



**Christian Academy**

**OF LOUISVILLE**

**English Station**

**Elementary School**

**FAMILY HANDBOOK**

2024-2025

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

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

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

# Section I

## General Information For All Christian Academy School System Families

Policies and Procedures

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.

<b>Christian Academy of Louisville</b> – English Station Campus 700 South English Station Road Louisville, Kentucky 40245 (502) 244-3225	<i>Grades K-12 and Preschool and Providence School Enrollment: 1905</i>
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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. Junior 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: All programs are closed when the rest of the school is closed.

##### Delayed Schedule:

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

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

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

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

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

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

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

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

# English Station Elementary School

## Policies and Procedures

2024-2025

## Section II

### Elementary Schools Policies

#### E.1.0 ACADEMIC POLICIES

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

Colossians 1:9-10 NIV

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#### E.1.1 Grade Reporting Schedule and Grading Scale

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

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

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

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

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

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

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

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

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

- Library – No grades are assigned in Library.
- STEAM – STEAM is an approach to learning that uses Science, Technology, Engineering, Art and Math to develop students as thinkers, communicators and builders. Using the scientific method, the engineering design process and creative processes, students are challenged each week with a problem to solve, a project to build or conduct a hands-on experiment.
- Spanish – Spanish grades are based on vocabulary use, grammar, some cultural knowledge, and participation. Grades are based primarily on class assignments.

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

Elementary grades will be rounded to the nearest whole number.

### E.1.2 Homework

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

5. Homework will be graded, corrected and recorded for a grade in Work and Study Habits. Homework should be an individual task, not one of sharing, unless specified by the teacher.

### **Late Work Policy**

#### 1<sup>st</sup> – 2<sup>nd</sup> Grades

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

#### 3<sup>rd</sup> – 5<sup>th</sup> Grades

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

### **E.1.3 Academic Integrity**

#### **Artificial Intelligence (AI)**

Teachers have autonomy in their classrooms to incorporate or limit the use of AI to suit students' learning needs. 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 in your writing without proper acknowledgment or documentation. Plagiarism is cheating. Discipline procedures for plagiarism include but are not limited to an office referral or zero on the assignment. Students will be expected to complete the assignment in their own words.

#### **How to Avoid Plagiarism**

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

### **E.1.4 Cheating**

Discipline procedures for a student who is found to be cheating will be, but are not limited to, office referral, zero on the assignment for both parties involved, parent conference, and suspension. Repeat offenders can expect increasingly severe consequences.

### **E.1.5 Retention**

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

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

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

### **E.1.6 Benchmark Assessments**

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

### **E.1.7 Academic Support**

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

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

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

### **E.1.8 Response to Intervention**

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

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



services have been through the Psycho-Educational Testing process. Services are provided in small groups or 1:1 depending on the student's need. (An additional cost is involved with this service).

### **E.1.9 Tier 3 Services**

- **Discovery**

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

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

- **Search and Teach**

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

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

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

- **Speech Therapy/ Occupational Therapy**

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

## E.2.0 ATTENDANCE, ARRIVAL AND DISMISSAL

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

Colossians 3:23-24 NIV

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### E.2.1 Arrival and Dismissal

School hours for English Station Elementary School are 7:50 a.m. – 2:50 p.m.

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

#### **Bus Transportation**

Christian Academy offers limited bus services to several neighborhoods in our community at an additional cost. Bus schedules and pricing can be viewed on the website at [www.caschools.us](http://www.caschools.us). Registration can be completed in FACTS Family Portal. Bus ID tags provided by the school office should be **visibly** attached to a purse or backpack.

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

Buses will depart English Station campus at 3:15 each afternoon. Parents must be at their child's bus stop at the scheduled bus arrival time. If a parent is not at the bus stop at the scheduled time, the bus driver will:

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

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

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

#### **Bus Rules**

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

Our 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 the transportation companies. Read the Miller Transportation bus rules [here](#). Please ensure bus ID tags are **visibly** attached to a purse or backpack.

#### **ARRIVAL**

Christian Academy will accept responsibility for elementary students arriving as **early as 7:15 a.m. No students may be dropped off prior to 7:15 a.m.**

**CARPOOL:** Carpool maps and procedures will be communicated prior to the start of school and posted on the school website.

