



Christian Academy  

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OF INDIANA

High School/Middle School  
FAMILY HANDBOOK

2024-2025

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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

2024-2025

## **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.

In 2023-2024 the decision was made to consolidate the Southwest Campus with English Station and Christian Academy of Indiana. Current and former staff, faculty, and students honored and celebrated the important impact the Southwest Campus had on the Southwest Louisville and Christian Academy communities for 24 years. From its initial beginnings at South Shively Christian Church to the opening of a new JA-8th grade building on St. Andrews Church road, the caring and nurturing atmosphere provided by the staff was a hallmark of the school, and the hundreds of students who were shown the love of Jesus will undoubtedly have an eternal impact.

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.

<p><b>Christian Academy of Louisville</b> – English Station Campus  700 South English Station Road  Louisville, Kentucky 40245  (502) 244-3225</p>	<p><i>Grades K-12 and Preschool  Providence School  Enrollment: 1905</i></p>
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### **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 K-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) (K-12)
- Kentucky Non-Public School Commission
- Commonwealth of Kentucky

#### Indiana

- Association of Christian Schools International (PreK-12)
- Cognia (formerly AdvancED/North Central Association) (K-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 2024-2025 school year are listed below.

- Sarah Butler
- Sarah Clark
- Ken Crowe
- Kyle Doezema
- Tor Helgeson

- Andrew Norton
- Micah Porter
- Phil Russell
- Alan Smith
- 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 Custodial Parent Demographic form, mark "yes" when asked if you would like to share contact information. This will give school offices permission to share your contact information with others wishing to carpool. This option is for families of K-12 students ONLY. Jr. Academy students are not eligible to carpool.

### **G.2.3 Fundraising**

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

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

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

## **G.2.4 Inclement Weather/School Closing**

### **Christian Academy of Louisville**

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 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: Programs are closed when the rest of the school is closed.

#### Delayed Schedule:

Christian Academy has a delayed start-of-school protocol 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 FACTS Family Portal can be found here: <http://caschools.us/renweb>. More information about our emergency alert system can be found here: <http://caschools.us/school-closing-procedures>.



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

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

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

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

- Two-hour delay, school will begin at 10:15 a.m. for HS/MS; 10:00 a.m. for elementary.
- Bus routes will begin 2 hours later than daily pick up times

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

Junior Academy Part Day Classes:

- Closed when the rest of the school is closed.
- Two-hour delay - part day classes will begin at 10:00 a.m. and dismiss at 12:00 p.m. (No lunch will be provided.)

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

**If there is a two-hour delay, School-Age Care and Junior Academy Full Day will open after a two-hour delay; they will open at 9:00 a.m. for before-care.** Full Day classes instructional time will begin at 10:00 AM. 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 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

# Christian Academy of Indiana

## High School/Middle School Policies and Procedures

2024-2025

## SECTION II

### Christian Academy of Indiana

#### High School/Middle School Policies and Procedures

### H.1.0 ACADEMIC POLICIES AND PROCEDURES

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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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#### H.1.1 Advanced Placement Courses

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

Students who apply for admission to an AP class will be evaluated on the basis of academic performance, motivation, and commitment. All students enrolled in an AP class are expected to take the AP exam at the end of the course. The AP testing fee will be collected in the fall. AP courses carry additional grade points.

#### H.1.2 Academic Recognition

CAI recognizes two levels of Honor Roll students:

A Honor Roll

Student receives the semester grade of "A" in all courses

B Honor Roll

Student receives the semester grades of either "A" or "B" in all courses

#### H.1.3 Add/Drop Class Procedures

High school students will be permitted to withdraw from classes and add additional classes during the first two weeks of a semester with permission. If a student is given permission for withdrawal from a class after the second week of a semester, a "WP" or "WF" (withdraw passing or withdraw failing) may be recorded on his/her transcript accordingly. Withdrawals after the third week of the semester may result in a failing grade. This grade does affect the student's GPA.

#### H.1.4 Community Service Hours

In order to fulfill our mission to develop students with a heart for God, as well as receive a Christian Academy diploma, students are required to complete 60 hours of community service over their four years of high school. It is recommended that students try to average 15 hours per year. Students must not receive payment for this service, and work may not be done for direct family members (chores, babysitting, or similar activities). Up to half of the service hours may be served in a student's local church setting or through CAI functions (service to the saved). At least half of the service hours must be served in a community or missions setting (service to the unsaved). Check with your counselor for approval prior to serving the hours.

A maximum of eight hours may be served in one day. Prior to a mission trip, the trip coordinator will determine how many service hours will be awarded for the trip. Credit for hours begins the day after 8th grade Bridge Ceremony. No credit will be granted for time worked during school hours. Students who transfer partway through their high school career will be expected to complete a total number of hours which equals 15 hours for each year that they attend Christian Academy.

**Service hours must be properly documented on the Community Service Hours Form and submitted to the counseling office within one year of completion in order to receive credit.**

Forms can be found on the counselor’s page of the school web site.

### H.1.5 Grade Reporting Schedule and Grading Scale

Middle school students are given grades for academic achievement every nine weeks in each subject. Report cards are emailed to parents/guardians after each quarter. High school student grades are reported each semester and reports are emailed to parents/guardians. Final reports are not issued until all school obligations have been met.

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

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

Parents may check grades online within a few weeks of the start of school. Information will be sent home to instruct parents how to access grades online.

For middle school, the semester grade is the combination of the two quarter grading periods. For high school, grades are recorded after the conclusion of the semester and the addition of the final exam (See H.1.15). The grade for each semester stands on its own. If a student passes a semester, one credit is issued for the semester passed. If the final grade for a semester is failing, the student is encouraged to earn credit for that semester prior to the beginning of the next school year. Any semester failed must be repeated in order for the student to make satisfactory progress toward graduation.

### **H.1.6 Retention of Middle School Students**

Middle school students who fail two or more core subjects (language arts, literature, social studies, math, science) for the year may be retained. The administration and teachers will evaluate the student's progress to determine if the student will benefit most by being retained in his/her current grade at CAI. Middle school students who fail one core subject (language arts, literature, social studies, math, science) for the year may be required to make-up the course by completing an equivalent course during the summer.

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, including Bible
- Students with a GPA of 1.51 – 2.0 in core classes will be admitted on academic probation (See Section H.1.8)
- 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.

### **H.1.7 Homework**

1. Students should expect regular homework assignments. Homework is assigned for the following reasons:
  - To increase self-reliance and self-discipline
  - To reinforce and extend classroom learning
  - To provide practice in skills and problem solving
  - To provide opportunities for special projects, such as book reports, compositions and special research projects
2. Teachers **reduce** the amount of homework on Wednesday night because of church services that many students attend. However, assignments made prior to Wednesday, which are due on Thursday, may require some preparation on Wednesday night if the student has not completed it earlier.
3. Homework should be individual work, not to be shared, unless so specified by the teacher. Sharing homework is considered cheating and is a major violation of the discipline code.
4. Appropriate use of Internet resources is encouraged. Information copied directly from Internet or other sites is considered cheating.
5. The time required for homework will vary with the pace of the individual student and his/her course load, i.e. AP and honor classes.

Students failing to complete daily homework assignments in the time allotted by the teacher will receive a grade penalty. Middle school students who turn in an assignment one school day late will receive 80% of the grade earned; after that they may turn in assignments for the next four school days for 50% of the grade earned. High school students may turn in assignments for up to five school days late for 50% of the grade earned; after that the grade will be a zero. All assignments are expected to be completed on time. Good grammar, neatness, and correct spelling are expected on all assignments.

### **H.1.8 Academic Probation**

A student whose quarter/semester grade point average (GPA) falls below 1.5 will be placed on academic probation for the following quarter. If the GPA is between 1.5 and 1.99 the student will be placed on "at risk" status. If the student's GPA is raised to a minimum of 2.0 for the quarter/semester while on probation, the student will be removed from probation at that time. If the student's GPA remains below 1.5 a committee of administrators and faculty will decide whether or not the student shall continue to be enrolled at CAI.



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 remain at CAI.

### **H.1.9 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 had recent 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.

Directed Study Hall is an option in the High School that provides accountability for work completion by providing a structured study and homework time during the school day. There is an option for 3-5 days of directed study hall at an additional cost. Eligibility for this program is by recommendation only.

### **H.1.10 Response to Intervention**

There are a series of steps that are taken when a concern arises regarding student performance 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 intervention (middle school only), collaborate with classroom teachers, collect and track educational data, and consistently communicate with parents (There is no additional cost involved with this service).
- TIER 3: Write individualized annual goals, conduct progress monitoring, and document the effectiveness of interventions for those who need intensive instructional services. Most students who receive Tier 3 services have been through the Psycho-Educational Testing process. Services are provided in small group or 1:1 depending on the student's need. (An additional cost is involved with this service).

### **H.1.11 TIER 3 Services**

- **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 classroom teachers is a strong focus. There is an additional fee for this program.

- **Directed Study Hall**

Directed Study Hall is an option in the Middle School that provides accountability for work completion by providing a structured study and homework time during the school day. **Directed Study Hall in the middle school is a TIER 2 intervention, therefore there is no additional cost to families.**

Directed Study Hall in the High School provides accountability for work completion by providing a structured study and homework time during the school day. The Directed Study Hall instructor collaborates with classroom teachers, advocates for students, and incorporates study skill tips and strategies into lessons. There is an option for 3-5 days of directed study hall at an additional cost. Eligibility for this program is by recommendation and based on the needs indicated through educational testing.

