



Christian Academy
OF LOUISVILLE

ENGLISH STATION CAMPUS

High School
FAMILY HANDBOOK

2020-2021

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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

For no one can lay any foundation other than the one already laid, which is Jesus Christ.
I Corinthians 3:11 NIV

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 12th 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.

Christian Academy of Louisville – 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>
Christian Academy of Louisville – Rock Creek Campus 3110 Rock Creek Drive Louisville, Kentucky 40207 (502) 897-3372	<i>Grades K–5, Preschool and Providence School</i>
Christian Academy of Louisville - Southwest Campus 8307 St. Andrews Church Road Louisville, Kentucky 40258 (502) 447-6500	<i>Grades K–8 and Preschool</i>
Christian Academy of Indiana 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 | ➤ Jeremy Nelson |
| ➤ Matt Chalfant | ➤ Phil Russell |
| ➤ Jason Chambers | ➤ Paul Tran |
| ➤ Kyle Doezema | ➤ Byron Walters |
| ➤ Jennifer Hickman | ➤ Scott Watkins |
| ➤ Angela Nash | |

G.2.0 GENERAL POLICIES AND PROCEDURES

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

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 Custodial 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:

1st 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>.

2nd Christian Academy website 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 12th 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:

1st 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>.

2nd Christian Academy website 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, 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 – 12th 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.

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.
- 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 Tuition).

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

Information For All English Station High School Families

Policies and Procedures

2020-2021

SECTION II

ENGLISH STATION HIGH SCHOOL

Policies and Procedures

H.1.0 ACADEMIC POLICIES AND PROCEDURES

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

H.1.1 Advanced Placement Courses

At Christian Academy of Louisville, the aim of Advanced Placement courses is to provide challenging academic, college-level classes for juniors and seniors. The Advanced Placement Test is an important part of each class because it allows capable students to gain college credit and is a motivating factor for all students.

Students who apply for admission to an AP class will be evaluated on the basis of academic performance, motivation, and commitment. All students enrolled in an AP class are required to take the AP exam at the end of the course. The AP testing fee will be collected in August. AP courses carry additional grade points (See Section H.1.7 or Course Description Catalog).

H.1.2 Academic Probation

At-Risk for Probation

At the close of the semester, each student's academic record is carefully reviewed. If the semester grade point average (GPA) is between a 1.5 and 2.0, the student is identified as being "At Risk" academically. Parents will be notified and counselors will work with students to develop a plan for success.

Probation

A student whose semester grade point average (GPS) falls below 1.5 will be placed on academic probation for the following semester. If the student's GPA is raised to above 1.5 by the end of the following semester, the student will be removed from probation at the time. If the student's GPA remains below 1.5, a committee of administrators and faculty will decide whether or not the student shall continue to be enrolled at CAL.

H.1.3 Academic Recognition

Christian Academy recognizes two levels of Honor Roll:

<u>Principal's Honor Roll</u>	Students who receive a 4.0 weighted GPA or above and the grade of "A" in all courses
<u>Honor Roll</u>	Students who receive a 3.5 weighted GPA or above and a grade of either "A" or "B" in all courses

H.1.4 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, 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.

H.1.5 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, 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. (An additional cost is involved with this service).

H.1.6 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**

In Learning Lab, students receive 90 minutes of instruction 2-3 days per week with a total of approximately 450 minutes in a two week period. Offered by invitation only, these classes are provided in a small group setting. 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 classroom teachers is a strong focus. There is an additional fee for this program.

- **Directed Study Hall**

Directed Study Hall is an option in the High School that provides accountability for work completion by providing a structured study and homework time during the school day. The Directed Study Hall instructor collaborates with classroom teachers, advocates for students, and incorporates study skill tips and strategies into lessons. Students enrolled in Directed Study Hall will receive 2-3 90 minute sessions per week. Eligibility for this program is by recommendation and is 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.

H.1.7 Add/Drop Class Procedures

A student may add and drop classes provided there is an opening in the class the student wishes to enter. Requests for schedule changes should be directed to the counselor. Note the potential penalty involved in dropping classes:

1st week of the first semester – May add or drop with no penalty. Any fees paid will be refunded.

2nd – 9th weeks of the first semester – Students may be withdrawn passing (WP) or withdrawn failing (WF). Students may or may not be allowed to add a course at this time. This does not affect students' GPA's. Any fees paid will NOT be refunded.

After 9th week of the semester – Students may be withdrawn with special permission from the principal.

H.1.8 Community Service Hours

Students are required to complete 15 hours of community service for each year in attendance at CAL High School. Students must not receive payment for this work, and work may not be done for direct family members. In some situations, students may volunteer at a family member's business when serving in the community. Check with your counselor for approval prior to serving the hours. Half of the hours may be served in a Christian setting (service to the saved) and half must be served in a community setting (service to the unsaved). Service hours must be properly documented and submitted to the office. A maximum of 8 hours may be served in one day. Prior to a mission trip, the mission coordinator will determine how many services hours will be awarded. Hours should be submitted within a year of completion to receive credit. Credit for hours begins the day after completion of 8th

grade. No credit will be granted for time worked during school hours. Hours from other schools will be documented for recognition purposes but will not be counted towards CAL requirements.

H.1.9 Dual Enrollment Courses

CAL offers dual enrollment for some courses. There may be additional requirements per course. This is a great opportunity to earn college credit during high school.

H.1.10 Grade Reporting Schedule and Grading Scale

High school students are given grades for academic achievement every semester in each subject. Report cards are sent home after each semester. At the end of the school year report cards are mailed when all obligations have been met.

Grades are displayed to the .01 of a point and not rounded up to the next number.

Grades in all subjects are letter grades based on the following scale and GPA points are assigned in the following manner:

High School Grading Scale							
Grade	%	College Preparatory	Honors	Advanced Placement	Unweighted	KEES*	KEES* AP
A+	97-100	4.3	4.8	5.3	4.0	4.0	5.0
A	93-96	4.0	4.5	5.0	4.0	4.0	5.0
A-	90-92	3.7	4.2	4.7	3.7	4.0	5.0
B+	87-89	3.3	3.8	4.3	3.3	3.0	4.0
B	83-86	3.0	3.5	4.0	3.0	3.0	4.0
B-	80-82	2.7	3.2	3.7	2.7	3.0	4.0
C+	77-79	2.3	2.8	3.3	2.3	2.0	3.0
C	73-76	2.0	2.5	3.0	2.0	2.0	3.0
C-	70-72	1.7	2.0	2.7	1.7	2.0	3.0
D+	67-69	1.3	1.3	1.3	1.3	1.0	2.0
D	63-66	1.0	1.0	1.0	1.0	1.0	2.0
D-	60-62	0.7	0.7	0.7	0.7	1.0	2.0
F	Below 60	0.0	0.0	0.0	0.0	0.0	1.0
* KEES - Kentucky Educational Excellence Scholarship							

H.1.11 Homework

- Students should expect regular homework assignments. Homework is assigned for the following reasons:
 - To increase self-reliance and self-discipline;
 - To reinforce and extend classroom learning;
 - To provide practice in skills and problem solving;
 - To provide opportunities for special projects, such as book reports, compositions and special research projects.
- Teachers **reduce** the amount of homework on Wednesday night because of church services that many students attend. However, assignments made prior to Wednesday, which are due on Thursday, may require some preparation on Wednesday night.

3. Assignments are to be completed on time and composed properly. Good grammar, neatness, and correct spelling are expected on all assignments. Sloppiness, carelessness and thoughtless content will not be allowed. Such work may be returned to the student for revision.
4. Homework should be individual work, not to be shared, unless so specified by the teacher. Sharing homework is considered cheating, and is considered a major violation of the disciplinary code.
5. Students should use Internet resources appropriately. Information copied directly from Internet sites will be considered cheating (please read Section H.1.9 carefully). Sharing homework is considered cheating, and is considered a major violation of the disciplinary code.
6. The time required for homework will vary with the pace of the individual student and his/her course load. The amount of work required for advanced placement and honors-level courses is greater. **Suggested amount of homework per night: 1-2 hours.**
7. Students failing to complete daily homework assignments in the time allotted by the teacher will receive a grade reflecting a penalty. Each teacher's policy will be explained in the course syllabus given to students at the beginning of the course. The late work policy is determined by individual departments; please see the syllabus.

H.1.12 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 or copying another student's work as your own;
- Starting with someone else's work and modifying words or phrases to avoid citation;
- Copying a paper from a source without proper acknowledgement;
- 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" (2 Timothy 2:15, New International Version).

NOTE: Sources include periodicals (magazines, journals, newspapers), Internet sites, databases, CD's, digital media (all types), books, 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.

Any incident on any assignment, test, project, etc. will result in disciplinary action which may include the student serving an in-school suspension. Students will be allowed to resubmit the assignment (or an appropriate alternative). The teacher will grade the assignment and will give the student credit for 60% of the score. Any subsequent incident will be considered a major violation and result in out-of-school suspension. **Note that both the taking of and the giving of answers are considered cheating and both will result in disciplinary action.**

H.1.13 Requirements for Graduation

Christian Academy strives to create opportunities for academic excellence while remaining in compliance with the current requirements for state certification. Therefore, requirements for graduation are subject to revision as state expectations change. Currently, students must complete 22 state-accepted credits (24 for College Prep and Honors) including a credit in Bible for each year in attendance at CAL. Students may not have more than one study hall in a semester, except when approved by Educational Resources. Students may not be a teacher's assistant and have a study hall in a semester.

One credit is given to each subject taught five periods in a two week period for the entire year. The following credits are required at CAL for graduation:

Minimum Credits Required for Graduation			
Course	# of Credits	Course	# of Credits
Bible	4	Health	½
Electives	3	Math	3*
English	4	Physical Education	½
Fine Arts	1	Science	3
		Social Studies	3
ADDITIONAL DIPLOMAS: College Preparatory, Honors, School of Biomedical Science, School of the Arts. Programs have additional requirements. (Refer to the <i>Course Description Catalog</i> .)			

***All students will be required to take four years of math.** Each semester grades are given for two grading periods and then for the semester. The semester grade is based on total points for the semester and the semester exam (see H.1.11). The grade for each semester stands on its own. If a student passes a semester, ½ credit is issued for the semester passed.

If the final grade for a semester is failing, the student is encouraged to earn credit for that semester prior to the beginning of the next school year. **Any semester failed must be repeated in order for the student to make satisfactory progress toward graduation.** Only three semesters or 1 ½ credits may be made up from schools, including on-line courses, other than CAL. Unless students have failed the class, they may not take a course from another institution if the same course is offered at CAL.

If a student fails a Bible class for the semester, he/she must retake the course the next school year. If a senior fails Senior Bible, he/she must take a suitable independent study or course online. The course will be chosen by the teacher and the administration. Once this supplemental course is completed satisfactorily, the student will receive a passing grade.

To be promoted to the next grade, a student must earn:

- 4 credits to be a Sophomore;
- 9 credits to be a Junior;
- 14 credits to be a Senior;
- 22 credits to graduate.

SUMMER COURSES All course work must be completed before school starts.

