

CHRISTIAN ACADEMY SCHOOL SYSTEM

# FAMILY HANDBOOK



## CHRISTIAN ACADEMY OF INDIANA Elementary School

2011-2012

1000 Academy Drive  
New Albany, Indiana 47150  
(812) 944 - 6200

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

TABLE OF CONTENTS

SECTION I

**General Information  
For All Christian Academy  
School System Families**

**G.1.0 INTRODUCTION..... 6**

G.1.1 ABOUT CHRISTIAN ACADEMY SCHOOL SYSTEM .....6

G.1.2 CHRISTIAN ACADEMY SCHOOL SYSTEM DIRECTORY.....7

G.1.3 STATEMENT OF FAITH .....8

G.1.4 MISSION STATEMENT, VISION, CORE VALUES.....8

G.1.5 PHILOSOPHY AND GOALS OF CHRISTIAN ACADEMY SCHOOL SYSTEM.....9

G.1.6 ACCREDITATION .....11

G.1.7 BOARD OF DIRECTORS .....12

**G.2.0 GENERAL POLICIES AND PROCEDURES ..... 13**

G.2.1 ADMISSION .....13

G.2.2 FUND RAISING/MARKETING/PUBLICITY .....13

G.2.3 INCLEMENT WEATHER/SCHOOL CLOSING .....13

G.2.4 MISCELLANEOUS EXPENSES/FEES .....14

G.2.5 PARENT-TEACHER GROUPS.....15

G.2.6 RESPONSIBILITY FOR DEBTS .....15

G.2.7 SAFE SCHOOL COMMITMENT .....15

G.2.8 SCHOOL FACILITIES NOTICES.....15

G.2.9 SECURITY .....16

G.2.10 TRAFFIC SAFETY .....16

G.2.11 TUITION ASSISTANCE.....16

G.2.12 TUITION POLICY .....16

G.2.13 VISITORS.....17

G.2.14 WEBSITE .....17

TABLE OF CONTENTS

SECTION II

**Christian Academy of Indiana Elementary School**

**E.1.0 ACADEMIC POLICIES ..... 19**

- E.1.1 GRADE REPORTING ..... 19
- E.1.2 HOMEWORK ..... 19
- E.1.3 PLAGIARISM ..... 20
- E.1.4 CHEATING ..... 21
- E.1.5 RETENTION ..... 21
- E.1.6 STANDARDIZED TESTING ..... 21

**E.2.0 ATTENDANCE POLICIES ..... 22**

- E.2.1 ATTENDANCE POLICY ..... 22
- E.2.2 DROP-OFF / PICK-UP ..... 23
- E.2.3 ILLNESS DURING THE DAY ..... 24
- E.2.4 LATE ARRIVAL TO SCHOOL ..... 24
- E.2.5 EARLY DISMISSAL ..... 24
- E.2.6 BEFORE / AFTER CARE PROGRAM ..... 25

**E.3.0 BIBLE ..... 26**

- E.3.1 BIBLE CLASS ..... 26
- E.3.2 CHAPEL PROGRAM ..... 26

**E.4.0 CONDUCT ..... 27**

- E.4.1 BEHAVIOR GUIDELINES ..... 27
- E.4.2 CLASSROOM STANDARDS ..... 27
- E.4.3 DISCIPLINE POLICIES ..... 27
- E.4.4 POSITIVE STUDENT RELATIONSHIPS / NO BULLYING ALLOWED ..... 28
- E.4.5 SEXTING ..... 28
- E.4.6 BUS CONDUCT ..... 28
- E.4.7 DRESS CODE GUIDELINES ..... 28