- **Daily Accountability Program (DAP)**

The Daily Accountability Program © is a before- and after-school mentoring program that helps students with organizational difficulties. Students receive accountability for consistent and accurate planner use and management of their educational materials, which is designed to improve homework and assignment submission. 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 only. There is an additional fee for this program.

- **Speech/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.

### **H.1.12 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. If the teacher allows the use of AI, students must cite the AI tool used and explain how it assisted them. 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, including those generated by AI, 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 is 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;
- Starting with someone else's work and modifying words or phrases to avoid citation;
- Copying a paper from a source\* without proper acknowledgement;
- Copying materials, words, or ideas from a source, supplying the proper acknowledgement, but not using quotation marks;
- Using an AI tool without proper citation when such use is allowed;
- 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.
- When using AI tools, cite the AI tool and describe its contribution to your work. Make sure to document any AI-generated text or ideas that you incorporate into your assignments.
- 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, books, digital media (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 CAI. All teachers now have the discretion to run electronically submitted assignments through a plagiarism detection tool or Google's originality reports, to scan student work against major indexes and databases of submitted works. Any instances of plagiarism, whether on an assignment, test, or project, will result in disciplinary action.

For the first offense, high school students will be required to attend Saturday School. They will be allowed to redo the assignment or a comparable alternative but may receive only up to 60% of the grade earned. Any subsequent incident is considered a major violation and will result in out-of-school suspension and a zero on the assignment.

Middle school students will receive a detention for their first offense. They will be allowed to redo the assignment or a comparable alternative, but may only receive up to 70% of the grade earned. Any subsequent incident will result in a zero on the assignment and either a Saturday School or an Out-of-School suspension at the administrator's discretion.

**Note that both taking and giving answers is considered cheating and both will result in disciplinary action.**

### **H.1.13 Requirements for Graduation**

Christian Academy strives to create opportunities for academic excellence while remaining in compliance with the current requirements for state accreditation. Therefore, requirements for graduation are subject to revision as state expectations change. To qualify for a Christian Academy diploma, students must complete their senior year at a Christian Academy high school.

CAI offers academic programs to prepare students to earn one of two types of diplomas: a Core 40 Diploma or a Core 40 with Academic Honors Diploma. The counselor advises students in course selection leading to the program most suited for the individual student. Students and parents should attend the high school orientation meeting for advice in scheduling.

The *Core 40 Diploma* is a college preparatory diploma. Students graduating with this diploma have completed the course work required by major colleges and universities.

The *Academic Honors Diploma* provides a challenging course of study for top students including courses that offer the opportunity to earn college credit while at CAI. A cumulative 3.0 GPA must be earned. No course grades below "C-" may count toward the Academic Honors Diploma.

Credits earned prior to grade 9 may count toward diploma requirements.

<b>Core 40 with Academic Honors</b> (minimum 47 credits)	
For the Core 40 with Academic Honors diploma, students must:	
<ul style="list-style-type: none"> <li>• Complete all requirements for Core 40.</li> <li>• Earn 2 additional Core 40 math credits.</li> <li>• Earn 6-8 Core 40 world language credits.</li> <li>• Earn 2 Core 40 fine arts credits.</li> <li>• Earn a grade of "C" or above in courses that will count toward the diploma.</li> <li>• Have a cumulative GPA of 3.0 or above</li> <li>• Complete <u>one</u> of the following:               <ul style="list-style-type: none"> <li>A. Two Advanced Placement courses (4 credits) and corresponding AP exams.</li> <li>B. Academic, transferable dual high school/college courses resulting in 6 college credits.</li> <li>C. Earn <u>both</u> of the following                   <ul style="list-style-type: none"> <li>a. Minimum of 3 college credits from the priority course list</li> <li>b. 2 credits in AP courses and corresponding</li> </ul> </li> <li>D. Score 1250 or higher on the SAT and a minimum of 560 on math and 590 on reading/writing.</li> <li>E. Score a 26 composite ACT and complete written section.</li> </ul> </li> </ul>	

<b>Core 40</b>	<b>Course and Credit Requirements</b>
English/Language Arts	<b>8 credits</b> Credits must include literature, composition, and speech
Mathematics	<b>6 credits (Must be earned in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II *Students must take a math or quantitative reasoning course <u>each</u> year in high school.
Science	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	<b>6 credits</b> 2 credits: US History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	<b>5 credits</b> World Languages Fine Arts Career/Technical
Physical Education	<b>2 credits</b>

Health and Wellness	<b>1 credit</b>
Electives	<b>6 credits</b>
Bible	<b>1 credit for each semester attending CAI</b>
<b>42 Total Credits Required</b>	

### Requirements for Graduation (graduating class of 2023 and beyond)

Students starting with the class of 2023 must meet all of the following diploma requirements for graduation:

<b>Indiana Graduation Pathways</b>	
<b>1. Credits</b> Earn credits towards <i>one</i> diploma designation	<ul style="list-style-type: none"> <li>• Core 40- minimum 42 credits</li> <li>• Academic Honors- minimum 47 credits</li> </ul>
<b>2. Learn and Demonstrate Employability Skills</b> Produce defined outcomes based on <i>at least one</i> experience	Employability skills are demonstrated by <i>one</i> of the following: <ul style="list-style-type: none"> <li>• Project-Based Experience</li> <li>• Service-Based Experience</li> <li>• Work-Based Experience</li> </ul>
<b>3. Post-Secondary Ready Competencies</b> Meet <i>at least one</i> of these competencies	<ul style="list-style-type: none"> <li>• Honor's Diploma</li> <li>• SAT (<i>reading/writing=480, math=530</i>)</li> <li>• ACT (<i>english = 18, reading = 22, math = 22, science = 23 (2 out of 4 needed with at least one in English/Reading and one in Math/Science)</i>)</li> <li>• ASVAB (<i>min. of 31</i>)</li> <li>• AP/Dual Credit/CLEP (<i>C average or higher in 3 courses, 1 of the 3 courses must be in core content area or all three must be part of a CTE pathway</i>)</li> <li>• CTE Concentrator – C average or higher in 2 advanced HS courses in a CTE approved pathway</li> <li>• Waiver (<i>discretion of Principal</i>)</li> </ul>

### Academic Credit

All courses taken for credit outside of CAI must be pre-approved by administration prior to enrolling.

SUMMER COURSES: All course work must be completed before school starts in the fall.

**During a student's enrollment at Christian Academy of Indiana, all academic credits used to fulfill diploma requirements are to be earned by completing courses available at Christian Academy of Indiana.**

### Credit Recovery

**Core 40 Diploma track-** Students may repeat a class in order to recover credit for a failing grade. Courses may be repeated at CAI or through pre-approved alternate programs such as summer school.

**Academic Honor's Diploma track-** For students pursuing an Academic Honor's Diploma the courses must be repeated at CAI or through a limited number of alternate options. Students should see the school counselor for details.

### Course Mastery

Students on both the Core 40 and Academic Honor's track may retake a course they have already passed for higher mastery before taking a more difficult course. For example, a student who received a D- for both semesters of a

class may choose to repeat the course for better mastery before continuing in that academic area. Courses must be repeated at CAI or through a limited number of alternate options.

### **Credit Acceleration**

Students may take extra courses, beyond their CAI course load, in an attempt to accelerate their academic program. Students should see the school counselor for approved credit acceleration options.

### **Transfer Credits**

All transfer credit is subject to administrative approval upon enrollment.

TRANSFER STUDENTS: Honors credit will only be given for honors classes offered at CAI.

### **Requirements For All Students**

Students eligible for graduation must attend Commencement ceremonies, practices and meet all financial and service hour obligations. Seniors who fail to meet the requirements for graduation will be permitted to attend all senior activities leading up to the graduation ceremony, but may not be permitted to take part in the graduation ceremony. A CAI diploma will be awarded when the requirements are met. Administration reserves the right to review individual cases. All credit recovery and credit acceleration courses must have administrative approval before enrollment.

Seniors qualifying for graduation must comply with all clearances required for graduation (including all fees paid, locks returned, athletic uniforms turned in, etc.). A checklist will be provided.

### **Post-Secondary Credit**

A student may take courses from an Indiana college or university for high school credit. The counselor must approve all courses in advance and students must schedule appropriately in regard to other CAI course work. GPA for post-secondary/AP credit is on a 5.5 scale.

### **H.1.14 Policy for Determining Valedictorian and Salutatorian**

Valedictorian and Salutatorian will be determined by quality points, not GPA.

Quality points will be calculated based upon a maximum of 68 credits for juniors, and seniors. Beginning with the class of 2023, students can have a maximum of 72 credits. High school credits earned while in 8<sup>th</sup> grade will count toward quality points. For transfer students, AP classes will count with weighted value toward quality points, but honor classes will count as regular value. If a student has earned more than the maximum credits, courses will be chosen in the following order (up to maximum credits):

1. Required courses
2. CAI courses
3. Other courses

In addition, to be considered for Valedictorian or Salutatorian, the student must:

- Have attended CAI for five consecutive semesters immediately preceding graduation.
- Have been a full-time high school student (8 semesters).
- Have met all graduation requirements outlined by CAI and the Core 40 or Academic Honors Diploma.

### **H.1.15 Semester Exams**

Semester exams are administered in the high school and to second semester 8<sup>th</sup> graders to measure the students' retention of the material studied and to give the students experience in taking comprehensive tests. These exams are usually given on the last three days of each semester. Students should be aware that shared-grade-level classes may affect the weight of the exam. Consult class syllabus for more information. Semester exams may count up to 20% of the cumulative semester grade. Semester exams will be figured in the semester grade according to the following graduated scale:

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

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

- 90% average for the semester prior to the exam after deductions for academic penalties.
- No more than 5 absences from the class, including suspensions, during the semester.

