



Christian Academy
OF LOUISVILLE

SOUTHWEST CAMPUS

Elementary School
FAMILY HANDBOOK

2023-2024

8307 St. Andrews Church Road
Louisville, Kentucky 40258
(502) 447-6500

www.caschools.us

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

Section I

General Information For All Christian Academy School System Families

Policies and Procedures

2023-2024

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.

In 1998, preschool also became an important part of the Christian Academy educational experience when the first Junior Academy was opened at the Rock Creek Campus. Junior Academies are now established on all Christian Academy campuses.

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

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 2000-01 school year serving students 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 serving students in kindergarten through twelfth grade.

In fall 2013, the Providence School opened at the Rock Creek campus for children with Down syndrome. 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).

During the first years of the Providence School, students in preschool and early elementary were admitted. As the program grew, the school continued enrolling students into upper elementary at Rock Creek and middle school grades at English Station. Since the fall of 2022, the Providence School serves preschool through High School students at the English Station Campus.

During the 2020-2021 school year the decision was made to consolidate the Rock Creek Campus with the other Christian Academy campuses. All Christian Academy schools celebrated the foundational role that the Rock Creek Campus played in the development of the Christian Academy School System as Rock Creek students and staff joined the other CASS campuses. Rock Creek provided a rich legacy of top quality Christian education that impacted students, families, teachers, and staff for 42 years.

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 a 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 Enrollment: 1881</i>
Christian Academy of Louisville - Southwest Campus 8307 St. Andrews Church Road Louisville, Kentucky 40258 (502) 447-6500	<i>Grades K–8 and Preschool Enrollment: 237</i>

G.1.3 Statement of Faith

WE BELIEVE¹:

- The Bible is the only inspired, inerrant Word of God that is sufficient, necessary, authoritative, and clear.²
- In one God, eternally existent in three persons: Father, Son, and Holy Spirit.³
- God, in His sovereignty, 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.⁴
- 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, and will return in victory to rule forever.⁵
- The Holy Spirit convicts of sin, regenerates to new life, indwells every Christian, helps in weakness and intercedes on behalf of believers and churches in prayer, and empowers believers to live a fruitful Christian life.⁶
- All people are created in God's image and being descended from Adam inherited a sinful nature and are totally unable to save themselves from the natural consequences of sin. Every human is a person deserving of compassion, love, kindness, respect, and dignity.⁷
- All people 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.⁸

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 humankind, 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.

Revised and Board Approved 6/2022

G.1.4 Theological Statements

We believe in order to preserve the function and integrity of the Christian Academy School System's and its member institutions' commitment to a traditional education in a Christ-centered environment, to act as a faithful and local

¹ The scriptures listed are authoritative and representative but not exhaustive.

² Deut. 6:6-7; Ps. 119:1, 130; Mt. 4:4; Rom. 10:13-17; 2 Tim. 3:14-17; Titus 1:2; 2 Pet. 1:21

³ Gen. 1:1-2; Deut. 6:4; Mt. 3:16-17; 28:19; Jn. 1:1

⁴ Mk. 1:15; Rom. 1:16; Eph. 1:4-7

⁵ Lk. 1:35; Lk. 24; Jn. 1:1-4, 14; Acts 1:9-11, 7:55-56; Rm. 3:22-26; 1 Cor. 15:20; 2 Cor. 5:21; Col. 1:15-20; Heb. 4:15, 9:26; 1 Jn. 3:5; Rev. 19:11-16; 21:1-8

⁶ Jn. 3:6-7; 16:8; Rom. 8:16, 26-27

⁷ Gen. 1:26-27; Mt. 5:44-45; Rom. 3:19-20; 3:23; Eph. 2:1-3; Col. 1:21

⁸ Jn. 3:6-7; Acts 4:12; Rom. 3:26-28; 5:1; Eph. 4:3-6

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, (including volunteers or independent contractors that would be independently engaging with students) should abide by and agree to our Statement of Faith and to these Theological Statements and conduct themselves accordingly.

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 (Gen. 1:26-27). 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 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 humankind (Ps. 139).

Statement on Unity and Diversity

In Genesis 1:26-27, God created humanity in His own image and gave them dominion over the earth. As image-bearers, each individual's uniqueness and dignity creates a diverse community and 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.

The Christian Academy beliefs are based on Revelation 7:9 that we are one family in Christ enhanced by embracing the differences God has designed in all of His creation.

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 (Gen. 1:26-27). 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 God has created the marriage covenant to be a life-long commitment between one man and one woman (Gen. 1:27; 2:24). We believe sexuality is a good gift of God, to be celebrated exclusively within the confines of the marriage covenant, agreeing that all other sexual expressions go against God's design (1 Cor. 6:18; Gal. 5:19).