**E.5.0 ADDITIONAL INFORMATION FOR ELEMENTARY STUDENTS ..... 31**

- E.5.1 ABUSE: REPORTING AND INVESTIGATING SUSPECTED CHILD ABUSE ..... 31
- E.5.2 CONFERENCES ..... 31
- E.5.3 EMERGENCY PROCEDURES ..... 31
- E.5.4 FIELD TRIPS ..... 31
- E.5.5 HEALTH SCREENING ..... 32
- E.5.6 LIBRARY ..... 32
- E.5.7 LUNCH PROGRAM ..... 32
- E.5.8 MESSAGES FOR STUDENTS ..... 32
- E.5.9 PARENT INVOLVEMENT ..... 33
- E.5.10 PARTIES AND PARTY INVITATIONS ..... 33
- E.5.11 PLEDGES ..... 33
- E.5.12 PROBLEM RESOLUTION ..... 34
- E.5.13 SPECIAL/AUXILIARY CLASSES ..... 34
- E.5.14 SPORTS ..... 34
- E.5.15 TECHNOLOGY SERVICES ..... 35
- E.5.16 CELL PHONES/ELECTRONIC DEVICES/CD PLAYERS/IPODS ..... 35

**INDEX..... 36**

***NOTE:*** Policies and procedures remain under revision. Christian Academy School System reserves the right make necessary changes and adjustments in policies and procedures throughout the school year.

Section I

General Information  
For All Christian Academy  
School System Families

Policies and Procedures

2011-2012

## 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. To assure that Christian Academy schools achieve and maintain the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its students and families under changing conditions, Christian Academy schools reserve the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

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

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

### G.1.1 About Christian Academy School System

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

Continued growth led to the building of the facility on English Station Road, which opened in the fall of 1998. Currently more than 1600 students in kindergarten through twelfth grade attend the English Station Campus while an additional 200 students attend kindergarten through fifth grade at the original Rock Creek Campus. With the opening of the second campus, the vision for a Christian Academy School System (CASS) started to become a reality. The leadership of the school continued to pray for wisdom as they learned how to operate a school system without compromising core values.

Preschool also became an important part of the Christian Academy educational experience. The first Christian Academy Junior Academy was opened in 1998 at the Rock Creek Campus. Junior Academies have been established on all campuses and now serve 250 little ones.

As the English Station and Rock Creek campuses grew, members of the Southwest Louisville Christian community approached Christian Academy leadership requesting the opportunity for families to provide Bible-based education for their children. As a result, the CAL-Southwest Campus opened for the 2000-2001 school year. Approximately 170 students are served in kindergarten through eighth grades on its campus located on St. Andrews Church Road.

The Christian Academy School System crossed the river to Southern Indiana in 2000 when Northside Christian Academy in New Albany joined the Christian Academy family of schools. A few years later, in time for the 2003-04 school year, Graceland Christian School, also in New Albany, joined the Christian Academy system. With the addition of Graceland, Christian Academy established a division for these schools under the name of Christian Academy of Indiana (CAI).

CAI inherited a rich history of Christian school education when the two Indiana schools merged. Prior to joining the Christian Academy School System, Northside had been in existence for six years. Northside Christian Academy was started in 1994 by Northside Christian Church. Graceland Christian School was founded in 1969 by Graceland Baptist Church. Although both schools were originally established as educational extensions of their founding churches, the combined CAI student body represents families from more than 80 area churches.

By God's blessing, increased enrollment created the need for additional space and a desire to expand the Christian school community in Southern Indiana. Therefore, Christian Academy of Indiana moved into a new facility in New Albany, Indiana for the 2005-06 school year. Enrollment is about 610 students in preschool through 12<sup>th</sup> grade.

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 30 years. At the core of the Christian Academy schools is a commitment to traditional education in a Christ-centered environment. Significant effort is directed toward reading and writing competency, math proficiency, and other areas of scholastic achievement in the context of biblical worldview. A full complement and variety of extracurricular and athletic activities are also offered.

### **G.1.2 Christian Academy School System Directory**

The Christian Academy School System is a family of Christian schools that share a philosophy, mission, and commitment to providing quality Christian education in a Christ-centered environment. Each school reflects the needs and desires of the Christian community it serves.

The Christian Academy School System campuses are listed below.