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

CAI observes special scheduling for exams. Uninterrupted blocks of time are scheduled for exams. Two or three exams are given daily. Students who reschedule exams for any reason must have administrative approval. Students may be required to pay a fee per rescheduled exam.

### **H.1.16 Benchmark Assessments**

The High School Counselor works with students and families regarding preparation and registration for pre-college testing. Students in grades six through eight and ten are given the Indiana Statewide Testing (ILEARN) and students in grades six through eight are given the nationally-normed, benchmarking test, MAP. Students are to pass ISTEP in grade 10 in order to receive a diploma. See the school counselor for details.

### **H.1.17 Textbooks**

Tuition includes a rental fee for the use of textbooks. (Some courses may require students to purchase their own resources, including calculators and textbooks.) An additional fee or replacement charge will be assessed for damaged or lost books. Textbooks must be returned prior to taking the exam for that course or a non-refundable replacement fee will be billed through FACTS, holding grades and transcripts. Some textbooks have an electronic version that students can access. Teachers will provide instructions to students at the beginning of the year.

Damaged Textbook: 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.

### **H.1.18 Student Planner**

Sixth grade students and those enrolled in Directed Study Hall will be issued a student planner and are expected to carry it to each class, using it to record assignments and upcoming tests. The planner is also the source for a student's hall pass.

At the middle school level, the planner serves as a communication tool for parents and teachers. In sixth and seventh grades, students may be required to have the planner signed by parents each night. By the eighth grade, students are to use their planners independently. If lost, a replacement planner must be purchased; the cost is \$5.



## H.2.0 ARRIVAL AND DISMISSAL FOR HIGH SCHOOL/MIDDLE SCHOOL STUDENTS

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

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### H.2.1 Arrival

No supervision of students is provided prior to 7:00 a.m. and students should not be on the premises before that time. Students arriving after 7:00 a.m. are to report to a designated supervised area until 7:55 a.m. when they are released to go to the locker hallways. Students arriving after 7:55 a.m. may report directly to the locker hallways. School begins promptly at 8:15 a.m. Student drop-off is at door number 2 for the elementary students and door number 13 (Gym/Fine Arts door) for high school/middle school students. High school/middle school students should not be dropped off by the high school/middle school office door unless they arrive after 8:15 a.m.

#### Bus Riders

Student drivers who take the bus from the Southwest campus to the Indiana campus may park their cars during the school day in the back row of the Southwest parking lot in the lane closest to the soccer field.

Students riding the bus should be aware of departure time from school and be sure to be on time. The bus cannot wait. Misconduct on the bus creates a safety hazard that will not be tolerated. Students guilty of repeated misbehavior on the bus will be removed from the bus either temporarily or permanently and may be subject to disciplinary action.

Of chief concern on the school bus is the safety of each rider. If the driver is being distracted by a discipline problem, the safety of all students may be jeopardized. For this reason, we strongly support the rules presented by our bus service contractor. Read the Miller Transportation bus rules [here](#). Please ensure bus ID tags are **visibly** attached to a purse or backpack.

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

#### Student Drivers

Student drivers are required to register with the school and receive a parking permit prior to driving to school. The cost for a permit is \$5. Student drivers are expected to drive slowly and safely at all times. Students who do not obey safety rules while on CAI property may lose their driving privileges. Once students arrive on campus, they are to park in the designated parking areas and remain at school until dismissal. High school students will not be allowed to return to their cars during the day unless special permission is granted by the office staff.

### H.2.2 Dismissal

Students shall remain in their final classes until dismissed by their teachers at 3:05 p.m. Student pick-up is at door 13, the Gym/Fine Arts door. Students should not be picked up at the high school/middle school office door. Students in the building after 3:30 p.m. must report to After Care, which is available until 6:00 p.m. There is a fee for After Care, and pickup is at the elementary front desk (door#1). Students should not be in the school building or on the school property after that time unless they are being supervised by a coach, teacher or parent. The only exception to this is that students may be in the school library until 4:00 p.m.

Please follow the drop-off and pick-up procedures communicated by the school and posted on the school website.

## H.3.0 ATTENDANCE POLICIES AND PROCEDURES

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

Colossians 3:23-24 NIV

### H.3.1 Parental Responsibilities

Christian Academy of Indiana, in compliance with Indiana 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 for learning. **We urge students to be present and punctual every day.**

*CAI is required to account for every student every day school is in session. Therefore, if a student will be absent or tardy for any reason, a parent must contact the school by 8:00 a.m.*

### H.3.2 Student Responsibilities

1. Make every reasonable effort to be at school promptly every day.
2. When absent, if possible, complete homework and other assignments prior to return to school.
3. Check Canvas, and/or 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 present in class. Teachers may alter assignments in an attempt to compensate for the class lecture and discussion that were missed.
4. Be prepared to meet with teachers before and/or after school to give teachers the opportunity to help you catch up.

### H.3.3 Absences

**Absence is defined as missing 15 minutes of class time.** Absences due to school-sponsored activities will not be included in the cumulative count. All other absences including absences for family trips, college days, personal illness, suspensions from school, etc., will be included in the cumulative count. Students who accumulate more than 10 absences in an individual class per semester must provide documentation to the Attendance Appeals Committee (See Section H.3.4) and may receive academic penalties.

CAI is required to account for every student every day school is in session. Therefore, if a student will be absent or tardy for any reason, a parent must contact the school receptionist by 8:00 a.m.

The number of days the student has to make up missed work is equal to the number he or she missed plus one. For example, if a student misses Monday and Tuesday, make-up work will be due on Friday. Tests announced in advance are to be administered on the day the student returns unless new material was presented.

When a student is absent, high school students should check Canvas for information on missed work. Parents may also request a list of homework assignments from teachers by contacting the high school/middle school receptionist.

- To request homework, contact the school receptionist before 8:00 a.m. Requests after 8:00 a.m. cannot be guaranteed.
- Assignments may be picked up in the high school/middle school office after 3:00 p.m.

### H.3.4 Attendance Committee

Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction and structured study. Because these factors are so important to successful academic progress, students who accumulate more than 10 absences in a class for a semester may face academic penalties and may fail the class for the semester due to excessive absences. This policy will be applied to each class separately.

Students who exceed the 10 absence limit in any class in a semester for any reason will be subject to a review by the Attendance Appeals Committee, which is composed of school administrators and teachers. They will evaluate submitted records and determine if an academic penalty will be assessed and what that penalty will be. For this reason, it is important that students submit doctor's notes or other explanations for absences whenever applicable.

Documents the committee will take into consideration include:

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

### H.3.5 College Visit Days

Juniors and Seniors may take two college visit days during the school year which will not count toward exam exemptions or attendance appeals. Students will initially be marked absent on the day of the visit. Official documentation of the visit from the college or university must be submitted within one week, at which point, the absence will be removed and coded as a college visit day. ***College Visit Days cannot be used on the day of Class Retreats, PSAT, ACT, AP exams, Final Exams, Career Day, or other major school programs/events.***

### H.3.6 Early Dismissal

Students who expect to leave school early for any reason are to present a note from their parents to the school receptionist prior to the start of school. A parent may also email the receptionist. If no note or email is presented, parents must physically come into the building and sign their student out. CAI is a closed campus. Parents should not expect to request a student to leave during the day except for pre-arranged appointments.

The note is to include the following information:

1. Student's full name
2. Date and time of departure
3. Means of departure (Parent picking up, student driving, etc.)
4. Estimated time of return (if returning that day)
5. Reason for leaving early
6. Parent signature and phone number

Telephone calls requesting early dismissals will be accepted ONLY in cases of an emergency. Dismissals for emergencies require the authorization of the principal.

All students must sign out and, if returning, sign back in through the front office. Parents should avoid early departure if at all possible. If the student misses more than 15 minutes of class for an early dismissal, he or she is

considered absent. Students may not drive themselves off campus for lunch, except for the scheduled Senior Off Campus Lunches. They may leave with a parent or guardian for lunch if they sign out at the front office.

Students leaving school early should turn all work due that day in all classes to the front desk receptionist before the student leaves. Tests and quizzes may also be required to be taken prior to the student leaving for the day. If the early dismissal affects an evening school event which counts towards the student's grade (i.e. choir concert, band concert), the student or parent must notify the appropriate teacher.

*Please stagger the time of appointments so the student does not accumulate absences in the same class(es). Schedule appointments after school hours, if possible.*

### **H.3.7 Extracurricular Events**

Students are required to attend at least half a day of school to participate in or attend an extracurricular event. Any exception must be approved by the principal.

### **H.3.8 Illness During the Day**

Students who become ill or need to take medication kept in the nurse's office must be given a pass by his or her current period teacher and then report to the high school/middle school office receptionist. The receptionist will determine if the student can be cared for by her or if the student needs to go to the school nurse. If a visit to the nurse is needed, the receptionist will write the student a pass. Time in the nurses' office (15 minutes or more) is considered an absence from class. All assignments, tests, and quizzes missed during the student's visit to the health room are to be completed on the same day.

If it is determined that the student needs to go home, work due that day in all classes should be turned in to the front desk receptionist before the student leaves. Tests and quizzes may also be required to be taken prior to the student leaving for the day, to avoid misuse of the health room. If the early dismissal affects an evening school event which counts towards the student's grade (i.e. choir concert, band concert), the student or parent must notify the appropriate teacher.

