exemplary Accreditation with the Association of Christian Schools International (ACSI). In 2015, CASS schools were among the first in the country to host a review conducted by the ACSI National Accreditation Commission. The exemplary criteria are for those schools which have reached an influential level of distinguished organization, achievement and operations.

ACSI accreditation further enhances the value of a Christian Academy education. Other Christian schools and colleges recognize it as validation of achieving the high standards required to attain it.

All schools meet the standards of the states in which they reside. CAI is accredited by the State of Indiana and Kentucky schools are certified by the Commonwealth of Kentucky. Kentucky does not accredit schools

independently, but certifies schools that are accredited by recognized agencies including ACSI, AdvancED/SACS, or the Kentucky Nonpublic Schools Commission.

All schools in the Christian Academy School System are accredited, certified and/or licensed by the following organizations:

#### Kentucky

- Association of Christian Schools International (PreK-12)
- AdvancED/Southern Association of Colleges and schools (PreK-12)
- National Council of Private School Accreditation
- Kentucky Non-Public School Commission
- Commonwealth of Kentucky

#### Indiana

- Association of Christian Schools International (PreK-12)
- AdvancED/North Central Association (PreK-12)
- National Council of Private School Accreditation
- State of Indiana

### **G.1.8 Board of Directors**

A Board of Directors governs Christian Academy. Board members serve a minimum of three years with new members elected each spring. The primary function of the board is to set school policy. The Board of Directors reviews, analyzes and revises policy where necessary.

The Board oversees the Superintendent and Executive Director who effectively implement the procedures that carry out the policies set by the Board of Directors. The superintendent is responsible for carrying out the mission of the school system and overseeing the academic and spiritual functions. The Executive Director is responsible for the operations necessary to support the schools' pursuit of the mission.

Members of the Board for the 2017-18 school year are listed below.

- Sarah Butler
- Matt Chalfant
- Jason Chambers
- Mike Evans
- Jennifer Hickman
- Angela Nash
- Jeremy Nelson
- Troy Thompson
- Paul Tran
- Scott Watkins

## **G.2.0 GENERAL POLICIES AND PROCEDURES**

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*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.*

Colossians 3:17

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### **G.2.1 Admission**

Subject to the faith-based standards and beliefs stated in the Christian Academy policies and procedures, Christian Academy School System admits students of any race, gender, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, nationality or ethnic origin in administration of its educational policies, admissions policies, tuition grant program, athletic and other school-administered programs.

Christian Academy was established on the biblical principle that God gives parents the primary responsibility for educating their children. The school enters into a partnership with parents and Christian educators to teach academics in the context of a Christian worldview. Christian Academy's policy is to offer enrollment to students of Christian parents who desire a Bible-based education with academic excellence for their children. The Christian Academy staff partners with families who also teach their children what it means to have a Christian lifestyle regarding personal and family relationships, such as demonstrating love for others, exhibiting a teachable spirit and sharing the belief that a biblical marriage is limited to a covenant relationship between a man and a woman (Matthew 19:4).

Notwithstanding anything else in this handbook, Christian Academy reserves the right to select students and families on the basis of academic performance, Christian commitment, lifestyle choices and personal qualifications including a willingness to cooperate with our administration and policies. Therefore, Christian Academy reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue the enrollment of a student on the basis of, but not necessarily limited to, the inability to support the moral principles of the school and/or the inability to maintain a lifestyle consistent with the Christian Academy statement of faith, mission, values, philosophies and goals, and any related policies and procedures. (Romans 1:24-32, Galatians 5:19-21)

### **G.2.2 Fundraising**

The costs involved in operating Christian Academy School System significantly exceed the amount that is charged in tuition and fees. Therefore, we ask that the school community support the ministry of the school above and beyond tuition and fees, as they are led by God to do so. Christian Academy School System's Annual Fund Campaign is designed to bridge the gap between tuition and operating costs. The Annual Fund is achieved each year through voluntary tax-deductible gifts from parents, grandparents, staff, alumni and the community. Through these gifts, we are able to provide students with an academically advanced Christ-centered education.

The Christian Academy Gala is the main fundraising event for the school system and proceeds go to support the Annual Fund to benefit each campus. Everyone is invited to be part of this event. There are other campus specific fundraising events throughout the year led by the Development Office and the PTO for each campus. There are other opportunities to give back to the school through in-kind donations, participation in capital campaigns, fundraising events or estate planning to assist in meeting needs in the future.

Approval from the Director of Development must be obtained for all school-related fundraising projects prior to any sales or activities being conducted. All fundraising inquiries should be directed to the Director of Development at (502) 244-3225.

## G.2.3 Inclement Weather/School Closing

### Christian Academy Kentucky Schools

Closings and delays of Junior Academy (PreK) – 12 schools will be announced via the following media:

**1<sup>st</sup> Christian Academy Emergency Alert System**

All students and parents/guardians are automatically registered for this service at the time of enrollment. All parents and guardians should keep their email address and cell/home phone numbers current in RenWeb. More information about accessing and using RenWeb can be found here: <http://caschools.us/renweb>. More information about our emergency alert system can be found here: <http://caschools.us/school-closing-procedures>.

**2<sup>nd</sup> Christian Academy website [www.caschools.us](http://www.caschools.us)**

In addition, you may watch for closing information under the name of Christian Academy of Louisville on the following local media stations: WAVE 3, WDRB 41, WHAS 11, and WLKY 32. However, the most reliable information will come from the Christian Academy Emergency Alert System.

In the event of the need to close one KY campus, or if there are any significant schedule changes such as early dismissal, the Christian Academy Emergency Alert System will be the primary source of notification. Local media sources should not be relied upon for information about single school closings.

Parents always have the option of keeping students home if they consider the roads or conditions hazardous. Students who do not attend school will be considered absent.

Kentucky Junior Academies:

English Station, Rock Creek, and Southwest Junior Academies – All programs are closed when the rest of the school is closed.

Delayed Schedule:

Christian Academy has a delayed start-of-school protocol for all KY campuses that applies to all levels, Junior Academy through 12<sup>th</sup> grade. Under a delayed start, the regular schedule for school will be postponed for two hours.

A delayed start-of-school announcement will be made via the Christian Academy Emergency Alert System.

- Bus routes will begin 2 hours later than daily pick up times.
- Schools will receive students 2 hours later than their daily schedule.
- Schools will start 2 hours later than their daily schedule.
- Schools will adjust their internal daily schedules to accommodate their needs.
- Schools will dismiss at regularly scheduled times.
- In rare and extreme conditions, school closing will be announced.

*Please Note: Christian Academy of Louisville does not follow JCPS schedules or announcements.*

### Christian Academy of Indiana

Closings and delays of Junior Academy (PreK) – 12 schools will be announced via the following media:

**1<sup>st</sup> Christian Academy Emergency Alert System**

All students and parents/guardians are automatically registered for this service at the time of enrollment. All parents and guardians should keep their email address and cell/home phone numbers current in RenWeb. More information about accessing and using RenWeb can be found here: <http://caschools.us/renweb>. More information about our emergency alert system can be found here: <http://caschools.us/school-closing-procedures>.

**2<sup>nd</sup> Christian Academy website [www.caschools.us](http://www.caschools.us)**

In addition, you may watch for closing information under the name of Christian Academy of Indiana on the following local media stations: WAVE 3, WDRB 41, WHAS 11, and WLKY 32. However, the most reliable information will come from the Christian Academy Emergency Alert System.

Parents always have the option of keeping students home if they consider the roads or conditions hazardous. Students who do not attend school will be considered absent.

Delayed start-of-school for Christian Academy of Indiana Grades K-12:

- One-hour delay, school will begin at 9:15 a.m. for HS/MS; 9:00 a.m. for elementary.
- Two-hour delay, school will begin at 10:15 a.m. for HS/MS; 10:00 a.m. for elementary.
- Half-day Kindergarten will attend on delayed days and dismiss at their regular time.

A delayed start-of-school announcement will be made via the Christian Academy Emergency Alert System.

Junior Academy Part Day Classes:

- Closed when the rest of the school is closed.
- One-hour delay - part day morning classes will begin at 9:00 a.m. and dismiss at 11:00 a.m. Afternoon classes will convene and dismiss as usual from 12:00-2:40 p.m.
- Two-hour delay - morning part day classes will begin at 10:00 a.m. and dismiss at 12:00 p.m.
- Two-hour delay - afternoon part day classes will begin at 12:45 p.m. and dismiss at 2:40 p.m.

School-Age Care and Junior Academy Full Day Classes will be closed when school is closed. If there is a one- or two-hour delay, School-Age Care and Junior Academy Full Day will open at the regular time. The announcement regarding closings will be made through the Christian Academy Emergency Alert System and on local media as "Junior Academy of Christian Academy of Indiana."