TRANSFER STUDENTS Honors credit will only be given for honors classes offered at CAL. A transfer student must attend CAL for a minimum of two consecutive years to be considered for Valedictorian or Salutatorian.

Diplomas

CAL offers academic programs to prepare students to earn one of five types of diplomas: Standard Diploma, College Prep Diploma, Honors Diploma, Commonwealth Diploma or Fine Arts Diploma. Each of these diplomas will qualify a student to attend college. The counselor advises students in course selection leading to the program most suited for the individual student. To qualify for a Christian Academy diploma, students must complete their senior year at a Christian Academy high school.

- The Standard Diploma provides a basic traditional education for students. Students are not required to take a foreign language to earn this diploma.
- The College Prep Diploma is broader and more intense. Students graduating with this diploma have completed the course work required by major colleges and universities. Students must maintain a GPA of 3.0 to receive this diploma.
- The Honors Diploma provides a challenging course of study for top students including courses that offer the opportunity to earn college credit while at CAL. Students must maintain a GPA of 3.5 to receive this diploma.
- The School of Biomedical Science Diploma is awarded to students who have completed all of the requirements outlined by the School of Biomedical Science.
- The School of Fine Arts Diploma is awarded to students who have completed all of the requirements outlined by the Fine Arts Department.

Please refer to the *Course Description Catalog* for specific diploma details.

The Valedictorian and Salutatorian are determined by quality points. Quality points are issued for each credit-bearing course according to the High School Grading Scale (See H.1.10). No more than eight courses per school year will be calculated for quality points. No quality points are given for Study Hall, Teacher's Aide or summer school.

Baccalaureate/Commencement

Students eligible for graduation must attend Baccalaureate and Commencement practices and ceremonies, and must meet all financial and service hour obligations.

Seniors who fail to meet the requirements for graduation will be permitted to attend all senior activities leading up to graduation, but may not be permitted to take part in Baccalaureate and Commencement. A CAL diploma will be awarded when the requirements are met.

H.1.14 Semester Exams

Semester exams are administered in the high school to measure the students' retention of the material studied and to give the students experience in taking comprehensive tests. These exams are usually given on the last four days of each semester.

Semester exams will be figured in the semester grade according to the following graduated scale:

Class Year	Percentage of Semester Grade
Freshmen	No more than 10% of semester grade
Sophomores	No more than 15% of semester grade
Juniors	No more than 15% of semester grade
Seniors	No more than 20% of semester grade

Students should be aware that mixed grade-level classes may affect the weight of the exam. Please refer to the class syllabus for the exam weight for a particular class.

Teachers may choose to exempt some students from the exam. To be eligible for consideration of exemption, a student must meet *at least* the following criteria:

- 93% average for the semester prior to the exam (after deductions for all academic penalties);
- No more than 3 absences from the class (including suspensions and trancies) during the semester.

No exceptions will be made to these minimum standards.

Teacher requirements for exemption may be higher than the minimum. Also, teachers may opt to require all students to take the semester exam for a particular course. Teachers will announce the exam policy for each course at the beginning of the year in the course syllabus.

CAL observes special scheduling for exams. Uninterrupted blocks of time are scheduled for exams. Two exams are given daily.

Exams must be rescheduled through the office prior to the exam day. Seniors may reschedule any exam that falls on graduation day at no charge. All other senior finals must be taken as scheduled. Students who reschedule exams for any other reason must have administrative approval and will be charged \$15 for each rescheduled exam.

All students are required to be dressed in uniform for exams and will not be permitted into an exam without meeting the standards of the dress code.

H.1.15 Benchmark Assessments

The high school counselors work with students and families regarding preparation and registration for standardized and pre-college testing. Sophomores and juniors will take the PSAT. Juniors will take an official ACT exam in the spring of their Junior year. Freshmen and some Sophomores will take additional benchmark assessments.

H.1.16 Test Rescheduling

Students who have *more than three major tests* (not including quizzes or projects) in one day may reschedule those tests over three. Rescheduling **MUST** be done 24 hours in advance by a high school principal. An administrator will decide which tests are to be rescheduled based on when teachers assigned the tests.

H.1.17 Textbooks

Tuition includes a rental fee for the use of textbooks. An additional fee or replacement charge will be assessed for damaged or lost books. Textbooks must be returned or paid for prior to taking the exam for that course.

H.2.0 ARRIVAL AND DISMISSAL FOR HIGH SCHOOL STUDENTS

But everything should be done in a fitting and orderly way.
I Corinthians 14:40 NIV

H.2.1 Arrival

Compulsory school hours are 8:20 a.m. – 3:10 p.m. Christian Academy will accept responsibility for students arriving as early as 7:45 a.m. No supervision of students is provided prior to 7:45 a.m., with the exception of classes that meet at 7:25 a.m.

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. Registration is available 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.

Bus Rules

Misconduct on the bus creates a safety hazard that will not be tolerated. Students guilty of repeated misbehavior on the bus will be removed from the bus either temporarily or permanently and may be subject to disciplinary action.

Of chief concern on the school bus is the safety of each rider. If the driver is being distracted by a discipline problem, the safety of all students may be jeopardized. For this reason, we strongly support the rules presented by our bus service contractor. 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.

Any weapon or item that gives the appearance of a weapon is not allowed on the bus or at school. This includes guns, knives, pocketknives, etc.

BUS RIDERS

Students will exit the buses at the secondary circle on the map (see English Station Arrival Map). High school students departing the buses will enter the building via Door #17 and proceed through Centurion Hall to the high school wing of the building.

STUDENT DRIVERS

Student drivers are required to register with the school and purchase a parking permit prior to driving to school. Student drivers are expected to drive slowly and safely at all times. High school students will not be allowed to return to their cars during the day unless special permission is granted through the high school office.

Students who park in the Junior or Senior Lots may use the Main Entrance, Door #1. Students who park in the Sophomore Lot (near the pond) may enter Door #17 (MS/HS Carpool).

Violation notices will be used to mark those illegally parked and a fine will be assessed. (See Parking Violations H.6.27)

CARPOOLS

- **Secondary Circle** – Cars with only High School students and cars with mixed-level students (Elementary and/or Middle and/or High School students) must use the Secondary Circle for drop off. Students may enter the building through Door #17.
- **Elementary Circle** – Cars with only Elementary students and cars with only Middle School students must use the Elementary Circle for drop off. Students must enter Door #22.

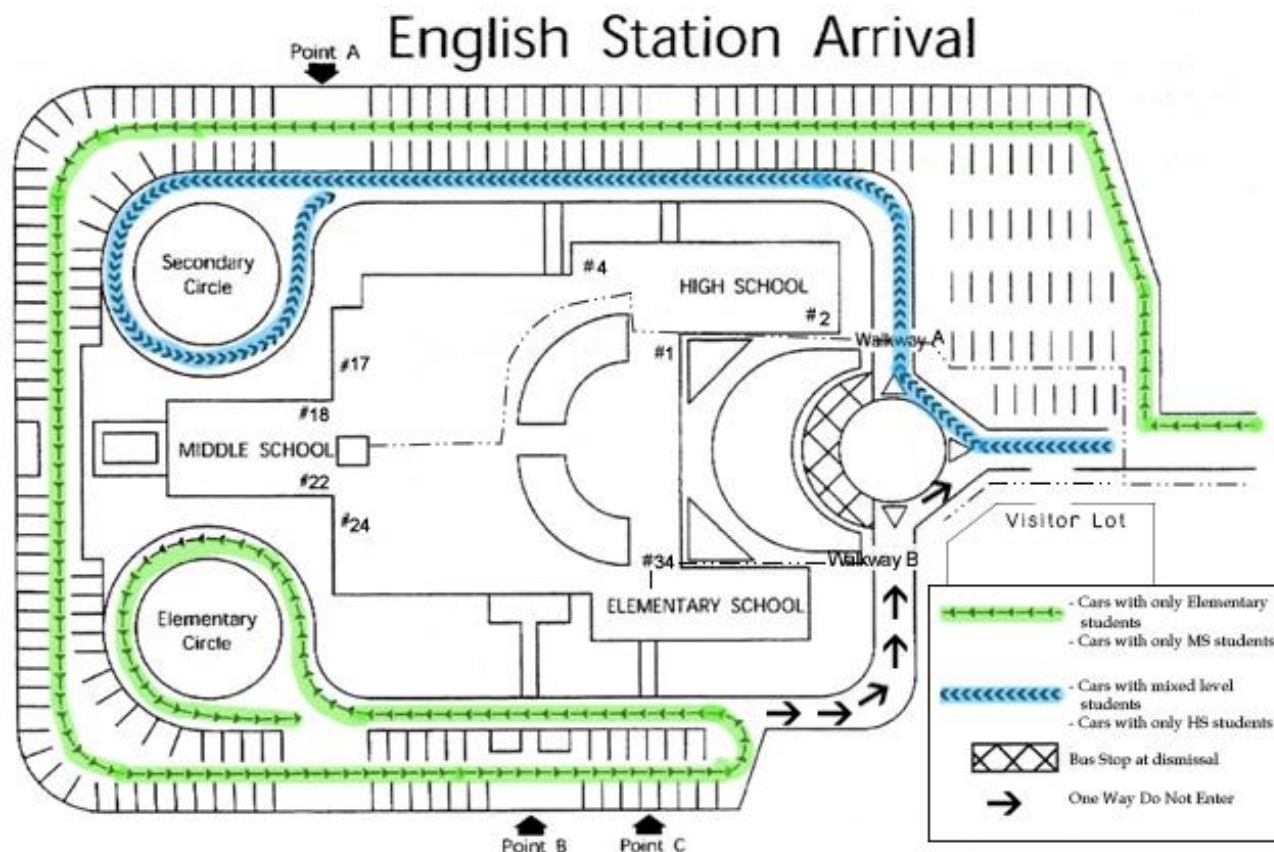
High school students may NOT be dropped off in the front parking lot in the morning or picked up in the front parking lot at the end of the day.

All high school students are required to report to the high school wing of the building upon arrival at school. Any student that arrives after 8:15 must enter through the Main Entrance (Door #1) and sign in at the High School office.

STUDENT WALKERS

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 #2.

ENGLISH STATION ARRIVAL MAP



H.2.2 Dismissal

Students shall remain in their final class until dismissed by their teachers at 3:10 p.m. High school students are allowed to stay in the high school wing of the building until 3:45 p.m. After 3:45 p.m. all parts of the building are off limits unless the student is involved in an activity sponsored by a staff member.

BUS RIDERS

Bus riders will exit the building through door #2 (Red Entrance). Buses will pick up students on the circle at the Great Lawn in the front of the building near the flag poles (see the "Bus stop at dismissal" area on English Station Dismissal Map). **Buses will depart promptly at 3:20 p.m.** The bus will not wait for tardy students.

STUDENT DRIVERS

Student drivers and students riding with them will carefully proceed to the student parking space. All elementary students who ride with high school drivers **MUST** be picked up by the high school driver at the red gym doorway. The high school student will sign the elementary student out with his/her name and carpool number. Middle school students who ride with high school drivers will meet the driver at door #1 (Main Entrance). All are encouraged to exercise extreme caution in crossing the driveway and leaving the campus.