Students who need to go home because of illness must have permission from the nurse prior to dismissal. If a student visits the nurse during class and is not leaving school, the student will return to class with the pass signed by the nurse.

If a student has a fever of 100.4° or higher, he/she will be sent home. Children who have been ill may not return to school until their temperature has been below 100 degrees for 24 hours (without the use of fever-reducing medication) and/or until 24 hours has passed since the last episode of vomiting and/or diarrhea. Parents should check with their physician regarding a child's return to school after communicable diseases, etc.

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

Students with head lice must go home immediately for treatment. The student may not return to class until checked by the nurse and found to be lice and nit free.

Updated immunization records must be on file in the nurse's office in order for the student to continue enrollment at CAI. Each student is required to provide medical information in FACTS Family Portal for the nurse. If information regarding the health of the child changes, the nurse should be notified.

### Time in Nurse's Office

Students who regularly take medication that is given by the nurse may go to the nurse's office during break or lunch by obtaining a pass from his or her next period teacher. All medications taken while on campus must be kept in the nurse's office and must be administered by the school nurse.

To administer prescription medication, a Medication Administration Release Form (available on the school website) must be completed and signed by a parent. 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. A Medication Administration Release Form must also be completed and turned into the school nurse if students self-carry medication including epi-pens, inhalers, or insulin.

- ❖ **STUDENTS MAY NOT CARRY MEDICATION OF ANY KIND (except for properly prescribed epi-pens and/or inhalers).**
- ❖ **STUDENTS WHO DISPENSE MEDICATION OF ANY KIND TO OTHER STUDENTS ARE SUBJECT TO DISMISSAL.**

Over-the-counter medications (such as Tylenol, ibuprofen, etc.) may be administered by the nurse or receptionist if signed parental permission is given in FACTS Family Portal.

### **H.3.9 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.

### **H.3.10 Late Arrival**

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

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

A good rule of thumb is to plan to be at school by 7:55 a.m. This plan provides a cushion of several minutes to deal with unavoidable delays encountered en route. Any student arriving after the 8:15 a.m. bell must sign in at the front desk and receive an admittance slip. The reason for the late arrival will be recorded.

No student will be admitted to class without an admission slip if he or she has arrived after the 8:15 a.m. bell.

### TARDY TO SCHOOL

Upon the third tardy and at every third tardy thereafter, the student will receive a detention.

#### **H.3.11 Make-up Work Policy**

##### HOMEWORK / CLASSWORK

When a student misses classes, valuable classroom instruction and discussion that cannot be made up is lost. Therefore, teachers will hold students accountable for adequate make-up work to cover the missed instruction. Teachers may expect students to do all the work assigned as well as additional work to compensate for missing class instruction. Failure to complete and make up assignments will reflect on the student's grade for that period.

Students are eligible to receive full credit for make-up work for absences. This work will be made up at the rate of days absent plus one school day not to exceed five school days. For example, if a student misses Monday and Tuesday, make-up work will be due on Friday. Students with subsequent absences during the five school days following the original absence will meet with teachers to plan a reasonable schedule for completion of the missed work.

Students who fail to turn in daily assignments may be required to stay after school to complete required work.

##### TESTS / QUIZZES

A student may be expected to take tests or quizzes on the day he or she returns. For example, if on Friday a teacher announces a test for Tuesday and the student misses class on Monday, the student may be expected to take that test on the day of return to class unless new material was presented. In addition, if a test is announced for Tuesday and the student is absent on Tuesday, he/she will make it up on the day of return to class.

Students missing class due to suspension from school will be expected to do all assignments made to students who are present and adequate make-up work to cover the missed instruction (See Section H.4.4).

#### **H.3.12 Late Work Policy for Major Projects**

If a student is absent (regardless of reason) on the day any long-term project is due, the assignment must be turned in on the day of return to school. Teachers will assess severe penalties for major assignments turned in late. Consult course syllabi regarding academic penalties for late assignments.

#### **H.3.13 Late Work Policy for Field Trips**

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

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

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

#### **H.3.14 Tardy to Class**

**Students are expected to arrive in their classrooms prepared for class prior to the ringing of the tardy bell.** Those who fail to do so are tardy. This lateness either delays the beginning of class activity or creates an unnecessary interruption in the learning process for all students. If a student is in the classroom on time but has

to return to the locker to get required materials or to be in proper dress code, a tardy may be issued. It is a matter to be taken seriously.

#### TARDY TO CLASS

Upon the third tardy and at every third tardy thereafter, the student will receive a detention.

#### **H.3.15 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.

## H.4.0 CONDUCT

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

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### H.4.1 Discipline Policy

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

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

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

### H.4.2 Drug Screening Policy

Christian Academy requires complete abstinence from mood-altering chemicals not prescribed by a physician. (See Section H.4.6) See also APPENDIX A: CHRISTIAN ACADEMY RANDOM STUDENT DRUG SCREENING POLICY and APPENDIX B: CHRISTIAN ACADEMY DRUG SCREENING POLICY – QUESTIONS AND ANSWERS.

### H.4.3 Behavior Standards

Each student is expected to be on time and properly prepared for class. Teachers will establish the rules for classroom behavior that shall prevail in his/her classroom. Students shall comply with these expectations, both in academics and in conduct.

In addition, each student is expected to display proper eating habits in the cafeteria. Students should not mix, throw, or play with food or trash. All students are expected to clean up after themselves and to throw away their trash after eating. Students are not to leave the cafeteria without permission from the supervisors.

While in the hallways before and after school and between classes, students are to pick up their own trash and keep their voices at a conversational level. Running, jumping, or hitting, kicking, pushing, or tripping other students is not allowed.

### H.4.4 Progression of Corrective Measures

Demerits/Demerit Detentions: Middle and high school students may earn demerits for procedural infractions, including being unprepared for class, not wearing ID badge, minor dress code issues, etc. Each infraction will earn one demerit. Students will earn a 30 minute detention for every third demerit. Parents will be notified on the receipt of each demerit, with an additional email stating that the student has reached the third demerit and must serve a detention. Demerit detentions will be held twice per week, once in the morning and once in the afternoon; students are to serve within one week of receiving.

Conduct Detentions: Middle and high school students will receive conduct detention for a variety of behavior infractions, including talking without permission, disrespect, failure to follow instructions, etc. Students will serve 45 minutes; there will be a morning and afternoon opportunity each week, and they are to be served within one week of receiving the detention. These detentions will include service to the school. Parents will be notified via email through FACTS Family Portal. Detentions take precedence over extracurricular events or athletic practices. In the event of work schedules, doctor's appointments or other prior commitments, a student may ask for



permission to delay the serving of their detention or be allowed an alternate day/time to serve. Failure to serve will lead to increasingly severe consequences. Serious or continued violations will result in additional consequences that may include multiple detentions, written essays, parent conferences, probation, or suspensions.

*Failure to Serve:* Detentions are to be served within one week of receiving unless the student is sick or there are other extenuating circumstances. Students who do not serve within the week may not be permitted to participate in sports practices or extra-curricular activities until it is completed. Continued failure to serve may result in Saturday School.

*Saturday School:* Saturday School will be given for offenses worth more than one detention but not major enough for an out-of-school suspension, for an accumulation of detentions, or for a failure to serve detentions. Saturday School will be held at school on scheduled Saturday mornings from 8:00 – 11:00 a.m. and supervised by a faculty member. Students will be given tasks to complete around the facilities and will be charged a fee of \$20.

*In-School Suspension:* The student may serve in-school suspension with no academic penalty. With this option, the student will spend his/her day(s) of suspension working on campus. Work assignments will be identified in the cafeteria, with the facilities department, etc. Regular classroom work missed during suspension must be made up by the student and must meet the standards of the classroom teacher. Work due during a suspension is due when the student returns to the classroom setting.

*Out-of-School Suspension:* The student may not be on campus the day of the suspension and may not participate in or attend any extra-curricular activities. Regular classroom work missed during the suspension must be made up outside of school. The student will be counted absent from classes for the day, and all policies regarding make-up work during absences will apply. In addition, there will be a 1% reduction from the student's semester average before exams in each class for every day of out-of-school suspension served during that grading period.

*Expulsion (Dismissal):* The principal will recommend to the School Board the removal of a student from school enrollment. The student will be in Out-of-School Suspension until the School Board establishes the expulsion. No refund of fees or monies will be made to the student or his family. Re-enrollment may be possible the following year pending conferences and principal/School Board agreement.

*Accumulative Offenses:* If a student is serving the penalty of one of the listed infractions and his or her conduct results in another infraction, an accumulation of the penalties may be assessed. If the penalties are different in severity, the greater penalty may be assessed. The administration will assess the accumulation and may recommend a more severe disciplinary procedure.

#### **H.4.5 Minor Violations of the Discipline Policy**

Minor violations will result in one or more of the following actions: reprimands or penalties issued by the classroom teacher in accordance with the established classroom rules, denial of privileges, removal from classroom, detention, manual labor, probation, suspension, or expulsion. Repeat offenders of minor violations should expect increasingly severe punishment.

##### **Minor Violations**

1. Behaving in a disruptive or potentially destructive manner, including running, throwing things, horseplay, or making excessive noise of any kind.
2. Inappropriate displays of affection (including holding hands, kissing, and extended hugs).
3. Middle School:
  - Using ANY personal electronic devices, on campus during school hours without permission. Cell phones may be used before and after school but must not be taken into classrooms. They are to be turned off and left in the locker during the school day. Phones may not be used during passing periods, in restrooms, or at lunch. If they are seen during the school day, they will be confiscated.