## **G.2.4 Marketing, Public Relations, Branding and Logo Usage**

The Director of Marketing provides oversight to all Christian Academy School System branding, logo usage, marketing, communications and public relations efforts, and is the official media contact for Christian Academy. All media inquiries should be directed to the Director of Marketing at (502) 244-3225. In order to maintain consistency and to ensure the communication of accurate information, parents, students, faculty, staff and coaches are not authorized to issue press releases or otherwise communicate for or on behalf of the schools or any school program, team or group unless specifically authorized to do so by the Superintendent, Executive Director or Director of Marketing.

Permission to use a student's photo or image for publication, video and other marketing purposes by authorized Christian Academy personnel is granted by signing this handbook's agreement unless the Director of Marketing for Christian Academy School System is notified in writing that permission is denied by the student's parent or guardian.

Permission to use the Christian Academy School System logo, or any other logo associated with the school system for an individual campus, athletics, fine arts, Jr. Academy, or any other area must be obtained by submitting a Brand Request Form on [www.caschools.us/brandconnection](http://www.caschools.us/brandconnection), and following the process set forth to accurately display and represent the Christian Academy School System with excellence.

## **G.2.5 Miscellaneous Expenses/Fees**

In addition to tuition there are other fees for various services or activities during the course of the school year. These may include food service, intramural sports, performing arts participation, elective class fees (Advanced Placement classes), school picture packages, yearbooks, class functions, athletic events, music programs, plays, etc. Most of these services or activities are optional. The school makes every effort to keep these expenses to a minimum.



## **G.2.6 Parent-Teacher Groups**

The purpose of parent-teacher organizations is to assist in coordinating volunteers that will serve both the classroom students and the teachers and to assist in raising funds that will directly benefit and enhance the learning experience for students. The mission of these support groups is to promote Christian education and to create a greater fellowship among all parents, teachers, staff, and student body. They are a valuable asset to Christian Academy schools.

## **G.2.7 Responsibility for Debts**

All families are expected to meet all financial responsibilities promptly. This includes tuition and bus fees, library fines, overdrawn lunch accounts, and other obligations. Records will not be released until all debts are paid.

## **G.2.8 Safe School Commitment**

Christian Academy School System is committed to establishing and maintaining a safe learning environment for each of its campuses. Therefore, Christian Academy School System reserves the right to routinely inspect and specifically search school buildings and grounds and lockers, as well as anything brought onto school property or school facilities in accordance with the laws of each state.

## **G.2.9 School Facilities Notices**

### Asbestos Management Plan

All buildings owned or occupied by Christian Academy School System have been inspected for asbestos-containing building materials. An inspector fully accredited by the appropriate state and the Environmental Protection Agency (EPA) conducted this inspection.

Christian Academy School System has adopted an asbestos management plan for each building. To see the plan, click here: [AHERA Asbestos Management Plan](#).

The district coordinator, maintenance staff, and building custodians will receive sufficient training to recognize asbestos and respond in the proper manner.

### Integrated Pest Management Program

Christian Academy School System provides numerous health services for students and school employees. One of those services is an Integrated Pest Management (IPM) program to prevent pest infestations. A recent change in state regulations now requires that the schools provide a 24-hour notice prior to any IPM applications made on school property. When requested, this information is available to all parents and school employees.

## **G.2.10 Security**

The only access into the school buildings during school hours is through the clearly-designated front office entrance. All other doors are locked. Please do not buzz for entrance at other doors. All parents, guests and other visitors to school must register at the reception desk, provide a government-issued ID, and wear an identifying badge while on campus. Acceptable government-issued IDs include: a driver's license, a state ID card, US Passport, US Military ID or a permanent resident card. Visitors must also sign out, return the badge, and leave campus through the designated entry door.

### **G.2.11 Traffic Safety**

It is imperative that all drivers travel in a slow and controlled manner while on campus. Please observe speed limit signs, stop at all crosswalks, refrain from all forms of distracted driving, and be vigilant in watching for children. Do not pass school buses with stop signs extended. Do not park in Fire Lanes. The safety of our students is a great concern.

All students are to be dropped off and picked up only at locations designated for each school level on each campus. Refer to the school-specific section of this handbook for details. Also, please observe all traffic and parking instructions and zones on campuses, and use marked crosswalks when crossing the flow of traffic.

### **G.2.12 Tuition Assistance**

The goal of the Tuition Assistance Program is to provide financial assistance to help Junior Academy – 12<sup>th</sup> grade families with tuition payments. The assistance, intended as a supplement to a family’s resources, is not restricted to only families whose ability to pay tuition is limited; it is also available to those families who may only need small awards or who have multiple children.

Each award is made for one year only. Families must apply each year because eligibility may change. Awards are based on the availability of tuition assistance funds.

Applications for tuition assistance are accepted beginning in January of the school year preceding the award. For additional information regarding tuition assistance, please see the website, [www.caschools.us](http://www.caschools.us).

### **G.2.13 Tuition Policy**

Tuition and other fees are necessary in order for Christian Academy to fulfill its mission. Families are asked to meet financial obligations in accordance with the standards of biblical stewardship.

Christian Academy Schools observe the following tuition policy for families with students in Junior Academy through Grade 12:

- The application fee which covers processing is non-refundable.
- The enrollment fee which is collected to confirm your child’s placement is non-refundable (K-12 only).
- The re-enrollment fee is non-refundable unless for any reason Christian Academy does not re-admit the student. If parents withdraw their student’s enrollment for any reason, the fee is non-refundable.
- **Please review the policies regarding withdrawals on the applicable Schedule of Tuition and Fees.** The schedule is posted on the Admissions page of the website at [www.caschools.us](http://www.caschools.us).
- Student records will not be released and no credit for a student’s work can be earned unless all financial obligations are met.
- Tuition that becomes past due will subject a student to being withheld from attending school until such amounts due to Christian Academy are made current (see Schedule of Tuition and Fees).
- All tuition payments are collected by FACTS Tuition Management (FACTS).

### **G.2.14 Visitors**

Christian Academy encourages visitors, particularly parents of current students. Visitors must park and enter through the clearly-designated visitor’s entrance of the school. All other doors are locked and no admittance will be allowed. All visitors to school must register at the reception desk, provide a government-issued ID, and wear an identifying badge while on campus. Acceptable government-issued IDs include: a driver’s license, a state ID

card, US Passport, US Military ID or a permanent resident card. Visitors must also sign out, return the badge, and leave campus through the designated entry door.

In order not to disturb classroom instruction, all parents and visitors must also check in with the school secretary before proceeding to a classroom.

### **G.2.15 Website**

The official website of Christian Academy is located at <http://www.caschools.us>.

Permission to use a student's photo or image for publication, video and other marketing purposes by authorized Christian Academy personnel is granted by signing this handbook's agreement unless the Director of Marketing for Christian Academy School System is notified in writing that permission is denied by the student's parent or guardian.

CAL-Southwest  
Elementary School  
Policies and Procedures

2017-2018

## Section II

### Elementary School Policies

#### E.1.0 ACADEMIC POLICIES

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*For this reason, since the day we heard about you, we have not stopped praying for you and asking God to fill you with the knowledge of his will through all spiritual wisdom and understanding. And we pray this in order that you may live a life worthy of the Lord and may please him in every way: bearing fruit in every good work, growing in the knowledge of God, being strengthened with all power according to his glorious might so that you may have great endurance and patience, and joyfully giving thanks to the Father, who has qualified you to share in the inheritance of the saints in the kingdom of light.*

Colossians 1:9-10 NIV

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##### E.1.1 Grade Reporting Schedule and Grading Scale

Report cards for Elementary students, for both academic achievement and conduct, will be sent home with the student after each nine-week period. At the end of the school year report cards will be mailed if all obligations have been met.

Grades K-1 will use the grading scale of O, S+, S, S-, N, and N/A for all content and special areas. Details are as follows:

- O – Outstanding: Student demonstrates an extensive understanding of concepts taught. Performance is of consistently high quality.
- S – Satisfactory: Student demonstrates a clear understanding of concepts taught. Performance is consistently of good quality. Student is making steady progress mastering the content.
- N – Needs Improvement: Student demonstrates a limited understanding of concepts taught. The student requires additional assistance in the classroom to develop understanding and/or complete work.
- N/A – not applicable

Grades 2 – 5 will use the grading scale of O, S+, S, S- or N for Conduct, Work and Study Habits, Handwriting, and special areas, which include Physical Education, Library, \*Music, Art and Computer. Students who meet the course objectives will receive a satisfactory rating. Students will receive an S+ or O only if they demonstrate proficient or exemplary performance with the course objectives.

