



Christian Academy  
OF LOUISVILLE

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SOUTHWEST CAMPUS

Middle School

FAMILY HANDBOOK

2023-2024

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

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

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

# Section I

## General Information For All Christian Academy School System Families

### Policies and Procedures

2023-2024

## G.1.0 INTRODUCTION

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

I Corinthians 3:11 NIV

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

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

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

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

### G.1.1 About Christian Academy School System

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

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.

|   |   |
|---|---|
| <b>Christian Academy of Louisville</b> – English Station Campus<br>700 South English Station Road<br>Louisville, Kentucky 40245<br>(502) 244-3225 | <i>Grades K-12 and Preschool<br/>and Providence School<br/>Enrollment: 1881</i> |
| <b>Christian Academy of Louisville</b> - Southwest Campus<br>8307 St. Andrews Church Road<br>Louisville, Kentucky 40258<br>(502) 447-6500         | <i>Grades K–8 and Preschool<br/>Enrollment: 237</i>                             |

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

#### **WE BELIEVE<sup>1</sup>:**

- The Bible is the only inspired, inerrant Word of God that is sufficient, necessary, authoritative, and clear.<sup>2</sup>
- In one God, eternally existent in three persons: Father, Son, and Holy Spirit.<sup>3</sup>
- 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.<sup>4</sup>
- 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.<sup>5</sup>
- 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.<sup>6</sup>
- 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.<sup>7</sup>
- 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.<sup>8</sup>

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 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.

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<sup>1</sup> The scriptures listed are authoritative and representative but not exhaustive.

<sup>2</sup> 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

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

<sup>4</sup> Mk. 1:15; Rom. 1:16; Eph. 1:4-7

<sup>5</sup> 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

<sup>6</sup> Jn. 3:6-7; 16:8; Rom. 8:16, 26-27

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

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



### **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 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 Doezema
- 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**

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*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.*  
Colossians 3:17

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### **G.2.1 Admission**

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

Christian Academy was established on the biblical principle that God gives parents the primary responsibility for educating their children. The school enters into a partnership with parents and Christian educators to teach academics in the context of a Christian worldview. Christian Academy's policy is to offer enrollment to students of Christian parents who desire a Bible-based education with academic excellence for their children. The Christian Academy staff partners with families who also teach their children what it means to 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 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:

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

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

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

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

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

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

##### Kentucky Junior Academies:

English Station and Southwest Junior Academies: All programs are closed when the rest of the school is closed.

##### Delayed Schedule:

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

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

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

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

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##### **Christian Academy of Indiana**

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

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

All students and parents/guardians are automatically registered for this service at the time of enrollment. All parents and guardians should keep their email address and cell/home phone numbers current in FACTS Family Portal. More information about accessing and using Family Portal can be found here:

<http://caschools.us/renweb>. More information about our emergency alert system can be found here:  
<http://caschools.us/school-closing-procedures>.

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

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

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

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

- Two-hour delay, school will begin at 10:15 a.m. for HS/MS; 10:00 a.m. for elementary.
- Half-day Kindergarten will attend on delayed days and dismiss at their regular time.
- Bus routes will begin 2 hours later than daily pick up times

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

Junior Academy Part Day Classes:

- Closed when the rest of the school is closed.
- Two-hour delay - part day classes will begin at 10:00 a.m. and dismiss at 12:00 p.m.

School-Age Care and Junior Academy Full Day Classes will be closed when school is closed for inclement weather.

**If there is a two-hour delay, School-Age Care and Junior Academy Full Day will open after a two-hour delay; they will open at 9:00 a.m.** The announcement regarding closings will be made through the Christian Academy Emergency Alert System and on local media as "Junior Academy of Christian Academy of Indiana."

## **G.2.5 Instructional and Library Resources**

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

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

Literature materials are selected according to 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](http://www.caschools.us/brandconnection), and following the process set forth to accurately display and represent the Christian Academy School System with excellence.

Christian Academy encourages communication among its families. However, use of the Christian Academy of Louisville, Christian Academy of Indiana and Christian Academy School System name and logos without written permission is prohibited in the creation and promotion of new social media groups or websites (for example, creating a *Christian Academy of Louisville xxxx Facebook page*) as this implies approval and support of Christian Academy School System. Approval of spin off groups may be obtained through a written request to the Director of 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 – 12<sup>th</sup> grade families with tuition payments. The assistance, intended as a supplement to a family's resources, is not restricted to only families whose ability to pay tuition is limited; it is also available to those families who may only need small awards or who have multiple children.