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. (Luke 2:52)

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 (Rom. 14:8-9).

Humility – We acknowledge our gifts and talents come from God and should be used for His glory (Rom. 12:6-8; Phil. 2:3).

Respect – We love our neighbors as ourselves (Matt. 22:37-39).

Integrity – We strive to be testimonies of the character and peace of God in every thought and action (Prov. 10:9; I Pet. 3:15-16).

Service – We consider our works of service an expression of our faith (Rom. 12:1).

Truth – We affirm the Bible as God's infallible, trustworthy Word, which defines absolute truth (2 Tim. 3:16-17).

G.1.6 Philosophy of Christian Education

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 human beings who were 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 we are sinners by nature and choice, however, we cannot, in this condition, know or honor God in our life. We 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.

As such, *Our Deep Hope* is that every student who walks through our doors will develop a heart for God and grow like Jesus did in wisdom, stature, and in favor with God and men.

Wisdom is knowledge applied through God's Word.

Our students will grow in wisdom by...

- Displaying authentic personal transformation through knowledge, understanding, and application of God's Word;
- By discerning, interpreting, and defending biblical truth;
- And by engaging the global community from a biblical worldview.

Stature is maturity consistent with God's Word.

Our students will grow in stature by...

- Developing and maintaining an understanding of their identity in Christ, as one created in the image of God;
- By expressing and navigating emotions in a God-honoring way, guided by Truth;
- And by stewarding and nurturing their body as a gift used for God's glory.

Favor with God is grace, embracing a relationship with Jesus, God's Living Word.

Our students will grow in favor with God by....

- Knowing and accepting the one true God as defined in scripture: Father, Son, and Holy Spirit;
- By repenting and believing in Jesus Christ as personal Savior;
- And by growing in love and obedience to God's Word.

Favor with Men in relationships and service transformed by God's Word.

Our students will grow in favor with others by...

- Developing and growing in relationships with kindness and respect for all people;
- By displaying a heart of empathy through impactful service, while loving and engaging in community;
- And by articulating the gospel through a personal story for the glory of God's kingdom.

Our Deep Hope is cultivated in students' lives when teachers and employees embrace and grow in their personal love of God, love of students, and love of subject.

Revised and Board Approved 6/2022

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 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.1.9 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 Cognia (formerly AdvancED), the parent organization of the North Central Association (NCA) and Southern Association of Colleges and Schools (SACS). Cognia 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 accreditation through Cognia.

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. CASS received ACSI Exemplary Accreditation renewal in for K-12 in 2021 and for Jr. Academy in 2023.

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, Cognia (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)
- Cognia (formerly AdvancED/Southern Association of Colleges and schools) (PreK-12)
- Kentucky Non-Public School Commission
- Commonwealth of Kentucky

Indiana

- Association of Christian Schools International (PreK-12)
- Cognia (formerly AdvancED/North Central Association) (PreK-12)
- State of Indiana

G.1.10 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 who effectively implements 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, operational, and spiritual functions of the school system.

Members of the Board for the 2023-2024 school year are listed below.

- Sarah Butler
- Ken Crowe
- Kyle Doezenia
- Jennifer Hickman
- Angela Nash
- Jeremy Nelson
- Andrew Norton
- Micah Porter
- Phil Russell
- Byron Walters
- Scott Watkins
- Sam Wheeler

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 live a Christian life regarding personal and family relationships. (See Section G.1.3 and 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 live a life consistent with the Christian Academy statement of faith, mission, values, philosophies and goals, and any related policies and procedures. (See Section G.1.3 and G.1.4)

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 Philanthropy and Communication 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 Philanthropy and Communication 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 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 - part day classes will begin at 10:00 a.m. and dismiss at 12:00 p.m. (No lunch will be provided.)

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 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 Philanthropy and Communication 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 Philanthropy and Communication 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 Philanthropy and Communication.

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 Philanthropy

and Communication 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 Philanthropy and Communication. 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

Integrated Pest Management Program

Christian Academy School System provides a safe and sanitary school environment. One way that is accomplished is through an Integrated Pest Management (IPM) program to prevent pest infestations. Inspections are conducted monthly. Should any remedial action be necessary, every effort is made to do so when students and staff are not present. Should that be unavoidable, 24-hour notice will be given prior to any IPM applications on school property and all appropriate precautions will be taken according to safety guidelines and standards. 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 voicemail 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 carpool 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 continuous enrollment fee for new students, which is collected to confirm your child's placement, is non-refundable.
- The annual continuous enrollment fee for returning students 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

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 or knock 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 reception 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 Philanthropy and Communication for Christian Academy School System is notified in writing that permission is denied by the student's parent or guardian.