Students in grade 2 will receive a letter grade of A, B, C, etc. in Math, Reading and Spelling.

Students in grade 3 will receive a letter grade of A, B, C, etc. in Math, Reading, Spelling and English.

Students in grades 4-5 will receive letter grades in all content areas: Math, Reading, Spelling, English, Bible and Science/Social Studies.

\* Participation in the seasonal music program performances is required for all students. The final quarter grade for music will be lowered one full grade for lack of program participation.

- Music – Music grades are based on criteria in five areas: Rhythm/Beat, Recorders, Bar Instruments, Singing, and General Music Knowledge. Each area is evaluated according to a rubric that describes levels of proficiency. Copies of the rubrics are available upon request.
- Physical Education – Grades in physical education are compiled based on sportsmanship, performance, and skill. A rubric that describes levels of proficiency is used to determine grades. Copies of the rubrics are available upon request.

- Art – Art grades are based on performance, contributions, and participation. A rubric describing the levels of proficiency is used to compile grades. Copies of the rubric are available upon request.
- Library – No grades are assigned in Library.
  - Book talk grades are included in the student’s classroom grade.
  - Overdue library books could affect the Work and Study Habits grade.
- Computer – The computer curriculum is designed to foster 21<sup>st</sup> Century skills. Grades for computer are based on points earned for various assignments given during class. Students have assignments that can be completed in class, or on occasion, at home. Each assignment has a predetermined point value. Grades are based on classroom assignments, quizzes, and projects.

Grading Scale for 2 <sup>nd</sup> – 5 <sup>th</sup> Grades	
All <u>academic content grades</u> for grades 2 – 5 are letter grades based upon the following percentage range:	A+ = 97 – 100
	A = 93 – 96
	A- = 90 – 92
	B+ = 87 – 89
	B = 83 – 86
	B- = 80 – 82
	C+ = 77 – 79
	C = 73 – 76
	C- = 70 – 72
	D+ = 67 – 69
	D = 63 – 66
D- = 60 – 62	
F = Below 60	

Elementary grades will be rounded to the nearest whole number.

### E.1.2 Homework

1. Students at CAL should expect regular homework assignments. Homework is assigned for the following reasons:
  - To increase self-reliance and self-discipline
  - To reinforce and extend classroom learning
  - To provide practice in skills and problem solving
  - To provide opportunities for special projects such as book reports, compositions, and special research projects.
2. Homework could be assigned on Monday, Tuesday and Thursday nights. Projects or book reports could carry over to the weekend and require some extra homework. Teachers **reduce** the amount of homework for Wednesday night because of church services that many students attend. However, assignments made in advance of Wednesday which are due on Thursday may require some preparation on Wednesday night.
3. Homework should not require more than 10 – 30 minutes per night (depending on the grade level of K-5). Missing work, late assignments and projects could lengthen this time. If your child is continually spending greater amounts of time on homework, please discuss with the teacher.
4. Assignments are to be complete, on time and written properly. Good grammar, neatness, and spelling accuracy will be expected by all teachers. **Students in grade 4 are required to use cursive handwriting at the beginning of second quarter. Students in grade 5 are required to use cursive handwriting.**

Sloppiness, carelessness, and thoughtless content will not be allowed. Such work will be returned to the student for revision.

5. Homework will be graded, corrected and recorded for a grade in Work and Study Habits. Homework should be an individual task, not one of sharing, unless specified by the teacher.

### **Late Work Policy**

#### 1<sup>st</sup> – 2<sup>nd</sup> Grades

Class work is expected to be completed in school. Unfinished or unacceptable work will be stamped noting what needs to be done and will be sent home to be completed. The completed work is to be turned in the next day. All assignments that are essential to the content are expected to be completed. Students that consistently have work that is late will find this reflected in their Work and Study Habits grade.

#### 3<sup>rd</sup> – 5<sup>th</sup> Grades

All assignments not completed in class must be taken home as homework, unless otherwise specified. These assignments will be due the following day. Assignments that are not completed and turned in on that day will receive a 10% grade reduction for not being completed on time, as well as points deducted from the Work and Study Habits grade. If the assignment is not completed by the second day, there will be a 20% reduction in the final grade (3<sup>rd</sup> day, 30% off total points; 4<sup>th</sup> day, 50% off total points) and the student may be required to complete the assignment during recess or after school. All assignments are expected to be completed. If a student habitually turns in late work, a conference will be called by the classroom teacher.

### **E.1.3 Plagiarism**

Plagiarism is using someone else's words or ideas in your writing without proper acknowledgement or documentation. Plagiarism is cheating. Discipline procedures for plagiarism include but are not limited to: office referral or zero on the assignment. Students will be expected to complete the assignment in their own words.

#### **How to avoid Plagiarism**

- Document all direct quotations. Make sure that you have copied each quotation word for word and that the punctuation is the same as the original.
- Document information you have paraphrased or summarized. This includes ideas and expressions that you adapted from your sources.
- Consider Biblical instruction: "Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth." II Timothy 2:15 (New International Version)

### **E.1.4 Cheating**

Discipline procedures for a student who is found to be cheating will be, but are not limited to: office referral; zero on the assignment for both parties involved; parent conference; a half-day In School Suspension. Repeat offenders can expect increasingly severe consequences.

### **E.1.5 Retention**

Satisfactory progress and developmental readiness determine promotion of students to the next grade. A student may need to repeat a grade in order to master the material, or he/she may not be developmentally ready for the next grade. After a group consultation with the classroom teacher, parents, Elementary Principal, and Educational Resource staff, it will be determined whether a student is to be passed or retained.

**NOTE:** Fifth grade students desiring to be admitted into middle school at Christian Academy must meet the following standards:

- Students must pass all core content classes (language arts, math, science, history and Bible).

- Students whose final grade in any core content subject falls between a GPA of 1.51-2.0 would be admitted on academic probation.
- Students whose final grade in any core content subject is a GPA of 1.5 or below will be reviewed by an academic committee and required to meet with the Middle School Principal for determination of acceptance into the Middle School at Christian Academy.

### **E.1.6 Standardized Testing**

Students in grades in K-5 are given a standardized achievement test in the spring of each school year. Exact testing dates are established by the principals. Parents should make every effort to have their child in school during test week and refrain from scheduling vacations during this time. Make-up testing should not be expected.

### **E.1.7 Academic Support**

Consistent with our mission to develop every student with a heart for God, we also focus on individual success of our students in the classroom. Academic success is defined differently for every student, so we seek to provide a learning environment that enables our students to achieve their educational goals. Each campus promotes the success of all students by providing services for students who need additional support with academics in the classroom.

Educational Resource teachers follow a Response to Intervention 3 Tier Process for the identification, implementation and monitoring of interventions in order to help each student achieve success. CASS provides Tier 1 and 2 support of classroom observations and strategies, support and training to teachers, small group remediation, and tracking of data to make informed decisions at no additional cost to families.

For students that need additional support, there are Tier 3 intensive interventions and specialized programs that are available for an additional cost. A plan of accommodations/modifications may be developed for students who have current educational testing and who participate in specialized programming. CASS supports research-based programs tailored to meet individual student needs. Options include CASS specialized programs as well as outside resources. Students participating in specialized CASS programming may also require outside resources such as tutoring, therapy, counseling, etc.

### **E.1.8 Response to Intervention**

There are a series of steps that are taken when a concern arises within the classroom. Educational Resource teachers provide support in 3 Tiers as outlined below.

- TIER 1: Universally screen all students for early identification, conduct general education progress monitoring, provide classroom observations on students of concern and support/train teachers on effective classroom strategies (There is no additional cost involved with this service).
- TIER 2: Monitor at-risk students to evaluate the effectiveness of instructional changes, provide small group intervention, collaborate with classroom teachers, collect and track educational data, and consistently communicate with parents (There is no additional cost involved with this service).
- TIER 3: Write individualized annual goals, conduct progress monitoring, and document the effectiveness of interventions for those who need intensive instructional services. Most students who receive Tier 3 services have been through the Psycho-Educational Testing process. Services are provided in small group or 1:1 depending on the student need. (An additional cost is involved with this service).

### **E.1.9 Tier 3 Services**

- **Discovery Program**

In spite of their average to superior intelligence, students with learning differences have areas of difficulty that significantly impact their ability to learn. Through the Discovery Program students receive



one-on-one educational therapy designed to address their areas of perceptual weakness and to develop efficient, accurate thinking. The goal of educational therapy is to equip students to be independent learners in the classroom and in all aspects of life.

