



Christian Academy  
OF LOUISVILLE

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ENGLISH STATION CAMPUS

Middle School  
FAMILY HANDBOOK

2020-2021

700 South English Station Road  
Louisville, Kentucky 40245  
(502) 244-3225

[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

2020-2021

## 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 1530 students in kindergarten through twelfth grade attend the English Station Campus while an additional 144 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 419 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 176 students are now 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 806 students in kindergarten through 12<sup>th</sup> grade.

In fall 2013, the Providence School opened at the Rock Creek campus for children who have Down syndrome. Currently, Providence School serves preschool through fifth grade students at the Rock Creek campus. Middle school students are served at the English Station campus. The goal of Providence School is to provide as much inclusion for students as possible in typical classrooms while maintaining academic gain for each student. Providence School seeks to celebrate all students for the ways in which God has made them unique and wonderful in His image (Psalm 139:14).

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 40 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.

<b>Christian Academy of Louisville</b> – English Station Campus 700 South English Station Road Louisville, Kentucky 40245 (502) 244-3225	<i>Grades K-12 and Preschool and Providence School (grade 6-7)</i>
<b>Christian Academy of Louisville</b> – Rock Creek Campus 3110 Rock Creek Drive Louisville, Kentucky 40207 (502) 897-3372	<i>Grades K–5, Preschool and Providence School</i>
<b>Christian Academy of Louisville</b> - Southwest Campus 8307 St. Andrews Church Road Louisville, Kentucky 40258 (502) 447-6500	<i>Grades K–8 and Preschool</i>
<b>Christian Academy of Indiana</b> 1000 Academy Drive New Albany, Indiana 47150 (812) 944-6200	<i>Grades K–12 and Preschool</i>

### **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 Biblical Worldview**

The mission of Christian Academy School System is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men. To this end, students at every level are taught from a biblical worldview. A worldview is the framework from which each person views life. It represents their most fundamental beliefs and assumptions about the world in which they live.

As students develop a biblical worldview they will accept that scripture is the final authority concerning God's character, God's creation, God's truth, God's love and God's design. This biblical worldview is developed through the knowledge of Bible truths, application of scripture and the leading of the Holy Spirit. The goal of Christian Academy is to lead students to commit to biblical principles and truth as the structure for all that is taught: physically, mentally, socially, emotionally, and spiritually.

### **G.1.8 Diversity Commitment**

In Genesis 1:26-27, God created humanity in His own image and gave them dominion over the earth. Christian Academy Schools provide students with an excellent education in a Kingdom-focused environment. Recognizing that God has created individuals in His image, Christian Academy values and cherishes the uniqueness and dignity of each person believing a diverse community creates a dynamic school.

Christian Academy opposes all forms of racism and prejudice that may cause anyone to feel undervalued and unworthy of human dignity. We pledge to intervene if we see moments in our classrooms, meetings, conferences, discussion boards, or students' work that may threaten and/or harm through stereotyping or silencing fellow image-bearers.

Diversity in our student body, families, staff and community builds a school environment where all are respected, valued and appreciated. A diverse community at Christian Academy supports sensitivity to ethnic backgrounds, feelings and individual physical characteristics of others, while developing appreciation for the God-given talents and abilities of those encountered throughout the world.

The Christian Academy beliefs are based on Galatians 3:28 that we are one family in Christ enhanced by embracing the differences God has designed in all of his creation.

### **G.1.9 School/Parent Partnership**

Christian Academy values its partnership with Christian families in providing and promoting a biblical worldview in all aspects of life. Acknowledging that the parents and family are the primary educators of their children, a school/parent partnership has been developed to formally identify biblical truths, actions, and attitudes necessary for a biblical worldview. The school will work to teach and model these truths, actions, and attitudes and come alongside families in helping children build a biblical worldview. The written school/parent partnership agreement is available through the admissions or school offices. It is required for student admission and when the student changes school levels.

### **G.1.10 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.1.11 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 2020-2021 school year are listed below.

- Sarah Butler
- Matt Chalfant
- Jason Chambers
- Kyle Doezema
- Jennifer Hickman
- Angela Nash
- Jeremy Nelson
- Phil Russell
- Paul Tran
- Byron Walters
- 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). (See Section G.1.4)

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 Carpool Information**

As parents update information in FACTS Family Portal, there is an option to share contact information with other Christian Academy families interested in carpooling. On the Parent Demographic form, mark "yes" when asked if you would like to share contact information. This will give school offices permission to share your contact information with others wishing to carpool. This option is for families of K-12 students ONLY. Jr. Academy students are not eligible to carpool.

### **G.2.3 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 ALL IN Campaign is designed to bridge the gap between tuition and operating costs by supporting the Annual Fund. This 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, the athletic departments, and the PTO for each campus. There are other opportunities to give back to the school through in-kind donations, volunteer opportunities, fundraising events or planned giving 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.2.4 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 FACTS Family Portal. More information about accessing and using FACTS Family Portal 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 FACTS Family Portal. More information about accessing and using FACTS Family Portal 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:

- 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.
- Bus routes will begin 2 hours later than daily pick up times

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.
- 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 for inclement weather.  
**If there is a two-hour delay, School-Age Care and Junior Academy Full Day will open after a two-hour delay; they will open at 9:00 a.m.** 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.2.5 Instructional and Library Resources

Christian Academy School System provides a wide range of instructional materials to support and enrich the curriculum and resources to enhance spiritual development, personal interests and recreational reading. Materials selected shall cover appropriate levels of difficulty, promote a diversity of appeal and present various points of view.

All materials selected are to support and enhance the philosophy and mission statement of Christian Academy and should in no way undermine these basic principles. In accordance with this policy, items that objectively present varying viewpoints on controversial topics or that include questionable words for emphasis may be considered for purchase if they have been determined useful for instruction and for teaching a biblical worldview.

Literature materials are selected according to a certain criteria. Reputable, professionally prepared selection guides are consulted, as are bibliographies and professional recommendations.

### G.2.6 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.

Christian Academy encourages communication among its families. However, use of the Christian Academy of Louisville, Christian Academy of Indiana and Christian Academy School System name and logos without written permission is prohibited in the creation and promotion of new social media groups or websites (for example, creating a *Christian Academy of Louisville xxxx Facebook page*) as this implies approval and support of Christian Academy School System. Approval of spin off groups may be obtained through a written request to the Director of Marketing. Christian Academy School System reserves the right to require discontinuance of any network reflecting Christian Academy if, in the opinion of Christian Academy, the network is not consistent with the philosophy and standards of Christian Academy.

### **G.2.7 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.2.8 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.2.9 Reporting and Investigating Suspected Child Abuse**

Christian Academy schools comply with all state laws and regulations in reporting and investigating cases of suspected abuse. Policy details are available to families upon request. Allow three business days for processing.

### **G.2.10 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.2.11 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.2.12 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.2.13 Security**

Christian Academy School System is fully committed to providing a safe and secure learning and working environment for all stakeholders, including students, employees, and visitors. Each school has fully developed and routinely practiced security protocols which have been reviewed and endorsed by local and state law enforcement agencies. See Section G.2.18 for security measures regarding visitors to campuses.

Access to school buildings will be denied during security drills. On some campuses, traffic will be stopped during drills until students have re-entered the building.

### **G.2.14 Security Tip Line**

Christian Academy School System has a security tip line: (502) 400-8525.

The following is the voice mail message callers will receive: "You have reached the Christian Academy confidential security tip line. If this is an emergency, please hang up and dial 911. This line is not intended for day-to-day discipline issues. For all discipline-related concerns, please contact your child's school. If you have information related to a potential threat to Christian Academy people or property, please leave your name, number and message. Having your name and number helps school officials follow-up in the event more information is needed. All messages are sent to our Director of Security for review. Your information will be held in strict confidence."

### **G.2.15 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. Vehicles parked in fire lanes may be cited by LMPD/NAPD and/or the State Fire Marshal (or his designate). At the English Station campus, please observe the proper traffic pattern for the roundabout. 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. Please observe all traffic and parking instructions and zones on campuses, and use marked crosswalks when crossing the flow of traffic. During car pool hours, cars should not be parked or abandoned in the drive lanes for any reason, especially at school entrances.

### **G.2.16 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.2.17 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.2.18 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. Please do not buzz for entrance at other doors.

All visitors attempting to gain access to the building for the first time must present valid government-issued Identification. This includes a driver’s license, a state ID card, US Passport, US Military ID or a permanent resident card. Visitors refusing to produce such ID will be asked to leave the campus, as their identity cannot be verified.

Qualified visitors will receive an ID badge that they must wear while on campus. They 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 for a scheduled event.

### **G.2.19 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.

## **SECTION II**

# **English Station Middle School Policies and Procedures**

**English Station Campus**  
700 South English Station Road  
Louisville, Kentucky 40245  
(502) 244-3225

## SECTION II

### Middle School Policies and Procedures

#### M.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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##### M.1.1 Academic Recognition

Christian Academy Schools recognize two levels of honor students:

Principal's Honor Student – Student receives the grade of "A" in all courses and a grade of "S" in citizenship.

Honor Student – Student receives the grades of either "A" or "B" in all courses and a grade of "S" in citizenship.

##### M.1.2 Schedule Change

In general, requests to change a student's schedule cannot be accommodated after the first full week of school. Schedule requests made prior to the end of the first full week of school will be given consideration. However, there is no guarantee that we will be able to accommodate the request due to class size and section counts.

##### M.1.3 Grade Reporting Schedule and Grading Scale

- Middle school students are given grades every nine weeks in each subject for both academic achievement and citizenship.
- Notification of Progress Reports will be emailed each mid-term; you may then check the grades on-line.
- Report cards are available through FACTS Family Portal at the end of each quarter.
- At the end of the school year report cards will be mailed when all obligations have been met.

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

##### M.1.4 Citizenship Grades

Citizenship grades are given every nine weeks along with academic grades. Teachers use the criteria presented below to describe the student's behavior and work ethic in the classroom. Note that these criteria refer to the quality of the student's interaction with peers, response to those in authority, and respect of the learning environment.

Grade of "S" is expected of all students. Grades of "N" or "U" indicate that the student is having difficulty with appropriate classroom behavior. Students may be placed on Disciplinary Probation with a quarter mark of "U" or multiple "N's". In addition, probation could also impact the student's eligibility for extracurricular activities.