Section II

CAL-Southwest Elementary School

Policies and Procedures

2023-2024

Section II

Elementary School Policies

E.1.0 ACADEMIC POLICIES

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

E.1.1 Grade Reporting Schedule and Grading Scale

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

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

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

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

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

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

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

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

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

- Library – No grades are assigned in Library.
- Technology – The technology curriculum is designed to foster 21st Century skills. Grades for technology are based on points earned for various assignments given during class. Students have assignments that can be completed in class, or on occasion, at home. Each assignment has a predetermined point value. Grades are based on classroom assignments, quizzes, and projects.

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

Elementary grades will be rounded to the nearest whole number.

E.1.2 Homework

1. Students at CAL should expect regular homework assignments. Homework is assigned for the following reasons:
 - To increase self-reliance and self-discipline
 - To reinforce and extend classroom learning
 - To provide practice in skills and problem solving
 - To provide opportunities for special projects such as book reports, compositions, and special research projects.
2. Homework could be assigned on Monday, Tuesday and Thursday nights. Projects or book reports could carry over to the weekend and require some extra homework. Teachers **reduce** the amount of homework for Wednesday night because of church services that many students attend. However, assignments made in advance of Wednesday which are due on Thursday may require some preparation on Wednesday night.
3. Homework should not require more than 10 – 50 minutes per night (depending on the grade level of K-5). Missing work, late assignments and projects could lengthen this time. If your child is continually spending greater amounts of time on homework, please discuss with the teacher.
4. Assignments are to be complete, on time and written properly. Good grammar, neatness, and spelling accuracy will be expected by all teachers. **Students in grade 4 are required to use cursive handwriting at the beginning of second quarter. Students in grade 5 are required to use cursive handwriting.** Sloppiness, carelessness, and thoughtless content will not be allowed. Such work will be returned to the student for revision.
5. Homework will be graded, corrected and recorded for a grade in Work and Study Habits. Homework should be an individual task, not one of sharing, unless specified by the teacher.

Late Work Policy

1st – 2nd Grades

Class work is expected to be completed in school. The teacher will note if work is unfinished or unacceptable and it will be sent home to be completed. The completed work is to be turned in the next day. All assignments that are essential to the content are expected to be completed. Students that consistently have work that is late will find this reflected in their Work and Study Habits grade.

3rd – 5th Grades

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

E.1.3 Academic Integrity

Artificial Intelligence (AI)

Teachers have autonomy in their classroom to incorporate or limit the use of AI to suit the learning needs of students. Teachers will set clear expectations and guidelines for the use of AI in the classroom. Students must understand that the unsanctioned use of AI in their assignments or submissions will be regarded as a violation of academic integrity, classified as cheating, and a major violation of the discipline code.

Plagiarism

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

How to avoid Plagiarism

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

E.1.4 Cheating

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

E.1.5 Retention

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

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

- Students must pass all core content classes (language arts, math, science, history and Bible).
- Students whose final grade in any core content subject falls between a GPA of 1.51-2.0 would be admitted on academic probation.
- Students whose final grade in any core content subject is a GPA of 1.5 or below will be reviewed by an academic committee and required to meet with the Middle School Principal for determination of acceptance into the Middle School at Christian Academy.

E.1.6 Benchmark Assessments

Students in grades K-5 are given benchmark assessments throughout the school year.

E.1.7 Academic Support

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

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

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

E.1.8 Response to Intervention

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

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

E.1.9 Tier 3 Services

- **Discovery Program**

In spite of their average to superior intelligence, students with learning differences have areas of difficulty that significantly impact their ability to learn. Through the Discovery Program students receive one-on-one educational therapy designed to address their areas of perceptual weakness and to develop efficient, accurate thinking. The goal of educational therapy is to equip students to be independent learners in the classroom and in all aspects of life.

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

- **Search and Teach**

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

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

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

- **Speech Therapy/ Occupational Therapy**

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

E.2.0 ATTENDANCE POLICY

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

E.2.1 Arrival

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

Elementary arrival is between 7:45 a.m. and 8:05 p.m. No students may be dropped off prior to 7:45 a.m. at the main entrance. (See E.2.4 Before- and After-School Care Program) When you see the on-duty teacher open the front door, students may walk in via the sidewalk and proceed directly to their classroom.

Please make sure that students who ride in car seats are placed on the passenger's side of the car for easy entrance and exit which avoids crossing between or in front of cars. Once the bell rings at 8:10 a.m., students are considered tardy if they are not in class. If you arrive after 8:10 a.m., you must park and walk your elementary child into the office and sign them in. If you sign in at the office, it will be considered a tardy.

E.2.2 Dismissal

Afternoon dismissal will begin at 3:15 p.m. Parents will pick up students in the carpool line by having their carpool number posted in the windshield for the carpool teacher on duty to radio into the supervising teacher. Students will be released in groups from their classrooms.