The Discovery Program is affiliated with the National Institute for Learning Development (NILD). The program was first implemented by Christian school educators at Norfolk Christian School and is now being used in over 500 schools in the United States and in foreign countries. We are pleased to be among this growing group of special educators by offering this optional assistance to qualified elementary, middle and high school students. Testing on campus is available through contracted diagnosticians to determine eligibility. The Discovery program has several options to meet student needs. They include RX Reading/Math for Discovery, Discovery one on one, and Group Educational Therapy (G.E.T). There is an additional fee for this program.

- **Search and Teach**

Search identifies students who may need help developing the perceptual skills needed to succeed in the classroom. Search is a tool used to identify perceptual weaknesses and guide the interventionist toward the most appropriate strategies to address the weakness. TEACH is a collection of techniques designed to complement the Search results. Students enrolled in this program work one-to-one with an interventionist, using the techniques prescribed. There is an additional fee for this program.

- **Small group/1:1 Intervention**

Students receiving academic support who are making minimal progress may be offered a small group or 1:1 intervention specific to an identified need. The need for Tier 3 small group or 1:1 intervention is based on specific needs identified through previous interventions and/or screenings. The purpose of this intervention is to provide additional support and information in order to determine next steps. There is an additional fee for this program.

## E.2.0 ATTENDANCE POLICY

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*Whatever you do, work at it with all your heart, as working for the Lord, not for men since you know that you will receive an inheritance from the Lord as a reward.*

Colossians 3:23-24 NIV

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### E.2.1 Arrival

Elementary arrival is between 7:40 and 8:05. No students may be dropped off prior to 7:40 at the gym entrance. If you need Before-School Care from 7:00 – 7:40, please sign up for this service through RenWeb. Registration is required to use this service and additional fees apply. When you see the on-duty teacher open the gym door, students may walk in via the gym sidewalk and proceed into the gym until their teacher arrives to pick them up at 8:00.

Please make sure that students who ride in car seats are placed on the passenger's side of the car for easy entrance and exit which avoids crossing between or in front of cars. The gym will be supervised by teachers. Students will sit in their assigned class spot and they may talk, read, study, etc. The gym entrance door will close at 8:05. Any student arrivals between 8:05 a.m. and 8:09 a.m. should be dropped off at the main school entrance door. Once the bell rings at 8:10 a.m., students are considered tardy if they are not in class. If you arrive after 8:10 a.m., you must park and walk your elementary child into the office and sign them in. If you sign in at the office, it will be considered a tardy.

### E.2.2 Dismissal

Afternoon dismissal will begin at 3:15. Parents will pick up students in the carpool line by having their carpool number posted in the windshield for the carpool teacher on duty to radio in to the supervising teacher. Students will be released in groups from their classrooms. Parents with children in grades K-2 should be in the outer carpool lane so they do not need to cross between cars. Families with only students in grades 3-8 should be lined up on the inside carpool line. Walk-ins are discouraged unless there is an emergency at the end of the day. Please make sure that students who ride in car seats are placed on the passenger's side of the car for easy entrance and exit.

### E.2.3 Attendance Policies

Christian Academy of Louisville expects all students to attend school regularly. Regular and punctual attendance is essential for success as a student. Absences interrupt the smooth and complete process of learning. We urge students to be present every day.

Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction and structured study. The principal will monitor attendance records for students accumulating excessive absences.

1. Students who accumulate **10 absences** per semester (not necessarily consecutive days) for any reason will be contacted by the administrator. At that time, the administrators will assist the parents in formulating a plan for resolving the difficulties preventing the student from receiving the benefits of daily school attendance.
2. A student who accumulates **11-20 absences** per semester (not necessarily consecutive days), for any reason, is required to submit a doctor's note for each absence.
3. Upon reaching the 21st absence, the student may be turned over to the Truancy Office, released from CAL for homebound instruction through Jefferson County Public Schools or another educational setting may be recommended.

The school has the responsibility to teach the student academic subjects as well as desirable habits of living. Continued excessive absence deprives the school of its opportunity to perform this task. Therefore, the unresolved problem of poor attendance may ultimately result in truancy policies being enforced.

4. A student must be present 3 ½ hours of the school day in order to be considered present for the day. Students who leave the classroom before the completion of 3 ½ hours of the school day will be considered absent for the entire day. Students arriving after 11:30 a.m. are considered absent for the day, and students leaving prior to 11:30 a.m. are also considered absent for the day. In regards to after-school/extracurricular events, students must be in attendance at school for at least half of the day of any scheduled event in order to attend/participate in the event
5. Prescheduled Absences (including Family Vacations)

If it is necessary for a family to keep a student from attending school for a family trip or vacation, the following procedure is to be followed:

- Notify the teacher and building administrator in writing at least two weeks in advance of the dates the student will miss. Work will be given to the student on the **last day** of their attendance before leaving on the trip.
- The administrator will contact the teacher and identify the impact of the student missing those specific dates. Please avoid scheduling vacations at the end of a grading period and during state and standardized testing.
- All missed work should be turned in upon the day of return. Students **will** be prepared to make up tests at the teacher's discretion.

#### PARENT RESPONSIBILITIES

1. Encourage prompt and regular attendance. Please schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.
2. When your student is absent, call the office before **9:00 a.m.** to notify the school of your student's absence that day, the reason for the absence, and the anticipated length of the absence.
3. Request a list of homework assignments on days when it is necessary for your student to be absent from school by calling the office before 9:00 the morning of the absence. **Requests made after 9:00 a.m. cannot be guaranteed. Homework will be ready to be picked up in the school office after 2:00 p.m.**
4. Students absent due to illness will have the number of days absent plus one to hand in make-up work. Regularly scheduled tests such as spelling, vocabulary, or a test that had been announced prior to the absence, will be given on the day of return to school. **HOMEWORK WILL NOT BE FAXED.**

#### EXTENDED ILLNESS

When a student is absent due to illness or hospitalization for more than five consecutive days, the following guidelines should be followed.

1. The parents should contact the school as soon as they become aware that the student will be absent for several consecutive days. The following information will be requested:
  - Doctor's statement of reason for absence
  - Location of the student (home, hospital, etc.)
  - Approximate length of absence
  - School work and materials needed

2. Make-up work should be picked up and dropped off in the office each day if possible.
3. If the student is to be absent more than 10 consecutive school days, the school will have the option to release the student to an approved homebound instructor. It is the responsibility of the parents to engage a qualified teacher to work with the school and student during the extended illness so that the student may receive credit for work completed.
4. Parents should notify the school administrator two days prior to the student's return to class so that the school can make efforts to ease the student's return to school.
5. Upon return to school the following information is required:
  - A signed release from the doctor
  - An up-to-date evaluation of the student's academic progress from the homebound teacher
  - A list of medications the student will be taking at school
  - A written description of permissible and non-permissible activities

#### **E.2.4 Before- and After-School Care Program**

Before-School Care is provided beginning at 7:00 a.m. and After-School Care is provided until 6:00 p.m. daily for an additional cost. Registration must be completed through RenWeb. If families expect to use Before-School Care or After-School Care at any time during the school year, students must be registered through RenWeb, even if it is for a one time use. There is no fee for registering your child(ren) for the program. Space is limited.

**Students who are not picked up by the end of carpool will be checked into After-School Care and all fees associated with this service will be billed to the parents. Late fees will apply for students picked up after 6:00 p.m.**

#### **E.2.5 Changes in Dismissal**

**If your child is going home by means other than their normal carpool, parents are to provide the following in writing to the teacher the morning of the change:**

- Student name
- Grade level and teacher
- Date
- Normal carpool along with changes
- Phone number where parents can be reached in case of questions

#### **E.2.6 Early Dismissal**

Students who must leave school early for a doctor's appointment or some other emergency are to present a note/e-mail from their parents to their classroom teacher. The note is to include the student's full name, date, time of departure, estimated time of return (if returning that day), reason for leaving early and a parent's signature. Student will be sent to the office for parent to pick up and sign out. **Students should never be picked up at the classroom. Prior notification is required for early dismissal for medical appointments.**

Student dismissal after 3:00 p.m., for any reason, is strongly discouraged. Early dismissals interfere with the continuity of learning and disrupt the class at a time when the teacher needs the student's full attention. Parents are, therefore, strongly encouraged to avoid early departure.

#### **E.2.7 Late Arrival to School**

It is important for students to always be on time to school and class. Being prompt demonstrates self-discipline, responsibility, and maturity. These qualities are not only important for proper academic achievement, but they are

essential for the development of good habits which are characteristic of success and good citizenship in every walk of life.

Lateness is usually considered a form of rudeness and lack of adequate planning. Whenever a tardy student enters a class late, the learning process is either interrupted or delayed for all students in the class. Since school years are the habit-forming years of life, it is crucial for attention to be given to the importance of promptness. By being prompt, students demonstrate and practice desirable behaviors of adult life.