<b>Citizenship Grades</b>
<p><b><u>O = OUTSTANDING</u></b></p> <ol style="list-style-type: none"> <li>1. Consistently shows initiative and leadership spiritually, academically, socially and emotionally</li> </ol>
<p><b><u>S = SATISFACTORY</u></b></p> <ol style="list-style-type: none"> <li>2. Prepared for class and on time</li> <li>3. Uses behavior appropriate to classroom activity and contributes to the learning process</li> <li>4. Is cooperative when given instructions</li> <li>5. Displays personal integrity and a servant's heart</li> <li>6. Displays a positive and respectful attitude toward adults and peers</li> <li>7. Maturing in spiritual growth and Christian example</li> </ol>
<p><b><u>N = NEEDS IMPROVEMENT</u></b></p> <ol style="list-style-type: none"> <li>1. Needs regular warnings regarding behavior and voice</li> <li>2. Reminded often to be in dress code</li> <li>3. Preparation for class is inconsistent</li> <li>4. Disrupts the concentration and attention of others</li> <li>5. Shows inconsistent self-control</li> <li>6. Disrespectful attitude toward adults and peers</li> </ol>
<p><b><u>U = UNSATISFACTORY</u></b></p> <ol style="list-style-type: none"> <li>1. Unprepared for learning</li> <li>2. Disrespectful and disruptive to the learning environment</li> <li>3. Lack of progressive improvement in behavior and following procedures</li> </ol>

### **M.1.5 Academic Probation**

A student whose quarter grade point average (GPA), falls at or below 1.5 will be placed on academic probation for the following quarter. If the student's GPA is between 1.51 and 1.99 they will be placed on "at risk" status. If the student's GPA is raised above 1.9, the student will be removed from probation or at risk status. If the student's GPA remains below 2.0, a committee of administrators and faculty members will decide whether the student shall continue to attend school. If a student is asked by the committee to withdraw, the parents may submit a written request to the Board of Directors asking that their student be allowed to continue.

<b>Good Academic Standing 2.0 or above</b>	<b>At Risk Status 1.99 – 1.51</b>	<b>Academic Probation 1.5 or below</b>
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### **M.1.6 Retention**

Middle school students who score below 60% (based on final course average) two or more core subjects (Language Arts, Literature, Social Studies, Math, Science, Bible) for the year will be retained. The administration and teachers will evaluate the student's progress to determine if the student will benefit most by being retained at Christian Academy.

Middle school students who score below 60% (based on final course average) one core subject for the year may be required to complete equivalent course work as determined by the administration. Students who fail one core subject for the year will also begin the next school year on Academic Probation.

**NOTE:** Middle School students desiring to be admitted into high school at Christian Academy must meet the following standards:

- Students must pass all core classes (this includes Bible).
- Students with a GPA of 1.51 – 2.0 (in core classes) will be admitted on academic probation.
- Students with a GPA of 1.5 or below (in core classes) will be reviewed by an academic committee and required to meet with the High School Principal for determination of their acceptance into High School at Christian Academy.

### **M.1.7 Homework**

1. Students at Christian Academy should expect regular homework assignments. Homework is assigned for the following reasons:
  1. To increase self-reliance and self-discipline.
  2. To reinforce and extend classroom learning.
  3. To provide practice in skills and problem solving.
  4. To provide opportunities for special projects; such as book reports, compositions, and special research projects.
2. Teachers are asked to **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. Assignments are to be complete, on time, and written as requested. All teachers will expect good grammar, neatness, and spelling accuracy. Sloppiness, carelessness, and thoughtless content will not be allowed. Such work will be returned to the student for revision.
4. Homework should be an individual task, not one of sharing, unless otherwise specified by the teacher. Sharing homework is considered cheating, and is considered a major violation of the disciplinary code.
5. Appropriate use of Internet resources is encouraged. Information copied directly from Internet sites will be considered cheating.

### **M.1.8 Late Work Policy**

Students are expected to complete and turn in all classwork. Assignments that are turned in late will be assessed a twenty percentage point penalty on the first scheduled class meeting and a fifty percentage point penalty on the second scheduled class meeting. Assignments turned in three class meetings after the due date will receive a zero. *Variations to this policy can be made by individual teachers, but will be explained in the course syllabus given to students at the beginning of the course.*

It is the student's responsibility to ensure that all work is turned in.

If a student is absent on the day any long-term project, book report, term paper, etc. is due, the assignment is expected to be turned in on the day of return to school unless the teacher has been contacted and an extension has been approved. Penalties for major assignments turned in late will be assessed by teachers.

Because of the educational value of homework assignments, all work is expected to be completed even if the assignment is late and the grade is penalized.

### **M.1.9 Plagiarism**

Plagiarism is using someone else's words or ideas in your writing without proper acknowledgement and documentation. The use of online translators to complete work assignments for language classes would also be considered a violation. (International students will be given appropriate guidelines.) *Plagiarism, which is a synonym for piracy, is cheating and a major violation of the discipline code.*

#### **Examples:**

- Copying or sharing answers on ANY assignment, test, quiz, exam, etc.
- Having another person write a paper for you and turning it in as your work.
- Turning in another student's work as your own, including copying answers from another student's work.
- Starting with someone else's work and modifying words or phrases to avoid citation.
- Copying a paper from a source without proper acknowledgement (see NOTE below).
- Copying materials, words, or ideas from a source, supplying the proper acknowledgement, but not using quotation marks.
- Paraphrasing materials, words, or ideas from a source without using proper documentation.
- Buying a paper from a research service or term paper mill.
- Turning in a paper from a "free" or paid term paper website.
- Inappropriate use of an online translator for foreign language classes
- Copying or purchasing a piece of writing and running it through a program which rewords it to avoid detection.

#### **How to avoid plagiarism in your writing:**

- 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've paraphrased or summarized. This includes all ideas and expressions that you adapted from your sources.
- Follow documentation style (MLA, APA, Chicago Manual, etc.) required by the course instructor.
- 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)

**NOTE:** Sources include periodicals (magazines, journals, newspapers), Internet sites, databases, digital media, books (all types), brochures, letters, television programs, films, artwork, musical compositions, speeches, charts, maps, organizations, individuals, and any additional printed or unprinted forms of communication.

The only information not requiring acknowledgment and documentation is common knowledge. Common knowledge is information that can be found in several different sources, usually exists in more than one subject area, and is knowledge that many people possess.

Issues of cheating and plagiarism are taken seriously at Christian Academy. All teachers now have the discretion to run electronically submitted assignments through Unicheck, a plagiarism detection tool, to scan papers against major indexes and databases of submitted works.

### **M.1.10 Benchmark Assessments**

Grades 6-8 are given a standardized achievement test in the fall, winter and spring of each school year. Exact testing dates are established by the administration. These tests provide helpful data and information on student needs, goals, and growth. Student attendance on these days is vital.

### **M.1.11 Textbooks**

The school provides the required textbooks for students in grades 6-8. Students using school-owned books are responsible for returning the same books in similar condition in which they were issued. Lost or damaged books must be paid for by the parents. Students may be responsible for supplying their own materials for supplementary reading or special projects.

### **M.1.12 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.

### **M.1.13 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: Screen students as needed, 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 short term small group remediation, 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. Students who receive Tier 3 services have been through the Psycho-Educational Testing process. Services are provided in a small group or 1:1 depending on the student need. (An additional cost is involved with this service).

### **M.1.14 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, RX for Writing, Discovery one on one, and Group Educational Therapy (G.E.T). There is an additional fee for this program.

- **Learning Lab**

The Learning Lab is a daily 43-47 minute class for 6<sup>th</sup>/7<sup>th</sup> graders, and 90 minutes every other day for 8<sup>th</sup> graders, in a small group setting that is offered by invitation only. Eligibility is determined by a committee review of a student's educational testing results. In Learning Lab students get help on difficult academic assignments, grow personally by gaining an understanding of their learning style, learn specific study strategies, and learn self-advocacy skills. Organization and study skills are reinforced. Learning Lab is taught by a teacher who specializes in teaching students who learn differently. Collaboration with teachers is a strong focus. There is an additional fee for this program.

- **Daily Accountability Program (DAP)**

The Daily Accountability Program © is a before and after school mentoring program that helps students with organizational difficulties. Students record, complete, and turn in homework assignments in order to ensure accuracy. Students who have a pattern of missing, late, or incomplete work are typical participants. Students receive individual help from a trained adult mentor/teacher. This program also partners with parents to give daily communication with work completion. Eligibility for this program is by recommendation and based on the needs indicated through educational testing. There is an additional fee for this program.

- **Occupational Therapy**

School-based occupational therapy (OT) focuses on removing barriers from students' ability to learn in the classroom and helps students develop skills to increase independence. OT 1:1 therapy sessions address the underlying impairments and functional limitations that are negatively impacting the student's ability to complete classroom tasks in a safe and independent manner. OT evaluates and develops a treatment plan and goals tailored to the student's specific needs. OT can help students with various needs improve their cognitive, physical, sensory, visual or perceptual, attention/focus, organization, and motor skills and enhance their self-esteem and sense of accomplishment. There is an additional fee for this program.

- **Speech Therapy**

Speech therapy services are available through a private provider. Arrangements for speech services and payment are handled between the agency providing services and the family. Christian Academy will provide a space for therapy sessions.

## M.2.0 ATTENDANCE POLICIES AND PROCEDURES

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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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Christian Academy of Louisville, in compliance with Kentucky law, expects all students to attend school regularly. Regular and punctual attendance is essential for a student's success. Absences interrupt the smooth and complete process of learning. We urge students to be present every day.

### M.2.1 Parental Responsibilities

Christian Academy is required to account for every student every day school is in session. Therefore, if a student will be absent or tardy for any reason, a parent must call the school by 9:15 a.m. You may request a list of homework assignments from teachers or students may also check Canvas for their missed assignments. This is the student/parent's responsibility in the event of any absence.

Upon the student's return to school parents are asked to submit a note supporting the absence. Parents are also encouraged to stagger the times of appointments to avoid accumulating absences in the same class. Please schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.

If it is necessary for a family to request a student to be absent from school, the following procedure is to be followed:

- Notify the office of the dates on which the student will miss school at least two weeks in advance.
- The office will contact the teachers and inform them of the student's absence. We request that trips not be taken at the end of a grading period.
- In most instances, work will not be given to a student before he or she leaves; however, the planned instruction may allow for a teacher to give an assignment in advance.
- Students are responsible for obtaining and completing make-up work.
- Check CANVAS daily.

### M.2.2 Student Responsibilities

We ask that students make every reasonable effort to be at school promptly every day. When absent, if possible, complete homework and other assignments prior to returning to school; students are accountable for make-up work missed each day absent.

See each teacher for make-up work assignments upon return to school. Realize that make-up work may not be the same as assignments made to students who were in class. Teachers may alter assignments in attempt to compensate for the class lecture and discussion that were missed. Students should also be prepared to meet with teachers before and/or after school to give teachers the opportunity to help you catch up on missed assignments.