**For safety reasons, elementary students should never be dropped off in the front parking lot or front circle drive.**

**BUS RIDERS:** Elementary students **arriving by bus** will be dropped off at the elementary circle and will enter the building through doors #4/5.

**WALKERS:** Elementary students that walk to and/or from school must submit a permission form (available from the elementary office) to the elementary office prior to the first day of school stating that the parent is aware of and gives permission for the student to walk to/from school. Students walking to school are to cross all roads at designated areas. After leaving the crossing guard at the corner of English Station Way and English Station Road, students should proceed on the sidewalk to the crosswalk leading from the visitors lot and enter the building through door #1 (main entrance).

All students must be in their seats ready for class to begin at 7:50 a.m. **Students should, therefore, arrive no later than 7:40 a.m.** to eliminate the possibility of being tardy.

**Students who are not in their seats by 7:50 a.m. will be considered tardy.** Tardy slips must be obtained from the elementary office before the child will be admitted to class. Excessive tardies may result in grades being lowered for Work and Study Habits, which in turn will affect eligibility for the Honor Roll (also refer to E.2.6 Late Arrival to School). Parents should not walk their child to the classroom. This could cause a disruption to the start of the instructional day.

**DISMISSAL**

Elementary school begins dismissal at 2:50 p.m. All students must be picked up by the times designated on the carpool map.

**CARPOOL:** Carpool maps and procedures will be communicated prior to the start of school and posted on the school website.

**Official carpool numbers must be visible to the staff traffic director in order to proceed to the pick-up area.** Cars without numbers or with previous year's numbers will be directed to visitor parking, and parents will then have to enter the school through the main entrance to sign out their child. For the security of our children, there will be no exceptions to this rule.

Elementary students riding with a Christian Academy high school driver must submit a parent-signed letter of permission to the elementary office prior to the first day of school, stating the name of the driver. The high school driver may pick up the elementary child at the elementary office. The high school student will sign the elementary student out with his/her name and carpool number.

Students who have not been picked up by the designated time will be sent to After-School Care. The appropriate charges will be billed. (see Section E.2.3 After-School Care Program)

**BUS RIDERS:** Students riding the bus are to exit through doors #14 (by the elementary gym) and proceed to the buses.

**WALKERS:** Elementary students that walk home from school must submit a parent-signed permission form (available in the elementary office) to the elementary office prior to the first day of school stating that the parent is aware of and gives permission for the student to walk home from school. Students walking home from school are to cross all roads at designated areas. Students walking home are to exit through doors #3/2 (elementary side of the building) and proceed to the crosswalk leading to the visitors lot. Students should continue down the sidewalk that runs along the tennis courts and proceed to the crossing guard at the corner of English Station Way and English Station Road.

### **Pick up from After-School Care:**

- Parents should pick up students from After-School Care at the Elementary office. The checkout procedure will be communicated at the beginning of the school year.
- All students must be picked up by 6:00 p.m. Late fees will apply for students picked up after 6:00 p.m.

### **E.2.2 Attendance Policies**

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

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

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

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

4. A student must be present 3 ½ hours of the school day in order to be considered present for the day. Students who leave the classroom before the completion of 3 ½ hours of the school day will be considered absent. Students arriving after 11:20 a.m. are considered absent for the day, and students leaving prior to 11:20 a.m. are also considered absent for the day. If a student is absent he/she may not participate in any afterschool activity.
5. Prescheduled Absences (including Family Vacations)

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

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

## PARENT RESPONSIBILITIES

1. Encourage prompt and regular attendance. Please schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.
2. When your student is absent, contact the office by emailing [elreception@caschools.us](mailto:elreception@caschools.us) or calling (502) 244-3225 and asking for the elementary office before **8:30 a.m.** to notify the school of your student's absence that day, the reason for the absence, and the anticipated length of the absence.
3. Request a list of homework assignments on days when it is necessary for your student to be absent from school by calling the office before 9:00 the morning of the absence. **Requests made after 9:00 a.m. cannot be guaranteed.**
4. Students absent due to illness will have the number of days absent plus one to hand in make-up work. Regularly scheduled tests such as spelling, vocabulary, or a test that had been announced prior to the absence, will be given on the day of return to school. **WORK WILL NOT BE FAXED OR SCANNED.**

## EXTENDED ILLNESS

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

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

### **E.2.3 After-School Care Program**

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

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

## E.2.4 Changes in Dismissal

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

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

**If student is riding a bus but is not a usual bus rider, the following must be supplied:**

- Bus Consent Form: This form is available in FACTS Family Portal through your parent account. You may register at the beginning of the year so that it is on file just in case your child needs to ride the bus. Otherwise, you will need to register before your student rides the bus for the first time. Registration is valid for one school year.
- Written Note: Note should state the bus number if known, along with the name of the student that your child will be riding home with. This must be provided no later than the morning of the day of the bus ride.
- Bus Pass: Passes cost \$7.00 and may be purchased in advance from the business office, or on the day the student rides the bus.