CARPOOLS

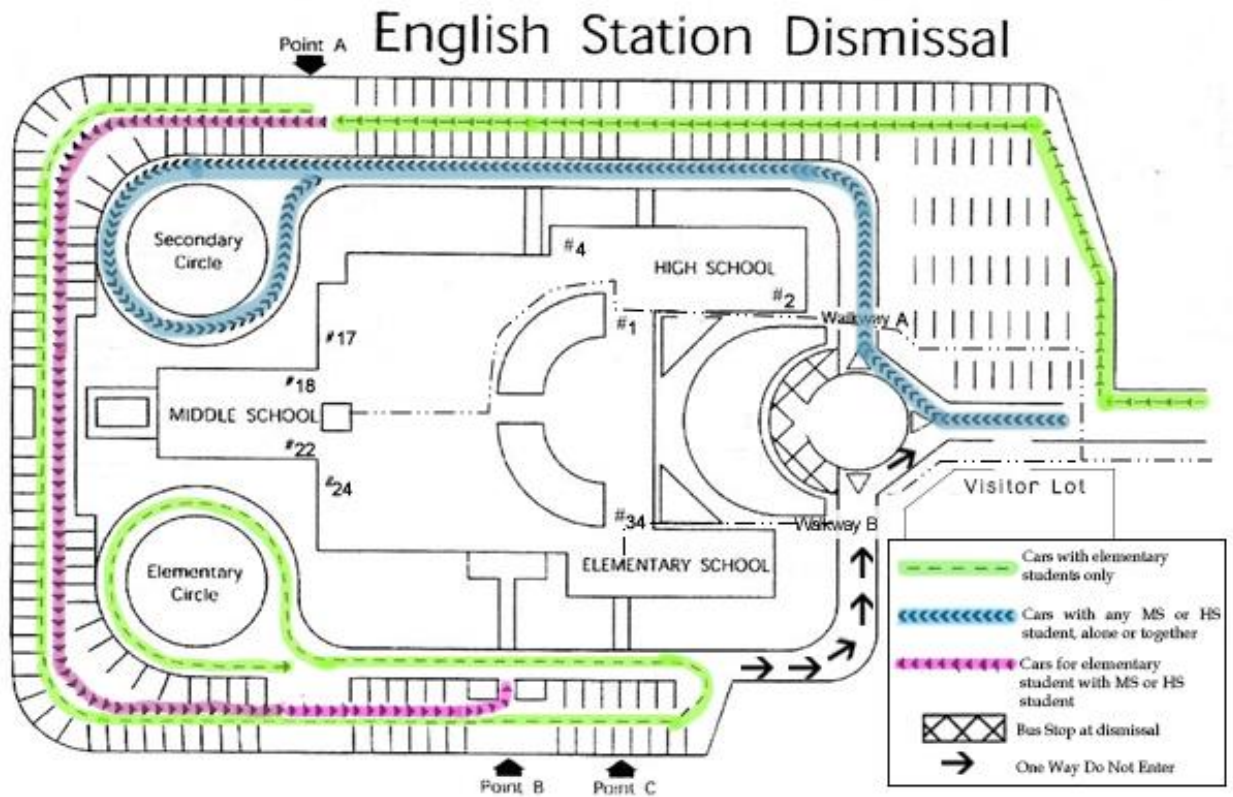
High school students in carpools **without** Elementary students will leave high school and report to the Secondary Circle via Door #17. Carpool drivers will follow the same procedures as in the morning.

Any students in carpools **with** Elementary students will exit the building at Door #22 (near the Red Gym) and will be picked up at the Elementary Circle only.

STUDENT WALKERS

Students walking home are to exit through door #2 and proceed to the crosswalk at 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



H.3.0 ATTENDANCE POLICIES AND PROCEDURES

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

H.3.1 Parental Responsibilities

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.

CAL 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 contact the school by 9:15 a.m. Upon the student's return to school parents are asked to submit any doctor's notes or documentation for school records.

H.3.2 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 an 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 catch up on missed assignments

H.3.3 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, college days, personal illness, suspensions from school, etc., will be included in the cumulative count. Students who accumulate more than 5 absences in an individual class per semester must provide documentation to the Attendance Appeals Committee (See Section H.3.4).

H.3.4 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, students who accumulate more than 5 absences in a class for a semester may face academic penalties and may fail the class for the semester due to excessive absences. This policy will be applied to each class separately.

Students who exceed the 5-absence limit in any class in a semester are required to file an appeal in order to earn credit in the course(s) missed. Students will be asked to account for the reasons for each absence, providing objective documentation 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 and what that penalty will be.

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:

1. The school will notify parents of students who have accumulated more than 5 absences from a class in a semester.
2. Instructions, forms, and the due date for documentation of reasons for absences will be provided to families.
3. The completed application shall be submitted to the high school principal on or prior to the due date. Applications submitted after this date may not be accepted.
4. The Attendance Appeals Committee shall review the student's documentation, render a decision and notify the student, parents and teacher.

H.3.5 Early Dismissal

Students are required to take any quiz or test and turn in work due in classes to be missed prior to leaving school. Students who expect to leave school early for any reason are to present a note from their parents to the school receptionist or email the school receptionist at hsreception@caschools.us prior to the start of school. If no note is presented, parents must physically come in the building to sign their student out.

The note is to include the following information:

- Student's full name;
- Date and time of departure;
- Means of departure (parent picking up, student driving, etc.);
- Estimated time of return (if returning that day);
- Reason for leaving early;
- Parent signature and phone number.

Telephone calls requesting early dismissals will be accepted ONLY in cases of an emergency and must be followed up with an email. Dismissals for emergencies require the authorization of an administrator.

All students sign out and, if returning, sign back in through the front office. Parents should avoid early departure if at all possible. If the student misses fifteen minutes or more of class for an early dismissal he/she is considered absent. Students are NOT allowed to leave campus for lunch.

Please stagger the time of appointments so the student does not accumulate absences in the same class(es).

H.3.6 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 two of the four class blocks that day unless otherwise pre-approved by an administrator.

H.3.7 Illness During the Day

Students who become ill or need to take medication kept in the health room must be given a pass by his/her current period teacher and then sign out in the office prior to going to the health room. The nurse will require a teacher note/pass.

All students needing to go home because of illness **must** have been to the health room prior to being dismissed from school. 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.

If the student returns to class after visiting the health room, they must return to the high school office and sign in prior to returning to class.

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 student. 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.

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

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.

H.3.8 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 ten school days, the school will have the option to release the student to a homebound instructor. In this situation 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.

H.3.9 Late Arrival to School and Class

It is important for students to always be on time to school and class. Being prompt demonstrates self-discipline, responsibility and maturity. These qualities are not only important for proper academic achievement, but they are essential for the development of good habits, which are characteristic of success and good citizenship in every walk of life.

A good rule of thumb is to plan to be at school by 8:00 a.m. This plan provides a cushion of several minutes to deal with unavoidable delays encountered en route. Any student arriving after the 8:20 a.m. bell must enter the building at the front entrance, sign in at the front desk and report to the secretary in the high school office to sign in and receive an admittance slip. The reason for the late arrival will be recorded. Parents must write notes or send notes from doctors, etc.

No student will be admitted to class without an admission slip if he/she has arrived after the tardy bell. If a student is less than 15 minutes late to class because of an appointment and the student has a doctor's note, they will NOT be marked tardy.

Students attending a partial day and missing any classes are responsible to see teachers to turn in work due on that day, take scheduled tests and get assignments due the following class. No additional time will be allotted for the completion of work.

Students arriving at school after 8:20 are tardy and absent from each class missed for more than 15 minutes (See also Section H.3.12 regarding tardy to class).

H.3.10 Make-up Work

CLASSWORK:

When a student misses classes, 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 block.
- 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.)

- **All work, including tests, quizzes and projects, assigned prior to an absence, which is due during the day of class absence, is to be turned in to the teacher or made up immediately upon return to the class. All work assigned prior to an excused absence which is due after the day(s) of class absence is to be turned in to the teacher on the assigned due date.**
- Students with subsequent absences during the five school days following the original absence will meet with teachers to plan a reasonable schedule for completion of the missed work.
- In cases of early dismissal, students are required to turn in work due to classes to be missed prior to leaving school.
- Students arriving to school prior to the end of the day are responsible to see all teachers to turn in work due on that day and to get assignments due the following day. No additional time will be allotted for the completion of the work.
- Students missing class due to suspension from school will be expected to do all assignments made to students who are present and adequate make-up work to cover the missed instruction (See Section H.4.5).

H.3.11 Make-up Work Policy for Field Trips

SINGLE-DAY FIELD TRIPS THAT FALL WITHIN THE REGULAR SCHOOL DAY. Any assignments or projects that are due the day of the field trip are due the day the student returns. The student will be expected to take any previously announced tests or quizzes that were given on the day of the field trip.

FIELD TRIPS THAT DO NOT FALL WITHIN THE REGULAR SCHOOL DAY. Any assignments that are assigned while the student is on the field trip will follow the same guidelines as any other absence.

OVERNIGHT FIELD TRIPS. If a field trip encompasses more than one day, students will not be required to take missed tests and quizzes on the day they return. This and any other assigned work will be made up at the rate of days absent plus one day when scheduling make-up tests and quizzes.

H.3.12 Tardiness

Students are expected to arrive in their classrooms prior to the ringing of the tardy bell. (See H.3.9) Those who fail to do so are tardy. This lateness either delays the beginning of class activity or creates an unnecessary interruption in the learning process for all students. It is a matter to be taken seriously. Upon the third tardy and at every third tardy thereafter, a one hour detention will be assigned. Continued late arrivals may result in disciplinary action.

H.3.13 Truancy

Truancy is being absent from class, on or off campus, without the knowledge of parents or the school. Truancy will result in the student receiving a 1% deduction for the semester grade prior to exams, for each class block missed, and may include further disciplinary action.

H.4.0 CONDUCT

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

H.4.1 Discipline Policy

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

Students learn self-discipline through God's principles of human behavior.

1. Order is the organization that provides a good environment for learning.
2. Training is the process of practicing what is right.
3. Correction is the discouragement of wrong behavior.
4. Praise or affirmation is used to encourage students to continue in obedience.

H.4.2 Drug Screening Policy

Christian Academy requires complete abstinence from mood-altering chemicals not prescribed by a physician. (See Section H.4.6 and H.4.7) See also Appendix A: Christian Academy Random Drug Screening Policy and Appendix B: Christian Academy Drug Screening Policy – Questions and Answers.

H.4.3 Classroom Standards

Each student is expected to be on time and properly prepared for class. Teachers will establish the rules for classroom behavior that shall prevail in their classrooms. Students should comply with these expectations, both academically and behaviorally. Respect for all individuals is an expectation at Christian Academy.

Teachers will communicate to students how grades will be determined by providing a syllabus outlining the goals of the course, requirements, texts, materials to be used, and method of evaluation. Plagiarism and cheating are considered major violations and are explained in detail in section H.1.9.