### M.2.3 Make-up Work

When a student misses a class, valuable classroom instruction and discussion that cannot be made up is lost. Therefore, teachers will hold students accountable for adequate make-up work to cover the missed instruction.

- Teachers may expect students to do all the work assigned as well as additional work to compensate for missing class instruction.
- Students are eligible to receive full credit for make-up work. Failure to complete the make-up assignments will be reflected in the student's grade for that period.

- For each class missed, students will have the number of class meetings missed in which to complete and turn in all make-up work. Students are expected to obtain their make-up work on the first class meeting of each given class upon their return. Consequently, these class meetings will NOT be counted for make-up purposes. (For example, a student who misses Monday will obtain make-up assignments on Wednesday, and these assignments will be due on Friday.)
- Make-up Work During Suspension. During suspension the student will complete a designated course of work assigned by administration. Students will be allowed to take tests without penalty. Regular classroom work missed during suspension must be made up by the student and must meet the standards of the classroom teacher. **It is the student's responsibility to secure and submit the appropriate assignments the following day.**

#### **M.2.4 Definition of Perfect Attendance and Award**

Perfect Attendance is defined as having neither missed any days of school as defined by the school calendar, nor been absent from any single class. **Perfect Attendance Awards** are given to students who have neither missed any days of school nor been late to class. A perfect attendance report would be something to put on an application to a college or some competitive secondary school – it has value.

#### **M.2.5 Definition of Absence**

Absence is defined as missing 15 minutes of class time. Absences due to school-sponsored activities will not be included in the cumulative count. All other absences including absences for family trips, personal illness, suspensions from school, etc., will be included in the cumulative count.

Students who accumulate 10 absences from a class during the school year, for any reason, will be contacted by the administrator. Full credit can be received on make-up work for up to 19 absences, if the work is made up within the required time allotment and to teacher satisfaction.

Students who exceed the 20-absence limit in any class are required to file an appeal in order to earn credit in the course(s) missed and are required to meet with the school administrator.

#### **M.2.6 Attendance Appeal**

Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction and structured study. Because these factors are so important to successful academic progress, parents of students who exceed the 20-absence limit in any class are required to file an appeal in order to earn credit in the course(s) missed and are required to meet with the school administrator. Students who accumulate more than 20 absences in a class will also face increasingly severe academic penalties which may result in a failing grade. This policy will be applied to each class separately.

Students will be asked to account for the reasons for each absence, providing a doctor's note for each absence whenever possible. The Attendance Appeals Committee, which is composed of school administrators and teachers, will evaluate the submitted records and determine if an academic penalty will be assessed. When a penalty is assessed a minimum of 2% will be deducted from the student's final grade.

The documented reasons for appeal may include but shall not be limited to:

1. Absences due to extended illness and/or hospitalization and can be documented with a certificate of illness issued by a licensed physician.
2. Extended illness or hospitalization of an immediate family member.
3. Death within the immediate family.
4. Legal issues (such as court appearances, depositions, etc.).
5. Natural disasters.
6. Absences related to parental requests not exceeding five (5) days (including church or religious activities, illnesses not verified by a licensed physician, family vacations, etc.).

### **Procedure for Applying for an Attendance Appeal:**

- The school staff will notify parents of students who have accumulated more than 20 absences from a class.
- Instructions, forms, and the due date for documentation of reasons for absences will be provided to families.
- The completed application shall be submitted to the school principal on or prior to the due date. Applications submitted after this date may not be accepted.
- The Attendance Appeals Committee shall review the student's documentation, render a decision and notify the student, parents and teacher.

### **M.2.7 Truancy/Skipping Class**

Truancy is being absent from school or class without the knowledge of parents or the school staff. Truancy will result in disciplinary action, and repeat incidences of truancy may result in expulsion.

### **M.2.8 Bus Transportation**

Christian Academy offers limited bus services to several neighborhoods in our community for an additional cost. Detailed information about bus service can be found on the school website at [www.caschools.us](http://www.caschools.us). The registration form is completed in FACTS Family Portal.

Students riding the bus should be aware of departure times from their own neighborhood and from school and be sure to be on time. It is recommended that all bus riders be at the designated bus stop 5 minutes before scheduled departure. The bus will not wait.

Buses will depart English Station campus at 3:20 each afternoon. Parents must be at their child's bus stop at the scheduled bus arrival time. If a parent is not at the bus stop at the scheduled time, the bus driver will:

- Notify the Miller Transportation immediately, who will contact CASS Business Office staff;
- Keep student on the bus and continue to drive his/her route;
- Wait at last scheduled stop no more than 10 minutes past the drop-off time;
- Return student back to school property after completing last scheduled stop;
- Notify Miller Transportation of habitually late parents. Miller will contact CASS Business Office staff.

To qualify to walk home from a bus stop without a parent present:

- Elementary students must be accompanied by a high school or middle school sibling and must also have written parental consent on file in the business office;
- Middle school students must have written parental consent on file in the business office;
- High school students may be allowed to be left at stop without parent present.

### **M.2.9 Arrival**

Compulsory school hours are 8:10 a.m. – 3:10 p.m.

**For student safety, NO student is ever to be dropped off or picked up outside the designated carpool areas (elementary circle and secondary circle). Please follow the Christian Academy approved carpool procedures.**

All students are required to have a transportation permission form on file in FACTS Family Portal. Information regarding how the student will arrive and depart from school should be noted on the form. Parents must fill out the form before students can receive their class schedules.

Middle School Only Carpool: Cars arriving with middle school students only will be dropped off in the elementary circle and will enter the building through doorway #22 (by the elementary gym).

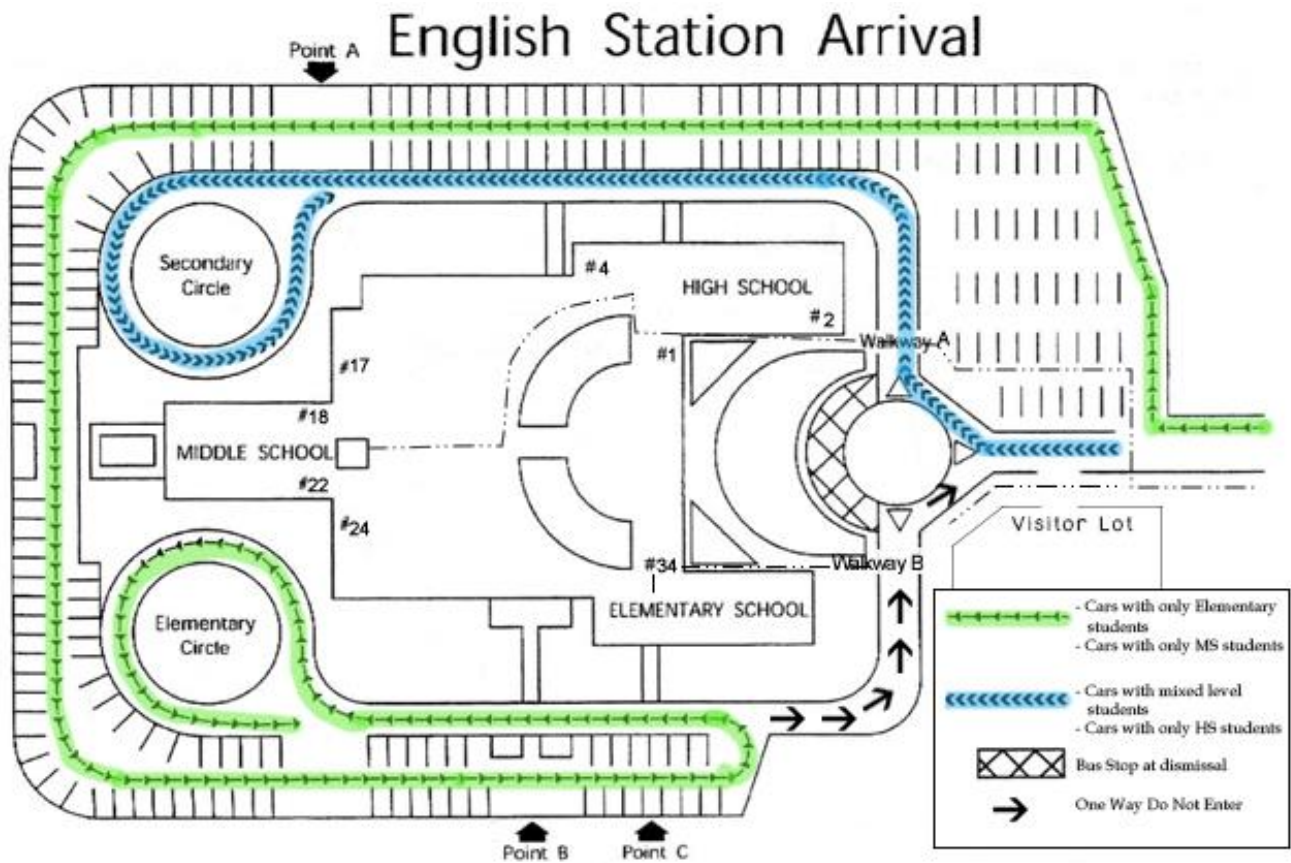
**Mixed-Level Carpool:** Cars arriving with middle school students and elementary or high school students will be dropped off in the secondary circle and will enter the building through doorway #17 (by the high school gym).

**Bus Riders:** Middle school students arriving by bus will be dropped off in the secondary circle and are to enter the building through doorway #17 (by the high school gym).

**Walkers:** Middle school students walking to school are to cross all roads at designated areas. After leaving the crossing guard at the corner of English Station Way and English Station Road, students should proceed on the sidewalk to the crosswalk at Walkway B and enter the building through door #1 (main entrance).

Upon arrival, all middle school students are to proceed to the cafeteria and wait in the designated grade level area until they are released. Students needing to go to the school library or another area before school must have the teacher on duty in the cafeteria provide an appropriate pass.

### ENGLISH STATION ARRIVAL MAP



#### **M.2.10 Dismissal**

All middle school students will be dismissed at 3:10 p.m. By 3:20 p.m., students must vacate the hallways and report to their designated pick-up area. On days with inclement weather, students must be at the door/windows of their pick-up area by 3:20 p.m. All students are expected to be picked up by 3:30 p.m. Middle school students involved in an after-school activity must immediately report to the supervising sponsor/coach. A student will not be allowed to wait in any part of the building or on any other part of campus for the start of an after-school event unless accompanied by an adult.



Any students remaining on campus at 3:30 p.m. who are not in a supervised activity must report to the After-School Care Program. (See Section M.2.16)

Bus Riders – Students riding the bus are to exit through door #34 (front of school) and proceed to the buses near the flagpoles.