- Using school-issued devices improperly or for reasons other than classwork.

High School: misuse of an electronic device on campus during school hours. Cell phones may be used between classes, but not during class time. Personal laptops/tablets should not be brought to school. School-issued chrome books should be used for educational purposes only.

School-issued devices should be used on campus for classroom purposes only. Personal laptops/tablets should not be brought to school. (see Section H.4.9)

4. Being in any restricted area of campus during the school day without permission.
5. Organizing any on-campus activity or publishing any school-related material without the approval of the administration, including selling items for personal gain.
6. Using scooters, skates, shoes with wheels, or skateboards on school property.
7. Gambling of any kind.
8. Eating outside of designated areas.
9. Not having/wearing ID badge properly or intentionally damaging an ID badge.
10. Not wearing approved school uniform, or not wearing it properly.

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

#### **H.4.6 Major Violations of the Discipline Policy**

**Major violations** may result in parent/student conference, suspension, disciplinary probation or expulsion from CAI. The Administration, after consulting all parties involved, will determine and administer the appropriate disciplinary action. The penalties are severe because the types of behavior listed here are oppositional to the basic purposes of the school, hurtful to others and harmful to the school's reputation and witness to the community.

##### **Major Violations**

1. Racial slurs or demeaning statements in person or on social media (verbal or non-verbal)
2. Insubordination, refusing to obey school personnel, or lying to school personnel
3. Disrespect (verbal or nonverbal) to school personnel or to peers
4. Use of profanity, crude language, offensive expressions, or obscenities in person or on social media
5. Failure to attend class or being out of class during the class period without a written pass from the teacher or being absent from school without the knowledge of parents or teacher
6. Cheating or plagiarism of any kind
7. Driving in a reckless or unsafe manner on or near campus
8. Fighting, threatening, intimidating, hazing, or causing deliberate injury to students and/or school personnel; bullying or intimidation of any kind
9. Possessing any weapon (guns, knives, pocket knives, etc.) or any item giving the appearance or sound of a weapon. Local law enforcement agencies may be contacted.
10. Possessing drugs, alcohol, tobacco, cigarettes, vapes, or pornography on school property or at any school-sponsored activity
11. Stealing, lying, or forgery
12. Willful destruction or defacement of school property or property of others
13. Unacceptable behavior of a sexual nature
14. Persistent disregard for school policies/procedures
15. Failing to abide by school guidelines while on school-sponsored trips away from CAI
16. Misbehavior in detention
17. Commission of an illegal act

18. Committing a serious breach of conduct outside the school, which has an adverse effect on the testimony of the school
19. Inappropriate use of school computers
20. Sexting – sending or receiving sexually explicit transmissions via any type of electronic device
21. Being in any restricted area of campus during the school day without permission.

**IMPORTANT:** Many colleges ask the school and the applicant whether the applicant has ever been suspended from the school. The CAI staff will answer these questions truthfully and expects students to do the same. The school will report all suspensions that have resulted from serious honor violations, such as lying, cheating, stealing or other unethical behavior. The school will report all major violations of the discipline code to colleges to which a student has applied, regardless of the time of year in which it occurs.

**✦ Terroristic threats to harm students, staff members or the school, 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. ✦**

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

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

#### **H.4.7 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.

#### **H.4.8 Over-the-Counter and Non-Prescription Drug Policy**

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

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

#### **H.4.9 Electronic Devices**

During class time, electronic devices should only be used for educational purposes. Teachers may instruct students to store phones/smart watches in a holder during class time, and can instruct them to remove and put away devices, including smart watches, at any time during a class period. High school students may use cell phones between classes and at lunch for other purposes. Middle school students may bring cell phones, smart watches, and other devices to school, but they must be turned off and left in the locker throughout the school day.

If an electronic device is used inappropriately or at a time when they are not allowed, the device will be confiscated until the end of the school day and the student will receive a detention. If instructed by a teacher, the student is required to surrender their device. The school cannot be held liable for damaged equipment.

Please be aware that Christian Academy of Indiana has made every effort to provide access to adequate technology resources for students' study without the need to bring in personal electronic devices. High school students will be issued a Chromebook, and middle school students will be issued a Chromebook to be used while at school. In addition, there are computer labs in each building and each library houses several computers.

#### **Sexting**

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

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

#### **H.4.10 Social Media**

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

- In the online environment, students must follow Christian Academy behavior guidelines and conduct themselves online as in school.
- Use of Christian Academy logos or images on your personal social networking sites is prohibited.
- Students are not to capture photos, videos, or audio during school hours without permission and nothing recorded during school hours is to be shared on social media without permission.
- Christian Academy reserves the right to request school-related images or content posted without permission to be removed from the Internet.

- Cyberbullying is considered an act of harassment. Please reference H.4.6 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 notify a parent, 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.

The school does not monitor student social media accounts, but any issue that is brought to the attention of the school will be addressed. Violations of the social media guidelines may result in disciplinary action including possible suspension and/or expulsion.

#### **H.4.11 Cheating / Copying**

Cheating or copying is a major violation of the discipline code. Examples of cheating include but are not limited to: using someone else's words or answers as your own; giving or receiving help when it is supposed to be individual work; using an unapproved source; using notes or electronic media to look up answers, inappropriate use of an online translator for foreign language classes, etc.

For the first offense, high school students will receive a Saturday School. They will be allowed to redo the assignment or a comparable alternative, but may receive only up to 60% of the grade earned. Any subsequent incident is considered a major violation and will result in out-of-school suspension and a zero on the assignment.

Middle school students will receive a detention for their first offense. They will be allowed to redo the assignment or a comparable alternative, but only may receive up to 70% of the grade earned. Any subsequent incident will result in a zero on the work and an in- or out-of-school suspension at the administrator's discretion.

**Note that both the taking of and the giving of answers are considered cheating and both will result in disciplinary action.**

During tests, students may not talk or interact in any way, either in person or through electronic communication. Talking during an exam is the same as cheating and results in automatic consequences. Should a student suffer a difficulty or have a question during an exam, all inquiries must be made to the teacher.

#### **H.4.12 Disciplinary Probation**

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

While on probation, the student may be required to meet with a designated staff member. Together they will design a program by which the student may earn his or her release from probation by consistently demonstrating good behavior in the classroom and other times while on campus.

The principal will review the student's progress regularly. If the student has corrected the previous behavioral problems he or she will be released from probation. If the student fails to demonstrate improved judgment and self-control while on probation, he or she may be dismissed from school. If the student has demonstrated improved behavior but has not fully satisfied the principal that the pattern of unsatisfactory behavior has been corrected, he or she may remain on probation for an additional semester. No student may remain on disciplinary probation for more than two semesters.

Students placed on Disciplinary Probation will engage with the Heart Framework (see below) with a staff member to support their ability to grow as students who honor God, others, and themselves.

### **The Heart Framework**

This framework is a collaboration between the school, the home, and the student when a significant incident or a pattern of behavior/attitude occurs that is detrimental to the growth of the student and/or school. Christian Academy may partner with the student to address such behavior in a restorative way. The student will attend a series of Engagement Meetings with a staff member, during which he/she will discuss the highlighted behaviors one-on-one, outline solutions, and track growth. The purpose of these meetings is not punitive, but restorative. At the conclusion of these meetings, the staff member will report the progress to the administration.

The success of the program depends on the student's willingness to own their behavior and partner with the school toward the goal of honoring God, others, and themselves.

1. **Highlight** the student's behaviors that are detrimental.
  2. **Engage** the student in initial correction.
  3. **Align** the student's behavior and/or attitude through a series of meetings.
  4. **Restore** the realigned student through a Student Restoration Contract.
- OR
5. **Transition** the unaligned student, resulting in their withdrawal or dismissal.

### **H.4.13 Seclusion and Restraint Plan**

Christian Academy provides a safe and healthy environment in which all students are treated with dignity and respect. Seclusion or restraint will not be used as routine school safety measures, and will be implemented only in situations where a child's behavior or action poses imminent danger of physical harm to self or others. Any use of either seclusion or restraint will be supervised, short in duration and used only for the purposes of de-escalating the behavior.

## H.5.0 STUDENT DRESS CODE

### H.5.1 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. Please contact the school office for more information.

### Uniform clothing may be purchased from:

#### **Lands' End**

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

Preferred School Number: 900187022

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

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

Select items are available at the Armory.



## Jeans Days

- Only CAI tops may be worn.
- No jackets are allowed except for CAI fleece jackets, letter jackets, and select administrator-approved team/logo wear.
- Jeans must be neat and in good repair; no holes or fraying.
- Jeans may not have patches, words, or team logos.
- Jeans must have a traditional style and fit; they should not be excessively tight or loose-fitting.
- Jeans must have a solid, consistent denim color and may not be streaked or faded.
- Jean capri pants, jean skirts at or below the knee, or jean shorts to the knee may also be worn.