Christian Academy of Louisville  
**English Station Campus**  
700 South English Station Road  
Louisville, Kentucky 40245  
(502) 244-3225

*Grades K-12 and Preschool*

Christian Academy of Louisville  
**Rock Creek Campus**  
3110 Rock Creek Drive  
Louisville, Kentucky 40207  
(502) 897-3372

*Grades K-5 and Preschool*

Christian Academy of Louisville  
**CAL—Southwest Campus**  
8307 St. Andrews Church Road  
Louisville, Kentucky 40216  
(502) 447-6500

*Grades K-8 and Preschool*

**Christian Academy of Indiana**  
1000 Academy Drive  
New Albany, Indiana 47150  
(812) 944-6200

*Grades K-12 and Preschool*

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

We believe that the Bible is the only inspired, inerrant Word of God.

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ is God Himself, came to earth in the flesh, was born of a virgin, and lived a sinless life. He died a substitutionary and atoning death on the cross. He arose bodily from the grave and ascended into heaven where He sits at the right hand of God.

We believe man was created in God's image and being descended from Adam inherited a sinful nature and is totally unable to save himself from the natural consequences of sin.

We believe men and women are saved and justified by faith in the shed blood of Jesus Christ and by accepting Him as Lord and Savior are born again by the Holy Spirit and become children of God. There is a spiritual unity of all believers in our Lord Jesus Christ.

### **G.1.4 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, in stature, and in favor with God and men.

#### **Vision**

The vision of Christian Academy is to serve God through *Innovation, Influence, and Independence*. We are committed to *Innovation* in our offering of excellent educational opportunities, *Influence* through our spiritual distinctiveness and outreach, and *Independence* by virtue of our uncompromising stewardship. By the grace of God we can foresee the following snapshots of what the Christian Academy and the private Christian education landscape of our metro area will look like during the next 1-3-5-10 years.

#### **Purpose:**

- An uncompromising commitment to Christian education founded on God's truth.
- A dynamic learning community bridging the home, church, and school toward life changing education with a higher purpose.
- Unique campuses that uphold system standards while being self-sustaining and debt free.

#### **Programs:**

- Research-based educational programs, utilizing state of the art technology in a traditional classroom setting.
- Innovative programs such as a Christian Center for the Arts and family education that serve the Christian community.
- An Advancement Office that raises awareness and resources within the Christian Academy family and the philanthropic community to support annual, capital, and endowment funding needs.

#### **People:**

- A diverse school community of families, school personnel, and board members that reflects the kingdom of God in Greater Louisville and Southern Indiana.
- An endowed financial aid program that will enable Christian families from all socioeconomic backgrounds the opportunity to choose Christian education.
- Graduates whose Christian Academy experience compels them toward life-long service at home, in the community, and around the world.
- Dedicated alumni who remain engaged with Christian Academy for life.

- Dynamic professional Christian educators with a collaborative voice in decision making, provided with a generous salary and benefits package.

### **Core Values**

- C**hrist-centered – We proclaim the Lordship of Jesus Christ in all of life. Christ alone through His sacrifice, death, and resurrection is the source of our salvation and the foundation of our Christian faith. He is the way, truth, love, and life.
- H**onor – We participate with all people as partners in God’s command to glorify Him by being faithful stewards of the time, talent, and treasure He has given us. In all relationships we seek to give honor where honor is due.
- R**espect – We love our neighbors as ourselves. In humility and gratitude we celebrate and care for people from all countries and cultures, all races and ethnicities, sharing with them the Gospel of Jesus Christ and the blessings of a Christian way of life.
- I**ntegrity – We recognize that excellence, honesty, purity, loveliness, wholeness, every good and noble thing comes from God and is our reasonable service unto Him. In every thought and action we strive to be testimonies of the character and peace of God.
- S**ervice – We serve God by serving others, applying our divinely-given individual giftedness in a manner that cares for our families through respectable enterprise and blesses both the church and the world. Our works of service are an expression of our faith.
- T**ruth – We affirm the Bible as God’s infallible, trustworthy Word, which provides us with the principles and values we need for life and godliness. Because God is and has revealed Himself, we acknowledge the existence of absolute truth that forms a meaningful basis for education, morality, and life.