Students needing to occasionally ride the bus must submit a bus consent form through FACTS Family Portal and \$5 to the middle school office for a bus pass. The money must be turned in to the middle school office no later than 12:00 p.m. on the day a bus pass is needed.

Middle School Only Carpools: Middle school students leaving in middle school only carpools are to exit through door #17 (by the blue gym) no later than 3:20 p.m. and remain on the sidewalk until picked up by 3:35 p.m.

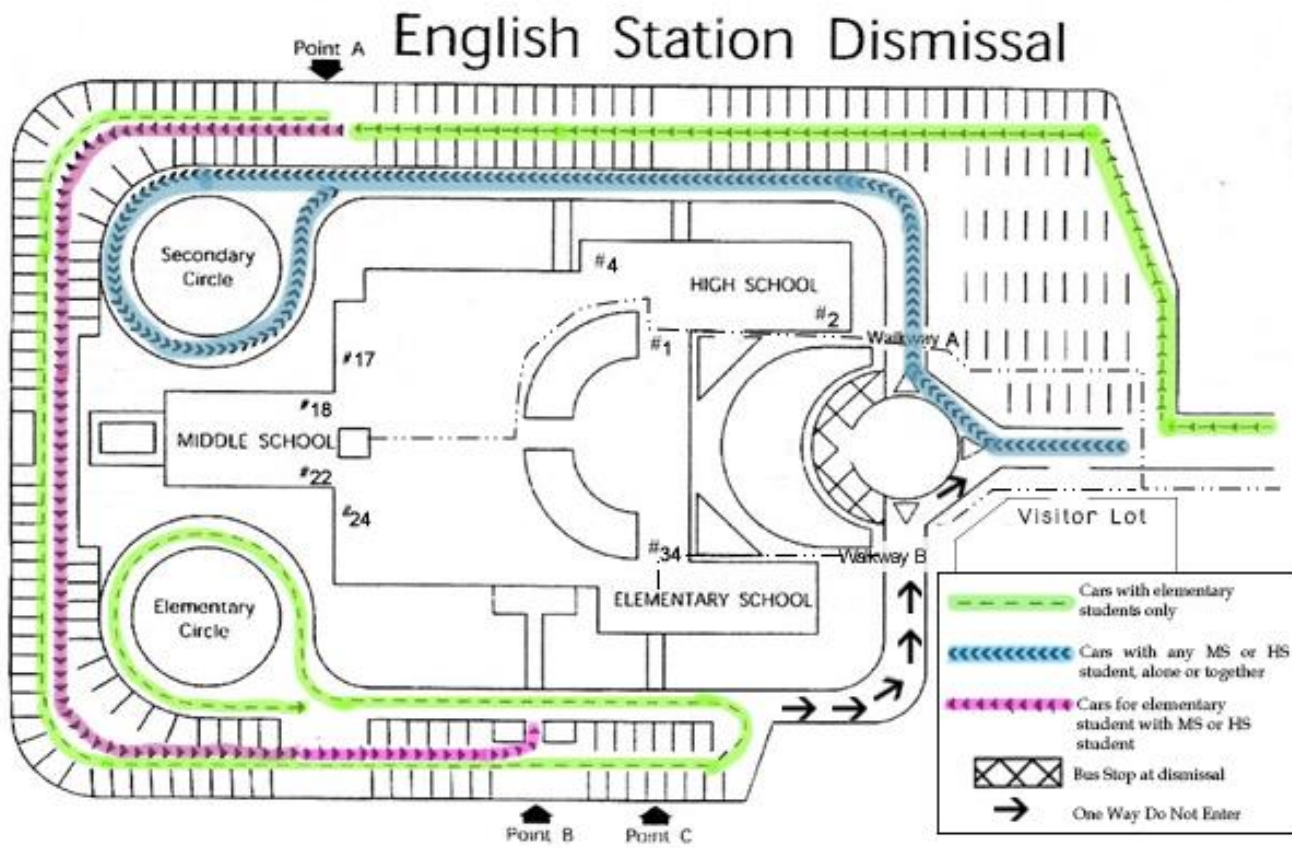
Middle/High School Carpools: Middle school students leaving in Middle/High school carpools are to exit through door #17 (by the blue gym) no later than 3:20 p.m. and remain on the sidewalk until picked up by 3:35 p.m.

Middle/Elementary School Carpools: Middle school students leaving in Middle/Elementary school carpools are to exit through door #22 (by the red gym) no later than 3:20 p.m. and remain outside on the sidewalk until picked up by 3:35 p.m.

High School Driver: Middle school students riding with a Christian Academy high school driver should meet at door #1 (main entrance) and proceed to the parking lot using the crosswalk.

Walkers: Middle school students walking home are to exit through door #34 and proceed to the crosswalk leading to the sidewalk in front of the tennis courts (Walkway B). They should proceed on the sidewalk to the crossing guard at the corner of English Station Way and English Station Road.

#### ENGLISH STATION DISMISSAL MAP



### M.2.11 Late Arrival to School

Any student arriving after the last bell rings at 8:10 a.m. for Connect must report to the middle school office to sign in and receive an admittance slip. The reason for the late arrival will be recorded. The student is responsible for obtaining class work missed within the same day of the late arrival as all missed work is due the next day.

Upon the fourth unexcused late arrival to school and at every fourth late arrival thereafter the student will receive a Discipline Referral (DR). (See Section M.3.5)

### M.2.12 Tardies to Class

Students are given 5 minutes to travel between classes. Students are expected to arrive in their classroom **before** the tardy bell starts to ring. Within any given semester, a student receiving his/her third (3<sup>rd</sup>) unexcused tardy to class will receive a Discipline Referral (DR) (See Section M.3.5). Each subsequent tardy within that semester will receive a DR.

- Teachers will log both attendance and tardies for each class.
- Each semester the counting will reset.

Absence is defined as missing 15 minutes of class time. Absences due to school-sponsored activities will not be included in the cumulative count. All other absences including absences for family trips, personal illness, suspensions from school, etc., will be included in the cumulative count.

### **M.2.13 Early Dismissal**

Students who expect to leave school early for any reason are to present a note from their parent to the middle school office. 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, a parent's signature and a phone number where the parent can be reached during the day. The note can be written, emailed or faxed. If the student misses more than 15 minutes of a class, he/she will be considered absent from that class.

Upon dismissal, students must first sign out in the middle school office and then report to their parents at the main entrance reception desk where parents must sign their students out. When returning, the student must sign back in at the main entrance reception desk and the middle school office where he/she will receive an Admission Slip for returning to class. Parents should avoid early departure if at all possible and should never pick up a student from his or her classroom.

### **M.2.14 Illness During the Day**

Students who become ill or need to take medication kept in the health room must have a pass signed by the current block teacher and then report to the health room. The nurse will require a signed pass. Time in the nurses' office (15 minutes or more) is considered an absence from class.

All students needing to go home because of illness **must** have been to the health room prior to being dismissed from school. If the student needs to go home, they must return to the middle school office and sign out prior to leaving.

Students with a fever of 100 degrees or higher and those remaining in the health room for more than one block 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 an EMS unit.

Students who have an illness prior to the end of the school day will not be allowed to ride a school bus home.

**Students must be fever-free (less than 100.4° 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.**

**Time in the health room is considered absence from class.**

All course work for classes missed during time in the health room is to be turned in that day. Students may be required to take quizzes and tests missed while in the health room before they leave school that day to avoid misuse of the nurse's office.

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

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.

Students who regularly take medication that is given by the nurse may go to the health room during break or lunch by obtaining a pass from his/her next block teacher and then signing out in the office. All prescription and non-prescription medications taken while on campus must be kept in the health room and must be administered by the school nurse. Students may not provide any medication for other students.

Updated immunization records, school physical exams, and birth certificates, as required by state law, are required for all students to attend Christian Academy. Christian Academy reserves the right to withhold attendance of any student who fails to comply with these state regulations until the forms are received within a timeline deemed acceptable by administration.

### **M.2.15 Extracurricular Events**

Students are required to attend school the day of an extracurricular event in order to attend that event. "Attendance" is defined as attending at least 2 out of the 4 blocks that day unless otherwise pre-approved by an administrator.

### **M.2.16 Extended Illness**

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

- The parents should contact the school as soon as they become aware that the student will be absent for several 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
- Schoolwork should be picked up and dropped off in the office at the end of each week.
- If the student is to be absent more than 10 school days, the school will have the option to release the student to a 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.
- 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.
- 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 behaviors.

### **M.2.17 After-School Care**

After-School Care is provided until 6:00 p.m. for an additional cost. Space is limited. All students must have a completed registration form through FACTS Family Portal, even if use of this services is not expected. There is no fee for registering your child(ren) for the program.

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

## M.3.0 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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### M.3.1 Discipline Policy

Students, parents, and staff are responsible for reading and complying with the discipline policies. It is important that administrators, teachers, students, and parents/guardians understand, accept, and support the discipline policies of Christian Academy.

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.

- Order is the organization, which provides a good environment for learning.
- Training is the process of practicing what is right.
- Correction is the discouragement of wrong behavior.
- Praise or affirmation is used to encourage students to continue in obedience.

Parents and teachers need to cooperate with one another. Anything said or done which destroys mutual respect and confidence will harm the student. When parents have questions, they should contact their student's teacher immediately. Parents are encouraged to contact teachers with any questions or concerns following the Matthew 18 Principle (see Section M.5.18).

### M.3.2 Classroom Standards

Each student is expected to be on time and properly prepared for each class. Each teacher will establish the rules for classroom behavior that shall prevail in his/her classroom. Students shall heed these expectations, both academically and in their conduct.

Teachers will communicate to students how grades will be determined. Each middle school teacher will provide a syllabus for students outlining the goals of the course, the requirements, and the texts and materials to be used.

### M.3.3 Bus Conduct

Students guilty of repeated misbehavior on the bus will be removed from the bus either temporarily or permanently and may be subject to disciplinary actions. For this reason, we strongly support the rules presented by the transportation companies. These rules are listed below:

#### **BUS RULES**

1. Bus ID tags should be **visibly** attached to a purse or backpack.
2. Cooperate with and respect the driver.
3. Observe the same conduct rules as in the classroom.
4. Do not eat or drink on the bus.
5. Do not use cell phones or other electronic devices on the bus.
6. No animals are permitted on the bus.
7. Keep the bus clean.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.