## Activity Dress

- PE Class: PE uniforms (CAI t-shirt and shorts) are provided through PE classes. Extra uniforms may be purchased. For outdoor P.E. classes long warm-up pants may be worn. However, P.E. shorts must be worn in addition to the long warm-up pants. (no pajama pants or spandex).
- Jersey Day for Athletic Team: Each team will be allowed to wear their jerseys or team t-shirts once during the season and once during district or regional playoff games. They may also wear them on jeans days or for pep rallies. Jerseys are to be worn with appropriate jeans (see guidelines above). Sleeveless jerseys are to be worn with a shirt underneath or a team t-shirt may be worn instead of a jersey. Coaches and team captains will agree on possible dates, and team captains will approach the Principal for approval at least 48 hours in advance.
- Field Trips, Team Travel, Extracurricular Activities, or Special Programs: Standards will be established by the supervising teacher, coach, or administrator, and announced in advance so parents may be informed and students can be appropriately dressed.
- Special Program Dress Code: Special program dress for concerts will be addressed by the faculty person in charge.
- Spirit Days: Themes will be designated by the sponsoring group, but in general, clothing is to be modest. Skirts/shorts must always reach the knee, nothing should be excessively tight or low-cut, tops must have sleeves, and there may be no bare stomach or back. Shirts must be worn at all times.

## Special Event Guidelines

Christian Academy of Indiana strives to provide a positive social atmosphere at special events held both on- and off-campus. In order to achieve this, dress code regulations and student behavior guidelines are enforced at all school-sponsored special events. These standards apply to all CAI students and their guests. CAI students are responsible for ensuring that their non-CAI dates adhere to these guidelines. All non-students must be approved by the high school/middle school administration in advance

- All School Functions:
  - All clothing should be modest and appropriate for teens. Students or guests who are improperly dressed will not be admitted.
  - Jeans or shorts are not appropriate for boys or girls unless specifically stated for a particular event.
  - No piercings other than ears for girls will be allowed. Boys are not to wear earrings or other pierced jewelry.
- School Activities: Informal dances, field trips, concerts, service trips, etc.
  - Specific guidelines will be distributed in writing prior to the event.
- Special Programs: Bridge Ceremony, Inductions & Graduation
  - Boys – Dress Slacks with dress shirt, suit jacket, sweater or tie
  - Girls – Dresses should be modest
    - Clothing should not be tight or clingy
    - Slacks, dresses/skirts must be to or below the knee when walking, dancing, or doing normal activities

- Slits in the dress must not go higher than the knee
  - No cleavage should be exposed, either because of the neckline being too low or plunging too deeply
  - The stomach should not be visible, either due to a two-piece design or to cutouts
  - Dresses must cover the sides completely
  - The dress should not dip below the natural waistline in the back
  - Sheer fabric does not constitute adequate coverage in meeting guidelines
  - For daytime events, tops must have sleeves (a jacket or sweater may be worn over a sleeveless or spaghetti-strap top)
  - Strapless dresses are acceptable for evening events
- Formal Functions: Junior/Senior Prom, Homecoming Court & Formal Dances
  - Boys – Suit, tie and dress shoes; a tuxedo may be worn for prom
  - Girls – Dresses must meet the guidelines above
- Dance Behavior Expectations
  - Students are to follow guidelines of behavior and decorum while at special events and must agree to abide by the instructions of school personnel throughout the event.
  - No alcohol, tobacco or illegal drugs are to be consumed before or at the event.
  - Dance movements and mannerisms must fall within the standards of modesty and good taste. Dance movements must not be sexual in nature.
  - Dance movements must not create an unsafe environment.
  - Individuals who do not respond to administrator correction regarding the above-mentioned behaviors may be removed from the dance and parents/guardians contacted.
  - Outside Guests: Students who choose to bring a guest to a school dance must notify administrators in advance through the submission of a form, and follow their direction regarding the guest. A guest is defined as anyone who is not currently attending Christian Academy of Indiana. This includes students attending other schools, home-schooled students, and those who are no longer in high school. Forms must be completed before tickets are purchased.
  - Age Limits: All guests for the Junior/Senior Prom must be at least a Junior in high school and may not be older than 21 years of age. Other high school dances are open to Freshmen through Seniors as well as guests up to age 21, provided the guests have been approved by a CAI administrator.
  - Students who choose not to follow guidelines may be asked to leave the event. In the event that a student is asked to leave, parents will be notified.
  - Students are expected to stay at the Junior/Senior prom for its entirety. Parents will be notified of students leaving early.
  - No refunds will be given for removal from a school event due to inappropriate behavior.

### **H.5.2 Non-Compliance with Dress Code**

1. Students should take care of uniform issues prior to the start of the school day. Students who are out of dress code will receive consequences.
  - a. If the issue is immediately fixable or if the student is able to get something from the clothes closet, the student will receive a demerit.
  - b. If the issue is not immediately fixable, the student will receive a detention.
2. Repeated offenses on the same day may result in an escalation to a behavioral detention.
3. If the non-compliance is a matter of modesty, or total disregard of the uniform, the parents will be called and asked to bring the student appropriate clothing. The student will not return to class until appropriate clothing is obtained. If at a special event, the student may be asked to add a sweater, shawl, or additional fabric.
4. The principal reserves the right to handle each situation of non-compliance on its own merit. Final determination of appropriate dress for students is the responsibility of the principal.

## H.6.0 ADDITIONAL INFORMATION FOR HIGH SCHOOL/MIDDLE SCHOOL STUDENTS

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

Ephesians 2:10 NIV

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### H.6.1 Alumni Association

All graduates of Christian Academy are considered members of the alumni association. Alumni can participate with the association in numerous ways. A few examples include attending social events such the alumni basketball night as well as contributing to our annual fund or alumni scholarships. The alumni association is working to help build a legacy for Christian Academy both within the school and in the community. All alumni inquiries should be directed to Amy Koenig at (502) 400-5423 or [akoenig@caschools.us](mailto:akoenig@caschools.us).

### H.6.2 Book and Sports Bag Storage

Students are to keep book bags in their lockers. Items that will not fit in lockers may be placed on the wooden shelves in the hallways. These shelves are only for things that are too large to fit in lockers. Books, lunchboxes, Chromebooks, etc. should not be left on the wooden shelves. No book bags are allowed in the classrooms or in the hallways unless on the designated wooden shelves. Items improperly stored or abandoned will be confiscated.

### H.6.3 Cafeteria

CAI has a closed lunch policy, meaning that all students are to remain on campus for lunch. No permission will be granted for students to leave campus for lunch unless that student's parent physically comes in to sign the student out.

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

Students are not permitted to order food to be delivered during school hours.

Parents, siblings or other relatives may drop off meals for individual students to eat at lunch and may join the student to eat in the cafeteria. Friends may not drop off meals or join students in the cafeteria to eat. It is disruptive if meals are brought to groups of students, so meals should be brought for individual students only.

Students must wear their ID badge to lunch to swipe as they go through the cafeteria line. If they do not have their badge that day, they are to get a temporary badge from the front office before getting into the cafeteria line. Students with a temporary ID will be asked to go to the end of the line.

My Payments Plus: All students will have an online account. This 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 by going to [www.mypaymentsplus.com](http://www.mypaymentsplus.com). You will need your child's Student ID number to set up an account. Deposits may be made by bringing cash or a check to school or by going online. There is a small fee for depositing online, but no cost if money is sent in to the school. Parents will receive email notification of low funds and a purchase history through their MyPaymentsPlus account. A fee will be charged for excessive negative balances. *This is the only way to keep track of your student's cafeteria account.* If parents have questions about MyPaymentsPlus, they can contact the Food Services office, 502-753-4540.

Food Allergies: Students who have food allergies will need to bring their lunches from home. Please notify staff if a separate seating area needs to be found for your child.

**Behavior in Cafeteria:** Proper eating habits and acceptable behavior must be practiced in the cafeteria. Students are expected to clean up after themselves. Lunch trays and plates are not to be thrown away or taken out of the cafeteria. Students eating in another location for a meeting should ask for a disposable plate. If a plate/tray is taken out of the cafeteria, it must be returned to the cafeteria on the same day.

Students will have days when they are to stay and help wash the tables after lunch. If it is their day to help, they are expected to do so.

Opened food and drinks that cannot be resealed are also not to be taken out of the cafeteria. Sealed packages of food and drinks that can be capped are allowed to be taken to lockers for consumption at after-school practices, but should not be opened or consumed in the locker, hallway, or classroom. Book bags are not allowed inside the kitchen area.

### H.6.4 Chapel

Chapel is a time of worship through music, speakers, panel discussions, small groups, and other experiences. The Spiritual Life Coordinator works with students, faculty, administrators, and outside guest speakers to provide worship experiences to help students grow spiritually. Please avoid scheduling outside appointments during this time as much as possible. Students are to be respectful during chapel, sitting up straight, keeping eyes on the presenter, and refraining from talking.

### H.6.5 Conferences

Conferences between parents and students and members of the school staff are encouraged. All teachers have some unscheduled time during the 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 schedule conflicts. Please do not come to school to speak with a teacher without an appointment. Special arrangements can be made for conferences during non-school hours. If the parent or teacher feels the need, a principal or administrator may be available for further counsel after the conference with the teacher.