H.4.4 Discipline Committee

A Discipline Committee made up of faculty and administration is in place for the purpose of dealing with severe discipline problems. The committee tracks the progress of students demonstrating continued disciplinary infractions and makes recommendations to the faculty and parents in regard to guiding students to accept responsibility for behavior. The committee will make recommendations to the Superintendent, if necessary.

H.4.5 Progression of Corrective Measures

1. Discipline Referrals (DR)--Students may receive DRs for a variety of infractions. After applying the steps of the classroom discipline policy, the teacher may issue a DR, send the student to the office, and/or request that the student be assigned to detention.

Administrators may also issue Discipline Referrals. Parents will be notified when their student receives a discipline referral. The accumulation of discipline referrals leads to increasingly severe punishment.

2. Detention--Detention is held on Friday mornings from 7:10 a.m. – 8:10 a.m. and on designated Saturday mornings at 8:00 a.m. It is suggested that students arrive on campus 15 minutes before the start of detention. Students arriving after the start time or not arriving in dress code will not be admitted. On Saturdays students may access the building only through the west high school doors, door #4.

Students may be assigned from one to three hours of detention at a cost of \$5.00 an hour payable that day. Those who fail to report to the assigned detention will be assessed an additional hour of detention. **Students who accumulate more than three hours of detention may face suspension from school. The suspension would be an in school suspension and the \$5 per hour still applies.**

Misbehavior in detention is a major violation of the discipline code. Students arriving out of dress code, sleeping or disrupting detention will be sent home and will be reassigned to detention for the following week. The student will not receive a refund and will be required to pay for the hours reassigned.

3. Suspension--Two options for serving suspensions may be offered by the principal.

Option I The student may serve in-school suspension – no academic penalty

With this option the student will spend his/her day(s) of suspension working on campus. Work assignments will be identified in the cafeteria, with the facilities department, etc.

Regular classroom work missed during suspension must be made up by the student and must meet the standards of the classroom teacher.

Work due during a suspension is due when the student returns to school.

Option II The student may serve out-of-school suspension – academic penalty

Student may not be on campus the day of the suspension and they may not participate in any extra-curricular activities.

Regular classroom work missed during suspension must be made up by the student and must meet the standards of the classroom teacher.

Work due during a suspension is due when the student returns to school.

There will be a 1% deduction (not to exceed 2% total) for each suspendable offense from the student's semester average in all classes, before exams, in each class for every day of out-of-school suspension served during that grading period.

NOTE: School administrators may limit the options available to the student in accordance with the severity of the offense. Some offenses may warrant an out-of-school suspension.

IMPORTANT: Many colleges ask the school and the applicant whether the applicant has ever been suspended from the school. The CAL staff will answer these questions truthfully and expect students to do the same. The school will report out-of-school suspensions that have resulted from serious honor violations, such as lying, cheating, stealing or other unethical behavior. The school will report all major violations of the discipline code to colleges to which a student has applied, regardless of the time of year in which it occurs, or when the information becomes known to the school administration. The school reserves the right to rescind all letters of recommendation.

H.4.6 Minor Violations of the Discipline Policy

Minor violations will result in one or more of the following actions: reprimands or penalties 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 should expect increasingly severe punishment.

Minor Violations

Include but are not limited to the following:

1. Behaving in a disruptive or potentially destructive manner, including running, throwing things, horseplay, or making excessive noise of any kind;
2. Making any display of affection (students are expected to keep their hands to themselves);

3. **ANY** non-approved use of personal electronic devices, on campus during school hours will be confiscated and held for a period of time not less than 24 hours. The second and third times it will be held for 48 hours and 72 hours respectively and will be released only to the parent. Please refer to the Technology Responsible Use Policy;
4. Gambling of any kind;
5. Being in any restricted area of campus during the school day without special permission;
6. Organizing any on-campus activity or publishing any school-related material without the approval of the administration, including selling items for personal gain;
7. Eating and drinking outside of designated areas. One hour of detention will be assigned for each infraction;
8. Cell phones may be used before school, after school, at break, at lunch and during class changes. Cell phones used in the classroom after the bell signals the beginning of class will be confiscated;
9. No scooters, skates, skateboards, or other wheeled devices are allowed on campus.

Disciplinary probation or expulsion may be the ultimate result of deliberate, repeated infractions of minor violations.

H.4.7 Major Violations of the Discipline Policy

Major violations may result in parent/student conference, suspension, disciplinary probation or expulsion from CAL. The Administration, after consulting all parties involved, will determine and administer the appropriate disciplinary action. The penalties 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.

Major Violations

Include but are not limited to the following:

1. Racial slurs or demeaning statements (verbal or nonverbal);
2. Failure to attend class (truancy) or being out of class during the class block without a written pass from the teacher (See Section H.3.14);
3. Insubordination, or refusing to obey school personnel;
4. Disrespect (verbal or nonverbal) to school personnel or to peers;
5. Use of profanity, crude language, offensive expressions, or obscenities;
6. Cheating or plagiarism of any kind;
7. Driving in a reckless or unsafe manner on or near campus;
8. Fighting, threatening, intimidating, hazing, or causing deliberate injury to students and/or school personnel;
9. Bullying or intimidating of any kind.
10. Possessing any weapon [guns, knives (including pocketknives), etc.] or any item giving the appearance of a weapon, drugs, alcohol, tobacco, e-cigarettes, or pornography on school property;
11. Stealing, lying, forgery or gambling;
12. Inappropriate use of school computers and/or devices;
13. Misbehavior in detention hall or with a substitute teacher;
14. Willful destruction or defacement of school property or property of others;
15. Unacceptable behavior of a sexual nature;
16. Persistent disregard for school policies/procedures;
17. Failing to abide by school guidelines while on school-sponsored trips away from CAL;
18. Committing a serious breach of conduct outside the school which has an adverse effect on the testimony of the school;
19. Photographing or videoing a student or teacher without their consent;
20. Commission of an illegal act.

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.

✦ 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. ✦

H.4.8 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 code.

H.4.9 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.

H.4.10 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 of 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 H.4.12 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.

H.4.11 Disciplinary Probation

Students who have demonstrated difficulty complying with the disciplinary code may be placed on disciplinary probation. 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.

The Discipline Committee will review the student's progress at the end of the semester. 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 an additional semester or may be dismissed from school. No student may remain on disciplinary probation for more than two semesters.

H.4.12 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 and/or humiliate 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.

H.5.0 STUDENT DRESS CODE

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

H.5.1 General Guidelines

A committee of parents, students, and administrators developed the CAL High School uniform. Effort has been made to coordinate the high school uniform program with the uniform programs in the elementary and middle schools. However, each program is separate and distinctive. Although some of the policies may be the same or similar across the grade levels, do not assume that what is acceptable at one level is also acceptable at either of the other levels. Please refer to the specific uniform policy for your grade level.

Administration reserves the right to interpret when dress is in violation of code and address the student as needed. Uniform code applies from the time students arrive on campus for school until they leave school for the day or begin practice for sports. Students must be in full compliance during school hours (between 8:20 and 3:10).

All high school students are required to be dressed in appropriately-fitting uniforms which must be purchased from Shaheen's (502) 899-1550, www.shaheens.com or from Lands' End, www.landsend.com/cass Preferred School Number: 900076662. Select items are available from the Centurion Armory.

All garments are to have traditional fit and must be neat, clean and in good repair. Any transparent, tight, form fitting, clinging, or oversized styles are not permitted. Alterations made to uniform items for purposes other than ensuring a traditional fit may disqualify that item from compliance with the uniform dress code. Logos or slogans or any designs contrary to biblical principles are not permitted on any item. Any manner of grooming or dressing that imitates a subculture opposed to Christian principles is not permitted. Students should exemplify modesty and a Christian spirit at all times.

1. Students are expected 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 extracurricular activities, students' appearance should reflect its spirit. CAL students are expected to dress modestly as ALL school events and may be asked to change clothes or leave the event if they are not dressed appropriately.
2. Undershirts must be solid color without lettering or designs that show through the uniform shirt. No long-sleeved shirts may be worn under short-sleeved shirts or bottom of undershirt hanging from underneath the girls' polo.
3. Students may wear an **approved** Christian Academy jacket from The Armory, PTO or Logoed Team Wear, but they must be red, white, blue (navy/royal), gray, or black. **No hooded jackets are permitted.**
4. A belt must be worn with any garment that is designed with belt loops. Uniform belts are to be solid color, and must be a traditional length with traditional belt buckle.
5. Traditional jewelry may be worn in moderation and good taste. No metal studded jewelry, gauges, spacers or accessories are to be worn. No chains may be worn.
6. Boys may **not** wear earrings, spacers, or any device resembling earrings at school or at school functions.
7. Students may not wear visible body piercings, during school hours or school events.
8. Hairstyles are to be neat, clean, moderate, and in good taste. Hairstyle extremes are not acceptable. Non-traditional or extreme changes in hair color are not permitted. Boys' hair length should not extend beyond the top of a regular shirt collar or extend below the earlobe. Hair must not have the potential to fall into the eyes. If a boy is given a dress code for hair he will have until the following Monday to have it resolved before being issued a second dress code.
9. No hats, scarves or gloves are allowed during the school day.

10. Boys are to be clean-shaven with no beards or mustaches, and sideburns may not be lower than the bottom of the ear.
11. No visible tattoos are allowed

H.5.2 Dress Code for High School Boys

Classroom Dress for Boys
<p>Slacks Navy or khaki uniform style slacks that are traditional and appropriately fitted at the waist, seat, and length and worn with a belt.</p>
<p>Shorts Navy or khaki uniform style shorts that are traditional and appropriately fitted at the waist, seat, and length, and worn with a belt.</p>
<p>Button-down Oxford Shirts (from approved provider) Long- or short-sleeved CAL uniform oxford shirts in stripes (no longer available for purchase), light blue or white; tucked in at all times and only top button undone. (Must be buttoned when worn with a tie on Chapel day.) CAL logo is required.</p>
<p>Polo-style Knit or Dri-fit Shirts (from approved provider) Long- or short-sleeved CAL uniform knit shirts in navy, white, or red, or Dri-fit shirts in navy or red; tucked in at all times and only top button undone. CAL logo is required.</p>
<p>Sweaters Navy or red uniform high school sweater (in good condition); v-neck pullovers; cardigan; v-neck vest. <i>(Must be worn over uniform shirt.)</i> No girls' sweaters are to be worn by boys. CAL logo is required.</p>
<p>Sweatshirts and Quarter-Zip Shirts Any CAL branded sweatshirt in red, royal, navy, gray or white that is in good condition. Dri-fit, long sleeve, quarter-zip shirts in red, blue or navy may be worn as uniform shirts.</p>
<p>Shoes Low-heel oxford (lace-up) or loafer (slip-on) or athletic shoes are acceptable. Slippers, sandals (defined as open-toe or flip-flops), or heeies are not permitted.</p>
<p>Socks Socks must be visibly worn at all times.</p>
<p>CHAPEL DRESS FOR BOYS</p> <ul style="list-style-type: none"> • Slacks with a belt • Uniform button-down oxford, completely buttoned • Traditional tie of choice (no string, western or ties with offensive logos, slogans or designs) • Uniform high school sweater, or approved sweatshirt, no hoodies • Shoes and socks as described above