### **M.3.4 Cafeteria Conduct**

Proper eating habits and acceptable behavior must be practiced in the cafeteria. Students should not mix, throw, or play with food or trash. All students are expected to clean up after themselves, and to throw away their trash after eating. After throwing away their trash, students are expected to return to their seat until dismissal. Each student is periodically assigned weekly lunch cleanup duty. **Students must remain in the cafeteria during their scheduled lunchtime.** Therefore, students will only be allowed to leave the cafeteria with a note from a teacher.

### **M.3.5 Corrective Measures**

CALMS believes that head, heart, and hands are connected and inform one another. Luke 10:27 reminds us to "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind." The goal is for all students to grow in these areas resulting in a life of love towards God and others.

To this end, in conjunction with student/parent/teacher communication and intervention, CALMS uses the following corrective measures:

Lunch Detention (LD) – an immediate consequence to inappropriate behavior. Lunch Detention is typically served the following day and location varies by grade.

Discipline Referrals (DR) – a consequence for Minor Violations. Every Discipline Referral leads to increasingly severe consequences (See Section M.3.7).

Office Referrals (OR) – a consequence requiring immediate action and/or for Major Violations. Every Office Referral leads to increasingly severe consequences (See Section M.3.8).

After School Detention (ASD) – usually assigned for DRs. ASD is held on a school day from 3:15 p.m. to 4:15 p.m. On the assigned day, the student must report to the after-school detention room by 3:15 p.m. Students are to bring paper and pencil or pen. They are to be picked up by parents outside the middle school office at 4:15 p.m.

Saturday Morning Detention (SD) – usually assigned on the 5<sup>th</sup> DR and following. Students assigned a Saturday detention must make arrangements to report to the middle school office by 8:00 a.m. on the designated Saturday and remain there until 10:00 a.m. (or longer as assigned). There will be a cost to the student of \$5.00 per hour. Uniform dress code should be followed unless notified otherwise.

Failure to report for detentions (LD, ASD, or SD) or tardiness to detentions may result in the student being assessed an additional detention. Parents of students receiving any Corrective Measure will be notified by email through FACTS Family Portal and/or by a phone call from an administrator.

### **M.3.6 Social Media**

Social media reaches far beyond the school community; therefore, students must use social sites responsibly and be accountable for their actions. Students must understand that anything posted online is a reflection on not only themselves, but also Christian Academy, and ultimately Christ. Below are specific guidelines regarding student use of social media:

- In the online environment, students must follow Christian Academy behavior guidelines and conduct themselves online as in school.
- Use of Christian Academy logos or images on your personal social networking sites is prohibited.
- Christian Academy reserves the right to request school-related images or content posted without permission to be removed from the Internet.
- Cyberbullying is considered an act of harassment. Please reference M.3.10 Positive Student Relationships/No Bullying Allowed from the handbook for more information.

- If a student sees anything of concern on a fellow Christian Academy student's social networking page or account, they should immediately contact a school counselor or principal.
- Similar to comments made in person, Christian Academy will not tolerate disrespectful comments and behavior online, such as:
  - Derogatory language (including any type of racial slur) or remarks that may harm students, faculty, or staff of Christian Academy.
  - Derogatory language (including any type of racial slur) or remarks that may harm representatives of other schools, including comments that may disrespect opponents in athletic competitions.
  - Incriminating photos or statements depicting violence; hazing; sexual harassment; racism; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
  - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
  - Indicating knowledge of an unreported school violation—regardless if the violation was unintentional or intentional.

Any violation of the social media guidelines may result in disciplinary action including possible suspension and/or expulsion.

### **M.3.7 Minor Violations of the Discipline Policy**

Consequences for minor violations will be one or more of the following: reprimands or consequences issued by the classroom teacher in accordance with the established classroom rules, denial of privileges, discipline referral (DR), removal from classroom, detention, manual labor, probation, suspension, or expulsion. **Repeat offenders of Minor Violations can expect increasingly severe consequences which can result in suspension or expulsion from Christian Academy.**

#### Minor Violations

1. Accumulation of more than 3 tardies or 3 Dress Code Violations.
2. Disruptive or potentially destructive behavior including running, throwing, horseplay, or excessive noise.
3. Making any display of affection (i.e. kissing, hugs, leaning, etc.).
4. Misuse of any electronic device on campus or on the bus.
5. Misuse of skateboards, scooters, toys, etc. on campus or on the bus.
6. Abuse of the Personal Electronic Device policy (See Section M.5.20)
7. Being in any restricted area of campus during the school day without special permission.
8. Organizing any on-campus activity without administration approval including selling or buying of items.
9. Misuse of the office courtesy phone.
10. Inappropriate behavior during prayer, pledges, and/or chapel.
11. Abuse of the Student ID Badge policy (See Section M.4.5).
12. Abuse of the Water Bottles policy (See Section M.5.21).
13. Inappropriate use of Social Media (See Section M.3.6).

## PENALTIES FOR MINOR VIOLATIONS

Time Frame - One Year

1 <sup>st</sup> - 4 <sup>th</sup> DR	After School Detention Parent/Student/Principal Conference if deemed necessary by the administration
5 <sup>th</sup> DR	Saturday Morning Detention
6 <sup>th</sup> DR	Saturday Morning Detention
7 <sup>th</sup> DR	Consequences to be determined by the administration

- **Field trip and extra-curricular (participant or spectator) attendance may be jeopardized depending on the offense.**
- **Consequences from DR's / OR's may vary according to the offense.**
- **Disciplinary probation or expulsion may be the ultimate result of deliberate, repeated infractions of Minor Violations.**

### M.3.8 Major Violations of the Discipline Policy

The consequences for major violations may result in either suspension or expulsion from Christian Academy. The administration will determine and administer the appropriate disciplinary action. The consequences are severe because the types of behavior listed here are antagonistic to the basic purposes of the school, hurtful to others, and harmful to the school's reputation and witness to the community. Students with accumulations of minor and major disciplinary violations may be subject to discipline probation. **Repeat offenders of Major Violations can expect increasingly severe consequences which can result in suspension or expulsion from Christian Academy.**

#### Major Violations

1. Racial slurs or demeaning statements (verbal or non-verbal).
2. Insubordination, disrespect (verbal or nonverbal) or disobedience of school personnel.
3. Use of profanity, crude language, offensive expressions, or obscenities.
4. Fighting, threatening, intimidating or causing deliberate injury to students and/or school personnel.
5. Bullying or intimidating of any kind. (By-standers may receive disciplinary action as well.)
6. Possessing any weapon, or anything that gives the appearance or sound of a weapon, controlled substances (tobacco, drugs, alcohol, vape, etc.), or pornography on school property.
7. Stealing, lying, cheating, forgery, or plagiarism. Discipline action:  
1<sup>st</sup> Offense – After School Detention and a zero or In-School Suspension and zero  
2<sup>nd</sup> Offense – In-school Suspension and zero
8. Willful destruction or defacement of school property or property of others.
9. Failure to attend class or being out of class during the class block without a written pass from the teacher.
10. Unacceptable behavior of a sexual nature on or off campus including sexting.
11. Persistent disregard for school policies and procedures.
12. Failing to abide by school guidelines while on school-sponsored trips.
13. Behavior or actions in or outside the school which has an adverse effect on the testimony of the school.
14. Abuse of the Technology Responsible Use Policy (See Appendix A).

#### **Sexting**

In keeping with Christian Academy'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.

**❖ Terroristic threats, even if made in a casual manner, will be taken seriously and may result in strong disciplinary action, including suspension or expulsion from school or possible legal action.**

#### **PENALTIES FOR MAJOR VIOLATIONS**

Consequences for Major Violations will include an Office Referral (OR) and one or more of the following:

- Loss of field trip/extra-curricular privileges
- Parent/Student conference with an Administrator
- Suspension\* – In-School or Out-of-School
- Disciplinary Probation
- Expulsion

**\*Make-up Work During Suspension.** During suspension the student will complete a designated course of work assigned by administration. Students will be allowed to take tests without penalty. Regular classroom work missed during suspension must be made up by the student and must meet the standards of the classroom teacher. **It is the student's responsibility to secure and submit the appropriate assignments the following day.**

**Drinking alcoholic beverages, using illegal drugs including marijuana, misuse of over-the-counter or prescription medications, use of any tobacco products including smokeless tobacco, snuff, e-cigarettes (vaping), using profanity, disrespecting authority or property, exhibiting improper sexual behavior, and engaging in abusive behavior towards others are all prohibited.**

**Disregard for these rules will result in disciplinary action, including possible suspension or expulsion from school. This applies to school and also non-school related social activities where such unacceptable behavior would have an adverse effect on the testimony of the school.**

### **M.3.9 Over-the-counter and Non-Prescription Drug Policy**

The possession, distribution, or use of over-the-counter medications or natural substances (including herbal remedies, caffeine pills, or any other substance that has the potential to alter one's mood or behavior) is not allowed.

All medication, pills, over the-counter-drugs, or anything that resembles the aforementioned must be dispensed through the school nurse's office with written parental permission. Violation of this policy is a major violation of the discipline policy.

### **M.3.10 Positive Student Relationships / No Bullying Allowed**

*He (Jesus) answered, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind"; and, 'Love your neighbor as yourself.'" Luke 10:27*

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.

### **M.3.11 Disciplinary Probation**

Students who have demonstrated difficulty complying with the disciplinary code may be placed on disciplinary probation for a period of time specified by the administration. The placement of a student on disciplinary probation signifies the recognition that this student requires direct attention, supervision, and assistance to maintain patterns of behavior that are conducive to the learning environment of all students.

Disciplinary probation is not intended to be a punishment. It is designed to be a time period during which the student receives support, instruction, and feedback in the development of appropriate patterns of behavior. While on probation, the student will meet regularly with a designated staff member. Students on disciplinary probation **may not be eligible for academic recognitions, to go on field trips, participate on athletics teams or other school leadership positions.**

The Discipline Committee will review the student's progress at the end of the probation period. If the student has corrected the previous behavioral problems he/she will be released from probation. If the student fails to demonstrate improved judgment and self-control while on probation he/she may be dismissed from school. If the student has demonstrated improved behavior but has not fully satisfied the committee that the pattern of unsatisfactory behavior has been corrected, he/she may remain on probation for a time period specified by the administration or may be dismissed from school.

## M.4.0 DRESS CODE

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*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.*

I Corinthians 6:18-20 NIV

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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.

Middle school 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 middle school uniform policy with the uniform programs in elementary 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.

### M.4.1 General Guidelines

These guidelines apply to regular school days, extra-curricular activities, and all school events.