A good rule of thumb is to plan to be at school by 8:00 a.m. This plan provides a cushion of several minutes to deal with unavoidable delays encountered in route.

Elementary students should never be brought to the classroom door if arriving late. Any student arriving after the 8:10 a.m. bell must report to the elementary office to sign in and receive an admittance slip. The reason for the late arrival will be recorded.

It is imperative that students be in their seats, ready for class to begin at 8:10. No student will be admitted to class without an admission slip if he/she has arrived after the 8:10 a.m. bell. Students with an accumulation of 5 or more tardies during a school year are not eligible for a perfect attendance certificate.

### **Consequences for Tardies**

- 5 tardies: Ineligible for Perfect Attendance Award; letter sent to parent
- 10 tardies: Parent conference with Principal to determine an action plan
- 15 tardies: Consequences determined by Principal

\*\*If a student is absent due to an appointment that cannot be scheduled after school hours and a note is brought from that appointment, this tardy will not be counted.

### **E.2.8 Illness During the Day**

Students who become too ill to remain in class will be sent to the office/Health Room by the teacher. Parents/Guardians will be notified and a decision reached whether the student is to remain at school and return to class or go home. Any student leaving school due to illness must be signed out through the Elementary office by the person assuming responsibility. Please be prepared to present identification, if requested.

**❖ Students must be fever free (less than 100°, unmedicated) and diarrhea/vomiting free for 24 hours before returning to school. Unmedicated means that no drugs such as Ibuprofen (Motrin, Advil) or Acetaminophen (Tylenol) have been given to the child. Students who return to school after having had a documented fever or vomiting/diarrhea in the previous 24 hours or have been ill with the same at home in the previous 24 hours, will be sent home. ❖**

If home contact cannot be made, the student will remain at school unless contact can be made with an emergency number that has been provided by the parents, or the illness or injury is serious enough to call the EMS unit.

Over-the-counter medications (such as Acetaminophen, Ibuprofen, Benadryl, cough drops, Tums, Sudafed) will be provided by the school. These medications can be administered by the appropriate staff if parents give permission by completing the Student Medical Information form in RenWeb.

To administer prescription medication, a Medication Administration Release Form (available on the school website) must be completed, signed by a parent, and brought in with the medicine. All prescription medications must be in the original container with the physician's name, prescription and dosage instructions label intact. Parents are responsible for providing all information needed for proper administration of medications. Christian Academy will

not administer medications past their expiration date. Medication improperly labeled will not be administered. In addition, a new form must be completed if there are any changes to the original instructions.

Updated immunization records, physical examinations, and birth certificate as required by state law, must be on file in the office in order for the student to continue enrollment at Christian Academy.

## **E.3.0 BIBLE**

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*My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.*

Colossians 2:2-3

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### **E.3.1 Bible Class**

We believe that the Bible is God's direct revelation to man and contains the divine answers to man's problems and needs. We teach the Bible both as a textbook and as a guide to enable students to develop a personal relationship with God and to critically evaluate all life's situations by the standards set forth in the Bible so that they can make proper decisions based upon Biblical mandates and its examples. Therefore, the Bible is the center of our curriculum and the foundation for Christian Education in the elementary grades at Christian Academy. A Bible lesson is taught each day in accordance with our curriculum. Scripture is committed to memory each week. Biblical Integration is utilized in all areas of instruction.

### **E.3.2 Chapel Program**

All elementary students attend a weekly Chapel program. Chapel is a time of worship through music and Christian speakers that have been invited to speak at Christian Academy. Students participate in each program through drama, music, or sharing of their testimony. Chapel for grades K-5 is held on Thursday mornings.

Christian Academy has always enjoyed the support of many parents and extended family members who attend our chapel programs on a regular basis. There will be opportunities to join students for worship at certain joint chapels throughout the year.

## E.4.0 CONDUCT

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*Train a child in the way he should go, and when he is old he will not turn from it.*  
Proverbs 22:6 NIV

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### E.4.1 Behavior Guidelines

Discipline at Christian Academy is a process by which students are guided to develop Christ-like characteristics. Each teacher maintains classroom behavior in accordance with Christian principles guided by scripture.

Appropriate and acceptable behaviors are God-honoring and allow students to grow in favor with God and men (Luke 2:52). Parents and students can refer to Galatians 5:22-23, Matthew 22:37-39, Colossians 3:12-14 and Philippians 2:3. Compassion, kindness, humility, gentleness, patience, forgiveness and self-control are examples of desired behaviors. Ultimately, our purpose is to develop students with a heart for God who grow as Jesus did in wisdom, stature and favor with God and men.

A teacher may find it necessary to send a student to the administration for one or more of the following actions:

- Discussion of problem.
- Development of contracts.
- Supervised detention.
- Conference with teacher, parents, and/or Elementary Principal.
- In-school suspension. Class work must be made up to the teacher's satisfaction.
- Out-of-school suspension.

A partnership of mutual trust and respect between parents, teachers and administration is vital. This partnership involves clear and timely communication by both teachers and parents. Parents are encouraged to contact teachers with any questions or concerns. Typically situations are resolved by a call, conference or email. In the event inappropriate behavior continues, the administration will be consulted to determine a suitable course of action. Persistent unacceptable behavior may result in the student being placed on Disciplinary Probation with the possibility of expulsion from school.

**Office Referrals:** An office referral may be issued by a faculty member or an administrator for a student demonstrating unacceptable behavior that requires immediate action.

### E.4.2 Classroom Standards

Students are expected to be on time and properly prepared for each day. Each teacher will establish the expectations for classroom procedures and student behavior. The classroom teacher will clearly communicate these expectations with students and parents. Students will be graded in the areas of conduct and work and study habits.

### E.4.3 Discipline Policies

The Board of Directors and the Administration of Christian Academy believe that the full potential of academic excellence can be accomplished only where faculty leadership is strong, discipline is firm, but fair and moral/spiritual values are emphasized within a loving, caring Christian atmosphere.

It is our belief that students learn self-discipline through four aspects which reflect God's principles of human behavior.

1. ORDER is the organization which provides a good environment for learning.
2. TRAINING is the process of practicing what is right.
3. CORRECTION is the discouragement of wrong behavior.
4. PRAISE or AFFIRMATION is used to encourage students to continue in obedience.



#### E.4.4 Positive Student Relationships / No Bullying Allowed

In accordance with the mission of Christian Academy, efforts are made to help students develop positive, respectful relationships with others. Appropriate interaction is taught and reinforced so students may learn how to relate to their peers in a constructive manner. Students who fail to be kind and respectful of others will be corrected, and may be encouraged to make amends to benefit their own spiritual and relational growth.

Christian Academy will not tolerate verbal, physical or social bullying behaviors in our schools. Any instances of bullying will be addressed immediately and with appropriate consequences.

- Bullying: Intentional and repetitive verbal or physical mistreatment in which there is an imbalance of power, often characterized by a desire to demonstrate power over another.
  - Direct Bullying: Overt physical or verbal aggression and/or intimidation such as name calling, punching, threatening physical violence, slapping, kicking, etc.
  - Indirect Bullying: Characterized by the goal of social isolation through gossip, criticism, manipulation, and exclusion, as well as intimidation of those who wish to socialize with the victim.

The consequences for bullying behavior may include:

1. Verbal warning with discussion and parent notification.
2. Denial of activity (eating lunch in cafeteria, recess, field trip, etc.), along with parent notification.
3. Detention and required sessions with school counselor or documented help from an outside source.
4. Suspension: 1-3 days of In School or Out of School Suspension.
5. Dismissal from school.

#### E.4.5 Sexting

In keeping with CAL's responsibility to provide a safe learning environment for all students, the following policy has been established regarding the issue of "sexting". Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities on or off campus are subject to state laws and school discipline.

Sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image is a violation of this policy. Such a violation will result in school discipline, up to and including expulsion, and the notification of local law enforcement. Students are required to immediately report any incident of sexting to a teacher or school administrator.

#### E.4.6 Elementary Dress Code Guidelines

*Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body. 1 Corinthians 6:18-20*

The goal of our dress code is to establish high Christian standards for our school and our students. The code is meant to foster a student's self-respect and to provide the opportunity for students to make a positive statement in our community.

Elementary students are required to be in dress code beginning with the first day of school. To the greatest degree possible, uniform guidelines will be followed consistently. Effort has been made to coordinate the elementary school uniform policy with the uniform programs in middle and high school. However, each program is separate and distinctive. **Do not assume that what is acceptable at one level is also acceptable at either of the other grade levels.** Please refer to the specific uniform policy for the grade level of your student.