## E.2.5 Early Dismissal

Students who must leave school early for a doctor's appointment or some other emergency are to present a note/email from their parents to their classroom teacher and the school office ([elreception@caschools.us](mailto:elreception@caschools.us)). The note is to include the student's full name, date, time of departure, estimated time of return (if returning that day), reason for leaving early and a parent's signature. Once a parent arrives at the office, the student will be called down for sign out. **Students should never be picked up at the classroom. Prior notification is required for early dismissal for medical appointments.**

Students who need to be picked up early in the afternoon **must be picked up before 2:15**. After 2:15, students may only be picked up in car pool.

The Elementary office staff should be notified of any changes in carpool prior to 1:00 p.m.

Early dismissals interfere with the continuity of learning and disrupt the class at a time when the teacher needs the student's full attention. Parents are, therefore, strongly encouraged to avoid early departure.

### Consequences for Early Dismissals

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

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

## E.2.6 Late Arrival to School

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

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

A good rule of thumb is to plan to be at school by 7:40 a.m. This plan provides a cushion of several minutes to deal with unavoidable delays encountered en route.

Elementary students should never be dropped off outside of the school building or brought to the classroom door if arriving late. **Any student arriving after the 7:50 a.m. bell at English Station must report to the elementary office with a parent or an adult to sign in and receive an admittance slip.** The parent/adult will need to park and enter through the main entrance before proceeding to the Elementary office to check the student into school. The reason for the late arrival will be recorded.

It is imperative that students be in their seats, ready for class to begin at 7:50 a.m. No student will be admitted to class without an admission slip if he/she has arrived after the 7:50 a.m. bell.

### **Consequences for Tardies**

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

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

### **E.2.7 Illness During the Day**

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

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

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

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

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

To administer prescription medication, a Medication Administration Release Form (available on the school website) must be completed, signed by a parent, and brought in with the medicine. All prescription medications must be in the original container with the physician's name, prescription and dosage instructions label intact. Parents are responsible for providing all information needed for proper administration of medications. Christian Academy will

not administer medications past their expiration date. Medication improperly labeled will not be administered. In addition, a new form must be completed if there are any changes to the original instructions.

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



## **E.3.0 BIBLE**

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

Colossians 2:2-3 NIV

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### **E.3.1 Bible Class**

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

### **E.3.2 Chapel Program**

All elementary students attend a weekly Chapel program. Chapel is a time of worship through music and Christian speakers that have been invited to speak at Christian Academy. Students participate in each program through drama, music, or sharing of their testimony. Elementary chapels are held on Tuesday mornings.

## E.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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### E.4.1 Behavior Guidelines

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

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

The majority of classroom discipline is handled by the teacher. However, a teacher may find it necessary to send a student to the administration for one or more of the following actions:

- Discussion of problem
- Development of behavior contracts
- Discuss the Heart Framework (see below)
- Supervised detention
- Conference with teacher and parents
- In-school suspension
- Out-of-school suspension

A partnership of mutual trust and respect between parents, teachers and administration is vital. This partnership involves clear and timely communication by both teachers and parents. Parents are encouraged to contact teachers with any questions or concerns following the Matthew 18 Principle (see Section E.5.15). Typically situations are resolved by a call, conference or email. In the event inappropriate behavior continues, the administration will be consulted to determine a suitable course of action. Persistent unacceptable behavior may result in the student being placed on Disciplinary Probation with the possibility of expulsion from school.

### 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.

## **E.4.2 Classroom Standards**

Each teacher will establish the expectations for classroom procedures and student behavior. The classroom teacher will clearly communicate these expectations with students and parents. Students will be graded in the areas of Conduct and Work and Study Habits.