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

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

### **G.2.17 Tuition Policy**

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

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

- The application fee which covers processing is non-refundable.
- The 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](http://www.caschools.us).
- Student records will not be released and no credit for a student's work can be earned unless all financial obligations are met.
- Tuition that becomes past due will subject a student to being withheld from attending school until such amounts due to Christian Academy are made current (see Schedule of Tuition and Fees).
- All tuition payments are collected by FACTS Tuition Management (FACTS 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 Middle School Policies and Procedures**

**2023-2024**

## SECTION II

### Middle School Policies and Procedures

#### M.1.0 ACADEMIC POLICIES

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

Colossians 1:9-10 NIV

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##### M.1.1 Academic Recognition

Christian Academy Schools recognize two levels of honor students:

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

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

A student's discipline record will also be considered when determining academic recognitions.

##### M.1.2 Grade Reporting Schedule and Grading Scale

- Middle school students are given grades every nine weeks in each subject for both academic achievement and citizenship.
- Notification of Progress Reports will be emailed each mid-term; you may then check grades online.
- Report cards will be emailed the week after each quarter ends.
- At the end of the school year report cards will be emailed when all obligations have been met.

|    |   |          |
|----|---|----------|
| A+ | = | 97 – 100 |
| A  | = | 93 – 96  |
| A- | = | 90 – 92  |
| B+ | = | 87 – 89  |
| B  | = | 83 – 86  |
| B- | = | 80 – 82  |
| C+ | = | 77 – 79  |
| C  | = | 73 – 76  |
| C- | = | 70 – 72  |
| D+ | = | 67 – 69  |
| D  | = | 63 – 66  |
| D- | = | 60 – 62  |
| F  | = | Below 60 |

##### M.1.3 Citizenship Grades

Citizenship grades are given every nine weeks along with academic grades. Teachers use the criteria presented below to describe the student's behavior and work ethic in the classroom. Note that these criteria refer to the quality of the student's interaction with peers, response to those in authority, and respect of the learning environment. In addition, citizenship grades may also be impacted by the classroom behavior logs maintained in each class. (See M.3.2 Classroom Standards.)

Grade of "S" is expected of all students. Grades of "N" or "U" indicate that the student is having difficulty with appropriate classroom behavior. Students receiving grades of "N" or "U" will be counseled in an effort to lead the

student into compliance with expected standards of behavior. Students may be placed on Disciplinary Probation with a quarter mark of "U" or multiple "N's". In addition, probation could also impact the student's eligibility for extracurricular activities.

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

#### M.1.4 Academic Probation

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

|  |   |  |
|--|---|--|
| <b>Good Academic Standing</b><br><b>2.0 or above</b> | <b>At Risk Status</b><br><b>1.99 – 1.51</b> | <b>Academic Probation</b><br><b>1.5 or below</b> |
|--|---|--|

### M.1.5 Retention

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

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

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

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

### M.1.6 Homework

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

#### SUGGESTED AMOUNT OF HOMEWORK PER NIGHT

Grades 6-8

1 - 2 hours

The time required will vary with the pace of the individual student and his/her course load.

### **M.1.7 Late Work Policy**

Students are expected to complete and turn in all work by the period of the due date. Assignments that are turned in late will be assessed a twenty-percentage point penalty on the first day and a fifty-percentage point penalty on the second day. Assignments turned in three days after the due date will receive a zero.

It is the **student's responsibility** to ensure that all work is turned in; students that exhibit a pattern of turning in work late may be held to a higher standard.

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

### **M.1.8 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 and documentation. The use of online translators to complete work assignments for language classes would also be considered a violation. (International students will be given appropriate guidelines.) Plagiarism, which is a synonym for piracy, is cheating and a major violation of the discipline code.

#### **Examples:**

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

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

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



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

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

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

### **M.1.9 Progress Reports**

Parents are able to access their child's grades at any time through Canvas and FACTS Family Portal. At the mid-point of each grading period an email will be sent to parents as a reminder to check Canvas and FACTS Family Portal for their child's current grades.

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

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

### **M.1.11 Textbooks**

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

Damaged Textbooks: If the assigned textbook is damaged in any way (ripped pages, water damage, etc.) when it is returned, the student's FACTS account will be charged the amount of the replacement value of the textbook. Individual replacement orders from Amazon or other textbook companies will not be accepted.

Lost Textbooks: Students are responsible to return the textbook that was assigned to them at the beginning of the school year. If a textbook is lost or a student returns a textbook assigned to someone else, the student will be charged for the amount of the replacement value of the textbook through FACTS, triggering a hold on grades and transcripts. The textbook must be returned by the posted date or a non-refundable fee must be paid to release the hold.