Parents with children in grades K-2 only should be in the outer carpool lane so the children do not need to cross between cars. Families with students in grades 3-8 only should be lined up on the inside carpool line.

Walk-ins are discouraged at the end of the day unless there is an emergency.

Please make sure that students who ride in car seats are placed on the passenger's side of the car for easy entrance and exit. For the safety of our students and carpool staff, please observe the following guidelines:

1. Make sure that the Christian Academy carpool tag is clearly displayed, by hanging it from your rearview mirror with the number facing out. Carpool tags are required. Those who do not display tags will be instructed to park in the parking lot and then come into the school office to show their ID and verify their permission to pick up students.
2. Lost tags can be replaced by purchasing a set of 3 tags from the school office for \$5.
3. If someone else is picking up your child and they do not have a carpool tag, they will need to pull directly into the parking lot, park, and come into the school office to show their ID. Please make sure that they are also listed on your child's authorized pickup list and/or call the school office to give permission for that individual to pick up your student. The school office will not release your child to anyone that is not on their approved pickup list without express permission from the parent.
4. Please refrain from all cell phone use (calls and texts) once carpool begins.
5. Adults should remain in their vehicles. Students should be able to open their own car door and buckle themselves into the vehicle. If your child has difficulty with buckling, please pull into the preschool parking lot once your carpool group is dismissed and buckle your child into their seat at that time.
6. Please refrain from going through your child's backpacks, folders, etc. as you wait for your carpool group to dismiss. This delays the flow of traffic.
7. We appreciate your assistance in ensuring a safe, efficient, and orderly carpool dismissal every afternoon.

E.2.3 Attendance Policies

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

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

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

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

4. A student must be present 3 ½ hours of the school day in order to be considered present for the day. Students who leave the classroom before the completion of 3 ½ hours of the school day will be considered absent for the entire day. Students arriving after 11:30 a.m. are considered absent for the day, and students leaving prior to 11:30 a.m. are also considered absent for the day. In regards to after-school/extracurricular events, students must be in attendance at school for at least half of the day of any scheduled event in order to attend/participate in the event. If a student is absent, he/she may not participate in any afterschool activity.
5. Prescheduled Absences (including Family Vacations)

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

- Notify the teacher and building administrator in writing at least two weeks in advance of the dates the student will miss. Work will be given to the student on the **last day** of their attendance before leaving on the trip.
- The administrator will contact the teacher and identify the impact of the student missing those specific dates. Please avoid scheduling vacations at the end of a grading period and during benchmark assessments.
- All missed work should be turned in upon the day of return. Tests will not be given early. Upon their return, students will be prepared to make up tests at the teacher's discretion.

PARENT RESPONSIBILITIES

1. Encourage prompt and regular attendance. Please schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.

2. When your student is absent, contact the office before **9:00 a.m.** to notify the school of your student's absence that day, the reason for the absence, and the anticipated length of the absence. You may also notify your child's teacher concerning the absence, but you should first communicate with the school office.
3. Request a list of homework assignments on days when it is necessary for your student to be absent from school by calling the office before 9:00 the morning of the absence. **Requests made after 9:00 a.m. cannot be guaranteed. Homework will be ready to be picked up in the school office after 2:00 p.m.**
4. Students absent due to illness will have the number of days absent plus one to hand in make-up work. Regularly scheduled tests such as spelling, vocabulary, or a test that had been announced prior to the absence, will be given on the day of return to school.

EXTENDED ILLNESS

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

1. The parents should contact the school as soon as they become aware that the student will be absent for several consecutive days. The following information will be requested:
 - Doctor's statement of reason for absence
 - Location of the student (home, hospital, etc.)
 - Approximate length of absence
 - School work and materials needed
2. Make-up work should be picked up and dropped off in the office each day if possible.
3. If the student is to be absent more than 10 consecutive school days, the school will have the option to release the student to an approved homebound instructor. It is the responsibility of the parents to engage a qualified teacher to work with the school and student during the extended illness so that the student may receive credit for work completed.
4. Parents should notify the school administrator two days prior to the student's return to class so that the school can make efforts to ease the student's return to school.
5. Upon return to school the following information is required:
 - A signed release from the doctor
 - An up-to-date evaluation of the student's academic progress from the homebound teacher
 - A list of medications the student will be taking at school
 - A written description of permissible and non-permissible activities

E.2.4 Before- and After-School Care Program

For an additional cost, Before-School Care is provided beginning at 7:00 a.m. daily and After-School Care is provided until 6:00 p.m. daily. All students must have a completed registration form through FACTS Family Portal, even if use of this service is not expected. There is no fee for registering your child(ren) for the program. Space is limited.