### **General Guidelines:**

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

## **E.4.3 Failure to Respect the Diverse Christian Academy Community**

All forms of racism, bigotry, and prejudice are major violations of the discipline code at Christian Academy schools. (See section G.1.4 Statement on Unity and Diversity)

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

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

## **E.4.4 Discipline Policies**

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

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

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

## **E.4.5 Positive Student Relationships / No Bullying Allowed**

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

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

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

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

The consequences for bullying behavior may include:

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

#### **E.4.6 Sexting**

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

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

#### **E.4.7 Social Media**

Social media reaches far beyond the school community; therefore, students must use social sites responsibly and be accountable for their actions. Students must understand that anything posted online is a reflection on not only themselves, but also Christian Academy, and ultimately Christ. The increased use of digital platforms has opened up positive opportunities for connection and collaboration, and it is important to help students see that digital citizenship is not anonymous. Our actions and behaviors are visible to God and others. Below are specific guidelines regarding student use of social media:

- In the online environment, students must follow Christian Academy behavior guidelines and conduct themselves online as in school.
- Use of Christian Academy logos or images on your personal social networking sites is prohibited.
- Christian Academy reserves the right to request school-related images or content posted without permission to be removed from the Internet.
- Cyberbullying is considered an act of harassment. Please reference E.4.5 Positive Student Relationships/No Bullying Allowed for more information.
- If a student sees anything of concern on a fellow Christian Academy student's social networking page or account, they should immediately contact a school counselor or principal.
- Similar to comments made in person, Christian Academy will not tolerate disrespectful comments and behavior online, such as:
  - Derogatory language (including any type of racial slur) or remarks that may harm students, faculty, or staff of Christian Academy.
  - Derogatory language (including any type of racial slur) or remarks that may harm representatives of other schools, including comments that may disrespect opponents in athletic competitions.
  - Incriminating photos or statements depicting violence; hazing; sexual harassment; racism; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.

- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported school violation—regardless if the violation was unintentional or intentional.

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

#### **E.4.8 Christian Academy Uniform Policy**

##### **Purpose**

The Christian Academy uniform policy is intended to build consistency across our schools, provide enhanced security, and support student success by limiting distractions. The uniform is our first impression to others and should reflect the respect and honor of being part of the Christian Academy family. In partnership with parents, Christian Academy establishes these standards to ensure students understand their responsibilities and encourage respect for guidelines.

##### **General Guidelines**

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

##### **Polo Shirts**

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

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

##### **Pants & Shorts**

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

##### **Skirts**

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

##### **Dresses **\*\*Elementary Only\*\*****

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

##### **Sweaters, Sweatshirts, Vests, ¼ Zips**

- Students may wear a navy Christian Academy logoed sweater, vest or cardigan with no other branding.

- Students may wear a Christian Academy logoed sweatshirt (crewneck or hoodie) or ¼ zip purchased through the school store or with a Christian Academy spirit pack. (athletics, band, choir, class, etc.)
- Sweatshirts and ¼ zips must be in school colors (blue/red-KY) or (blue/gold-IN) or neutral (grey, white, black)

### **Chapel**

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

### **Other Requirements**

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

### **Special Events, Programs, Jeans Days, Spirit Days**

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

### **CAL Elementary Spirit Day dress down guidelines:**

- CAL shirt, CAL t-shirt, CAL sweatshirt, CAL uniform polo (only) with uniform bottoms.
- Jeans day – jeans with appropriate fit and in good condition. No jeggings.

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

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

**Uniform clothing may be purchased from:**

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

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

**Lands' End**

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

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

**E.4.9 Dress Code Non-Compliance**

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

## E.5.0 ADDITIONAL INFORMATION FOR ELEMENTARY STUDENTS

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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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### E.5.1 Cafeteria

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

Available choices: A menu explaining the choices of each day is posted on the website monthly. Students may choose a variety of entrees each day. They may purchase extra à la carte items at an additional cost. Milk and water are available to purchase for those wishing to bring a lunch from home. For safety reasons, elementary students are not allowed to use the microwave ovens.

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

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

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

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

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

Parent Notification of Fund Balance: Please sign up for My Payments Plus to receive notification of low funds. If parents have any questions about their child's account or need help signing up for My Payments Plus, they are encouraged to contact the Cafeteria Manager. Notices of negative balances are emailed each week to the primary email on the account.