1. Students are expected to dress according to uniform/dress code guidelines from the time they arrive on any CASS campus for school until they leave school for the day or begin practice for sports.
2. Students are to use good judgment in dressing for extracurricular activities in a manner that reflects modesty, neatness, and cleanliness. Although the rule of the uniform dress code may not be enforced for extra-curricular activities, students' appearance should reflect its spirit.
3. All garments must be modest, neat, clean, and pressed when wrinkled. All garments are to have a traditional fit. An item with a traditional fit is appropriately fitted in the shoulders, waist, leg, seat, bodice, and length. Oversize styles are not permitted.
4. Garments that are very thin, semi-transparent or "see through" are not permitted. Tight-fitting, clinging, sleeveless, midriff, low-cut or high-slit garments are not allowed.
5. Slacks, tops and skirts must be in good condition with no holes and cut or frayed seams.
6. A belt must be worn with any garment that is designed with belt loops. Belts are to be a solid color (extreme colors not allowed), must be an appropriate length, and must be worn in the belt loops. Only traditional belt buckles permitted. No studded or jeweled belts.
7. Skirt length should be to the top of the knee when standing.
8. All shirts are to be appropriately buttoned and tucked in neatly at all times. Shirts may not be overly bloused at the waistband. Plain, solid color undershirts (T-shirts) are to be worn. Short sleeved undershirt sleeves may not be longer than the short sleeved uniform sleeve. Long sleeve shirts can be worn under the uniform polos.
9. Any appropriate coat or jacket may be worn to and from school. Any approved Christian Academy jacket (from The Armory, PTO or Athletic Spirit Wear) may be worn. **No hooded sweatshirts are permitted.**
10. Students may wear any official CAL approved outerwear (1/4 zip, crew, jacket, etc.) during school.
11. As with all areas, students may be asked not to wear certain items deemed outside the guidelines.
12. Traditional jewelry should be worn in moderation and good taste. Boys may not wear earrings at school or at school functions.
13. Make-up, when worn, should be applied with appropriate measure. Make-up that is too heavy or dark will be addressed with the individual.
14. Logos, slogans, or any designs that are offensive in a Christian school are not permitted on any item. Any manner of grooming or dressing that imitates a subculture opposed to Christian principles is not permitted.
15. Hairstyles are to be neat, clean, moderate, and in good taste. Hairstyle extremes and non-traditional, unnatural hair colors are not permitted. Boys' Hair may not have the potential to fall into the eyes (below eyebrows), go

past the bottom of the ear, and the length should not extend beyond the top of a regular shirt collar. Students who fail to get a haircut (that meets dress code requirements) when notified may receive a Discipline Referral weekly until their hair is cut.

16. Boys are to be clean-shaven, no beards or mustaches. Sideburns are to be no longer than the bottom of the ear.
17. No hats, scarves or gloves are allowed during the school day.
18. Students are not permitted to have writing, drawings, or temporary/permanent tattoos on their bodies.
19. Students must adhere to the Student ID Policy (See Section M.4.5).
20. Students who repeatedly ignore dress code multiple times in a day may have a lower conduct grade or a DR.

#### **M.4.2 Uniforms**

1. All middle school students are required to be dressed in appropriately-fitting uniform.
2. The Christian Academy Middle School uniform is available from Lands' End or Shaheen's. (*See below for details about uniform providers.*)
3. Use of the vendors listed below is required for all items *excluding pants and shorts*. These vendors have agreed to supply the appropriate uniform items according to standards acceptable for the Christian Academy uniform dress code. **Only clothing designated as Christian Academy uniform items purchased from these vendors is compliant with the English Station Middle School Uniform Dress Code.**
4. Alterations made to uniform items for purposes other than ensuring a traditional fit may disqualify that item from compliance with the uniform dress code.
5. Shoes must be worn correctly (i.e. students are not to walk on the heels) and laces must be tied. Shoes must be purchased and worn as a matching pair.

**Uniform clothing may be purchased from:**

**Lands' End**

[www.landsend.com/cass](http://www.landsend.com/cass)

Preferred School Number: 900076662

**Shaheen's: [www.shaheens.com](http://www.shaheens.com)**

The Springs Store  
994 Breckenridge Ln.  
Louisville, KY 40207  
(502) 899-1550

Select items are available at the Centurion Armory (502-753-4598).

### M.4.3 Uniform Selections

<b>Middle School Girls Uniform</b>
<p><b>Polo Shirts:</b> Approved uniform <b>knit polo shirts</b> (red, white or navy) <b>with logo</b> or <b>Dri-fit polo shirts</b> (red or navy) <b>with logo</b>. Polo shirts may be short or long sleeved. If wearing an undershirt (T-shirt) beneath, <b>wear only a plain, solid color undershirt</b>. Polo style knit shirts may be worn <b>untucked, if fitted traditionally at the waist so it allows for movement without exposing the midriff or back</b>. Dri-fit, long sleeve, quarter-zip shirts in red, blue or navy can be worn as uniform shirts. If worn as outerwear, a uniform shirt must be worn underneath.</p>
<p><b>Shirts:</b> Button-down white or light blue oxford shirt (short, or long sleeved) (<i>Logo is optional</i>); a <b>white</b> camisole or <b>white</b> T-shirt will be required underneath.</p>
<p><b>V-Neck Sweater with Logo or Cardigan style with Logo:</b> Red or navy, worn over an oxford or uniform polo.</p>
<p><b>Shorts and Pants:</b> Navy or khaki uniform style that are traditional and appropriately fitted at the waist, seat, and length, and worn with a belt. May be pleated in front.</p>
<p><b>Leggings:</b> Worn under a uniform skirt ONLY. Solid navy or black and <b>MUST</b> come down to the ankle. No designs, emblems or symbols on the leggings. Sweat pants are not to be worn under skirts.</p>
<p><b>Belts:</b> Any solid color (extreme colors not allowed) worn in the belt loops. No studded or jeweled belts. Only traditional belt buckles permitted.</p>
<p><b>Sweatshirts/Jackets:</b> Any <b>official CAL</b> crewneck sweatshirt or full/quarter zip jacket <b>with logo</b> worn over a uniform knit shirt or oxford shirt. When wearing a sweatshirt, shirts must be tucked in. <b>Hooded sweatshirts are not permitted.</b></p>
<p><b>Skirts:</b> Solid navy or navy houndstooth check. <b>Skirt length should be to the top of the knee when standing and hemmed.</b></p> <p><b>Note:</b> It is suggested that skirts be hemmed in a manner that will allow for future growth. (See Section M.4.6)</p>
<p><b>Shoes:</b> Traditional style lace-up athletic shoes. (Sperry-like <u>with laces</u> acceptable) <b>* All shoes must be closed toe and closed heel, laced-up and tied.</b></p>
<p><b>Chapel Dress:</b> Uniform navy or houndstooth skirt (no pants) White or light blue oxford uniform shirt or blouse (with <b>white</b> cami or <b>white</b> T-shirt underneath) V-neck Sweater with Logo, Cardigan with Logo, or quarter-zip with Logo Tennis shoes (Sperry-like with laces acceptable) and socks <i>Chapel dress can be worn any day of the week.</i></p> <p><b>PLEASE NOTE:</b> ALL clothing pieces must be in good condition with no holes, tears or frayed seams.</p>

<b>Middle School Boys Uniform</b>
<b>Polo Shirts:</b> Approved uniform <b>knit polo shirts</b> (red, white or navy) <b>with logo</b> or <b>Dri-fit polo shirts</b> (red or navy) <b>with logo</b> . Polo shirts may be short or long sleeved. Shirts should be tucked in and <b>only a plain, solid color shirt may be worn underneath</b> . Dri-fit, long sleeve, quarter-zip shirts in red, blue or navy can be worn as uniform shirts. If worn as outerwear, a uniform shirt must be worn underneath.
<b>Shirts:</b> Button-down oxford shirt, white or light blue, short or long sleeved ( <b>Logo optional</b> ), tucked in. ( <b>wear only a plain, solid color shirt underneath</b> )
<b>V-Neck Sweater with Logo or Vest with Logo:</b> Red or navy, worn over an oxford or uniform polo.
<b>Shorts and Pants:</b> Navy or khaki uniform style that are traditional and appropriately fitted at the waist, seat, and length, and worn with a belt. May be pleated in front.
<b>Belts:</b> Any solid color (extreme colors not allowed) worn in belt loops. No studded belts. Only traditional belt buckles permitted.
<b>Sweatshirts/Jackets:</b> Any <b>official CAL</b> crewneck sweatshirt or full/quarter zip jacket <b>with logo</b> worn over a uniform knit shirt or oxford shirt. When wearing a sweatshirt, shirts must be tucked in. <b>Hooded sweatshirts are not permitted.</b>
<b>Shoes:</b> Traditional style lace-up athletic shoes. (Sperry-like <u>with laces</u> acceptable) <b>*All shoe selections must be closed toe, and closed heel, laced-up and tied.</b>
<p><b>Chapel Dress:</b></p> <ul style="list-style-type: none"> <li>Uniform pants of choice (no shorts)</li> <li>Uniform light blue or white oxford shirt of choice (<b>Logo optional</b>)</li> <li>Tie of choice (no string or western ties or ties with offensive logos, slogans, or designs)</li> <li>V-Neck Sweater with Logo, Vest with Logo, or quarter-zip with Logo</li> <li>Tennis shoes (Sperry-like with laces acceptable) and socks</li> <li><i>All shirts tucked in.</i></li> <li><i>Chapel dress can be worn any day of the week.</i></li> </ul> <p><b>PLEASE NOTE:</b> ALL clothing pieces must be in good condition with no holes, tears or frayed seams.</p>

#### **M.4.4 Alternate Dress Days**

##### **T-Shirt Day**

- T-shirts must be an approved Christian Academy T-shirt and have a traditional fit with no rips/tears.
- Extreme lengths, sleeveless, and oversize styles are not allowed.
- Form fitting shirts are not allowed.
- T-shirts with logos, slogans, or designs that are offensive to Biblical standards are not allowed.
- All other dress code guidelines are to be observed.

##### **Jeans Day**

- Jeans must be in good condition and neat with no holes, patches, frayed ends or seams.
- Jeans must have a traditional style and fit. (Appropriately fitted at the waist, seat, legs, and length.) No overly skinny/tight fitting or baggy jeans.
- Jeans must have a consistent solid blue color (not streaked or faded).
- Belts are required.
- Students may wear a Christian Academy T-shirt or uniform polo on designated jeans days.
- All other dress code guidelines are to be observed.

### **Sweatpants and Hoodie Day**

- Sweatpants and hoodies must be in good condition and neat with no holes, patches, frayed ends or seams.
- Sweatpants and hoodies must have a traditional style and fit. No overly skinny/tight fitting or baggy.
- Hoodies must be only CAL branded. No other schools, logos or branding allowed.
- Sweatpants must be CAL branded or plain without logos or writing.