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

E.2.5 Changes in Dismissal

If your child is going home by means other than his/her normal carpool, parents are to provide the following in writing to the teacher and the office the morning of the change:

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

E.2.6 Early Dismissal

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

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

Consequences for Early Dismissals

- 5 early dismissals: Letter sent to parent
- 10 early dismissals: Principal will communicate with the parent to determine an action plan
- 15 early dismissals: Consequences determined by Principal

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

E.2.7 Late Arrival to School

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

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

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

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

It is imperative that students be in their seats, ready for class to begin at 8:10. No student will be admitted to class without an admission slip if he/she has arrived after the 8:10 a.m. bell.

Consequences for Tardies

- 5 tardies: Letter sent to parent
- 10 tardies: After 10 or more tardies per quarter, a student's work and study habits grade will be lowered one level.
- 15 tardies: Consequences determined by Principal

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

E.2.8 Illness During the Day

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

❖ Students must be fever free (less than 100.4°, unmedicated) and diarrhea/vomiting free for 24 hours before returning to school. Unmedicated means that no drugs such as Ibuprofen (Motrin, Advil) or Acetaminophen (Tylenol) have been given to the child. Students who return to school after having had a documented fever or vomiting/diarrhea in the previous 24 hours or have been ill with the same at home in the previous 24 hours, will be sent home. ❖

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

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

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.

E.3.0 BIBLE

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

Colossians 2:2-3

E.3.1 Bible Class

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

E.3.2 Chapel Program

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

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

E.4.0 CONDUCT

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

E.4.1 Behavior Guidelines

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

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

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

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

A partnership of mutual trust and respect between parents, teachers and administration is vital. This partnership involves clear and timely communication by both teachers and parents. Parents are encouraged to contact teachers with any questions or concerns following the Matthew 18 Principle (see Section E.5.14). Typically situations are resolved by a call, conference or email. In the event inappropriate behavior continues, the administration will be consulted to determine a suitable course of action. Persistent unacceptable behavior may result in the student being placed on Disciplinary Probation with the possibility of expulsion from school.

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

E.4.2 Classroom Standards

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

General Guidelines:

- Chewing gum is not allowed on campus at any time.
- Rolling back packs are not allowed.
- Toys are not permitted to be out during the school day.
- Sports equipment, such as basketballs or footballs, should not be brought to school.
- Nothing that gives the appearance or sound of a weapon should be brought to school.

E.4.3 Failure to Respect the Diverse Christian Academy Community

All forms of racism, bigotry, and prejudice are major violations of the discipline code at Christian Academy schools. (See section G.1.8 Diversity Commitment)

Use of racial slurs or demeaning statements (verbal or non-verbal) will result in serious school discipline that may include one or more of the consequences listed below, which are listed in no particular order.

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

E.4.4 Discipline Policies

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

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

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

E.4.5 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 will 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 or on social media. Any instances of bullying will be addressed immediately and with appropriate consequences.

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

The consequences for bullying behavior may include:

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

E.4.6 Sexting

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

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

E.4.7 Social Media

Social media reaches far beyond the school community; therefore, students must use social sites responsibly and be accountable for their actions. Students must understand that anything posted online is a reflection on not only themselves, but also Christian Academy, and ultimately Christ. The increased use of digital platforms has opened up positive opportunities for connection and collaboration, and it is important to help students see that digital citizenship is not anonymous. Our actions and behaviors are visible to God and others. 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 E.4.5 Positive Student Relationships/No Bullying Allowed 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.

E.4.8 Christian Academy Uniform Policy

Purpose

The Christian Academy uniform policy is intended to build consistency across our schools, provide enhanced security, and support student success by limiting distractions. The uniform is our first impression to others and should reflect the respect and honor of being part of the Christian Academy family. In partnership with parents,

Christian Academy establishes these standards to ensure students understand their responsibilities and encourage respect for guidelines.

General Guidelines

- All clothing must be modest and unrevealing in cut, fit, and texture.
- Students must be in compliance with the uniform policy prior to entering school and continue until the end of the school day.
- The policy is for all school days with exceptions previously approved by the school administration. (i.e. Jeans Day, spirit week, special events)
- The administration reserves the right to interpret when clothing or appearance is in violation of the code and address the student as needed.
- At all times and functions, clothing should be modest, appropriate, and within the guidelines and purpose of the Christian Academy Uniform Policy.

Polo Shirts

Students must wear a polo at all times including under sweaters, sweatshirts, hoodies, or ¼ zips with the exception of spirit or jeans days.