### **M.1.12 Agenda**

Every student in middle school is required to maintain the agenda. The agenda enhances the organization skills of the middle school student and serves as a communication tool for parents and teachers. The student's agenda will be required at any conference between teacher, student, parent, and/or administrator. A replacement agenda can be purchased in the office for \$5.

Students are expected to use the agenda in the following ways:

- Take the agenda to each class
- Record assignments daily

### **M.1.13 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.

### **M.1.14 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 screen students, 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/1:1 remediation, collaborate with classroom teachers, collect and track educational data, and consistently communicate with parents (There is no additional cost involved with this service).
- TIER 3: Write individualized annual goals, conduct progress monitoring, and document the effectiveness of interventions for those who need intensive instructional services. Students who receive Tier 3 services have been through the Psycho-Educational Testing process. Services are provided in small group or 1:1 depending on the student's need. (An additional cost is involved with this service).

### **M.1.15 Tier 3 Services**

- **Discovery Program**

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

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

- **Learning Lab**

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

- **Daily Accountability Program (DAP)**

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

- **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.

## M.2.0 ATTENDANCE POLICIES AND PROCEDURES

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

Colossians 3:23-24 NIV

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

### M.2.1 Parental Responsibilities

Christian Academy is required to account for every student every day school is in session. **Therefore, if a student will be absent or tardy for any reason, a parent must call the school by 9:00 a.m.** You may also notify your child's teacher concerning the absence, but you should first communicate with the school office. You may request a list of homework assignments from teachers or students may also check Canvas for their missed assignments. This is the student/parent's responsibility in the event of any absence.

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

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

- **Notify the principal** of the dates on which the student will miss school **at least two weeks in advance.**
- **The principal will contact the teachers** and inform them of the student's absence. We request that trips not be taken at the end of a grading period.
- **In most instances, work will not be given to a student before he or she leaves;** however, the planned instruction may allow for a teacher to give an assignment in advance.
- The student will have the number of days missed (not to exceed five school days) to complete make-up work. Tests will be given upon completion of all make-up work.

### M.2.2 Student Responsibilities

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

The student must see each teacher for make-up work assignments upon return to school. Realize that make-up work may not be the same as assignments made to students who were in class. Teachers may alter assignments in attempt to compensate for the class lecture and discussion that were missed.

Students should also be prepared to meet with teachers before and/or after school to give teachers the opportunity to help you catch up on missed assignments.

### M.2.3 Make-up Work

Students will have the number of days absent plus one to hand in make-up work (not to exceed five school days). Test will be given upon completion of all make-up work and scheduled reviews.

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

#### **M.2.4 Definition of Absence**

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

Students who accumulate 10 absences from a class during the school year, for any reason, will be contacted by the administrator.

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.

#### **M.2.5 Truancy/Skipping Class**

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

#### **M.2.6 Arrival**

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

Middle school arrival is between 7:45 and 8:05. Students may be dropped off no earlier than 7:45 at the main entrance. (If you need Before-School Care from 7:00 – 7:45 please sign up for this service through FACTS Family Portal. Registration is required to use this service and additional fees apply. (See Section M.5.1)

When you see the teacher on duty open the main door, students may walk in via the sidewalk. When the 8:10 bell rings, students should be in their 1<sup>st</sup> period classroom seat or they will be considered tardy.

#### **M.2.7 Dismissal**

Middle school students will report to their 1<sup>st</sup> period class after the 3:10 bell. Parents will pick up the students in the carpool line by having their carpool number posted in the windshield for the carpool teacher on duty to radio in to the supervising teacher. Students will be released in groups from their classrooms. Carpool dismissal is from 3:15 – 3:45 PM. Any students who have not been picked up by 3:45 PM will be sent to After School Care which is an additional fee.

Parents that also have children in grades K-2 should be in the outer carpool lane so younger siblings will not have 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. For information about After-School Care See Section M.5.1.

For the safety of 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 then come into the school office to show their ID to 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 expressed permission from the parent.
4. Please refrain from all cell phone use (calls and texts) once carpool begins.
5. We appreciate your assistance in ensuring a safe, efficient, and orderly carpool dismissal every afternoon.

### **M.2.8 Late Arrival to School**

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

**Upon the fourth late arrival to school and at every fourth late arrival thereafter the student will receive a Discipline Referral (DR).**

### **M.2.9 Tardies to Class**

Students are given 3-5 minutes to travel between classes. Students are expected to arrive in their classroom and be seated **before** the tardy bell starts to ring.

A tardy to class will be considered a minor infraction, which counts as one demerit. If a student accumulates five demerits in a quarter, they will receive a lunch detention.