### **G.1.5 Philosophy and Goals of Christian Academy School System**

The educational philosophy of the Christian Academy School System is based on a Biblical view of God, man, truth, and education. Since God created and maintains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is especially true of man who was created in God’s image, different in kind from all other creation, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, however, he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord and thus be enabled to do God’s will, which is the ultimate purpose in life.

The entire process of education is seen as a means used by God to bring the student into fellowship with Himself, to develop a Christian mind in him and to train him in Godly living so that he can fulfill God’s total purpose for his life. He must be taught the Bible so he may understand God as well as his own nature and role as a person created in God’s image. He must be developed and related to God as a whole person, spiritually, mentally, physically and socially. He must learn to see all truth as God’s truth and to integrate it with his own unique abilities and personality. He must interact with and be taught by parent and teacher models who are themselves born again and have this perspective of life.

The authority for such an education comes both from God’s command that the children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents’ request the Christian school, along with the church, becomes a partner in giving this education.

**The purpose of Christian Academy is to provide a Biblically-integrated instructional program in a disciplined environment that encourages spiritual commitment and academic excellence.**

We believe, therefore, it is the responsibility of the school to be dedicated to:

1. Leading each student to a vital, personal relationship with God through faith in Jesus Christ;
2. Assisting each student in the development of a Christian mind and a Christian lifestyle;
3. Promoting a Biblical integration of faith and learning;
4. Developing a comprehensive educational program that helps each student achieve full academic potential;
5. Maintaining a diverse extracurricular program designed to assist each student in the development of social skills and the expression of individual personality;
6. Preparing and encouraging each student for effective service for Christ in whatever career he/she chooses;
7. Supporting and assisting the Christian home and the Bible-teaching local church.

To fulfill these responsibilities it is the goal of Christian Academy to:

**Christian Faith and Values**

1. Help each student increase in knowledge of God and accept Him as the source of knowledge and wisdom;
2. Encourage each student to accept Christ as personal Savior and to continue to grow and develop in the knowledge of Christ so as to become more like Him (Ephesians 4:13);
3. Help each student understand the present ministry of the Holy Spirit, who lives in each believer, and guides each believer in the understanding and application of Biblical principles (John 14:26, John 16:13, I Corinthians 6:19);
4. Help each student gain a knowledge of, appreciation for, and confidence in the Bible as the only inspired, infallible, and authoritative Word of God, and encourage each student to be consistent in personal Bible study;
5. Help each student understand the significance of the local Bible-teaching church and the necessity for regular attendance and involvement;
6. Help each student identify and develop his/her unique gifts and abilities, and the importance of using them for the benefit of the entire Christian community (I Corinthians 12:7, Ephesians 4:16);
7. Help each student with the development of personal Christian convictions and values, and encourage commitment to them during times of pressure and adversity (Ephesians 6:11-13);

**Christian Missions and Service**

1. Encourage each student to be sensitive and responsible to the needs of others (Philippians 2:4);
2. Help each student develop the abilities and skills needed to effectively communicate the Gospel of Christ (Romans 1:16);
3. Help each student develop a knowledge of and spiritual concern for other people and cultures, and assume the responsibility each Christian has in the area of world missions (Matthew 28:19-20);

**Intellectual Development**

1. Assist each student in recognizing that each area of instruction, whether scientific, historical, mathematical, literary, or artistic, must be understood within the pattern of God's truth as revealed in the Bible;
2. Assist each student to acquire proficiency in the basic skills necessary to intelligently meet the demands of life;

3. Help each student gain a thorough command of the fundamental processes used in communicating with others;
4. Challenge each student to strive for excellence and maximum achievement in every area of the instructional program;
5. Prepare each student to pursue independent study, to reason logically, and to develop a life-long interest in learning and intellectual development;
6. Prepare each student with the knowledge and skills necessary for further study and occupational competence;
7. Assist each student in the development of creative and critical thinking skills, using Biblical principles and criteria as the basis for evaluation;