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



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

### **E.5.2 Conferences**

Conference time is built into our school calendar. This is an opportunity for our teachers to keep parents informed of their child's progress. Conference attendance is expected. Parents or teachers may request to schedule a conference at other times throughout the year.

### **E.5.3 Electronic devices: Cell phones, Readers, iPads, Smart Watch, etc.**

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

### **E.5.4 Emergency Procedures**

Emergency Alert System: Closures due to weather or other emergency situations will be broadcast through the Christian Academy Emergency Alert System. Parents are asked to keep their email address and cell/home phone numbers current in FACTS Family Portal to receive emergency alert information. (Also see G.2.4 Inclement Weather)

Personal: Every student is to have emergency information on file at Christian Academy, making it possible for the school to contact someone in the family or other designated adult at all times. Parents are responsible for making updates in FACTS Family Portal throughout the year if there are any changes.

Fire/Tornado/Disaster/Intruder Drills: Classroom teachers will be sure all students know and understand the procedures for all drills. Procedures are posted in each classroom and drills are conducted on a regular schedule.

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

### **E.5.5 Field Trips**

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

Please note these guidelines pertaining to field trips:

- All students are required to ride the bus to and from the destination. Parents who wish to have their student leave with them after the trip should notify the teacher in writing prior to the field trip. Chaperones may ride the bus if there is room.
- Classroom behavior is expected of all students.
- Students will wear their monogrammed shirt and uniform pants, shorts, or skirts on field trips unless advised otherwise by the supervising teacher, coach, or administrator.
- Written parental permission must be received for each trip in order for students to participate. No student is allowed on an off-campus trip without specific written parental permission on the form distributed by the school.
- All field trip participants are expected to listen quietly to tour guides and instructions.
- An adult must supervise all restroom usage.

Chaperones:

- Teachers are at liberty to decide the number of chaperones that will be needed on each trip. Parents should not presume they may just show up to go on a field trip.

- Chaperones are needed to provide a valuable service by supervising a group of students under the direction of the teacher.
- Siblings may **not** attend field trips.
- Parents are expected to adhere to school dress code policies on school trips. (*see section E.5.11*)
- Different chaperones will be designated for different field trips so that every parent who wishes can have that privilege.
- Parents may not make purchases for their child or other students unless it is a prearranged purchase associated with the field trip.

### **E.5.6 Expectations for Student Athletes**

Representing CAL in athletic competitions is a privilege and honor. Elementary student-athletes must maintain a minimum grade requirement to represent the school in athletic competition. The Elementary Administration will monitor academic eligibility and check each week to ensure student athletes are maintaining academic expectations. This policy applies to the following sports/grades: Football (1<sup>st</sup>-5<sup>th</sup>), Basketball (4<sup>th</sup>-5<sup>th</sup>), Field Hockey (4<sup>th</sup>-5<sup>th</sup>), Lacrosse (5<sup>th</sup>), Soccer (5<sup>th</sup>), Cross Country (5<sup>th</sup>), and Tennis (5<sup>th</sup>).

***Student-athletes must maintain a minimum standard of not having a cumulative failing ("F's") grade in any subject area.***

Further, weekly behavior reports will also be generated to determine athletic eligibility and will include all sports/grades listed above.

***Student-athletes must not have received any serious (e.g., disrespect, fighting, bullying, vandalism, etc.) discipline infractions as determined by the school principal.***

Any student not fulfilling either the academic **and/or** behavioral requirement will forfeit the privilege of representing the school and will be INELIGIBLE for ONE WEEK, extending from Monday (12:01 am) to Monday (12:01 am). With permission from the school principal, ineligible students may attend practices and home games as spectators only. Student-athletes may not attend away games during the suspension to allow for additional reflection and study time.

Note: The principal will communicate about ineligibility status and contact the student-athlete, parents, and athletic director. The athletic director will communicate with the coaches.

### **E.5.7 Flyer Distribution**

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

### **E.5.8 Intramural Sports**

The athletic program of Christian Academy is an integral and vital part of the total school education program. We offer a variety of elementary intramural sports during the school year. Basketball, cross country, cheerleading, soccer, volleyball, track and field hockey are the current sports offered. Games, meets, and practices are held at different locations depending on the sport. Offerings of each sport will depend on the student's grade and the number of participants who register. Details and registration fee information will be available in emails and on the school website [www.caschools.us](http://www.caschools.us).