**A student who continues to have persistent tardies to class will come under disciplinary action of the major violation area of the discipline policy.**

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

Parents should communicate any early dismissals ahead of time by calling or emailing the school office. Please note the student's full name, date, time of departure, estimated time of return (if returning that day), reason for leaving early, parents name and a phone number where the parent can be reached during the day. If the student misses more than 15 minutes of a class, he/she will be considered absent from that class.

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

### **M.2.11 Illness During the Day**

Students who become ill or need to take medication kept in the office must be sent to the office with permission from the current period teacher.

All students needing to go home because of illness **must** have been to the office prior to being dismissed from school. Students with a fever of 100.4 degrees or higher and those remaining in the office for more than one period will be sent home. If home contact cannot be made, the student will remain at school unless contact can be made with an emergency number that has been provided by the parents, or the illness or injury is serious enough to call an EMS unit.

**Students 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 (Mortrin, Advil) or acetaminophen (Tylenol) have been given to the child. Students who return to school after having had a documented fever or vomiting/diarrhea in the previous 24 hours or have been ill with the same at home in the previous 24 hours, will be sent home.**

**Time in the office (15 minutes or more) is considered absence from class.**

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

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.

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

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

### **M.2.12 Extracurricular Events**

Students are required to attend school the day of an extracurricular event in order to attend that event. "Attendance" is defined as attending at least 4 out of the 7 class periods that day **unless otherwise pre-approved by an administrator. 11:40 a.m. is considered the half-day point of a school day.**

### **M.2.13 Extended Illness**

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

- The parents should contact the school as soon as they become aware that the student will be absent for several days. The following information will be requested:
  - Doctor's statement of reason for absence
  - Location of the student (home, hospital, etc.)
  - Approximate length of absence
  - School work and materials needed
- Schoolwork should be picked up and dropped off in the office at the end of each week.

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



### **M.3.0 CONDUCT AND DISCIPLINE**

Obedience to CAL rules and respectful compliance to CAL faculty, staff, and administration is expected at all times. Students are expected to conduct themselves in a manner consistent with biblical guidelines and the school's mission and policies. CAL is systematic in its approach to discipline with a focus on discipleship. Consequences for infractions are meant to be formative, not punitive in nature as students grow in their understanding of and partnering with CAL's mission and values. Students may be held accountable for behavior both on and off campus, including when school is not in session.

#### **M.3.1 Minor Infractions**

Minor infractions may include:

1. Disruptive, inappropriate, or potentially destructive behavior.
2. Dress Code Infraction
3. Student ID Infraction
4. Tardies and Late Arrivals
5. Persistent lack of preparation for class
6. Misuse of an Electronic Device
7. Minor misuse of School Technology
8. Organizing or promoting any on-campus activity without administration approval including selling or buying of items.
9. Eating or drinking outside of designated times or areas.
10. Chewing gum

#### **M.3.2 Major Infractions**

Major infractions may include:

1. Inappropriate language or behavior (profanity, racial slurs, demeaning statements, crude or offensive language)
2. Disrespect, Disobedience, or Insubordination
3. Lying, Forgery
4. Fighting, Threatening, Injuring, Bullying or Intimidating
5. Stealing, Cheating, Plagiarism
6. Destruction or misuse of the property of others
7. Major misuse of an Electronic Device
8. Major misuse of School Technology
9. Possession or use of weapons
10. Possession or use of tobacco, alcohol, vape, or other controlled substances
11. Possession, use, or access of pornographic material
12. Failure to be in a scheduled location or being in an unscheduled area of campus during the school day without special permission.
13. Sexual Impropriety, Immorality, Harassment or Inappropriate Touching.
14. Pranks or vandalism
15. Failure to abide by school expectations while on school-sponsored activities off-campus.

*Additionally, being a party to another's infraction may be just as serious as actually committing the infraction. Actions such as covering for someone, concealing the truth, using or manipulating others to act against the rules are subject to disciplinary action.*

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

### **M.3.3 Disciplinary Procedure**

The steps outlined below are typical responses when students fail to follow the expectations. However, administration reserves the right to elevate the level of response on a case-by-case basis leading up to and including detention, suspension, and expulsion at their sole discretion.

Behavior Events for infractions are issued by faculty and staff to students and are emailed to students and parents/guardians. Certain infractions have specific responses outlined elsewhere in this handbook.

- Step 1 Address the student regarding expectations and policy
- Step 2 Address the student responsible for continued infractions, record a Behavior Event in FACTS. Continued infractions will typically have Corrective Measures.
- Step 3 Address the student responsible for accumulated infractions, record a Behavior Event in FACTS. Accumulated infractions will typically have more serious Corrective Measures.
- Step 4 Repeated infractions of the same nature reflect a student's inability or unwillingness to follow rules and/or respond to Corrective Measures. These infractions will typically result in loss of privileges, extracurricular activities, suspension, behavior contract, and/or expulsion.