H.5.3 Dress Code for High School Girls

Classroom Dress for Girls
Skirts (from approved provider) Plaid, navy, or khaki pleated CAL uniform skirts. Skirt length must be at the top of the kneecap while standing.
Slacks Navy or khaki uniform style slacks that are traditional and appropriately fitted at the waist, seat, and length.
Shorts Navy or khaki uniform style shorts that are traditional and appropriately fitted at the waist, seat, and length.
Button-down Oxford Shirts (from approved provider) Long- or short-sleeved CAL uniform oxford shirts in stripes (no longer available for purchase), light blue or white to be tucked in at all times, only top button undone; or $\frac{3}{4}$ sleeve fitted overblouse. CAL logo is required.
Polo-style Knit or Dri-fit Shirts (from approved provider) Long- or short-sleeved CAL uniform knit shirts in navy, white, or red or Dri-fit shirts in navy or red. May be untucked if a traditional fit that allows for freedom of movement without exposing the midriff; only top button undone. CAL logo is required.
Sweaters Navy or red uniform high school sweater: v-neck pullover; cardigan; v-neck vest. <i>(Must be worn over a uniform shirt.)</i> CAL logo is required.
Sweatshirts and Quarter-Zip Shirts Any CAL branded sweatshirt in red, royal, navy, gray, or white that is in good condition. Dri-fit, long sleeve, quarter-zip shirts in red, blue or navy may be worn as uniform shirts.
Shoes Any shoes or boots with closed heels and closed toes are allowed. Heel height must be less than 2 $\frac{1}{2}$ inches. Boots must be below the knee. No slippers, sandals, flip flops, etc.
Socks (Leggings, Tights) Socks are optional. Leggings may be worn under a uniform skirt. Leggings may be solid navy or black and MUST come down to the ankle. No designs emblems, symbols, lace or fringe may be on the leggings. If tights or hose are worn, they must be solid in color. <i>(No fishnet or patterned styles)</i>
CHAPEL DRESS FOR GIRLS <ul style="list-style-type: none">• Uniform skirt or pants of choice• Uniform oxford shirt of choice, or $\frac{3}{4}$ sleeve blouse• Uniform high school sweater, or approved sweatshirt, no hoodies• Footwear as described above

H.5.4 Special Activity or Special Event Dress Code

Jeans Day (Often money is collected for various charitable causes approved by the principal and/or the benevolence committee.)

1. Jeans must be neat and have a hem with no frayed ends or seams.
2. Jeans must be in good repair with no holes, patches, words or team logos.
3. Jeans must have a traditional style and fit (appropriately-fitted at the waist, seat, legs and length; i.e. no skinny jeans or baggy styles).
4. Jeans must have a solid, consistent, color (not streaked or faded).
5. Jean skirts at or below the kneecap, jean Capri pants and jean shorts at or below the kneecap may be worn.
6. Only official CAL T-shirts may be worn and must have a traditional fit.
7. Extreme lengths and oversize styles are not allowed. Form-fitting shirts are not allowed.
8. All other dress code guidelines are to be observed, including no non-uniform jackets, pullovers, sweatshirts or sweaters.

Activity Dress

1. Jersey Day for Athletic Teams: Each team will be allowed to wear their jerseys or team t-shirts on any day that their team has a HOME game. Jerseys or shirts must be worn with regular school uniform pants, shorts, or skirt. Students may not wear jeans on these days. Sleeveless jerseys are to be worn with a shirt underneath or a team t-shirt may be worn instead of a jersey. **Students must be in regular uniform on Chapel Days (Thursday).**
2. PE Class Uniform: Red shorts, blue T-shirt, white crew socks and athletic shoes with heel support. One pair of shorts and one T-shirt is provided by CAL. An additional pair of shorts and/or a T-shirt may be purchased from CAL for \$10 each piece. Long warm-up pants are optional (not available for purchase at CAL) and must be black, blue or red and cannot be patterned or imprinted (no pajama pants).
3. Field Trips, Team Travel, Extracurricular Activities, or Special Programs: Standards will be established by the supervising teacher, coach, or administrator, and announced in advance so parents may be informed and students can be appropriately dressed.
4. Special Program Dress (Any ceremony...Ring Ceremony, Award Ceremony, Inductions, etc.): All clothing should be modest and appropriate for teens. Boys must wear dress slacks (no jeans or shorts) and dress shirt. Girls must wear maxi skirts/dresses or slacks, with shirts or sweaters. Tight, clinging, form-fitting, cleavage-exposed, or midriff-exposed clothing is not allowed. Two-piece outfits must overlap enough to allow for freedom of movement without exposing the midriff. Students who are improperly dressed will not be permitted to participate.
5. Semi-formal Dances (Homecoming and Winter Dance): All clothing should be modest and appropriate for teens. Homecoming – The theme will be announced and information will be given to students prior to the dance. Winter Dance – Boys must wear dress slacks (no jeans), dress shirts and ties. Girls must wear dresses/skirts at or below the knee. Tight, clinging, form-fitting, cleavage-exposed, or midriff-exposed clothing is not allowed. Two-piece outfits must overlap enough to allow for freedom of movement without exposing the midriff. Students or guests who are improperly dressed will not be admitted to the event.
6. Formal School Functions (Prom/Winter Ball): Standards apply to all CAL students and their guests. All clothing should be modest and appropriate for teens. Dresses that are low-cut, clinging or form-fitting slit high, shorter than the uniform code, or cut-out are not acceptable. Tight, clinging, form-fitting, cleavage exposed, or midriff-exposed clothing is not allowed. Two-piece outfits must overlap enough to allow for freedom of movement without exposing the midriff. Boys should wear a suit, tie and dress shoes. Tuxedo is suggested for Prom. All other dress code expectations apply (including no earrings worn by boys). Students or guests who are improperly dressed will not be admitted to the event.
7. Spirit Days: Must adhere to dress code guidelines.

8. All students are required to wear shirts at all practices and activities.

H.5.5 Non-Compliance with Dress Code

1. Students who are out of dress code will receive a Dress Code Violation, which will result in a one-hour Saturday detention.

Upon receiving three violations in one quarter, the student will be suspended from school for one day and may be suspended for each subsequent violation that quarter.

2. If the non-compliance is a matter of modesty or total disregard of the uniform, the parents will be called and asked to bring the student appropriate clothing. The student will not return to class until appropriate clothing is obtained.

Students will be counted absent if they miss class due to dress code violations. The student is responsible for getting assignments and making up all class work missed while out of class to obtain suitable clothing. This must be done outside of the regular class time to prevent disruption of a class that is in session. All missed work is due the next day.

3. The administration reserves the right to handle each situation of noncompliance on its own merit. Final determination of appropriate dress for students is the responsibility of the CAL administration.

H.6.0 ADDITIONAL INFORMATION FOR HIGH SCHOOL STUDENTS

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

H.6.1 Alumni Association

All graduates of Christian Academy are considered members of the alumni association. Alumni can participate with the association in numerous ways. A few examples include volunteering to serve on our alumni advisory board, attending our social events such as homecoming and the alumni basketball night, as well as contributing to our annual fund or alumni scholarships. The alumni association is working to help build a legacy for Christian Academy both within the school and in the community. All alumni inquiries should be directed to Adrienne Crosby at (502) 753-4585 or acrosby@caschools.us.

H.6.2 Book and Sports Bag Storage

Students are to keep book bags/backpacks in their lockers at all times. No book bags are allowed in the classrooms or anywhere else on campus during the school day. Sports bags must be stored in the locker or the shelves on the 2nd floor of the blue gym. Bags may NEVER be placed in a stairwell. Improperly stored or abandoned bags will be confiscated.

H.6.3 Cafeteria

CAL High School has a closed lunch policy, meaning that all students are to remain on campus for lunch. No permission will be granted for students to leave campus for lunch unless that student's parent physically comes in to sign his/her student out. Students may not order food to be delivered for lunch.

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, diet soft drinks, ice cream, fresh fruit, chips, fruit drinks, milk, yogurt, granola bars, deli sandwiches, bagels, and muffins. 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 and 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 at break or lunch. 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 need to turn in their deposits to the high school office staff in the morning or to the cafeteria staff at break so funds may be applied to their accounts before 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.

High 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 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. High school students will not be allowed to take exams until all outstanding charges are paid.

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

Reduced-Cost Lunches: Although CAL 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 kitchen area.

H.6.4 Chapel

Chapel is a time of worship through music and Christian speakers who have been invited to speak to students. Chapel is to be observed in a respectful manner (no talking or studying) and special dress is required. (See Sections H.5.2 and H.5.3 for requirements.) Chapel is usually held on Thursdays and parents are invited to attend.

H.6.5 Conferences

Conferences between parents, 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 designated principal or counselor may be scheduled as well. An email or call to the school office for an appointment is necessary to avoid conflicts and possible long waits. Special arrangements can be made for conferences during non-school hours.

H.6.6 Counseling

The counselors are specialists who help students and parents with academic, college and career, and personal concerns. Students are welcome to drop in any time during office hours, but it is suggested that an appointment be made if the counselors' services are needed for more than a few minutes. Students must have their teacher's permission to visit a counselor during class time.

H.6.7 Daily Schedules

REGULAR SCHEDULE RED & BLUE DAYS			CHAPEL SCHEDULE THURSDAY		
Block 0		7:30-8:15	Block 0		7:30-8:15
Block 1		8:20-9:50	Block 1		8:20-9:40
Break		9:50-10:05	Break		9:40-10:00
Block 2		10:10-11:35	Block 2		10:05-11:20
			Chapel		11:25-11:55
Block 3		11:40-1:40	Block 3		12:00-1:50
1 st Lunch	Class	11:40-12:25	1 st Lunch	Class	12:00-12:25
	Lunch	12:25-12:50		Lunch	12:25-12:50
	Class	12:55-1:40		Class	12:55-1:50
2 nd Lunch	Class	11:40-12:55	2 nd Lunch	Class	12:00-12:50
	Lunch	12:55-1:20		Lunch	12:55-1:20
	Class	1:25-1:40		Class	1:25-1:50
Block 4		1:45-3:10	Block 4		1:55-3:10

H.6.8 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.

H.6.9 Extracurricular Activities

Students are required to attend school the day of an extracurricular event in order to attend that event. "Attendance" is defined as attending two of the four class periods that day unless otherwise pre-approved by an administrator.

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 CAL teams. At the present time, CAL offers opportunities in the following sports:

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

Students wishing to participate in sports at CAL may pick up an eligibility rules and regulations brochure from the Athletic Director or the high school office. 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.

Athletic teams are allowed to wear team jerseys at school on the teams' senior night and once during post-season play, as requested by the captain and approved by the Principal.

According to KHSAA rules and CAL regulations, student athletes must maintain certain grade requirements. At the end of each week, a school administrator checks grades of athletes and sends a report to the Athletic Director of those students who do not meet the eligibility requirements. The minimum grade point requirement is a cumulative GPA of 2.0 or better without any "F's" in any subject area and is based on a cumulative semester grade.