### **Physical Development**

1. Assist each student to understand that the body is the temple of God and is to be kept clean and pure, capable of responding to God's direction;
2. Encourage each student to accept personal responsibility for achieving and maintaining physical fitness and practicing good health habits;
3. Develop in each student an awareness that a healthy physical body contributes significantly to a sound mental, spiritual, and social state;
4. Assist each student in recognizing the dangers inherent in the use of substances harmful to both physical and spiritual well-being, and in accepting responsibility to avoid the use of such substances;
5. Assist each student to develop an interest in the skills needed for life-long involvement in physical activities;

### **Social Development**

1. Encourage each student to develop Christian attitudes, accept principles of behavior, and base decisions on the spiritual, moral, and ethical values of the Bible;
2. Prepare each student to assume the responsibility and privileges of citizenship;
3. Teach each student the Biblical principles regarding marriage and family life and the personal commitment needed to establish and maintain Christian families;
4. Assist each student to acquire the attitude and skills essential to effective interpersonal relationships;

### **Career Development**

1. Assist each student to acquire a basic knowledge of the economic system, to develop attitudes and skills needed to be a competent consumer, and to apply Biblical principles to the use of personal resources;
2. Assist each student to develop respect for the dignity of labor and pride of performance;
3. Assist students in developing values, attitudes, and basic knowledge essential to the world of work through career awareness and exploration.

### **G.1.6 Accreditation**

Accreditation is the recognition of schools for achieving and maintaining educational excellence and integrity. The designation of "accredited" is awarded by regional and national organizations that set standards for educational and operational performance and then monitor schools' compliance with those standards. The notation of accreditation on a student's transcript adds to the perception of its validity and credibility when reviewed by a school or college admissions administrator.

All Christian Academy PreK-12 schools are accredited by AdvancED, the parent organization of the North Central Association (NCA) and Southern Association of Colleges and Schools (SACS). AdvancED is the major accrediting agency in the middle and southern U.S. and is a sister organization of other regional accrediting agencies across the country. Most public and non-Christian private schools pursue this regional accreditation.

In addition, all Christian Academy K-12 schools are accredited by the Association of Christian Schools International (ACSI). The evaluation required to earn this honor includes extensive examination of the spiritual aspects of each component of the organization as well as the educational quality and integrity of the school system. ACSI accreditation further enhances the value of a Christian Academy education. Other Christian schools and colleges recognize it as validation of achieving the high standards required to attain it.

All schools meet the standards of the states in which they reside. CAI is accredited by the State of Indiana and Kentucky schools are certified by the Commonwealth of Kentucky. Kentucky does not accredit schools independently, but certifies schools that are accredited by recognized agencies including ACSI, AdvancED/SACS, or the Kentucky Nonpublic Schools Commission.

All schools in the Christian Academy School System are accredited and/or certified by the following organizations:

#### Kentucky

- Association of Christian Schools International (K-12)
- AdvancED/Southern Association of Colleges and schools (PreK-12)
- National Council of Private School Accreditation
- Kentucky Non-Public School Commission
- Commonwealth of Kentucky

#### Indiana

- Association of Christian Schools International (K-12)
- AdvancED/North Central Association (PreK-12)
- National Council of Private School Accreditation
- State of Indiana

### **G.1.7 Board of Directors**

A Board of Directors governs Christian Academy. Board members serve a minimum of three years with new members elected each spring. The primary function of the board is to set school policy. The Board of Directors reviews, analyzes and revises policy where necessary.

The Board oversees the Superintendent and Executive Director who effectively implement the procedures that carry out the policies set by the Board of Directors. The superintendent is responsible for carrying out the mission of the school system and overseeing the academic and spiritual functions. The Executive Director is responsible for the operations necessary to support the schools' pursuit of the mission.