Uniforms are to be worn by all elementary students. **Coffman's, Parker Uniforms, and Shaheen's** are the only approved uniform providers for knit shirts, jumpers, skorts, and sweaters with emblems. **Parker and Shaheen's** are the only suppliers of the girls uniform dress. Pants and shorts purchased at other vendors must be similar in color and design as the uniform items from **Coffman's, Parker, and Shaheen's** and may not have a label showing.

Obedience, even in what may be perceived as minor things, is honoring to God and respectful to classmates who adhere to the uniform dress code. Thank you for reinforcing our core value of obedience by ensuring your child is in uniform dress.

### All Students

**Pants, Slacks & Shorts:** Solid navy or Khaki without labels. Items purchased at other stores must be similar in color and design as those provided by Coffman's, Parker Uniform, or Shaheen's. Cargo pants are not allowed.

**Shirts:** Red, white, or blue long and short sleeved knit shirts may be worn any day except for chapel days. Shirts should be tucked in. **Turtlenecks:** Red, white or navy can be worn under the sweater or sweatshirt.

**Sweatshirts and Quarter-Zip Pullovers:** Uniform sweatshirts are available for purchase from Coffman's. Quarter-zip pullovers are available from the Armory. Sweatshirts and quarter-zips must be worn with a shirt that has a collar or with a turtleneck. Sweatshirts and quarter-zip pullovers are **not** allowed on Chapel Day.

**Jackets:** CAL fleece jackets without a hood may be worn in the classroom. Hats and other outerwear are not permitted in the classroom.

**Shoes:** Traditional tennis shoes are required for gym class. High top tennis shoes are allowed if they are securely tied and socks are visible. Tennis shoes must be laced and properly tied (on the top of the shoe tongue and not under) at all times. **Dress Shoes** may be worn on non PE days. If students have PE on chapel days, they must bring tennis shoes and socks to change into. **Not permitted:** Tennis shoes with zippers, lights, sounds, or gadgets; wheelie shoes, boots, backless shoes, platform shoes, sandals or clogs.

### CAL Spirit Day dress down guidelines:

- CAL shirt, CAL t-shirt, CAL sweatshirt, CAL uniform polo (only)
- CAL Sweatpants (sold by school-approved vendors), CAL spirit wear shorts (sold by school-approved vendors) or jeans with appropriate fit and in good condition (no skinny jeans or capris).

### General Guidelines:

- Chewing gum is not allowed on campus at any time.
- Rolling back packs are not allowed.

#### Uniform clothing may be purchased from:

Coffman's School Uniforms  
4951 Manslick Rd.  
Louisville, KY 40261  
(502) 361-1601  
[www.coffmansinlouisville.com](http://www.coffmansinlouisville.com)

Parker Uniforms  
291 N. Hubbard's Lane  
Woodlawn Shopping Center  
(502) 899 – 9902  
<https://www.parkersu.com/store/school/7075>

French Toast (for slacks/shorts)  
[www.frenchtoast.com](http://www.frenchtoast.com)

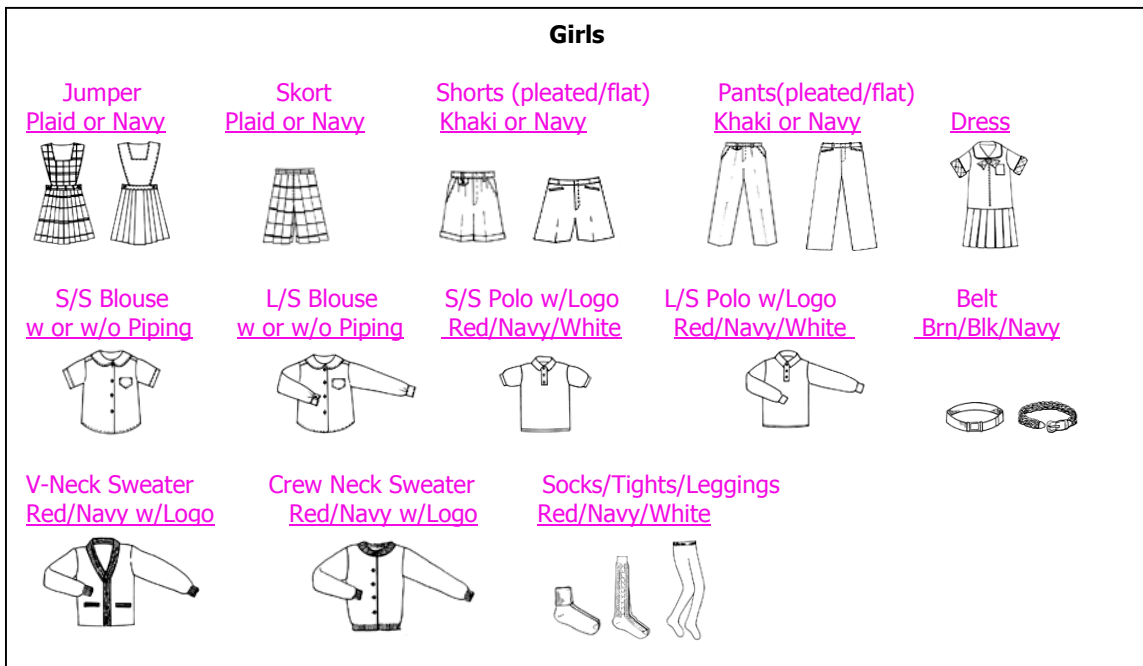
Shaheen's: [www.shaheens.com](http://www.shaheens.com)  
The Springs Store  
994 Breckenridge Ln.  
Louisville, KY 40207  
(502) 899-1550

The Portland Store  
2604 Portland Avenue  
Louisville, KY 40212  
(502) 778-9741

## Girls Dress Code Guidelines

Shirts	Peter Pan collar blouses – short or long sleeved, void of lace or eyelets. Approved uniform knit shirts with monogram, red, white or navy. Shirts should be tucked in. Short-sleeved shirts should not be worn over long-sleeved shirts. If choosing to wear a t-shirt under the uniform shirt, it should be solid white (no pictures or lettering).
Jumper, Skort, and Dress	Grades 4 and 5: length of jumpers, culottes and dress should be no more than two inches above the top of the knee.
Belts	Plain brown, black or navy belts must be worn with pants and shorts. Belts should have traditional buckles.
Socks, Tights and Leggings	Solid red, white or navy – void of emblems, decals, stripes, etc. Socks with CAL plaid ruffles from Parker Uniforms are allowed. Socks must be visible above the shoe. Ankle length leggings (solid red, white, or navy and without lace) are allowed. If leggings are worn they must remain on the entire day. If leggings are worn for warmth, socks and leggings must overlap so no skin is showing.
Hairstyles	Hair shall be neat, clean and well-groomed. Hair color should be natural. Hairstyle and color extremes are not acceptable and they may not distract self or others.
Jewelry	Jewelry should be worn in moderation. Girls may wear only one pair of traditional pierced earrings.
Makeup, Tattoos, and Fingernails	Makeup, fake fingernails, press-on nails, acrylic/gel nails are not permitted. Tattoos, either permanent or temporary, are not permitted.
Purses	Wristlets and small purses are permissible as needed for personal feminine reasons.
<u>Chapel Dress</u>	Chapel Dress is a jumper (CAL plaid or navy) with “Peter Pan” collar blouse or navy dress with CAL plaid trim. Red or navy sweater with emblem may be worn during cold weather. Tennis shoes will be allowed on chapel day. <b>Sweatshirts and quarter-zip pullovers are not allowed on chapel day.</b>

**If clothing items or accessories becomes a distraction or a safety concern, the teacher/principal will have the discretion to ask for a change.**


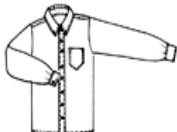












## Boys Dress Code Guidelines

Shirts	White Oxford Dress Shirt – short or long sleeved required on Chapel Day. Approved uniform knit shirts with monogram, red, white or navy. Shirts should be tucked in. Short-sleeved shirts should not be worn over long-sleeved shirts. If choosing to wear a t-shirt under the uniform shirt, it should be solid white (no pictures or lettering).
Belts	Plain brown, black or navy belts must be worn with pants and shorts. Belts should have traditional buckles.
Socks	Solid black, white or navy - Socks must be visible above the shoe.
Hairstyles	Hair shall be neat, clean, and well-groomed. Hair color shall be natural. Hairstyle and color extremes are not acceptable and they may not distract self or others. Boys' hair shall not extend beyond the top of the shirt collar and may not come past the top of the eyebrow.
Piercings / Tattoos	Boys may not wear earrings to school or to any school activity. Tattoos, either permanent or temporary, are not allowed.
<u>Chapel Dress</u>	Chapel Dress is khaki or navy uniform pants or shorts with white oxford dress shirt and solid navy, solid red or CAL plaid tie. Red or navy sweaters with CAL logo may be worn during cold weather. Tennis shoes will be allowed on chapel day. <b>Sweatshirts and quarter-zip pullovers are not allowed on chapel day.</b>