**FACTS Terminology.** The FACTS system labels all student Conduct and Discipline communication as a Behavior Notice. The email will contain the following information: date, faculty or staff member, Behavior Event (type of infraction), description, status, demerits, and sanction (corrective measure if assigned). Please contact your child's school office for additional information.

### **M.3.4 Corrective Measures**

Faculty and/or staff may assign corrective measures for a single infraction or accumulation of infractions. These may occur during or outside of school hours as well as at home (Out-of-School Suspension).

**Lunch Detention and Loss of Fun Friday.** Typically assigned as immediate consequences for inappropriate behavior.

**After School Detention.** Practice for an extracurricular activity is not an excuse to miss Detention. To reschedule, parents/guardians must contact office administration. If a student misses Detention an additional Detention will be assigned.

**Loss of Privileges and/or Extracurricular Activities.** Students who are currently failing a class or Administration reserves the right to restrict students from attending or participating in field trips and/or extracurricular activities.

**Suspension.** Suspensions can be In-School or Out-of-School and can vary in length of days. During a suspension students cannot participate in any extracurricular activities. Classwork and assignments are still due on time, but classwork or assignments missed due to a suspension may be made up for full credit. When In-School Suspension is not viable, Out-of-School Suspension will be assigned.

**Behavioral Probation and/or Contract.** Behavior Probation may be assigned at the discretion of the office administration and can be expected for, but not limited to, the following:

- Students who have demonstrated a pattern of disobedience or insubordination
- Students who have demonstrated a lack of partnership with the school's mission
- Students who have committed a single major offense

Behavioral Probation is designed to be a designated time period during which the student receives support, instruction, and feedback in the development of appropriate patterns of behavior and/or partnership with the school's mission. It may include, but is not limited to, the following:

- Regular meetings with office administration or counselors.
- Suspension from all or specific extra-curricular activities.

At the end of the designated time period, the Discipline Committee will review the student's progress. At that time a decision will be made to end the probation, extend the probation, or dismiss the student from the school.

### **M.3.5 Social Media**

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

- In the online environment, students must follow Christian Academy behavior guidelines and conduct themselves online as in school.
- Use of Christian Academy logos or images on your personal social networking sites is prohibited.
- Christian Academy reserves the right to request school-related images or content posted without permission to be removed from the Internet.
- Cyberbullying is considered an act of harassment. Please see M.3.12 Positive Student Relationships/No Bullying Allowed from the handbook for more information.
- If a student sees anything of concern on a fellow Christian Academy student's social networking page or account, they should immediately contact a school counselor or principal.
- Similar to comments made in person, Christian Academy will not tolerate disrespectful comments and behavior online, such as:
  - Derogatory language (including any type of racial slur) or remarks that may harm students, faculty, or staff of Christian Academy.
  - Derogatory language (including any type of racial slur) or remarks that may harm representatives of other schools, including comments that may disrespect opponents in athletic competitions.
  - Incriminating photos or statements depicting violence; hazing; sexual harassment; racism; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
  - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
  - Indicating knowledge of an unreported school violation—regardless if the violation was unintentional or intentional.

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

### **M.3.6 Over-the-counter and Non-Prescription Drug Policy**

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

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

Drug screening may be required of students for cause.

### **M.3.7 Positive Student Relationships / No Bullying Allowed**

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

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

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

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

### **M.3.8 Sexting**

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

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

### **M.3.9 Bus Conduct on Field Trips**

Students guilty of repeated misbehavior on the bus will be removed from the bus either temporarily or permanently and may be subject to disciplinary actions. For this reason, we strongly support the rules presented by the transportation companies. Read the Miller Transportation bus rules [here](#).

## **M.4.0 DRESS CODE**

### **M.4.1 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.

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:**

994 Breckenridge Ln.  
Louisville, KY 40207  
(502) 899-1550  
[www.shaheens.com](http://www.shaheens.com)

#### **Lands' End**

[www.landsend.com/cass](http://www.landsend.com/cass)  
Preferred School Number: 900076662

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

## M.4.2 CAL Spirit Wear Dress Days

### **CAL Spirit Wear Day**

- CAL shirt, CAL t-shirt, CAL sweatshirt, CAL hooded sweatshirt, CAL uniform or CAL team jersey with CAL t-shirt under the jersey if sleeveless.
- CAL sweat pants (sold by school-approved vendors), CAL shorts (sold by school approved vendors), or jeans with appropriate fit and in good condition (see jeans specifications below). Uniform shorts or uniform pants may also be worn.
- CAL Spirit Day is not required, but if a student chooses to participate, these are the expected dress code guidelines for participating. Middle school students will receive dress code violations if they are not in compliance with CAL Spirit Day guidelines. 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 in their 1st period class or they will receive a dress code violation. Spirit Wear may be paid for in advance for the year by completing the Spirit Wear form in the Back to School Packet.