Any student not fulfilling these academic requirements is INELIGIBLE for ONE WEEK which will run from Saturday (12:01 am) to Saturday (12:01 am). Ineligible students may attend practices. They may attend home games as spectators only and may not attend away games Monday through Thursday. It is expected for these athletes to be home studying. At the next grade check, if the student has improved and met the minimum academic requirements they will be eligible to play in the next game. If not, the student remains ineligible for one more week.

Student Organizations

The following are some of the clubs and organizations active at CAL: National Honor Society, Beta Club, Drama Club, Academic Team, Art Club, Student Council, Spanish Club and Fellowship of Christian Athletes.

In addition, each grade level is an organization that elects officers and plans activities for itself and, in some cases, the entire school.

H.6.10 Fees

Students will be assessed fees for book use and various courses. The majority of fees will be detailed on a high school fee sheet. High school students may also be expected to pay for class dues, field trips, or parking permits.

H.6.11 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. All expenses of field trips are the responsibility of those participating. Written parental permission must be received in order for students to participate. (See H.3.10 for make-up work requirements).

- 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 student without written notification.

- Students must be in good academic standing to participate in an optional field trip or a field trip sponsored by a club or organization. Students with excessive absences or missing assignments may be denied the opportunity to attend field trips that are not a part of the student's grade in the class.
- Students MAY NOT ride with other student drivers on any school field trip.
- All students will wear uniforms on field trips unless otherwise informed by the supervising teacher, coach, or administrator.
- Siblings may *not* go on field trips. Sponsors must give their full attention to the care of students.

Field Trip Driver's Guidelines

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

1. Parents must complete a motor vehicle background check and be approved by the Department of Motor Vehicles. Forms are available in each school office.
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.) All stops must appear on the Field Trip Request form, which was approved by the designated 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.

H.6.12 Chromebook Expectations

Use of school-issued Chromebooks is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Family Handbook. Students are expected to use Chromebooks in a responsible and ethical manner and obey general school rules concerning behavior and communication that apply to Chromebook use.

1. General Expectations
 - The Chromebook is school property and all users will follow this policy and the CAL Technology Responsible Use Policy for technology. (See Appendix C)
 - CAL retains the right to collect and/or inspect the Chromebook at any time, and to alter, add, or delete installed software or hardware.
 - Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, planners, calendars and schedules should be accessed using the Chromebook.
 - Parents may, and are encouraged to, regularly check the Chromebook and monitor use outside of the school.
 - Coaches/sponsors for individual activities may limit whether or not Chromebooks are allowed to be on buses or at particular events.

2. Student Guidelines and Responsibilities

- Students must be responsible to bring their Chromebook, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher.
- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Loaner Chromebooks will not be available to students who forgot to bring their Chromebook to school or failed to charge their Chromebook.
- Student email and Canvas accounts **must** be checked regularly for important communications, homework, etc.
- Students should turn off and secure their Chromebook after they are finished working to protect their work and information.
- Leaving a Chromebook unattended may result in disciplinary action.
- Chromebook use is not permitted in Chapel, assemblies, etc.
- Photos/video may not be taken of any student/teacher without their expressed permission.
- During class, sound must be muted at all times unless permission is obtained from the teacher.
- Ear buds/headphones may only be used in the classroom based upon individual teacher approval.
- Headphones must be used before or after school. Use of the external speaker is not allowed in the halls. Headphones are not allowed during class passing time, break, or lunch.

3. Student Activities Strictly Prohibited:

- Use of any Messaging services-EX: MSN Messenger, iMessage, Kik, etc.
- Use of non-educational games during class time.
- Spamming, which includes sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Students are not allowed to use another student's iPad and may not allow any use by a non-CAL individual, including siblings that do not attend CAL.

4. Misuse of Chromebooks

- If a student violates any part of the above policy, he/she may be subject to the following disciplinary steps:
 - 1st Offense – An hour of detention will be issued.
 - 2nd offense – An hour of detention will be issued and Chromebook will be confiscated for 24 hours (student is still responsible for all required work).
 - 3rd offense – Loss of Chromebook privileges for a length of time determined by the administration.
- Other Considerations
 - If a student has below a 2.0 and has had difficulty with Chromebook management, that student's device may be restricted to pre-approved educational apps only for a time period to be determined by the administration, up to permanent restriction of personal apps.
 - Concerns about student Chromebook misuse may be identified by a teacher, counselor, or parent, and appropriate steps in addition to disciplinary action will be taken which may include:
 - A meeting with the student to discuss proper use of the Chromebook.
 - A meeting with parents to discuss continued use of the Chromebook.

H.6.13 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 Bengé at tbenge@caschools.us.

H.6.14 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 CAL. 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 four 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 and remain open until 4:00 after school for the convenience of students and teachers. Periodically 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.

H.6.15 Lockers

A locker will be assigned to each student at the beginning of each school year. Students may not switch lockers without permission from an administrator. Opening or accessing a locker not your own, is considered trespassing and may result in disciplinary action. LOCKERS ARE NOT TO BE DAMAGED IN ANY WAY, INSIDE OR OUT. Pictures hung in lockers may be attached with magnets or sticky tack. Do not use any type of tape other than blue painters tape, in lockers. No inappropriate posters, pictures, or slogans are permitted inside or outside. Students who damage lockers will be held responsible for the cost of repairing the lockers. Tampering with any locker is unacceptable.

Students will be provided with padlocks for their lockers. Students must use school-provided locks. Students must keep their lockers locked at all times and should not reveal lock combinations to other students. Christian Academy accepts no responsibility for the loss or damage of any personal property placed in a locker including but not limited to textbooks, calculators, and personal items including electronic devices. A detention will be assigned for failure to have the locker locked. Replacement locks are \$5.

*The school reserves the right to open any school locker at any time.
Periodic locker inspections will be conducted to insure reasonable neatness and proper care of lockers.*

H.6.16 Lost and Found

Students who have found articles should immediately take them to the high school office. Lost articles may be claimed before or after school. Personal items that remain unclaimed after thirty days will be donated to charity.

H.6.17 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 class time.

H.6.18 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.

H.6.19 Parties

During the school year there may be some off-campus high school parties that are organized by parents and are not school-sponsored. If there are questions about a privately-sponsored party, always contact the parents sponsoring the party.

H.6.20 Personal Electronic Devices

The use of Personal Electronic Devices (other than school-issued Chromebooks) is not permitted on campus during classroom time and at school sponsored activities under restricted conditions. Electronic signaling/communication devices include cell phones, smart watches, pagers, hand-held radios or MP3 players, E-readers and laptop computers with cellular/wireless phone capacity, video/audio recording devices, and any new technology developed for similar purposes.

1. Please refer to the Technology Responsible Use Policy (Appendix C)
2. Use of cell phones, iPods, and other communication devices is permitted on campus before 8:20 a.m., after 3:10 p.m., at break, passing times and during lunch.
3. During instructional time teachers will require students to place their cell phone and/or smart watch in a cell phone caddy located just inside each classroom door. Students may retrieve their device at the end of class.
4. Cell phones or electronic devices (except school-issued Chromebooks) are to be turned off and are not permitted to be used on campus:
 - During class or instruction period, chapel, and study hall,
 - To threaten, harass, ridicule, cyber-bully, and/or sexting. This may result in suspension or expulsion (See H.4.7),
 - 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 the High School Principal for particular school events such as parades, awards, assemblies, sporting events or other performances.
5. Personal laptop computers are not allowed to be used during the school day. 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/during instructional time will be confiscated and held until the end of the school day. They may be picked up at 3:10 pm and an hour of detention will be assigned. Multiple violations will result in additional disciplinary actions. 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.

H.6.21 Pledges

The school week begins with the playing of the national anthem. Each day begins with a recitation of one of the pledges below and prayer.

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.

H.6.22 Pranks and Vandalism

CAL 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 breeches the discipline code may result in legal action, serious disciplinary action (including dismissal from school), financial restitution, and fines.

Pranks and vandalism are NOT a tradition, rite of passage, or something CAL will take lightly.

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

H.6.23 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).

H.6.24 Senior Class Fee

Senior students pay a Senior class fee. This fee covers the cost of diplomas, diploma covers and other expenses of the graduation program. In addition, the fee provides students with a yearbook and class video.

Seniors typically take a class trip in the spring. Should your child choose to go, the cost is the responsibility of the family. While some of the cost is satisfied through fund-raising events, the balance must be paid by each family. With 4 years in high school, it is wise to begin putting money aside each year to avoid a large payment due in their senior year.

H.6.25 Student Identification Badge 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 Cards will be provided to every student. EVERY student must wear their ID cards at all times while on school grounds.

Below are the procedures that all teachers and administrators will use to encourage our students who need assistance in complying with the policy.

1. All students must wear their current year ID cards in order to:
 - a. Be in class
 - b. Move between classes and to the restroom
 - c. Be on campus before or after school. This does not include attending after school activities such as practices, games, or events.
 - d. Additional uses include using IDs to buy lunch and check out library books.
2. Display of IDs
 - a. The ID Card must be worn on a breakaway lanyard hanging from their neck. Please see information on IDs/lanyards below.
 - b. School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
 - c. If a student is wearing a jacket or other outerwear, the lanyard must be on the outside of the jacket and visible.
 - d. 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.
 - e. Only school IDs may be attached to the lanyard – no keys or other IDs are allowed.
 - f. 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 plain and free of stickers, markings, other photos, etc.
 - b. Students may use the school provided lanyard or a lanyard of their choice, but it **MUST** be a breakaway lanyard.
 - c. Logos, slogans or any designs contrary to biblical principles are not permitted on lanyards. This can include, but is not limited to, music groups, company logos, etc.
 - d. Lanyards may NOT be from other elementary, middle or high schools. However, colleges and pro teams are acceptable.
4. Lost, stolen, altered, damaged, and defaced ID Cards
 - a. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the high school office.
 - b. There will be no charge for the first time an ID and lanyard are replaced. Additional IDs that need to be replaced will cost \$20. Repeated occurrences may result in disciplinary action.
 - c. Replacement lanyards will be available for \$2.
 - d. Charges for replacements will be invoiced through FACTS.
5. Consequences for not displaying/possessing School ID
 - a. 1st Violation – Verbal warning and log entry
 - b. Additional Violations – Detention issued for each violation
 - c. Continuous violations may result in additional disciplinary action such as a conference with parents and/or in-school suspension.
 - d. Note: Refusing to provide access to your ID to a faculty or staff member on campus is considered a major violation of discipline policies and will be dealt with accordingly.

H.6.26 Student Drivers

Parking on campus is a privilege, not a right. Parking spaces are limited; all students may not be able to park on campus.

- Students *MUST* park in their designated lot. Parking permits must be *PERMANENTLY* and *VISIBLY* affixed to the back, driver-side window. Failure to do so will result in a \$10 fine or privileges may be suspended.
- Speed limit on campus is 15 MPH and students must drive cautiously on approved roadways.
- Students may not return to cars during the school day without a pass issued by the high school office.
- Students may not leave campus after arriving on the school grounds without obtaining special permission from the high school administration.
- Students will not display any tag, sticker or writing on or in their car that expresses non-biblical principles.
- Students will not play loud music or music unbecoming of a Christian Academy School System student.
- Student drivers that provide a ride for other students must follow the drop-off and pick-up procedures in the Student Drivers section of the High School Handbook.