- Must be a traditional polo (long or short sleeve)
- Must be a solid white, navy, or red (KY), or gold (IN)
- Must have the school script (Christian Academy) or logo (cross or mascot) on the left chest and no other branding (Nike, Adidas, etc)
- Must have a collar and buttons
- May be tucked or untucked

Pants & Shorts

- Khaki or navy chino-style pants without holes, rips, or frays
- Khaki or navy chino-style shorts (maximum 3" from the knee)
- Belts are optional unless needed for modesty

Skirts

- Khaki, navy, or "Christian Academy blue plaid" skirts/skorts
- Length must touch the top of the knee in the front and back when standing straight
- Leggings (solid black or navy and to the ankle) or shorts are required under the skirt

Dresses **Elementary Only**

- "Christian Academy blue plaid" jumper or navy logoed jumper purchased from Shaheen's

Sweaters, Sweatshirts, Vests, ¼ Zips

- Students may wear a navy Christian Academy logoed sweater, vest or cardigan with no other branding.
- Students may wear a Christian Academy logoed sweatshirt (crewneck or hoodie) or ¼ zip purchased through the school store or with a Christian Academy spirit pack. (athletics, band, choir, class, etc.)
- Sweatshirts and ¼ zips must be in school colors (blue/red-KY) or (blue/gold-IN) or neutral (grey, white, black)

Chapel

- Boys
 - Navy or khaki uniform pants
 - White or light blue dress shirt that is tucked in
 - Appropriate and traditional neck or bow tie
 - Optional: Christian Academy logoed sweater, vest, cardigan, or ¼ zip
 - Chapel uniform to be worn the entire day
- Girls
 - Navy or khaki skirts/skorts or Christian Academy blue plaid skirts (or Elementary navy/plaid jumper)

- Navy or khaki uniform pants
- White or light blue oxford-style shirt or blouse w/sleeves
- Optional: Christian Academy logoed sweater, vest, cardigan, or ¼ zip
- Chapel uniform to be worn the entire day

Other Requirements

- Footwear: low-heeled, closed-toe, closed-heel-styled shoes along with indoor boots below the knee, or standard athletic shoes should be worn. Shoes that are distracting, heels higher than 2 ½ inches, or a safety hazard are not permitted.
- No jackets or coats are to be worn indoors once the school day begins.
- Hats, hoods, bandannas, sweatbands, or other pieces of cloth worn as head coverings or sunglasses must not be worn during the school day. Girls may wear scarves, ribbons, bows, and hair accessories that are appropriate and not distracting.
- Fads, trends, innovative fashions, extreme hairstyles/hair color (i.e. blue, purple, pink), jewelry, make-up, and/or clothing that the principal deems to be potentially disruptive or inappropriate will not be allowed.
- Visible pierced jewelry is only allowed in the ears of girls. No visible pierced jewelry is allowed for boys. (Clear, discreet spacers may be worn)
- No visible tattoos are allowed.
- School attire must be free of suggestive or offensive words/pictures, holes, tight-fitting, or frayed designs.
- Hair should be neat and presentable while off the face and out of the eyes and boy's hair should not extend beyond touching the shoulders. Boys may have facial hair in high school as long as it is neat and presentable.

Special Events, Programs, Jeans Days, Spirit Days

- School principals will notify students and families in advance of the dress code requirements for individual events or special days.
- At all times and functions, clothing should be modest, appropriate, and within the guidelines and purpose of the Christian Academy Uniform Policy.

CAL SW Spirit Day dress down guidelines:

- CAL Spirit Day is not required, but if a student chooses to participate, these are the expected dress code guidelines for participating. Spirit Wear Days are every Friday and optional for the cost of \$1 per Spirit Wear Day. Students must turn in their \$1 donation for participation to their teacher on Friday mornings.
- CAL shirt, CAL t-shirt, CAL sweatshirt, CAL uniform polo (only)
- CAL Sweatpants (sold by school-approved vendors), CAL spirit wear shorts (sold by school-approved vendors) or jeans with appropriate fit and in good condition (no jeggings, skinny jeans or capris).

Makeup, fake fingernails, press-on nails, acrylic/gel nails are not permitted.

A uniform "Clothes Closet" is available on campus with limited sizes and quantities. Please contact the school office for more information.

Uniform clothing may be purchased from:

Coffman's School Uniforms

4951 Manslick Rd.
Louisville, KY 40261
(502) 361-1601
<http://coffmanslouky.com>

Shaheen's: www.shaheens.com

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

Lands' End

www.landsend.com/cass
Preferred School Number: 900076662

Select items are available at the Centurion Armory on the English Station Campus (502-753-4598).

E.4.9 Dress Code Non-Compliance

Inappropriate dress will necessitate the following action: On-going or serious dress code violations will be brought to the administration's attention. Administration, at their discretion, will take appropriate action which could include requesting a change of appropriate clothing to be brought to school.