◆ **If CAL Spirit Wear Dress Day guidelines are not followed the student will not be allowed to participate in future CAL Spirit Wear Days.** ◆

### **Jeans Specifications**

- Jeans must be neat and have a hem with no frayed ends or seams.
- Jeans must be in good repair with no holes or patches.
- Jeans must have a traditional style and fit. (Appropriately fitted at the waist, seat, legs, and length.) No overly-skinny jeans, baggy jeans, capri jeans, form-fitting jeans, or jean shorts.
- Jeans must have a solid color (not streaked or faded).
- Belts are worn to ensure jeans are appropriately fitting for movement and modesty.

*\* All garments must be modest, neat, clean, and pressed when wrinkled. All garments are to have a traditional fit. An item with a traditional fit is appropriately fitted in the shoulders, waist, leg, seat, bodice, and length. Oversize styles are not permitted. Garments that are very thin, semi-transparent or "see through" are not permitted. Tight-fitting, clinging, sleeveless, midriff, low-cut or high-slit garments are not allowed. Slacks must be in good condition with no holes and cut or frayed seams.*

## M.4.3 Student Identification Badge Policy

The purpose of this policy is to ensure the safety and security of all students and staff on the Christian Academy of Louisville Campus. ID cards help us in identifying students as well as visitors and potential trespassers. Student Identification Cards will be provided to every student. EVERY student must wear their ID cards at all times while on school grounds during the hours of 8:10 a.m. to 3:10 p.m.

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

1. All students must wear their current year ID cards between the hours of 8:10 a.m. and 3:10 p.m. Additional uses may include using ID's to buy lunch or check out library books.
2. Display of IDs
  - a. The ID Card must be worn on a breakaway lanyard hanging from their neck. Please see information on IDs/lanyards below.
  - b. School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
  - c. If a student is wearing a jacket or other outerwear, the lanyard must be on the outside of the jacket and visible.
  - d. Students are excused from wearing IDs during classes where they present a hazard to student safety, i.e. during Science labs. They should be properly secured during this time.

- e. Only school IDs may be attached to the lanyard – no keys or other IDs are allowed.
  - f. The ID Card must be presented to any school staff member or person of authority when seeking student identification.
3. IDs/Lanyards
- a. The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.
  - b. Students may use the school provided lanyard or a lanyard of their choice, but it **MUST** be a breakaway lanyard.
  - c. Logos, slogans or any designs contrary to biblical principles are not permitted on lanyards. This can include, but is not limited to, music groups, company logos, etc.
  - d. Lanyards may NOT be from other elementary, middle or high schools. However, colleges and pro teams are acceptable.
4. Lost, stolen, altered, damaged, and defaced ID Cards
- a. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the school office.
  - b. Destruction or defacement of the student ID is considered a Dress Code Violation (DCV).
  - c. There will be no charge for the first replacement ID and/or lanyard. Additional IDs will cost \$20. Additional lanyards will be available for \$2. Repeated occurrences may result in disciplinary action. Additional plastic covers are available for \$1.
  - d. Charges for replacements will be invoiced through FACTS.
5. Consequences for not displaying/possessing School ID
- a. 1st Violation – Verbal warning and log entry as a dress code violation.
  - b. Continuous violations may result in additional disciplinary action such as a conference with parents and increasing severity of consequences.
  - c. Note: Refusing to provide access to your ID to a faculty or staff member on campus is considered a major violation of discipline policies and will be dealt with accordingly.

#### **M.4.4 Dress Code Non-Compliance**

Students in violation of the stated middle school dress code will receive a dress code violation, which will be sent electronically to their parent via FACTS Family Portal. Dress code violations are considered a minor violation which counts as one demerit. If a student accumulates five demerits in a quarter, they will receive a lunch detention. Parents may also be contacted to bring alternative clothing to school if needed. Absolute defiance of the uniform dress code policy will be considered a major violation of the discipline code.

#### **M.4.5 Parent Dress at School Events**

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



## M.5.0 ADDITIONAL INFORMATION

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

Ephesians 2:10 NIV

### M.5.1 Before- and After-School Care Program

Before-School Care and After-School Care are offered each day for an additional cost. Before-School Care is provided beginning at 7:00 a.m. After-School Care is provided until 6:00 p.m. Space is limited. 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. Please note that the majority of students enrolled in this program are elementary age. Middle school students must behave and be positive role models or participation will be denied.