H.6.27 Student Parking

A tag for the car, at the cost of \$25, will be provided upon registration of the student driver. Students are required to park in their assigned lot. Tags must be displayed on all cars while parked on the school premises.

A \$10 violation fee will be assessed for a student not parking in his/her assigned parking lot, for parking in visitor's, handicapped, no parking or faculty parking, for not registering his/her vehicle, or for not having his/her sticker properly affixed to and visibly displayed on the vehicle at all times. Failure to abide by the parking rules or pay within the allotted time will result in the fine being doubled and/or disciplinary action which may include the loss of parking privileges.

H.6.28 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 C) and sign the School Policy Commitment. The most current version of the Agreement can be found online at <http://www.caschools.us>.

H.6.29 Telephone

There is a phone in the office for emergency calls by students. Students may use cell phones during passing times and at lunch. Any cell phone used during class time will be confiscated.

H.6.30 Visitors

All visitors are asked to make arrangements with the high school office staff in advance of the visit. Classroom or special activities may limit the number of visitors at any one time.

Visitors are required to sign in at the front office and in the high school office upon arrival and wear a badge while on campus. Visitors are asked to sign out and return the badge before leaving school. (See Section G.2.18)

Visitors at Lunch Time

Student visitors at lunchtime are generally welcome but arrangements must be made at least one day in advance and approved by the Principal. No same day requests will be approved. Lunch visitors must leave immediately following the lunch period. Due to the large number of requests to shadow, *lunch visitors are prohibited on days when public or parochial schools are not in session.*

Visitors During the School Day

Only students seriously interested in attending CAL will be allowed to shadow during the day. Other visitors may come for lunch only (see above for guidelines for approval). Students may not shadow on days when public or parochial schools are not in session.

H.6.31 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 high 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.

APPENDIX A: CHRISTIAN ACADEMY RANDOM STUDENT DRUG SCREENING POLICY

I. Random Student Drug Screening Policy

A. Philosophy

We strive to 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. *"Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God?"* 1 Cor 6:19. We are committed to assisting 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. We want students to be able to say "no," have a reason to quit if they have already started and to provide help if a student cannot quit.

We are committed to achieving a school environment free from the use of mood-altering chemicals (drugs/alcohol) by students at school and school-related activities. Christian Academy requires complete abstinence from mood-altering chemicals not prescribed by a physician. We recognize that chemical dependency is a treatable illness. Our intention is to create an environment of concern and understanding with an emphasis on assisting the student and family in the area of concern. With the above philosophy as its basis, Christian Academy strives to educate the school community about the devastating effects of chemical abuse or dependency, provide a confidential means of securing counseling and/or treatment for those in need of help in dealing with their abuse or dependency, and create an atmosphere of support for those who have received treatment. Toward these ends, Christian Academy will offer educational programs and confidential referral services for students and parental concerns.

B. Random Drug Testing

Drug and alcohol testing is a growing trend among high schools in the United States. After careful consideration, Christian Academy's Board of Directors has made the decision to implement random drug testing for all High School students (9-12).

Testing Procedures

Testing will be conducted by an outside lab. Tests will use a small hair sample taken from the student. Testing via hair samples offers greater detection ability over testing samples of blood, urine, or saliva, and is much less invasive than the collection of fluids. Analysis of a hair sample can detect drug use dating back approximately three months. Any prescribed drugs must be declared at the time a sample is collected. All students in high school will be included in the population subject to random drug testing.

Substances Tested

The testing may detect alcohol, cocaine, marijuana, opiates (including heroin, codeine, morphine, oxycodone, hydrocodone and hydromorphone), Amphetamines (including Methamphetamines, Ecstasy (MDMA), Eve (MDEA), Phencyclidine (PCP), and Oxymorphone (Numorpha). The list of drugs tested may change at the discretion of the school.

C. Consequences for Testing Positive

The occurrences listed below are cumulative over the entire years of the student's high school tenure at Christian Academy. These consequences are not solely within one school year.

First Occurrence of Positive Test Results or Self Report

1. Parent(s) and student will be notified by phone of the results of the test. The Principal (or his/her designee) will meet with the student and parent(s) to discuss the results and consequences.
2. The parent(s) and student will be (1) provided with information about counseling and drug education programs; and (2) required to participate in mutually agreed upon counseling and a drug education program. Confirmation of participation and weekly progress reports must be provided to the Principal (or his/her designee). The cost for the program will be the student's/parent(s) responsibility.
3. Using the test protocol selected by Christian Academy, the student will be periodically retested for the remainder of the school year.
4. The student will be suspended from participation in any school-related activity; athletics, extra-curricular activities (student leadership) or after school activity for a minimum of 3 weeks or 3 events, whichever is longer.
5. The student will be suspended from school for a minimum of two days and a maximum of five days.

Second Occurrence of Positive Test Results

If a student tests positive a second time, the student will be dismissed.

D. Confidentiality of Results

1. All sample collections and results will be identified by each student's unique number. No names will be recorded on the collection bag or the test results.
2. Test results will be confidentially provided by Psychemedics Corp. to the Principal (or his/her designee), but to no one else.
3. Parents will be notified by mail if a test is negative. The school will notify the student's parents by phone of a positive result and a meeting will be scheduled to discuss the results and consequences.
4. All test results of students will remain strictly confidential between the student, his/her parents, the Principal (or his/her designee), and the Counselor selected by the parents.
5. Absent a court order, no test result of any student will be disclosed to any person or agency beyond the persons identified above without the written consent of the student's parent.

Additional Notes

1. Any student found to be selling, promoting the sale of or in any way trafficking alcohol, prescription drugs or other illegal drugs will be dismissed. The parent(s) will be notified. Any confiscated illegal substances will be given to law enforcement authorities.

2. As required by Kentucky Revised Statutes (Section 158, as of 8/2014), when a student is dismissed for a drug or alcohol violation, the proper law enforcement authorities and his or her next high school will be informed. (Kentucky only)
3. The administration reserves the right to require drug testing of any student, at its discretion, and/or when a student has:
 - Exhibited behaviors or symptoms ordinarily associated with alcohol or illicit drug use, including but not limited to the smell of drugs, glazed eyes, unresponsiveness or unusual behaviors;
 - Been identified in or shared photographs on social media that indicate drug or alcohol use and abuse;
 - Been involved in a serious violation of school policies;
 - Been involved in truancy or habitual tardiness.
4. If a student tests positive for a prescription drug, within 24 hours the family must verify that the medication has been prescribed by a physician for the student.
5. If a hair sample cannot be taken due to a medical condition and/or a religious exception, an alternative testing method will be used. If it is impossible to take a hair sample due to shaving, the test result will be considered as a positive.

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APPENDIX B: CHRISTIAN ACADEMY DRUG SCREENING POLICY – QUESTIONS AND ANSWERS

1) Why is this policy being implemented?

We recognize social pressures and the harmful implications they can have on our students. We are entrusted with the safety and well-being of our students and we partner with parents and the church to help them develop their faith and make life decisions that will honor God and enhance their faith journey. As educators, we are accountable for helping students make good decisions using wisdom and displaying character and actions that are consistent with a Christian walk.

2) How does it differ from what was previously in place?

This policy will allow us to work more proactively to restore students to healthier attitudes and behavior. It also allows us to more actively prepare students to resist temptations during a challenging time in their lives. Finally, it allows us to work closer in our partnership with parents to help their students deal with alcohol and drug pressures while still maintaining our standards for a Godly faith walk.

3) Does this mean you have a drug problem in the school?

No. This is a proactive, not a reactionary approach and policy. We recognize society's pressure on our students and the possibility of drug and alcohol pressure that can reach any child today. We want to help students prevent problems before they happen. This added accountability is another tool to enable our students to resist pressures when they occur, while offering a way to remain enrolled.

4) How will this be communicated to students in a way that doesn't convey a distrust in their ability to make the right decisions or live up to their own convictions or agreements they have signed?

This is not a policy for punishment or lack of trust. This is the realization that students are under a higher level of pressure and influence than ever. We are here to walk beside them and, while holding them accountable, to offer new support. If they make one bad choice in this area, there will be consequences, but we will also work with them and their families to help them get the support they need to immediately stop behavior that is dangerous to them.

5) What students / grades are involved?

All students in High School.

6) Are there other occasions when students will be tested in addition to the random selection?

Yes. If a student is displaying behavior that may indicate drug or alcohol abuse, we will require testing. If a student tests positive, there will be follow-up tests. Finally, if a student self-reports, a test will be conducted.

7) What is the analysis process and how can I know it is reliable?

What is the Collection process?

A small hair sample, about the size of a shoelace tip or pencil lead, is snipped from the back of the head, just below the crown. This is undetectable by others. If not available, hair can also be collected from several locations on the head. Hair will be collected by our school nurse.

Who is performing the analysis?

Psychemedics, the world's largest hair testing organization, will be used for analysis. They have conducted hair testing since 1987 for hundreds of colleges and schools as well as companies, police departments and other law enforcement entities.

How can we ensure a sample is uncontaminated?

Psychemedics was the first lab to develop a wash procedure to remove external contamination and the first to distinguish illegal drugs from antihistamines.

What is the timing of results? (When will results come back?)

Allowing for mailing time to the lab and the most complete analysis, parents can expect results within 1-2 weeks. When positive, additional tests are performed for full confirmation, including a double confirmation analysis.

What substances are identified?

The testing may detect, alcohol, cocaine, marijuana, opiates (including heroin, codeine, morphine, oxycodone, hydrocodone and hydromorphone), Amphetamines (including Methamphetamine, Ecstasy (MDMA), Eve (MDEA) and Phencyclidine (PCP), and Oxymorphone (Numorpha). Traces of these substances can be detected for up to 3 months from the time of use.

8) How will you prevent the feeling of distrust or violation when the test is a false positive due to prescription drugs or other false alarms?

This testing is to determine the presence of illegal drugs. Because most false positive results come from sport-related drugs such as PED's, Psychemedics has not had a false positive test on alcohol or illegal drugs since they began high school testing 17 years ago. Students must declare any prescription drugs being taken when tested or taken in the last three months.

9) What happens if a student volunteers that he or she has a drug or alcohol problem?

Students who self-report (before they are selected for a drug test) will not be suspended from school or extra-curricular activities. They will be required to undergo counseling and will be tested in 90 days. If they test positive after the 90 day wait period, they will be dismissed.

10) Will parents be notified when a student is selected or just if tests are positive?

Parents will be notified if their student has been tested. The principal or an assistant principal will contact the parents by mail if the results are negative (no drugs). If the

test results are positive (drugs detected), the principal or an assistant principal will inform the parents via telephone. Following that phone conversation, the parents and student will be required to meet with the principal or an assistant principal.

11) What is the process for response and restoration if there is a positive test?