E.5.0 ADDITIONAL INFORMATION FOR ELEMENTARY 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

E.5.1 Cafeteria

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

A limited number of lunch guests are allowed each day and prior sign-up is required. Lunch guests can only be individuals who are listed in FACTS as a parent/guardian, emergency contact, or authorized pick-up for the student. Food may not be ordered to be delivered for lunch through a delivery service (ie: DoorDash, Uber Eats, etc.).

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

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

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

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

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

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

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

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

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

E.5.2 Conferences

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

E.5.3 Electronic devices: Cell phones, Readers, iPads, Smart Watches, etc.

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

E.5.4 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 in FACTS Family Portal, 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.

E.5.5 Field Trips

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

Please note these guidelines pertaining to field trips:

- Field trips are a privilege and a student's behavior will determine their participation in any field trip.
- All students are required to ride the bus to and from the destination. Parents who wish to have their student leave with them after the trip should notify the teacher in writing prior to the field trip. Chaperones may ride the bus if there is room.
- Classroom behavior is expected of all students.
- Students will should follow the specific dress code listed on the field trip permission slip.
- Written parental permission must be received for each trip in order for students to participate. No student is allowed on an off-campus trip without specific written parental permission on the form distributed by the school.
- All field trip participants are expected to listen quietly to tour guides and instructions.
- The assigned chaperone must supervise students at all times, including restroom usage.

Chaperones:

- Teachers are at liberty to decide the number of chaperones that will be needed on each trip. Parents should not presume they may just show up to go on a field trip.
- Chaperones are needed to provide a valuable service by supervising a group of students under the direction of the teacher.

- Siblings may not attend field trips.
- Parents are expected to adhere to school dress code policies on school trips. (*see section E.5.10*)
- Different chaperones will be designated for different field trips so that every parent who wishes can have that privilege.
- Parents may not make purchases for their child or other students unless it is a prearranged purchase associated with the field trip.

Field Trip Driver's Guidelines

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

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

E.5.6 Flyer Distribution

Flyers may not be distributed unless it is a school-sponsored event.

E.5.7 Intramural Sports

A variety of intramural sports are offered for an additional fee in a program combining students from all CAL elementary campuses. Games and practices are held at different campuses depending on the sport. Basketball, cross country, cheerleading, field hockey, and volleyball are the current sports offered. Details will be available in emails and on the school website www.caschools.us.

E.5.8 Library/Media Center

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

Several special events are held each year including a Summer Reading Celebration and Book Fairs.

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

The Media Center uses the *Destiny* management system, which is a web-based automated circulation system. This system allows students to access CAL's library resources from their home computers as well as at school. The web address is <https://ca.follettdestiny.com>. After accessing this web address, select your specific school and click on the Catalog tab, which gives you access to information about that library's books. You may also select the WebPath Express tab to access research-worthy websites. WebPath Express is a safer and faster way to access previewed, educational, and age-appropriate websites than using Google. Additionally available on your school Destiny home page is access to the AR (Accelerated Reading Program) book lists and Searchasauras (Elementary level EBSCO databases). When **off-campus only**, you will need to use username = **calouisville#pk12** and password = **courthouse#22** for database access.

E.5.9 Messages

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

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

E.5.10 Parent Involvement

We invite and encourage our parents to be actively involved in the life of the school. Opportunity is provided at the beginning of each school year to sign up to serve as volunteers. It is our goal to have many parents participate in the various activities presented. Our PTO coordinates many of these activities whether they are regularly scheduled or are one-time events. Students love to have their parents participate and the school is always grateful for the helping hands and hearts that enable us to provide for the students.

Parent Dress at School Events and Activities – 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 modesty be demonstrated in all attire, such as skirt length, necklines and style.

E.5.11 Parties and Party Invitations

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

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

Party invitations for out-of-school parties may NOT be distributed (or verbalized) in school unless there is an invitation for all girls, all boys, or each child in the class. Parents are also asked to consider the impact of picking up some children with sleeping bags, etc. for an after-school gathering. Children can be terribly hurt when it is so obvious a party is occurring and they were not invited.

E.5.12 Pets on Campus

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

E.5.13 Pledges

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

AMERICAN FLAG

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

CHRISTIAN FLAG

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

BIBLE

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

E.5.14 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 works well together, communicates honestly with each other and maintains 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).

E.5.15 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 to read and sign the Technology Responsible Use Policy (see Appendix A) and sign the School Policy Commitment.

E.5.16 Textbooks

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

E.5.17 WATCH D.O.G.S.

Christian Academy Schools participate in the national WATCH D.O.G.S. (Dads of Great Students) program. The two primary goals of this program are 1) To provide positive male role models for the students, demonstrating by their presence that education is important; and 2) To provide extra sets of eyes and ears to enhance school safety and security.

For more information about the national program, please see information on the program [website](#).