**If clothing items or accessories becomes a distraction or a safety concern, the teacher/principal will have the discretion to ask for a change.**

### Boys

<p>White Dress <u>S/S Shirt</u></p> 	<p>White Dress <u>L/S Shirt</u></p> 	<p>Shorts(pleated/flat) <u>Khaki or Navy</u></p> 	<p>Pants(pleated/flat) <u>Khaki or Navy</u></p> 
<p>S/S Polo w/Logo <u>Red/Navy/White</u></p> 	<p>L/S Polo w/Logo <u>Red/Navy/White</u></p> 	<p>Belt <u>Brn/Blk/Navy</u></p> 	<p>Neck Tie <u>Red/Navy/Plaid</u></p> 
<p>V-Neck Pull Over <u>Red/Navy w/Logo</u></p> 	<p>V-Neck Vest <u>Red/Navy w/Logo</u></p> 	<p>V-Neck Sweater <u>Red/Navy w/Logo</u></p> 	<p>Socks <u>Black/Navy/White</u></p> 

#### **E.4.7 Dress Code Non-Compliance**

**Inappropriate dress will necessitate the following action:**

Teachers will complete an elementary dress code violation form which parents will sign and return to school. On-going or serious dress code violations will be brought to the administration's attention. Administration, at their discretion, will take appropriate action which could include requesting a change of appropriate clothing to be brought to school. Failure to conform to established dress code could result in suspension.

## E.5.0 ADDITIONAL INFORMATION FOR ELEMENTARY STUDENTS

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*For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.*

Ephesians 2:10

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### E.5.1 Abuse: Reporting and Investigating Suspected Child Abuse

Christian Academy schools comply with all state laws and regulations in reporting and investigating cases of suspected abuse.

### E.5.2 Cafeteria

A full-service cafeteria is available for students. The mission of the cafeteria program is to contribute to the best possible educational environment by providing a healthy nutritionally balanced meal for each student in an atmosphere that promotes Christian fellowship.

Available choices: A menu explaining the choices of each day is posted on the website monthly. Milk is available to purchase for those wishing to bring a lunch from home. For safety reasons, elementary students are not allowed to use the microwave ovens.

Milk Break: Students in kindergarten through second grade have the option to purchase milk or water for their snack break. Milk or water break is paid through FACTS at the beginning of the school year. The Snack Selection Form should be completed in RenWeb.

Food Allergies: Parents need to inform the cafeteria manager if their child has food allergies. They may do this by completing the Food Allergy Form available on the website. This will ensure that the child receives substitute food items when necessary so reactions from food allergies can be avoided.

Debit Accounts: Each student has an individual debit account established for his/her own personal use. Because of the parameters of the cafeteria computer program, family members cannot share accounts. *Using another student's account for any reason is stealing and is considered a major violation of the discipline code.* Parents are asked to deposit funds into the child's account. The student will spend these deposited funds to purchase lunch by swiping their ID badge as they go through the cafeteria line.

Funds may be deposited into a child's account by sending in a check with the child's name and account number on it. Cash deposits are accepted if submitted in an envelope with the child's full name, account number, and the amount enclosed written on the outside. Teachers will collect funds in their classrooms and deliver them to the cafeteria. Funds may also be deposited into their account by using the online service My Payments Plus. There is a 4.75% fee to use this service to deposit funds.

No cash will be accepted from students in the cashier line. The use of accounts keeps the line flowing so that the students have enough time to eat lunch.

My Payments Plus: This online service is a free service to help parents track their student's purchases and to keep track of how much money is in their student's account. Parents are required to sign up for this service. To sign up go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com) and have your child's Student ID available. There is no cost for this service unless you choose to deposit funds online. The email notification of low funds and the purchase history is all free. This is the best way to keep track of your student's cafeteria account.

Charging: Charging is a service designed to cover the situation of a parent occasionally forgetting to send funds. It is not intended to provide credit service for continuous charging. Charges must be paid back promptly. A fee will be charged for excessive negative balances.

Parent Notification of Fund Balance: Notices will no longer be sent home to notify parents of low funds. Please sign up for My Payments Plus to receive notification of low funds. If parents have any questions about their child's account or need help signing up for My Payments Plus, they are encouraged to contact the Cafeteria Manager.

Behavior in the Cafeteria: Proper eating habits and acceptable behavior must be practiced in the cafeteria. Students are expected to walk, stay in their seats until they are dismissed, use indoor voices, and clean up after themselves. Each student is periodically assigned weekly lunchroom clean-up duty.

### **E.5.3 Conferences**

Conference time is built into our school calendar. This is an opportunity for our teachers to meet with all parents in a consistent effort to keep them informed of their student's progress. Conferences between parents and teachers are encouraged. If any time during the school year you have a question or concern, parents may email the teacher to schedule a conference.

### **E.5.4 Electronic devices: Cell phones, Readers, iPads, iPods, etc.**

Electronic games/readers/music devices are not permitted unless provided by the school. If an elementary student has a phone at school, it is to remain turned off and in the student's backpack. If electronic devices are taken from elementary students, parents will be required to pick them up from the office at the end of the school day. Additional violations of this policy may result in the item being kept for an extended period of time.

### **E.5.5 Emergency Procedures**

Emergency Alert System: Closures due to weather or other emergency situations will be broadcast through the Christian Academy Emergency Alert System. Parents are asked to keep their email address and cell/home phone numbers current in RenWeb to receive emergency alert information.

Personal: Every student is to have emergency information on file in RenWeb, making it possible for the school to contact someone in the family or other designated adult at all times. Parents are responsible for making updates in RenWeb throughout the year if there are any changes.

Fire/Tornado/Disaster/Intruder Drills: Classroom teachers will be sure all students know and understand the procedures for all drills. Procedures are posted in each classroom and drills are conducted on a regular schedule. *(Also see G.2.3 Inclement Weather)*

Evacuation: An emergency evacuation plan is in place for each Christian Academy school and campus.

### **E.5.6 Field Trips**

Field trips are regarded as an extension of the classroom and mission of the school system.

Please note these guidelines pertaining to field trips:

- All students are required to ride the bus to and from the destination. Parents who wish to have their student leave with them after the trip should notify the teacher in writing prior to the field trip. Chaperones may ride the bus if there is room.
- Classroom behavior is expected of all students.
- Students will wear their monogrammed shirt and uniform pants, shorts, or skirts on field trips unless advised otherwise by the supervising teacher, coach, or administrator.
- Written parental permission must be received for each trip in order for students to participate. No student is allowed on an off-campus trip without specific written parental permission on the form distributed by the school.
- All field trip participants are expected to listen quietly to tour guides and instructions.

- An adult must supervise all restroom usage.

#### Chaperones:

- Teachers are at liberty to decide the number of chaperones that will be needed on each trip. Parents should not presume they may just show up to go on a field trip.
- Chaperones are needed to provide a valuable service by supervising a group of students under the direction of the teacher.
- Younger siblings may not attend field trips.
- Parents are expected to adhere to school dress code policies on school trips.
- Different chaperones will be designated for different field trips so that every parent who wishes can have that privilege.
- Parents may not make purchases for their child or others.

#### **Field Trip Driver's Guidelines**

To insure safety when a parent drives on school-sponsored field trips, the following rules must be observed:

1. Any parent wishing to drive students on a field trip must submit the proper paper work for a Motor Vehicle Record Check. This check will be completed once drivers are determined for each field trip.
2. All students are to be buckled in by seat belts.
3. Drivers are expected to follow the route selected by the teacher unless prior approval for a route deviation has been secured. Each driver must provide their cell phone number before departing on the field trip so that the school office has contact information for all chaperones.
4. The primary responsibility of the driver is to care for the students in the group assigned to that driver. Unless directed otherwise by the teacher in charge, keep those students with you at all times. **Do not leave any location without having accounted for all students for whom you have responsibility.**
5. When students have returned to campus, remain with them until the teacher in charge has arrived and taken full responsibility for the class.
6. Drivers are to adhere to the field trip schedule. All stops must appear on the Field Trip Request form, which was approved by the principal. (For example, making an unscheduled visit at a fast-food restaurant before coming back to the campus is not permitted.)
7. Drivers are the authority in their vehicles and are expected to correct any unsatisfactory behavior. Drivers should inform the supervising teacher of any student(s) who fails to respond appropriately.
8. If the driver allows media (music, video, etc.) to be played in the vehicle, only Christian-themed media is permissible.

#### **E.5.7 Flyer Distribution**

Flyers may not be distributed unless it is a school-sponsored event. Otherwise, the form may be placed in the reception area at the discretion of the administration for interested parents to pick up.