### H.6.6 Daily Schedule for High School/Middle School

#### Regular School Day

Middle School	
8:15 - 9:05	1 <sup>st</sup> Period
9:10 - 9:55	2 <sup>nd</sup> Period
10:00 - 10:50	3 <sup>rd</sup> Period
10:55 - 11:45	4 <sup>th</sup> Period
11:40	8 <sup>th</sup> Dismissed
11:42	7 <sup>th</sup> Dismissed
11:45	6 <sup>th</sup> Dismissed
11:40 - 12:20	MS Lunch
12:25 - 1:15	5 <sup>th</sup> Period
1:20 - 2:10	6 <sup>th</sup> Period
2:15 - 3:05	7 <sup>th</sup> Period

High School	
8:15 - 9:05	1 <sup>st</sup> Period
9:10 - 9:55	2 <sup>nd</sup> Period
10:00 - 10:50	3 <sup>rd</sup> Period
10:55 - 11:45	4 <sup>th</sup> Period
11:50 - 12:40	5 <sup>th</sup> Period
12:35	Seniors Dismissed
12:37	Juniors Dismissed
12:39	Sophomores Dismissed
12:41	Freshmen Dismissed
12:35 - 1:15	HS Lunch
1:20 - 2:10	6 <sup>th</sup> Period
2:15 - 3:05	7 <sup>th</sup> Period

#### Chapel Day

Middle School	
8:15 - 9:00	1 <sup>st</sup> Period
9:05 - 9:45	2 <sup>nd</sup> Period
9:50 - 10:30	3 <sup>rd</sup> Period

High School	
8:15 - 9:00	1 <sup>st</sup> Period
9:05 - 9:45	2 <sup>nd</sup> Period
9:50 - 10:30	Chapel

10:35 – 11:15	Chapel
11:20 - 12:00	4th Period
12:00	8th Dismissed
12:03	7th Dismissed
12:06	6th Dismissed
12:05 - 12:45	MS Lunch
12:50 - 1:30	5 <sup>th</sup> Period
1:35 - 2:20	6 <sup>th</sup> Period
2:25 - 3:05	7 <sup>th</sup> Period

10:35 – 11:15	3 <sup>rd</sup> Period
11:20 - 12:00	4th Period
12:05 - 12:45	5th Period
12:44	Seniors Dismissed
12:47	Juniors Dismissed
12:50	Sophomores Dismissed
12:53	Freshmen Dismissed
12:50 - 1:30	HS Lunch
1:35 - 2:20	6 <sup>th</sup> Period
2:25 - 3:05	7 <sup>th</sup> Period

### H.6.7 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. (See Section G.2.4 Inclement Weather)

**Personal:** Every student is to have emergency information 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.

### H.6.8 Extracurricular Activities

**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 CAI teams. CAI is a member of the Indiana High School Athletic Association. At the present time, CAI offers opportunities in the following sports:

#### Fall Sports

Sport	Elementary	Middle School	Junior Varsity	Varsity
Cross Country	Girls and Boys – 5 <sup>th</sup> Grade	Girls and Boys		Girls and Boys
Golf				Girls
Soccer		Girls and Boys		Girls and Boys
Tennis		Boys		Boys
Volleyball	Girls – 5 <sup>th</sup> Grade	Girls	Girls	Girls

#### Winter Sports

Sport	Elementary	Middle School	Junior Varsity	Varsity
Archery		Girls and Boys		Girls and Boys

Basketball	Girls and Boys – 4 <sup>th</sup> Grade	Girls and Boys	Girls and Boys	Girls and Boys
Cheerleading		Girls	Girls	Girls
Swimming and Diving		Girls and Boys	Girls and Boys	Girls and Boys

### Spring Sports

Sport	Elementary	Middle School	Junior Varsity	Varsity
Baseball		Boys		Boys
Golf		Boys		Boys
Softball		Girls		Girls
Tennis		Girls		Girls
Track		Girls and Boys		Girls and Boys

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.

The athletic department has a handbook and athletes should abide by specific rules for athletics as described in the handbook.

***Student Organizations:*** The following organizations are active at CAI: National Honor Society, National Spanish Honor Society, Student Council, Fellowship of Christian Athletes, and Junior National Honor Society. Teachers also sponsor clubs on a variety of topics.

### NATIONAL HONOR SOCIETY (NHS)

#### Membership

**Section 1**—Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

**Section 2**—Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, and character.

#### Section 3—Eligibility

- a. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Christian Academy of Indiana.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative weighted GPA of 3.3 (out of 4.0). This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
  - i. To be considered for NHS membership, a student must demonstrate a consistent heart of service through participation in a variety of projects, including opportunities inside and outside of school, and must remain, relative to his/her grade level, on track for the fulfillment of CAI's graduation requirement (60 cumulative hours.)
  - ii. A student must demonstrate positive leadership qualities and effective participation in earned or elected positions of responsibility.
  - iii. A student must be evaluated by CAI faculty based on his/her character and attitude inside and outside of class, including but not limited to school disciplinary infractions.

## **Selection Of Members**

**Section 1**—The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, ex officio member of the Faculty Council.

**Section 2**—Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

**Section 3**—The selection of new active members shall be held once a year during the second semester of the school year.

**Section 4**—Candidates become members when inducted at a special ceremony.

**Section 5**—Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

**Section 6**—An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter adviser.

**Section 7**—An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership. Note: The selection process used at the local level may vary from the procedure outlined above; however, such variations must still conform to the national constitution.

\*Complete NHS information for the CAI chapter (i.e. Constitution and By-Laws) is available from the NHS adviser and/or NHS officers.

## **H.6.9 Field Trips**

Field trips are regarded as an extension of the classroom. Efforts are made to keep the expense of field trips reasonable. All expenses of field trips are the responsibility of those participating. WRITTEN PARENTAL PERMISSION ON THE *SCHOOL-APPROVED PERMISSION FORM* MUST BE RECEIVED BY THE DUE DATE IN ORDER FOR THE STUDENTS TO PARTICIPATE. Parent signatures are required on the permission form even for high school students who are over 18 years of age. It is the student's responsibility to take the permission slip home and return it with the parent's signature.

- No student is allowed on an off-campus trip without specific written permission on the school-administered form.
- Students may not leave a field trip with their own parent without notifying the teacher or person in charge.
- All students will wear uniforms on field trips unless otherwise informed by the supervising teacher, coach, or administrator.
- **Siblings may *NOT* go on field trips. Sponsors must give their full attention to the care of students.**

## **H.6.10 Guidance**

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

### H.6.11 Health Screening

Students in various grades will be tested for hearing and vision as required by Indiana state law.

### H.6.12 International Student Program

While Christian Academy has hosted international students for many years, the school began an intentional program in 2010. International students find their way to the Christian Academy school community through various pathways including local family connections, relationships made on mission trips and through partner schools and organizations in other countries. Some of the countries represented over the years are China, Korea, Vietnam, Haiti, Nicaragua, Guatemala, Russia, Germany, France and others.

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

International students are expected to abide by all Christian Academy rules and guidelines both at school and home including those found in the Family Handbook as well as those contained in the International Student Guidelines.

### H.6.13 Chromebook Expectations

Use of school-issued Chromebooks is a privilege that carries responsibility and behavioral expectations. Students are expected to use Chromebooks in a responsible and ethical manner and obey general school rules concerning behavior and communication that apply to Chromebook use.

#### 1. General Expectations

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

#### 2. Student Guidelines and Responsibilities

- Students must be responsible to bring their Chromebook, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher.
- If students leave their Chromebook at home, they are responsible for completing the course work as if they had their Chromebook present. Loaner Chromebooks will not be available to students who forgot to bring their Chromebook to school or failed to charge their Chromebook.
- Student email and Canvas accounts ***must*** be checked regularly for important communications, homework, etc.
- Students should turn off and secure their Chromebook after they are finished working to protect their work and information.
- Leaving a Chromebook unattended may result in disciplinary action.
- Chromebook use is not permitted in Chapel, assemblies, etc.



- Use of external speakers is not allowed in the hallways or classrooms. During the school day, sound must be muted at all times unless permission is obtained from the teacher.
- Before or after school, headphones may be used. They are not to be used without permission in class or during passing time, break or lunch.
- Ear buds/ headphones may only be used in the classroom based upon individual teacher approval. Music/videos, must be appropriate and adhere to school policies.

### 3. **Student Activities Strictly Prohibited:**

- Use of any Messaging services-EX: MSN Messenger, iMessage, Kik, etc.
- Use of non-educational games during class time.
- Spamming, which includes sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Students are not allowed to use another student's Chromebook and may not allow any use by a non-CAI individual, including siblings that do not attend CAI.
- Photos/video may not be taken of any student/teacher without their expressed permission.

### 4. **Installing Apps**

- Students may only download approved apps through the Christian Academy App Portal. Any attempt to download unapproved apps is a violation of school policy. CAI will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the Chromebook.
- Please refer to the Christian Academy App Portal for the most up to date information on approved apps.
- In the event storage space becomes an issue on the individual Chromebooks, student music, photos, and apps will need to be deleted.
- CAI reserves the right to restrict the ability of students to download personal content and may remove apps at their discretion.

### 5. **Misuse of Chromebooks**

- If a student violates any part of the above policy, he/she may be subject to disciplinary action. If the issues continue, the student may lose Chromebook privileges for a length of time determined by the administration. The student will still be responsible for completing and turning in all required work during the time the Chromebook is confiscated.
- Excessive gaming
  - Gaming can be addictive and can severely impact behavior.
  - Signs of excessive gaming include but are not limited to playing games during class instruction, missing assignments and lower grades, negative social behavior such as apathy for relationships and education, and the replacement of other activities for gaming.
  - Students who are gaming excessively will be subject to disciplinary action.
- Other Considerations
  - If a student has below a 2.0 and has had difficulty with Chromebook management, that student's device may be restricted to pre-approved educational apps only for a time period to be determined by the administration, up to permanent restriction of personal apps.
  - Concerns about student Chromebook misuse may be identified by a teacher, counselor, or parent, and appropriate steps in addition to disciplinary action will be taken which may include:
    - A meeting with the student to discuss proper use of the Chromebook.
    - A meeting with parents to discuss continued use of the Chromebook.