The Board of Directors changes membership in June. Members of the Board for the 2011-12 school year are listed below.

- |                 |                    |
|-----------------|--------------------|
| ➤ Todd Beckwith | ➤ Kathy Lesmeister |
| ➤ Andy Burdsall | ➤ Angela Nash      |
| ➤ Matt Chalfant | ➤ Robyn Raque      |
| ➤ Mark Giuffre  | ➤ Paul Tran        |
| ➤ Steve Hester  | ➤ Tony Young       |
| ➤ Mark Lagestee |                    |

## **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**

The Christian Academy School System seeks to enroll students who manifest the desire and the commitment to being a dedicated student in a Christ-centered learning environment based on a literal interpretation of the Bible and where moral absolutes are taught. Students are considered for enrollment based on the following: personal and family spiritual commitment through local church involvement, demonstrated academic success, and a pattern of exemplary behaviors at home, in school and in the community.

Christian Academy School System admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students of this school. It does not discriminate on the basis of race, color, or national ethnic origin in the administration of its educational policies, admission policy, financial aid programs, athletic and other school-administered programs.

Christian Academy School System reserves the right to dismiss any student whose attitudes, behaviors and/or performance, after thorough evaluation by the administration, is deemed incompatible with the Statement of Faith and Mission Statement of the school.

### **G.2.2 Fund Raising/Marketing/Publicity**

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. This can be accomplished through voluntary tax-deductible gifts, in kind donations, participation in capital campaigns, fundraising programs of the school system, or through estate planning to assist in meeting needs in the future. The Director of Ministry Advancement must approve all fundraisers prior to being implemented. Approval from the Director of Ministry Advancement must also be obtained for all on-campus fundraising projects prior to any sales or activities being conducted.

The Office of Ministry Advancement also serves as the System's marketing, communications, and public relations office and is the official media contact for Christian Academy. All media inquiries should be directed to the Director of Ministry Advancement at (502) 244-3225. In order to maintain consistency and to ensure the communication of accurate information, parents, students, faculty, staff, and coaches are not authorized to issue press releases or otherwise communicate for or on behalf of the schools or any school program, team, or group unless specifically authorized to do so by the Superintendent, Executive Director, or Director of Ministry Advancement.

Permission to use a student's photo for publication and marketing purposes is implied unless the Ministry Advancement Office of Christian Academy School System is notified in writing that permission is denied.

### **G.2.3 Inclement Weather/School Closing**

#### **Christian Academy Kentucky Schools**

Kentucky Elementary, Middle and High Schools

Closings and delays of K-12 schools will be announced via the following media:

#### **1<sup>st</sup> CA alert emergency notification system**

Use the link on the Christian Academy website to register for urgent email and text messages.

**2<sup>nd</sup>** **Christian Academy website** [www.caschools.us](http://www.caschools.us)  
**3<sup>rd</sup>** **School office voice mail messages**

Call your school office or the main school system switchboard at 244-3225 for up-to-date information about school closings.

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 CALert.

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 Preschools:

English Station, Rock Creek, and Southwest Jr. Academies: All programs are closed when the rest of the school is closed.

### **Christian Academy of Indiana**

Closings and delays of K-12 schools will be announced via the following media:

**1<sup>st</sup>** **CALert emergency notification system**

Use the link on the Christian Academy website to register for urgent email and text messages.

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

**3<sup>rd</sup>** **School office voice mail messages**

Call your school office or the main school system switchboard at 244-3225 for up-to-date information about school closings.

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 CALert.

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:

- One-hour delay, school will begin at 8:45 for MS/HS; 9:00 a.m. for elementary.
- Two-hour delay, school will begin at 9:45 for MS/HS; 10:00 a.m. for elementary.
- Half-day Kindergarten will attend on delayed days and dismiss at their regular time.