#### **E.5.8 Intramural Sports**

A variety of intramural sports are offered for an additional fee in a program combining students from all CAL elementary campuses. Games and practices are held at different campuses depending on the sport. Basketball, cross country, cheerleading and volleyball will be offered for the 2017-2018 school year. Details will be available in emails and on the school web site [www.caschools.us](http://www.caschools.us).



### **E.5.9 Library/Media Center**

The CAL-Southwest Library is an active place, where each classroom is scheduled once a week to check-out books, have story time, or work on special projects. The library meets the needs of students for book reports and research projects, as well as for recreational reading.

Several special events are held each year including a Summer Reading Celebration and Book Fairs. The highly motivating Accelerated Reader program is also administered through the library.

Elementary students are not charged fines for overdue books. However, overdue library books can affect the Work and Study Habits grade. Parents can play a large part in returning library books on time by knowing when your child is scheduled each week for the library and by making sure the books are returned on that day in the specially assigned book bag. Returning books on time helps foster accountability and a sense of achievement.

The library uses the *Destiny* management system, which is a web-based automated circulation system. This system allows students to access CAL's library resources from their home computers as well as at school. The web address is <https://ca.follettdestiny.com>. After accessing this web address, select your specific school and click on the Catalog tab, which gives you access to information about that library's books. You may also select the WebPath Express tab to access research-worthy websites. WebPath Express is a safer and faster way to access previewed, educational, and age-appropriate websites than using Google. Additionally available on your school Destiny home page is access to the AR (Accelerated Reading Program) book lists and Searchasauras (Elementary level EBSCO databases). When **off-campus only**, you will need to use username = **caschools** and password = **research** for database access.

### **E.5.10 Messages**

Please do not request a message be delivered to your student unless it is an extreme emergency. In the case of an emergency, call the school office giving the student's name, grade, and a concise message. The student will be given the message at the earliest convenient time. If you must call the school with a message, please call the office before 2:00 p.m.

***Students may not make or receive phone calls during the school day.***

### **E.5.11 Parent Dress at School Events and Activities: Field trips, volunteer positions and classroom parties**

Since all adults are to be models of modesty before our students, we ask that parents please be vigilant of their dress. In light of the current styles, we ask that traditional norms of modesty be demonstrated in all attire, such as skirt length, necklines, and style.

### **E.5.12 Parties and Party Invitations**

Each class is allowed two in-school parties per year - Christmas and Valentine's Day. These are planned by homeroom parents in cooperation with the classroom teacher. It is the policy of the school to avoid any decorations, snacks, customs, or events related to Halloween.

**Student birthdays may be celebrated with permission from the teacher in the cafeteria during lunch or in the classroom during snack time (grades K-2). Treats should be provided for all students in the class. Please do not send cakes.** Please contact your child's teacher ahead of time to find out about any student food allergies or needs.

*Party invitations for out-of-school parties may NOT be distributed (or verbalized) in school unless there is an invitation for all girls, all boys, or each child in the class. Parents are also asked to consider the impact of picking*

*up some children with sleeping bags, etc. for an after-school gathering. Children can be terribly hurt when it is so obvious a party is occurring and they were not invited.*

### **E.5.13 Pets on Campus**

Due to safety concerns, please refrain from bringing pets to campus.

### **E.5.14 Pledges**

The school day begins with the playing of the national anthem followed by recitation of the pledges below.

#### **AMERICAN FLAG**

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

#### **CHRISTIAN FLAG**

I pledge allegiance to the Christian flag  
and to the Savior  
for whose kingdom it stands,  
one brotherhood uniting all Christians  
in service and in love.

#### **BIBLE**

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

### **E.5.15 Problem Resolution**

Christian Academy encourages families to create a partnership with teachers and school staff focused on the development of their child. Open and frequent communication between teachers and parents benefits the students. Parents are asked to communicate directly with their child's teacher about any questions or concerns regarding their child's performance, school programs, class activities, etc. The Christian Academy staff is committed to assist parents in answering their questions or resolving their concerns.

If parents have difficulty in reaching resolution of an issue with their child's teacher/person of concern or if they reach an impasse over an issue, it is recommended that they use the following guidelines to seek further resolve. These guidelines are based on biblical principles for conflict resolution found in **MATTHEW 18:15-17**. It is the hope of Christian Academy that everyone work well together, communicate honestly with each other and maintain a mutual respect that will allow everyone to be examples of integrity.

If parents are concerned about a specific issue and they believe it needs to be resolved, they may use the following guidelines.

1. Notify the teacher and/or person of concern and meet to try to resolve the issue.
2. If after repeated meetings between these parties, the issue is not resolved, the parents may request a meeting with both the teacher and principal to discuss the issue. At this level the parents' concerns should be documented, with a clear explanation of the problem and the recommended resolution and submitted in advance to the principal.

3. If after this meeting the issue is still not resolved, the parents may request a joint meeting with the teacher, principal and Superintendent.
4. If the parents can show that the school staff has violated a biblical principle or established policy, or failed to follow established procedures in managing this matter, they may appeal to the Board of Directors in writing.

#### **E.5.16 Technology Services**

Christian Academy provides technology resources (such as computers, printers, and Internet access) to staff and students to advance the spiritual and educational mission of the schools. Before allowing access to technology resources, Christian Academy requires parents and students (as age-appropriate) to read the Technology Responsible Use Policy Agreement (see Appendix A) and sign the School Policy Commitment. The most current version of the Agreement can be found online at <http://www.caschools.us>.

#### **E.5.17 Textbooks**

The school provides the required textbooks for students in Grades K-5. Students using school-owned books are responsible for returning the same books in the same condition in which they were issued. The parents must pay for lost or damaged books.

#### **E.5.18 Chewing Gum**

Chewing gum is not allowed on campus at any time.

## APPENDIX A: TECHNOLOGY RESPONSIBLE USE POLICY (RUP) – GRADES PREK-8

### Technology Responsible Use Policy (RUP) – Grades PreK-8

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This policy outlines behaviors that Christian Academy School System (CASS) expects students to follow when using school-owned or personally-owned technologies on any school campus.

CASS considers all technology use an extension of the classroom. In short, any activities that would not be appropriate in the classroom should not be conducted when using technology resources.

**Note: Some of the concepts in this policy might not be developmentally appropriate for younger children. Accordingly, we require that:**

- Parents of students in all grades (PreK-8) must read.
- Students in grades 3+ must read.
- Students in grades PreK-2 need not read.

For younger children (especially grades PreK-2), please explain the concepts more generally, emphasizing themes of online safety and citizenship. For additional resources, see:

<http://www.netismartz.org/Resources/Pledges>

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- God has blessed us with a tremendous amount of technology resources. We must continue to be good stewards of these resources. Students are responsible for good behavior on computers and mobile devices, just as they are in the classroom. Access is a privilege – not a right.
- Access to the Internet will enable students to use countless web sites, which can change frequently and without notice. Although our Internet access is filtered by an enterprise-class web filter, no filter is 100% effective in blocking all objectionable content. Parents should be aware that material accessible via the Internet may contain content that is potentially offensive to some people.
- Files and messages stored on CASS-owned/managed systems are not private. Authorized individuals within CASS may review files and messages to ensure student safety and systems reliability.

## **Unacceptable Use**

Unacceptable use includes, but is not limited to, any of the following examples:

1. to access or transmit indecent, profane, obscene, or otherwise inappropriate material;
2. to transmit abusive or threatening language (includes cyberbullying);
3. to attempt to download or install software on any school computer without permission;
4. to connect a personal electronic device to any school network without permission;
5. to use non-educational games/apps during school hours (includes field trips);
6. to attempt to circumvent any web filters, firewalls, or system policies;
7. to attempt to access another person's files or accounts (hacking) without permission;
8. to violate copyright or use another's intellectual property without permission;
9. to share passwords (network, Canvas, Google Drive) with other students (even best friends);
10. to vandalize, damage, or disable the property of an individual or organization; and
11. to violate any local ordinance or state/federal statute.

## **Disciplinary Action**

- Any student found in violation of the Technology Responsible Use Policy may be subject to disciplinary action under the school Discipline Policy. For the complete Discipline Policy, please refer to the applicable elementary or middle school handbooks.

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## 2017-18 School Policy Commitment

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
*Last Name, First Name*

### Commitment to School Policies 2017-18

1. I have read the Family Handbook. (Available online at [www.caschools.us](http://www.caschools.us).  
Select your school, and then select Handbook).
2. I have read and/or discussed with my student all areas of the handbook that relate to their behavior and expectations while a student at a Christian Academy school.
3. My student and I agree to abide by the school policies and procedures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Student signature required beginning with Grade 3*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_