**◆ If alternate dress day guidelines are not followed the student will not be allowed to participate in future Alternate Dress Days. ◆**

### **Other**

- **Coaches must secure approval from the administration regarding when the team may wear their jerseys.**
- Teams will also be permitted to wear them on jeans days or for pep rallies.
- Sleeveless jerseys are to be worn with a school approved shirt (with sleeves) underneath or a team T-shirt may be worn instead of a jersey.
- Teams and programs may request jeans days.

### **M.4.5 Student ID Policy**

The purpose of this policy is to ensure the safety and security of all students and staff on the Christian Academy of Louisville Campus. ID cards help us in identifying students as well as visitors and potential trespassers. Student Identification (ID) Cards will be provided to every student.

1. **All students must wear their current year ID cards from 8:15 a.m. to 3:10 p.m.**
2. Display of IDs
  - a. The ID card must be worn on a breakaway lanyard hanging from their neck outside all layers of clothing and visible. Please see information on IDs/lanyards below.
  - b. Students are excused from wearing IDs during classes where they present a hazard to student safety, i.e. during Science labs. They should be properly secured during this time.
  - c. Only school IDs may be attached to the lanyard – no keys or other IDs are allowed.
  - d. The ID card must be presented to any school staff member or person of authority when seeking student identification.
3. IDs/Lanyards
  - a. The front and back of the ID card must remain unaltered in any way.
  - b. Students may use a lanyard of their choice, but **MUST** be a breakaway lanyard.
  - c. Logos, slogans or any designs contrary to biblical principles are not permitted on lanyards.
  - d. Lanyards may NOT be from other elementary, middle or high schools.
4. Lost, stolen, altered, damaged, and defaced ID Cards
  - a. Lost, stolen, altered, damaged, and/or defaced ID Cards must be replaced IMMEDIATELY through the Middle School office.
  - b. Destruction or defacement of the student ID is considered a Dress Code Violation (DCV).
  - c. There will be no charge for the first replacement ID and/or lanyard. Additional IDs will cost \$20. Additional lanyards will be available for \$2. Additional plastic covers are available for \$1.
  - d. Charges for replacements may be invoiced through FACTS.
5. Students are not to use old IDs from previous school years.

### **M.4.6 Dress Code Non-Compliance**

Parents of students in violation of the stated middle school dress code will receive an email notification of the dress code violation. Absolute defiance of the uniform dress code policy will be considered a major violation of the discipline code.

Students may be given various choices when their skirt length is in violation of the dress code. These may include but are not limited to: being asked to change clothes, given appropriate skirts when available in the office, asked

to take out hems and shown how to do so, and/or asked to call home to request alternative clothing be brought in for them.

<b>CONSEQUENCES FOR DRESS CODE VIOLATIONS (DCV)</b>	
<b>Time Frame – Semester</b>	
1 <sup>st</sup> – 2 <sup>nd</sup> DCV	Notice to Parents
3 <sup>rd</sup> DCV	Discipline Referral and Conference w/ Assistant Principal
<b>* Each subsequent DCV will result in a (DR) being issued and an after-school detention assigned.</b>	

#### **M.4.7 Parent Dress at School Events**

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 skirt length, necklines, and style.



## M.5.0 ADDITIONAL INFORMATION

*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 NIV

### M.5.1 Athletics

The athletic program of Christian Academy is an integral and vital part of the total school education program. Its purpose is to make positive contributions to the physical, social, emotional, and spiritual development of the participants, the spectators, the school, and the community.

All students are encouraged to attend athletic events and become active supporters of Christian Academy teams. At the present time, Christian Academy offers opportunities for middle school students in the following sports:

Fall Sports	Winter Sports	Spring Sports
Cheerleading	Basketball (boys and girls)	Baseball
Cross Country (boys and girls)	Bowling	Golf (boys and girls)
Field Hockey	Cheerleading	Lacrosse (boys and girls)
Football	Swimming (boys and girls)	Soccer (boys and girls)
Volleyball (girls)	Archery (boys and girls)	Softball
Tennis (boys and girls)		Track (boys and girls)

Students wishing to participate in sports at Christian Academy will be provided an *Athletics Handbook* containing eligibility rules and regulations from the Athletic Director. An athletic participation fee is charged for each sport in which the student participates. There may be additional uniform and team fees, the cost of which varies according to the sport. This information can be obtained through the Athletic Office.

Academic grades are checked every Friday to determine sports eligibility. Student athletes are required to maintain a 2.0 GPA and no grades of "F". Failure to meet this requirement will result in the student athlete being ineligible to participate in games for a time frame of one week. If the student's ineligibility continues through the next grade check or a pattern of ineligibility develops, he or she will be ineligible to participate in games and practices until they have reached eligibility status.

### M.5.2 Book/Sports Bag Storage

Students are to store all book bags in their lockers at all times. Sports bags are to be stored on shelves at the end of the second floor hallway. **Bags may not be taken into classrooms.** Bags improperly stored or abandoned will be confiscated. Persistent incidences will lead to disciplinary action.

### M.5.3 Cafeteria

A full service cafeteria is available for student use. 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 presenting the choices of each day is posted on the website monthly. Students may choose from a variety of entrees each day including a hot meal, homemade soups, salad bar, etc. Fast food may be purchased at an additional cost on Wednesdays and pizza is delivered on most Fridays.

Students have many choices of à la carte items and snacks including but not limited to the following: bottled water, deli sandwiches, ice cream, fresh fruit, chips, fruit drinks, milk, yogurt, granola bars, bagels, and muffins. Diet soft

drinks will not be sold to 6<sup>th</sup> and 7<sup>th</sup> grade students. Microwave ovens are available for use by those wishing to bring lunch from home.

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, which is a major violation of the discipline code.

It is imperative that each student uses the debit account system to purchase lunch. Using this debit system saves students considerable time in paying for food. Parents are asked to deposit funds into their 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 the child's account by sending in a check with the child's name and lunch 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. Students must turn in their deposits to the middle school office staff in the morning or give it directly to the cashier at lunch. 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.

Middle school students are allowed to use cash to buy items in the cafeteria but only one cashier line will be designated for cash. The other cashier lines will work with accounts only. This keeps the lines flowing so 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 only way to keep track of your student's cafeteria account.* If parents have any questions about My Payments Plus, they are encouraged to contact the cafeteria manager.

Charges: 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.

Breakfast: Breakfast is available for purchase from 7:45 a.m. until 8:10 a.m. for middle school students waiting in the cafeteria before school. Accounts or cash can be used to purchase breakfast.

After School Sales: The cafeteria is open until 3:30 p.m. Students who ride the school bus may NOT take food or drink onto the bus.

Reduced Cost Lunches: Although Christian Academy does not participate in the Federal Free and Reduced Lunch Program, reduced cost lunches are available for those who qualify. To apply for reduced lunch prices, parents must contact the cafeteria manager. If income levels meet the established guidelines, each child in the family will receive a reduction in the price of lunch. All information received is held in strict confidence.

Behavior in the Cafeteria: Proper eating habits and acceptable behavior must be practiced in the cafeteria. Students are expected to stay in the cafeteria until they are dismissed and clean up after themselves. Lunch trays may not be taken out of the cafeteria. To-go trays are available for special situations. Book bags are not allowed inside the cafeteria during lunch.

### M.5.4 Conferences/Conference Days

Conferences between parents and students and members of the school staff are encouraged. All teachers have some unscheduled time every day and will be glad to arrange a conference. Contacts concerning the progress of students usually would be made with teachers first, but the Principal may be scheduled as well. In every case, a call to the school office for an appointment is necessary to avoid scheduling conflicts and possible long waits.

Special arrangements can be made for conferences during non-school hours. There are scheduled parent/conference days during the school year that will be announced. These are normally reserved for need-based conferences.

### M.5.5 Daily Schedule for Middle School

Regular Days (Red and Blue Day)		Chapel Day (Thursday)	
Warning Bell	8:05	Warning Bell	8:05
Connect	8:10 - 8:20	Connect	8:10 - 8:20
Block 1	8:20 - 9:50	Block 1	8:20 - 9:40
8th Exploratory	8:20 - 9:50	8 <sup>th</sup> Exploratory	8:20 - 9:40
		Chapel	9:45 - 10:25
Block 2	9:55 - 11:20	Block 2	10:30 - 11:45
7th Exploratory	2A 9:55 - 10:35	7 <sup>th</sup> Exploratory	2A 10:30 - 11:05
	2B 10:40 - 11:20		2B 11:10 - 11:45
Power Hour	11:20 - 12:15		
8th Lunch	11:43 - 12:08	8th Lunch	11:43 - 12:08
7th Lunch	11:45 - 12:10	7th Lunch	11:45 - 12:10
6th Lunch	11:47 - 12:12	6th Lunch	11:47 - 12:12
Block 3	12:15 - 1:40	Block 3	12:15 - 1:40
6th Exploratory	3A 12:15 - 12:55	6th Exploratory	3A 12:15 - 12:55
	3B 1:00 - 1:40		3B 1:00 - 1:40
Block 4	1:45 - 3:10	Block 4	1:45 - 3:10

### M.5.6 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 FACTS Family Portal to receive emergency alert information. *(Also see G.2.4 Inclement Weather)*

**Personal:** Every student is to have emergency information on file at Christian Academy, 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 FACTS Family Portal 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.

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

### M.5.7 Fees/Dues

Throughout the course of the year middle school students will have the opportunity to participate in various clubs, organizations and team sports; all cost associated with such participation will be the responsibility of the student.

Students will also be responsible for the cost of supplementary materials associated with class studies and projects, including the eighth grade trip to Washington DC, Fine Arts and Athletic trips.

### **M.5.8 Field Trips**

Field trips are regarded as an extension of the classroom provided the intent is educational and relates to the subject area that the class is studying. Efforts are made to keep the expense of field trips as reasonable as possible. Written parental permission must be received in order for students to participate.

- No student is allowed on an off-campus trip without specific written parental permission.
- Students may not leave a field trip with a parent or another child without written notification.
- It is requested that siblings NOT go on field trips so sponsors may give their full attention to the care of students.
- All students will wear uniforms on field trips unless otherwise informed by the supervising teacher, coach, or administrator.

#### 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.
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 not to make stops which are not on the agenda for the entire class. (For example, stopping by a fast-food restaurant for a drink before coming back to the campus is *not* allowed.) All stops must appear on the Field Trip Request form, which was approved by the principal.
7. Drivers are in authority in their vehicles. Correct any unsatisfactory behavior, including noise or rudeness, and provide the teacher in charge with information regarding any student(s) who fails to respond promptly and politely to correction.