For more information about Christian Academy's WATCH D.O.G.S. program or to participate, please contact the school office.

APPENDIX A: TECHNOLOGY RESPONSIBLE USE POLICY (RUP) – GRADES K-12

Technology Responsible Use Policy (RUP) – Grades K-12

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

Note: Some of the concepts in this policy might not be developmentally-appropriate for younger children. For younger children, please explain the concepts more generally, emphasizing themes of online safety and digital citizenship. For additional resources, see: <http://www.netsmartz.org/Resources/Pledges>

CA considers all technology use to be 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.

Purpose

The purpose of this policy is to establish responsible and acceptable practices regarding the initial and ongoing use of information resources in order to (1) preserve the safety of students, employees, and visitors and to (2) protect the confidentiality, integrity, and availability of information.

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.**

Scope

This policy applies to all students in grades K-12 with access to technology resources.

Policy

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 (GoGuardian), 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.

Users should be aware that the data they send, receive, and store on CA-owned/managed systems remains the exclusive property of CA. Users have **no expectation of privacy** regarding the use of information resources. Authorized individuals may access, copy, review, record, or monitor all information resources, including email messages, voicemail messages, and files at any time and without notice. CA reserves the right to suspend access, at any time and without notice, for technical and/or security-related reasons.

Unacceptable Use

The following list is not intended to be exhaustive but is an attempt to provide a framework for activities that constitute unacceptable use. Unacceptable use includes, but is not limited to, the following examples:

1. to access or transmit indecent, profane, obscene, or otherwise inappropriate material;
2. to transmit abusive or threatening language (includes cyberbullying);
3. to use non-educational games/apps during school hours (includes field trips);

4. to attempt to download or install software on any school desktop/laptop without permission;
5. to attempt to run any program that reveals or exploits weakness in the security of any system;
6. to connect a personal electronic device to any school network without permission;
7. to attempt to circumvent any web filters, firewalls, or system policies;
8. to attempt to access another person's files or accounts without permission;
9. to violate copyright or use another person's intellectual property without permission;
10. to share passwords (email, Google Drive, Canvas) with other students (even best friends);
11. to provide information about, or lists of, CA employees or families to unauthorized third parties;
12. to create or forward unsolicited email messages, including chain letters or jokes;
13. to vandalize, damage, or disable the property of an individual or organization; and
14. to violate any local ordinance or state/federal statute.

Chromebooks (Grades 3-12)

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.

Chromebooks: Student Commitments

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

Chromebooks: Parent Commitments

1. I understand that my student is responsible for the care and protection of the Chromebook, charger, and any case assigned to him/her.
2. I understand that any accidental damage to my student's assigned Chromebook will fall under the Chromebook Insurance Plan, and I will be charged according to those terms and conditions. I understand that negligent damage is not covered under the Chromebook Insurance Plan.
3. I will develop a set of rules/expectations for electronic use at home.

Chromebooks: Additional Expectations

1. While at school, your Chromebook is primarily intended for instructional use.
2. You may not install apps on the Chromebook that are not appropriate for educational purposes (including most games designed only for entertainment purposes).
3. If enrollment at CA is terminated for any reason, you must return the Chromebook and charger immediately on the date of termination.
4. CA 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.
5. CA reserves the right to remotely view and/or control content on the Chromebook screen.
6. 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. CA accepts no responsibility for lost data.
7. 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.
8. 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.

Chromebooks: Care and Cleaning

1. Clean the screen only with a clean microfiber (lint-free) cloth.
2. Press the power button gently on all Chromebooks. If the Chromebook does not power on, visit Technology Services, or have someone else email support@caschools.us.
3. Use two hands at all times to carry the Chromebook.
4. Charge the device fully each night; leave the charger at home.
5. Insert all cords (charger, headphones) carefully into your Chromebook.
6. 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.
7. When storing your Chromebook in a locker, do not place heavy items on top of it.
8. 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.

Exceptions

None.

Compliance

This policy shall take effect upon publication. As a condition of enrollment, CA expects compliance with all policies and standards. CA may amend policies and standards at any time.

Any student found to be in violation of this policy may be subject to disciplinary action under the school discipline policies and/or related civil or criminal penalties.

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2023-2024 School Policy Commitment

Student Last Name _____ Student First Name _____

Teacher _____ Grade _____

Commitment to School Policies 2023-2024

1. I have read the Family Handbook. (Available in FACTS Family Portal under Resource Documents).
2. I have read and/or discussed with my student all areas of the handbook that relate to their behavior and expectations while a student at a Christian Academy school.
3. My student and I agree to abide by the school policies and procedures.

Student Signature _____ Date _____

Student signature required beginning with Grade 3

Parent Signature _____ Date _____

Parent Name _____