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

### M.5.2 Athletics

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

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

| Fall Sports                                | Winter Sports                                 | Spring Sports |
|--|---|---------------|
| Volleyball (girls)<br>Cross Country (coed) | Basketball (boys and girls)<br>Archery (coed) | Track (coed)  |

An athletic participation fee is charged for each sport in which the student participates. There may be additional uniform and team fees, the cost of which varies according to the sport. This information can be obtained through the Athletic Office.

**Academic grades are checked every Friday to determine sports eligibility.** Student athletes are required to maintain a 2.0 GPA and no grades of "F". Failure to meet this requirement will result in the student athlete being ineligible to participate in practices and games for a time frame of one week. Some discipline violations may also exclude students from athletic events.

### M.5.3 Book/Sports Bag Storage

Students are to store all book bags in their lockers at all times. **Bags may not be taken into classrooms.**

### M.5.4 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. Outside food may not be brought in for groups and students may not order food to be delivered. Parents are allowed to bring lunch for their student.

Available choices: A menu explaining the choices of each day is posted on the website monthly. Students may choose from a variety of entrees each day including a hot meal, homemade soups, sandwiches, etc. Pizza is delivered on most Fridays.

Students have many choices of à la carte items and snacks including but not limited to the following: bottled water, ice cream, fresh fruit, chips, fruit drinks, milk, yogurt, granola bars, PB&J sandwiches, and muffins. Diet soft drinks are available to middle school students at lunch only. Microwave ovens are available for use by those wishing to bring lunch from home.

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

Debit Accounts: Each student has an individual debit account established for his/her own personal use. Because of the parameters of the cafeteria computer program, family members cannot share accounts. Using another student's account for any reason is stealing and is 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 MyPaymentsPlus.com. There is a 4.75% fee to use this service to deposit funds.

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

My Payments Plus: This online service is a free service to help parents track their student's purchases and to keep track of how much money is in their student's account. Parents are required to sign up for this service. To sign up go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com) and have your child's Student ID available. The only cost of using this service is if 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 should not mix, throw, or play with food or trash. Students are expected to walk, stay in their seats until they are dismissed, use indoor voices, clean up after themselves and to throw away their trash after eating. Each student is periodically assigned weekly lunchroom clean-up duty. **Students must remain in the cafeteria during their scheduled lunchtime and snack break.** Therefore, students will only be allowed to leave the cafeteria with a note from a teacher.

### M.5.5 Conferences/Conference Days

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

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

### M.5.6 Daily Schedule for Middle School

| Regular Days        |               | Chapel Days         |               |
|---------------------|---------------|---------------------|---------------|
| Warning Bell        | 8:05          | Warning Bell        | 8:05          |
| Homeroom & Period 1 | 8:10 – 9:17   | Homeroom & Period 1 | 8:10 – 8:49   |
| Period 2            | 9:22 – 10:09  | Period 2            | 8:54 – 9:34   |
| Break               | 10:09 – 10:19 | Break               | 9:34 – 9:44   |
| Period 3            | 10:24 – 11:11 | Chapel              | 9:49 – 10:29  |
| Period 4            | 11:16 – 12:03 | Period 3            | 10:29 – 11:11 |
| Lunch               | 12:08 – 12:33 | Period 4            | 11:16 – 12:03 |
| Period 5            | 12:38 – 1:25  | Lunch               | 12:08 – 12:33 |
| Period 6            | 1:30 – 2:17   | Period 5            | 12:38 – 1:25  |
| Period 7            | 2:22 – 3:10   | Period 6            | 1:30 – 2:17   |
|                     |               | Period 7            | 2:22 – 3:10   |

### M.5.7 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.

### M.5.8 Fees/Dues

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

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

### M.5.9 Field Trips

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

- No student is allowed on an off-campus trip without specific written parental permission.
- Students may not leave a field trip with a parent or another child without written notification.
- Siblings cannot go on field trips so sponsors may give their full attention to the care of students.
- All students will wear uniforms on field trips unless otherwise informed by the supervising teacher, coach, or administrator.
- Field trips are a privilege and a student's behavior will determine their participation in any 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 paper work for a Motor Vehicle Record Check. **This check will be completed once drivers are determined for each field trip.**
2. All students are to be buckled in by seat belts.
3. Drivers are expected to follow the route selected by the teacher unless prior approval for a route deviation has been secured. All chaperones must provide a cell phone number before departing on the field trip so that the school office has contact information for 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 not to make stops which are not on the agenda for the entire class. (For example, stopping by a fast-food restaurant for a drink before coming back to the campus is not allowed.) All stops must appear on the Field Trip Request form, which was approved by the principal.
7. Drivers are in authority in their vehicles. Correct any unsatisfactory behavior, including noise or rudeness, and provide the teacher in charge with information regarding any student(s) who fails to respond promptly and politely to correction.
8. If the driver allows media (music, video, etc.) to be played in the vehicle, only Christian-themed media is permissible.