### **E.5.9 Library/Media Center**

The Christian Academy Elementary Library is an active place, where each classroom is scheduled once a week to check out books, have story time, or work on special projects, including Maker Space learning. The library meets

the needs of students for book reports and research projects, as well as for recreational reading. **Parents must accompany students to the library after regular school hours.**

The elementary library has Chromebooks, a Maker Space area, and a completely automated circulation system. Several special events are held each year including a Summer Reading Celebration in late August, Book Fairs in the Fall and Spring, and a Birthday Club Party in May.

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

All campuses use the web-based *Destiny* as their library management system. This system allows students to access CAL's library resources from their home computers as well as when they are at CAL. The web address is <https://ca.follettdestiny.com>. After accessing this web address, select your specific school and click on the Catalog tab, which gives you access to information about that library's books. You may also select the WebPath Express tab to access research-worthy websites.

WebPath is a safer and faster way to access previewed, educational, and age-appropriate websites than using Google. Additionally available on your school Destiny homepage is access Louisville Free Public Library, tumble books, Kentucky Virtual Library (KYVL), and Searchasauras (Elementary level EBSCO databases). When **off-campus only**, you will need to use the username = **caschools.us** and password = **arcadia.25** for database access.

Parent volunteers are used extensively in the elementary library for daily classes and for special projects.

### **E.5.10 Messages**

Please do not request that a message be delivered to your student unless it is an extreme emergency. In the case of an emergency, call the school office giving the student's name, grade, and a concise message. The student will be given the message at the earliest convenient time. If you must call the school with a message, please call the office by 1:00 p.m.

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

### **E.5.11 Parent Involvement**

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

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

### **E.5.12 Parties and Party Invitations**

Each class is allowed two in-school parties per year—Christmas and Valentine's Day. These are planned by homeroom parents in cooperation with the classroom teacher. All elementary parents are invited to attend

Christmas parties. Due to limited parking, only homeroom parents may attend Valentine's Day parties. The school has a policy of avoiding any decorations, snacks, customs, or events related to Halloween.

**Birthdays:** In-school celebrations will be held during lunch or snack time. The birthday person is encouraged to bring individually wrapped treats to share with classmates. **Please do not send cakes.** Please contact your child's teacher ahead of time to find out about any student food allergies or needs.

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

### **E.5.13 Pets on Campus**

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

### **E.5.14 Pledges**

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

#### **AMERICAN FLAG**

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

#### **CHRISTIAN FLAG**

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

#### **BIBLE**

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

### **E.5.15 Problem Resolution**

Christian Academy encourages families to create a partnership with teachers and school staff focused on the development of their child. Open and frequent communication between teachers and parents benefits the students. Parents are asked to communicate directly with their child's teacher about any questions or concerns regarding their child's performance, school programs, class activities, etc. The Christian Academy staff is committed to assist parents in answering their questions or resolving their concerns.

If parents have difficulty in reaching resolution of an issue with their child's teacher/person of concern or if they reach an impasse over an issue, it is recommended that they use the following guidelines to seek further resolve. These guidelines are based on biblical principles for conflict resolution found in **MATTHEW 18:15-17**. It is the hope of Christian Academy that everyone works well together, communicates honestly with each other and maintains a mutual respect that will allow everyone to be examples of integrity.

If parents are concerned about a specific issue and they believe it needs to be resolved, they may use the following guidelines.

1. Notify the teacher and/or person of concern and meet to try to resolve the issue.
2. If after repeated meetings between these parties, the issue is not resolved, the parents may request a meeting with both the teacher and principal to discuss the issue. At this level the parents' concerns should be documented, with a clear explanation of the problem and the recommended resolution and submitted in advance to the principal.
3. If after this meeting the issue is still not resolved, the parents may request a joint meeting with the teacher, principal and/or Superintendent.
4. If the parents can show that the school staff has violated a biblical principle or established policy, or failed to follow established procedures in managing this matter, they may appeal to the Board of Directors in writing.

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

#### **E.5.16 Technology Services**

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

#### **E.5.17 Textbooks**

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

## **APPENDIX A: TECHNOLOGY**

[Christian Academy Technology Responsible Use Policy](#)

[Christian Academy One to One](#)

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## 2024-2025 School Policy Commitment

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

Teacher \_\_\_\_\_ 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 \_\_\_\_\_