First offense: Parents and students will be called in for a consultation with the principal. At that point, each case will be discussed to examine the specific details. In most cases, the student will be placed on a 90 day probation, during which the parents will determine the appropriate counseling and treatment. The student will be suspended from school for a minimum of two days and a maximum of five days. The student will be suspended from sports and other activities as determined appropriate (with a minimum of 3 weeks or 3 events, whichever is longer). After 90 days an additional test will be conducted. A follow-up meeting will be held to determine if/when probationary status will be lifted.

Second offense: If there is a second offense during the student's high school term, the student will be dismissed from the school. Students will then be given a restoration plan which, when completed, will allow them to re-apply (but does not guarantee readmission).

12) If suspended from activities, who will know?

Students who test positive will be suspended from extracurricular activities such as sports, the Ambassador program, Chapel leadership positions and other privileges. They may be suspended from trips or other activities to be determined. Teachers, coaches and sponsors will be informed of the suspension (but not the reason) just as we do with any suspension.

13) Who else will be notified of a positive test?

Only students, their parents and the principal (or his/her designee) will be notified at the school.

As required by Kentucky Revised Statutes (Section 158, as of 8/2014), when a student is dismissed for a drug or alcohol violation, the proper law enforcement authorities and his/her next high school will be informed. (Kentucky only)

14) Does this mean the existing drug and alcohol policy is being replaced?

Partly. What will remain the same is that students who come to the school under the influence of drugs or alcohol or bring those substances on our campus or to a school activity will be dismissed.

What is different is that students can be tested randomly as well as for cause (see details in our handbook). A positive test results in probation, counseling and suspension. Previously, students were automatically dismissed for drug or alcohol use.

15) Will other students know when a student has been tested?

Only if the student chooses to share that information. The school will maintain

confidentiality.

16) What are the details on the counseling/drug education process?

We will provide recommended outside counseling options that are appropriate. It is up to the parents and these counselors to develop a program that they feel is most appropriate for the student. Our only involvement is that we will require additional periodic retests for up to a year as well as regular reports from the counseling service.

17) What are the implications if the infraction took place over the summer or during breaks?

For current students, once they sign our commitment to school policies, they agree to abide by our life-style guidelines 24/7 on or off campus. This would include summers between school years. Tests conducted early in the school year would be considered valid.

New students would be afforded a 90 day grace period before being considered for random testing since they would not have been under our covenant during the summer or period prior to enrollment.

18) Are other Christian schools in the country and in our area following a policy similar to this one?

Yes, Psychomedics specifically works with over 200 Christian schools in the country involved in a similar program. Similar Christian schools include Briarwood Christian School (1,900 students), First Academy (1,150 students), Trinity Christian Academy (1,500 students) and Christian Academy of Knoxville (1,100 students). Here in Louisville, Trinity High School has implemented a similar program as well.

19) What if I don't want to comply or agree to this policy?

Refusal to be tested will result in dismissal.

APPENDIX C: TECHNOLOGY RESPONSIBLE USE POLICY (RUP) – GRADES 9-12

Technology Responsible Use Policy (RUP) – High School

This policy outlines behaviors that Christian Academy School System (CASS) expects students to follow when using school-owned or personally-owned technologies (such as Chromebooks and/or iPads).

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.

- 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 offensive to some people.
- Files and messages stored on CASS-owned/managed systems are not private. Authorized individuals within CASS may review files and messages to ensure student safety and systems reliability.

Unacceptable Use

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

1. to access or transmit indecent, profane, obscene, or otherwise inappropriate material;
2. to transmit abusive or threatening language;
3. to attempt to download or install software on any school device 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 person'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.

Continued on the next page

Chromebook Responsible Use Policy – High School

This Chromebook Responsible Use Policy extends the Technology Responsible Use Policy (RUP), which is signed by both students and parents at the start of each school year.

Student Commitments

- I will abide by this Responsible Use Policy both at school *and* away from school.
- I will follow Biblical principles and all school rules when using my Chromebook.
- I understand that my Chromebook is the property of Christian Academy School System.
- I am responsible for the care and protection of my Chromebook, charger, and case.
- I will not attempt to remove my Chromebook from the school-issued case.
- I will not share any of my usernames and/or passwords with other students.
- I will not close the lid with anything inside the Chromebook (even paper).
- I will not place stickers or labels of any kind on the Chromebook, charger, or case.
- I will use two hands at all times to carry the Chromebook.
- I will charge my Chromebook every night so that it is ready for use every day.
- I will bring my Chromebook to school each day I am in attendance.
- I will directly supervise my Chromebook or leave it in a secure location (locked in my locker).
- I will report loss, theft, damage, and/or malfunction immediately to my school.
- I will not remove the identifying barcode from my Chromebook.

Parent Commitments

- I will develop a set of rules/expectations for electronic use at home.

Continued on the next page

Additional Expectations

1. While at school, your Chromebook is primarily intended for instructional use. While at home, follow all guidelines in this document, especially your parent(s) instructions/house rules.
2. Keep the Chromebook in the school-issued case at all times. Failure to keep the Chromebook in the school-issued case may result in disciplinary action, and it *will* void the insurance coverage.
3. You may not install apps on the Chromebook that are not appropriate for educational purposes (including most games designed only for entertainment purposes).
4. If enrollment at CASS is terminated for any reason, you must return the Chromebook, school-issued Chromebook case, and charger immediately on the date of termination.
5. CASS reserves the right to collect and/or inspect your Chromebook at any time (includes random inspections) and to delete any material or applications deemed inappropriate.
6. CASS reserves the right to remotely view and/or control content on the Chromebook screen.
7. Do not place or attempt to place the Chromebook into “developer mode.”
8. If necessary for troubleshooting purposes, your Chromebook may need to be reset by a school technician. Resetting causes the device to be returned to its original state. You are responsible for using Google Drive to protect your data. CASS accepts no responsibility for lost data.
9. You may not capture video, audio, or photos of any student, parent, employee, or visitor without their permission. The possession, forwarding, or uploading of unauthorized video, audio, or photos to any social media service, network storage area, or person is strictly forbidden.
10. Chromebooks may not be used in restrooms under any circumstances. Chromebooks may be used in locker rooms only under the direct supervision of a teacher or coach.

Disciplinary Action

- Any student found in violation of the Technology Responsible Use Policy may be subject to disciplinary action under the school discipline policies.

Continued on the next page

Caring for the Chromebook

Care for your Chromebook as follows:

- **Keep the Chromebook in the school-issued case at all times.**
- Clean the screen only with a clean microfiber (lint-free) cloth.
- Press the power button *gently* on the Lenovo 300e. If the Chromebook does not power on, visit Technology Services, or have someone else email support@caschools.us.
- Use two hands at all times to carry the Chromebook.
- Charge the device fully each night; leave the charger at home.
- Insert all cords (charger, headphones) carefully into your Chromebook.
- Avoid the use of USB devices, such as mice, as the routine insertion/removal of USB devices can damage the USB ports and/or introduce unnecessary wear and tear.
- When storing your Chromebook in a locker, do not place heavy items on top of it.
- Avoid leaving your Chromebook in a vehicle. If you must, make sure the Chromebook is hidden from view. *Criminals will break car windows to steal Chromebooks.*

APPENDIX D: CHROMEBOOK INSURANCE PLAN: 2020-2021

Chromebook Insurance Plan: 2020-2021

Christian Academy School System is providing this limited insurance plan for students and parents as part of our Chromebook 1:1 Learning Initiative. This plan provides coverage for theft, accidents (as defined below), and normal-use device failures. The plan is designed to limit a family's financial risk.

All high school students are automatically enrolled in this plan. The cost is covered as part of tuition.

- *Christian Academy School System is not liable for any loss or damage (including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the Chromebook.*

For purposes of this plan, the replacement cost of a Chromebook device is \$260. The replacement cost of a case is \$30. The replacement cost of a charger is up to \$60 (market value often fluctuates based on supply and demand). All chargers must be Lenovo-branded, model ADLX45YDC2A, part SA10E75840. We are unable to use any other chargers of any kind.

Accidents do happen. However, there is a difference between an "accident" and "negligence."

- We define "accident" as any "unexpected, one-off action that causes damage."
- We define "negligence" as "failure to exercise a reasonable degree of care."

This plan does not pay for damage that occurs in conjunction with a negligent, dishonest, or intentional act. Examples of negligent and intentional acts include, but are not limited to, (1) pushing a Chromebook off a desk and/or (2) tossing a Chromebook up in the air or to another person.

If the Chromebook is deemed to be damaged in conjunction with a negligent, dishonest, or intentional act, the student may be subject to discipline and/or the cost of repair or replacement. Negligent damage includes any damage caused by removal of the case, writing on the device, prying off the keys, etc.

Cost & Dates

1. The cost of this plan is included with your tuition payment.
2. This plan takes effect immediately when a Chromebook is issued to the student/parent and remains in effect until the end of the last school day of the school year.
3. This plan expires immediately upon withdrawal from Christian Academy School System.

Coverage

1. This plan pays for accidental damage to the Chromebook (subject to the exclusions listed below).
2. This plan pays for damage to the Chromebook due to theft; the claim for theft must be accompanied by an official police incident report.
3. This plan pays for damage to the Chromebook due to fire/smoke; the claim for fire/smoke damage must be accompanied by an official fire incident report.
4. This plan pays for damage to the Chromebook caused by electrical surges.
5. This plan pays for damage to the Chromebook caused by natural disasters.

Exclusions

- This plan does not pay for damage that occurs during any violation of school policies.
- This plan does not pay for lost or misplaced Chromebooks.
- This plan does not pay for any consumables, such as the Chromebook charger.
- This plan does not cover cosmetic damage to the Chromebook that does not affect the functionality of the device, including but not limited to scratches and dents.
- This plan does not cover damage that occurs when the Chromebook is not housed in the school-issued Chromebook case. Chromebooks *must* be maintained in the school-issued case at all times. If the case must be removed, please email support@caschools.us.

Deductibles (Per School Year)

Two incidents total are covered per any one school year. Upon the third incident during any one school year, the student is liable for the costs up to the full replacement cost of the device, case, and charger.

- \$80 – First Incident
- \$160 – Second Incident
- Up to \$290 – Third Incident (Full Replacement Cost of Chromebook + Case)

Claims

- Report the incident to us within 24 hours (or ASAP in the event of a theft), and complete the Chromebook Theft/Damage Form. This form is available in the high school office.
- If the incident involves a theft, immediately notify local police, and file a police report.
- Do everything possible to protect our property from further loss or damage.
- If you receive reimbursement from any other source, such as another insurance policy, that reimbursement amount will be deducted from the amount we will pay toward the loss.

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2020-2021 School Policy Commitment

Student Last Name _____ Student First Name _____

Homeroom Teacher _____ Grade _____

Commitment to School Policies 2020-2021

1. I have read the Family Handbook. (Available online at 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 be changes to policies and procedures in response to the COVID-19 challenge and my school will keep me informed of all changes in a timely manner.

Student Signature _____ Date _____

Student signature required beginning with Grade 3

Parent Signature _____ Date _____

Parent Name _____