### **M.5.9 Individual Student Parties**

During the school year there are some parties for middle school students that are not school sponsored, but organized by individual students and their parents. If there are questions about these non-school sponsored parties, it is the parent's responsibility to contact those parent sponsors. We ask that party invitations **not** be distributed at school.

Birthday parties may be celebrated in the classroom with permission from the teacher. Treats should be provided for all students in the class. Birthday treats may not be served in the cafeteria.

### **M.5.10 House System**

During the 2018-19 school year, CALMS initiated a house system. Part of the inspiration for this program came from MS staff who visited Ron Clark Academy in Atlanta. These four teachers were inspired to create and implement the house system at CALMS. Student response has been very positive.

CALMS has 6 houses to make the school of 450 students “smaller” by creating 6 groups of approximately 25 6<sup>th</sup> graders, 25 7<sup>th</sup> graders and 25 8<sup>th</sup> graders. There are 6-7 staff members in each house.

Houses meet each Thursday afternoon. Time is provided to allow students opportunity to talk about chapel messages and for houses to lead portions of chapel with skits, songs, testimonies, etc. Two of the afternoon meetings each month are small house meetings, and the other two are big house meetings that include instruction in one of the house virtues.

The house system has several benefits. It develops leadership skills in 8<sup>th</sup> graders as they model and teach younger students what it means to be a CALMS student. It creates opportunities for tutoring and mentoring within all grade levels of a house. It also provides a method for effective onboarding of new 6<sup>th</sup> graders each year. Additionally, strong relationships are developed across grade levels, building a culture of community and service.

The houses and their virtues are: Fortem-courageous; Zahvalan-appreciative; Dashuri-loving; Mahara-mindful; Servitas-service/servant; and Reveur-visionary.

#### **M.5.11 International Student Program**

While Christian Academy has hosted international students for many years, the school began an intentional program in 2010. International students find their way to the Christian Academy school community through various pathways including local family connections, relationships made on mission trips and through partner schools and organizations in other countries. Some of the countries represented over the years are China, Korea, Vietnam, Haiti, Nicaragua, Guatemala, Russia, Germany, France and others. In 2019-20, Christian Academy hosted 42 full-time international students on the English Station and Indiana campuses as well as several short-term students.

As a school providing a Biblical worldview through the curriculum, it is a natural fit to bring global perspective to the school community. CASS students have the opportunity to learn about other countries first hand and to make an impact without having to go across the world. International students provide new perspectives that help the school continue to strive for excellence in all that is done. Christian Academy families graciously host international students providing more opportunities to build community. The program has grown to include English Language Learners (ELL) and other services to best serve our international students’ unique needs.

International students are expected to abide by all Christian Academy rules and guidelines both at school and home including those found in the Family Handbook as well as those contained in the International Student Guidelines. For more information about the program, contact the program coordinator Teryl Benge at [tbenge@caschools.us](mailto:tbenge@caschools.us).

#### **M.5.12 Library/Media Center**

The Christian Academy Middle/High School Library is continuously expanding its media collection to meet the needs of all students in all academic areas. With its computers, Internet access, books, , audio-visual materials and equipment, and complete automation of the circulation system, the Library/Media Center has much to offer students and teachers.

The English Station, Rock Creek and Southwest campuses use web-based *Destiny* as their library management system. This system allows students to access Christian Academy’s library resources from their home computers as well as when they are at Christian Academy. 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 is a safer and faster way to access previewed, educational, and age-appropriate websites than using Google.

Students have access to EBSCO databases for research through a link on each of the CAL school's Destiny library home web pages. While accessing on campus, no password is required. (While off-campus, use username = **calouisville#pk12** and password = **reddirt#20**.) Choosing the *EBSCO Discovery Service* databases is particularly student-friendly. Just type in a subject in the search box and limit by using the options located down the left side of the screen (ie: Full text, peer-reviewed, year, publication, etc.)

Students may check out books for two weeks at a time, except for reference books, which may occasionally be checked out overnight only. Fines for late books are \$.05 per day and \$.25 per day for reference books. Students with overdue books and unpaid library fines (including lost book replacement fees) may not receive their yearbook until all these obligations are met.

Students may use the library at any time during the day with a pass from a teacher providing that space is available. No students are to leave and re-enter the library during their visit without a pass or permission from a librarian. Teachers will schedule entire classes in advance and should not send more than a few students at a time unannounced.

Students may enter the library through the hallway door only. The outside doors will not be used during the school day. The library will be open in the mornings at 7:45 a.m. and remain open until 4:00 p.m. after school for the convenience of students and teachers. Middle school students must sign out of the cafeteria with a teacher prior to coming to the library before school. Periodically the library hours may be reduced for special circumstances.

The library is intended to be a place where students and teachers can come to do serious work and study, or get help with a research project. Those whose purpose does not fit this description may be asked to return to their classroom so as not to disturb others. The use of the library is a privilege that may be revoked. No eating or drinking is allowed in the library.

Computers and Chromebooks are available for student use in the central area of the Media Center and cannot be taken out of the Media Center.

**Students must have a School Policy Commitment signed by the student and parent on file in the school office before they may use any Christian Academy computers.**

Students are offered the privilege of using the media center printers but are limited to printing only class related black ink printouts and are absolutely prohibited from printing copies for everyone in their class as handouts. They must plan ahead and use resources outside the school for these large print jobs. Students may additionally use the color printer for their academic assignments, but must pay \$.10 per single copy or \$.20 per two-sided copy.

### **M.5.13 Lockers**

A locker with a combination lock will be assigned to each student at the beginning of the school year. Students must use the locker they are assigned unless permission to change is granted. Magazine pictures, posters, stickers, or slogans are **not** permitted inside or outside. Personal photographs hung in lockers must be attached with magnets (**no tape**).

*The school staff reserves the right to open any school locker at any time. Periodic locker inspections will be conducted to insure neatness and proper care of lockers. Decorations on the outside of lockers are not permitted.*

Students should keep their lockers locked at all times and should not reveal lock combinations to other students. If a student lock is lost, a replacement is required and must be purchased in the middle school office for \$5. Students are responsible for items lost or misplaced due to leaving their locker open or unlocked. Tampering with any lock/locker, whether your own or someone else's, will result in disciplinary action.

Students should report any lock or locker malfunctions to the middle school office immediately. Lockers are not to be damaged in any way, inside or out. Students will bear the expense of lock or locker damage at the end of the school year.

#### **M.5.14 Lost and Found**

Each classroom teacher and the office will maintain a lost and found area. Articles that remain unclaimed will be donated to charity.

#### **M.5.15 Messages**

If it is necessary to send a message to a student at school, 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. Classes will not be interrupted to deliver a message, or to have a student return a phone call to the parent. Students may NOT make or receive calls or text messages on cell phones during the school day.

#### **M.5.16 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.

#### **M.5.17 Pranks and Vandalism**

Christian Academy will not tolerate pranks and vandalism.

Any act that disrupts the school day, damages school or private property, creates a hardship for school personnel, or breaches the discipline code may result in legal action, serious disciplinary actions (including dismissal from school), financial restitution, and fines.

PRANKS AND VANDALISM ARE NOT A TRADITION, RITE OF PASSAGE, OR SOMETHING THAT WILL BE TAKEN LIGHTLY.

Students found on campus after hours may be subject to arrest.

### **M.5.18 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/or 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.

The intent of this policy is to enhance relationships between parents and staff for the benefit of students. Please note, however, that any potential or suspected harm to a student or illegal activity will be reported to authorities (See Section G.2.9).

### **M.5.19 Technology Services**

Christian Academy provides technology resources (such as computers, Chromebooks, tablets, 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>.

### **M.5.20 Personal Electronic Devices**

The use of Personal Electronic Devices is not permitted on campus during the school day (7:30 a.m. – 3:10 p.m.) and may be restricted at school sponsored activities. This policy includes, but is not limited to cell phones, video games systems, tablets, and personal computers.

1. Please refer to the Technology Responsible Use Policy (Appendix C).
2. Devices must remain off and in lockers for the school day.
3. Smart Watches must be in "Airplane Mode" or similar. Smart watches may only be used for telling time during school hours. If used for other functions, smart watches will be treated as cell phones.
4. Devices must not be used to photograph, videotape, or record students, faculty or staff at school or school activities without prior consent of parents/guardians and approval of school staff, unless sanctioned by an administrator for particular school events such as parades, awards, assemblies, sporting events or other performances.



5. Any exceptions to this policy (i.e. projects, presentations, etc.) must be approved by an administrator at least 24 hours in advance.
6. Any electronic devices used on campus without approval will be confiscated and held for a period of time not less than 24 hours. The item will be kept the day of confiscation and returned at 3:10 p.m. the following day. The second and third times it will be held for 48 and 72 hours respectively and will be released only to the parent. Please refer to the Responsible Use Policy. (Appendix C).
7. The school is not responsible for the damage or loss of electronic communication devices brought on campus or to school sponsored activities, regardless of whether the device is in the possession of a student or school official upon confiscation. Students are responsible for the safety and security of all items brought to school.

### **M.5.21 Water Bottles**

Students may have water in their classrooms with the following guidelines:

- Any translucent bottle may be used.
- The water bottle must close completely and not have the opportunity to leak.
- The plastic bottle must contain water and water only that may be refilled at the water fountains between classes. No juice, soda, addables, or energy drinks.
- No water containers such as Tupperware, metal or other colored bottles.
- Bottles are not to be in close proximity to any technology. Water will not be allowed in any computer class, computer lab, or the media center.
- There should be no discipline issues with the water bottles such as throwing, popping lids, squirting, or pouring water on other students or property.
- All water bottles must be disposed of properly and not left in hallways, desks, restrooms or on floors.
- Water bottles are only allowed in the Middle School classrooms and hallways. They cannot be in the auditorium, Grand Hallway, other common areas or Elementary School.
- Any classroom teacher has the right to disallow water bottles in their room. Teachers will notify students of their classroom policy.
- There will NEVER be a time when non-water items may be consumed outside the cafeteria. This includes: milk, coffee, juice, tea and any other liquid. Any drinks other than water will be confiscated and thrown away.
- When not actively drinking, the bottle must be closed securely.

## 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>

- 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 websites, 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.

*Continued on the next page.*

## **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 (email, 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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## 2020-2021 School Policy Commitment

Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_

Connect Teacher \_\_\_\_\_ Grade \_\_\_\_\_

### Commitment to School Policies 2020-2021

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.
4. I understand that there may changes to policies and procedures due to adjustments necessary respond to the COVID-19 challenge.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Student signature required beginning with Grade 3*

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

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