## **H.6.14 Library/Media Center**

The CAI High School/Middle School Library is continuously expanding its media collection to support the changing personal and professional resource needs of a growing, culturally diverse student body. With its Chromebooks,

high-speed internet access, reference books, audio-visual materials and equipment, Inter-Library Loan, and complete automation of the circulation system, the Library/Media Center has many resources and services to offer students and staff. Destiny, the web-based library management program, is available from any internet connected computer or device at <https://ca.follettdestiny.com>. The Destiny home page contains useful educational links and access to the Inspire database with a broad range of research links across all academic areas. Library hours are from 7:45 am – 4:00 pm daily to accommodate students' needs before and after school.

The library is intended to be a learning hub with flexible classroom workspace where students and teachers can work collaboratively and independently at scheduled times. Students may not engage in conduct that disrupts or interferes with the normal operations of the Library, its staff, or its patrons. Those individuals who do may be asked to leave. No eating or drinking is allowed in the library.

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

With the exception of reference books, students may check out all other books for three weeks at a time. Fines for late books are \$.05 per school day. Students with overdue books and unpaid library fines (including lost book replacement fees) will not receive year-end report cards until all these obligations are met.

**Students must have Technology Responsible Use Agreements signed by the student and parent on file in the school office before they may use any CAI computers.**

Parent and student volunteers are welcomed and encouraged in the high school/middle school library.

### **H.6.15 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. Appropriate personal photographs, pictures, or posters hung in lockers must be attached with magnets (no tape). Stickers are not permitted. Students are not allowed to write on lockers.

*The school reserves the right to open any school locker at any time.  
Periodic locker inspections will be conducted to ensure 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 are responsible for items lost or misplaced due to leaving their locker open or unlocked. Tampering with any lock/locker, whether your own or someone else's, will result in disciplinary action.

Students should report any lock or locker malfunctions to the school office staff 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.**

Parents and students are permitted to decorate the outside of students' lockers as long as decorations are positive, in good taste, and are affixed with magnets and not tape. Decorations that are worn or in poor repair may be removed.

### **H.6.16 Lost and Found**

The main office staff will maintain a lost and found area. Articles that remain unclaimed will be donated to charity.

### **H.6.17 Messages**

If it is necessary to send a message to a student at school, call the school office giving the student's name, grade, and a concise message. The student will be given the message at the earliest convenient time. Classes will not be interrupted to deliver a message (unless it is urgent), or to have a student return a phone call to the parent. Middle school students may NOT make or receive calls on cell phones during the school day. If they need to contact parents, they may come to the receptionist desk to make a call. High school students may only use cell phones during passing periods and at lunch.

### **H.6.18 Parent Dress at School Events**

Since all adults are to be models of modesty before our students, we ask that parents please be aware of their dress when on campus. Please demonstrate modesty in all attire, such as skirt length, necklines, fit, and style.

### **H.6.19 Parties**

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

### **H.6.20 Pranks and Vandalism**

CAI 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, NOT a rite of passage, and NOT taken lightly.

### **H.6.21 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).

#### **H.6.22 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 Indiana 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 3:05 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 3:05 p.m. Additional uses may include using IDs 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 high school/middle school office.
  - b. There will be no charge for the first time an ID and lanyard are replaced. Additional IDs that need to be replaced will cost \$20. Repeated occurrences may result in disciplinary action.
  - c. Replacement lanyards will be available for \$2.
  - d. Charges for replacements will be invoiced through FACTS.
5. Consequences for not displaying/possessing School ID
  - a. 1st Violation – Logged as a written warning.
  - b. 2<sup>nd</sup> and continuing violations – one demerit

- c. Continuous violations may result in additional disciplinary action such as a conference with parents and increasing severity of consequences.
- d. Note: Refusing to provide access to your ID to a faculty or staff member on campus is considered a major violation of discipline policies and will be dealt with accordingly.

### **H.6.23 Student Parking**

All students who wish to drive on campus must fill out a registration form and pay a \$5 fee which must be turned in to the office prior to their first day of driving. A tag for the car will be provided upon submission of this form. Students are required to park in their assigned lot. Tags must be displayed on all cars while parked on the school premises.

Parking on campus is a privilege not a right, and those who fail to adhere to the policy or fail to drive appropriately may face disciplinary action and/or the forfeiture of the privilege of driving to school.

### **H.6.24 Technology Services**

Christian Academy provides technology resources (such as computers, Chromebooks, tablets, mobile devices, printers, and Internet access) to employees and students to advance the spiritual and educational mission of the schools. Before allowing access to technology resources, Christian Academy requires to read and sign the Technology Responsible Use Policy (see Appendix C) and sign the School Policy Commitment.

### **H.6.25 Telephone**

There is a phone in the office for EMERGENCY calls by students. Cell phones must not be used during the school day by middle school students or during class by high school students.

### **H.6.26 Recording While At School**

Students are not permitted to use cameras, recording devices, or cell phones to record/store/send/transmit photos, recordings, or videos of any person (student or staff member) or educational documents during school hours without the consent of the teacher in charge.

### **H.6.27 Visitors**

Visitors are required to sign in at the front office, provide a government-issued ID and wear badges while on campus. Visitors are asked to sign out and return the badge before leaving school. (See Section G.2.18)

CAI is a closed campus. The only student visitors allowed on campus are those who are considering coming to CAI and their parents have requested from an administrator for them to shadow. Friends of students are not allowed to have lunch with or bring lunch for students.

### **H.6.28 Water Bottles**

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

- The plastic bottle must contain water or flavored water only. No juice, soda, addables or energy drinks.
- The bottle must be a purchased water bottle with a screw top. These water bottles may be filled at the water fountains between classes.
- 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 may not be taken into the auditorium.
- Any classroom teacher has the right to disallow water bottles in their room. Teachers will notify students of their classroom policy.

### **H.6.29 Chewing Gum**

Students are allowed to chew gum, but it must not cause a distraction to the teachers or students and must be disposed of properly. Teachers have the right to deny use of gum in their particular classroom.

### **H.6.30 Pledges**

#### **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.

## **APPENDIX A: CHRISTIAN ACADEMY RANDOM STUDENT DRUG SCREENING POLICY**

### **I. Random Student Drug Screening Policy**

#### **A. Philosophy**

We strive to assist each student to understand that the body is the temple of God and is to be kept clean and pure, capable of responding to God's direction. *"Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God?"* 1 Cor 6:19. We are committed to assisting each student in recognizing the dangers inherent in the use of substances harmful to both physical and spiritual well-being, and in accepting responsibility to avoid the use of such substances. We want students to be able to say "no," have a reason to quit if they have already started and to provide help if a student cannot quit.

We are committed to achieving a school environment free from the use of mood-altering chemicals (drugs/alcohol) by students at school and school-related activities. Christian Academy requires complete abstinence from mood-altering chemicals not prescribed by a physician. We recognize that chemical dependency is a treatable illness. Our intention is to create an environment of concern and understanding with an emphasis on assisting the student and family in the area of concern. With the above philosophy as its basis, Christian Academy strives to partner with families to address the devastating effects of chemical abuse or dependency. The school will provide students and parents with a list of counseling and/or treatment options for those in need of help in dealing with their abuse or dependency. It is the family's responsibility to secure counseling and/or treatment.

#### **B. Random Drug Testing**

After careful consideration, Christian Academy's Board of Directors has made the decision to implement random drug testing for all High School students (9-12).

##### **Testing Procedures**

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

##### **Substances Tested**

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

**C. Consequences for Testing Positive**

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

**First Occurrence of Positive Test Results or Self Report**

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

**Second Occurrence of Positive Test Results**

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

**D. Confidentiality of Results**

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

**Additional Notes**

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



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

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

### **1) Why is this policy being implemented?**

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

### **2) Does this mean you have a drug problem in the school?**

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

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

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

### **4) What students / grades are involved?**

All students in High School.

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

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

### **6) What is the analysis process and how can I know it is reliable?**

#### **What is the Collection process?**

A small hair sample is snipped from the back of the head, just below the crown. The goal is for the hair sample taken to be undetectable by others. The amount of hair required to obtain accurate drug testing results is a thin layer of hair, as close to the scalp as possible (1.5 inches/3.9 centimeters in width and 50 milligrams in weight). If hair on the head in one location is not long enough to collect an adequate sample, hair can also be collected from several locations on the head.

African-American students (and students of African descent) will be given the option to contact a parent or legal guardian for input regarding the preferred area of the head from which a hair sample is collected.

Hair will be collected by the school nurse, and the student will sign upon completion of a drug test to verify it is their hair sample. All drug tests are performed according to the guidelines of Psychmedics Corporation, the world's largest hair testing organization based in Dallas, Texas.

**Who is performing the analysis?**

Psychmedics will process and analyze all drug tests. They have conducted hair testing since 1987 for hundreds of colleges and schools as well as companies, police departments, and other law enforcement entities.

**How can we ensure a sample is uncontaminated?**

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

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

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

**What substances are identified?**

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

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

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

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

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

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

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

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

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

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

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

**11) If suspended from activities, who will know?**

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

**12) Who else will be notified of a positive test?**

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

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

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

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

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

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

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

For current students, once they sign our commitment to school policies, they agree to abide by our life-style guidelines 24/7 on or off campus. This would include summers

between school years. Tests conducted early in the school year would be considered valid.

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

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

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

Refusal to be tested will result in dismissal.

## **APPENDIX C: TECHNOLOGY**

[Christian Academy Technology Responsible Use Policy](#)

[Christian Academy One to One](#) (Including insurance information)

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## 2024-2025 School Policy Commitment

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

Grade \_\_\_\_\_

### Commitment to School Policies 2024-2025

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 \_\_\_\_\_