### M.5.10 Individual Student Parties

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

Student birthdays may be celebrated with permission from the teacher in the cafeteria during middle school break or in the classroom. Treats should be provided for all students in the class. Please contact your child's homeroom teacher ahead of time to find out about any student food allergies.

### **M.5.11 Library/Media Center**

The CAL-Southwest Media Center is continuously expanding its media collection to meet the needs of all students in all academic areas. With its Chromebooks, internet access, reference books, audio-visual materials and equipment, and complete automation of the circulation system, the Media Center has much to offer students and teachers.

The *Destiny* management system is a web-based, automated library circulation system. This system allows students to access Christian Academy's library resources from their home as well as 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 Media Center'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). For access to the regular EBSCO databases appropriate for a higher level research, click on *Search Other Databases* on the Searchasauras search page. When **off-campus only**, you will need to use username = **calouisville#pk12** and password = **courthouse#22** for database access.

Fines for late books are \$.05 per day. Students with outstanding books and/or late fees may not check out more materials until everything is up to date. Report cards will not be issued until outstanding obligations are met.

No eating or drinking is allowed in the Media Center.

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

Students receive the first **ten** pages of a computer printout (black/white) free of charge. Each page over five is charged at a rate of \$.10/page.

### **M.5.12 Lockers**

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

Open containers of food or drinks should not be kept in lockers. Students should make sure that their lockers are free of trash on a regular basis.

Lockers are school property and should be maintained appropriately. *The school staff reserves the right to open any school locker at any time. Periodic locker inspections will be conducted to insure neatness and proper care of lockers.*

Students should keep their lockers locked at all times and should not reveal lock combinations to other students. Students will be issued disciplinary log entries if their locker is found to be unlocked. Students are responsible for items lost or misplaced due to leaving their locker open. Tampering with any lock/locker, whether your own or someone else's, will result in disciplinary action.

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

### **M.5.13 Lost and Found**

The school lost and found is located in the gym lobby. Articles that remain unclaimed will be donated to charity.

### **M.5.14 Messages**

If it is necessary to send a message to a student at school, call the school office giving the student's name, grade, and a concise message. The student will be given the message at the earliest convenient time. Classes will not be interrupted to deliver a message, or to have a student return a phone call to the parent. Students may NOT make or receive calls or text messages on cell phones during the school day. Students may not send or receive emails on school computers during school hours unless instructed by a teacher.

### **M.5.15 Pledges**

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

#### American Flag

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

#### Christian Flag

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

#### Bible

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

### **M.5.16 Pranks and Vandalism**

Christian Academy will not tolerate pranks and vandalism.

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

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

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

### **M.5.17 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).

### **M.5.18 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.

### **M.5.19 Personal Electronic Devices**

The use of Personal Electronic Devices is not permitted on campus during the school day (7:45 a.m. – 3:45 p.m.) and may be restricted at school sponsored activities. This policy includes, but is not limited to cell phones, video game systems, tablets, and personal computers.

1. Please refer to the Technology Responsible Use Policy (See Appendix A).
2. Devices must remain off and in lockers for the school day.
3. Smart Watches must be in "Airplane Mode" or similar. Smart watches may only be used for telling time during school hours. If used for other functions, smart watches will be treated as cell phones.
4. Devices must not be used to photograph, videotape, or record students, faculty or staff at school or school activities without prior consent of parents/guardians and approval of school staff, unless sanctioned by an administrator for particular school events such as parades, awards, assemblies, sporting events or other performances.
5. Any exceptions to this policy (i.e. projects, presentations, etc.) must be approved by an administrator at least 24 hours in advance.

6. Any electronic devices used on campus without approval will be collected, and held in the office until the end of the school day. When phones are collected they may be picked up in the office by the student (first time only); thereafter a parent will be required to pick up the phone. Please refer to the Responsible Use Policy. (Appendix A).
7. The school is not responsible for the damage or loss of electronic communication devices brought on campus or to school sponsored activities, regardless of whether the device is in the possession of a student or school official upon confiscation. Students are responsible for the safety and security of all items brought to school.

### **M.5.20 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.

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

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

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



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

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

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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

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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

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

### Policy

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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)**

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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](mailto: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

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None.

## Compliance

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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 \_\_\_\_\_

Homeroom 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 \_\_\_\_\_