Junior Academy Part Day Classes:

- Closed when the rest of the school is closed.
- One-hour delay - part day morning classes will begin at 9:00 a.m. and dismiss at 11:00 a.m. Afternoon classes will convene and dismiss as usual from 12:00-2:40 p.m.
- Two-hour delay - morning part day classes will begin at 10:00 a.m. and dismiss at 12:00 p.m.
- Two-hour delay - afternoon part day classes will begin at 12:45 p.m. and dismiss at 2:40 p.m.

School-Age Care and Junior Academy Full Day Care service will be open even when school is closed unless road conditions are so dangerous that everyone should stay off the roads. That announcement will be made on local media as Christian Academy of Indiana Day Care.

#### **G.2.4 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, orchestra/choral participation, elective class fees (Home Economics, Art, Missions, Advanced Placement), school picture packages, yearbooks, class functions, athletic

events, parking permits, music programs and plays. Most of these expenses are optional. The school makes every effort to keep these expenses to a minimum.

### **G.2.5 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.2.6 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.2.7 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 anything brought onto school property or school facilities in accordance with the laws of the state.

### **G.2.8 School Facilities Notices**

#### Asbestos Management Plan

All buildings owned or occupied by Christian Academy School System have been inspected for asbestos-containing building materials. An inspector fully accredited by the appropriate state and the Environmental Protection Agency (EPA) conducted this inspection.

Christian Academy School System has adopted an asbestos management plan for each building. You may schedule an appointment to review these plans by contacting the Facilities Department at (502) 244-3225. Copies of the management plans may be obtained for a small fee.

The asbestos-containing materials will be inspected every six months and reports of these inspections will become part of the management plan. The district coordinator, maintenance staff, and building custodians will receive sufficient training to recognize asbestos and respond in the proper manner.

#### Integrated Pest Management Program

Christian Academy School System provides numerous health services for students and school employees. One of those services is an Integrated Pest Management (IPM) program to prevent pest infestations. A recent change in state regulations now requires that the schools provide a 24-hour notice prior to any IPM applications made on school property. When requested, this information is available to all parents and school employees.

At the beginning of the school year there will be an opportunity for all parents and employees to be placed on a registry for pre-notification of IPM applications. Please contact the facilities office at (502) 244-3225 if you wish to be placed on the registry for pre-notification of IPM applications.

## **G.2.9 Security**

The only access into the school buildings during school hours is through the front office entrance. All other doors are locked. Please do not buzz for entrance at other doors. All parents, guests and other visitors to school must sign in at the reception desk and wear an identifying badge while on campus. Visitors must also sign out, return the badge, and leave campus through the entry door.

## **G.2.10 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, and be vigilant in watching for children. The safety of our students is a great concern.

All students are to be dropped off and picked up at locations designated for each school level on each campus. Refer to the school-specific section of this handbook for details. Also please observe all traffic and parking instructions and zones on campuses, and use marked crosswalks when crossing the flow of traffic.

## **G.2.11 Tuition Assistance**

Tuition assistance awards for families with students in grades K-12 are based on the family's demonstrated need as determined by a third-party agency that makes financial needs assessments for private and Christian schools. 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 in January of the year preceding the award. For additional information regarding tuition assistance, please see the website [www.caschools.us](http://www.caschools.us).

## **G.2.12 Tuition Policy**

Tuition and other fees are necessary in order for Christian Academy to successfully 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 grades K-12:

- The application fee which covers processing is non-refundable.
- The enrollment fee which is collected to confirm your child's placement is non-refundable.
- The re-enrollment fee is non-refundable unless for any reason we do not re-admit your student. If parents withdraw their student's re-enrollment application for any reason, the fee is not refundable.
- Withdrawals after June 1 but prior to the start of school are subject to the following financial obligation:
  - After June 1 – one-month's tuition is due
  - After July 1 – two-months' tuition is due
  - After August 1 and prior to the beginning of school – three-months' tuition is due.
- One year's tuition is due if a student withdraws after the beginning of the school year because the hiring of teachers and staff and the ordering of textbooks and other classroom materials are based upon anticipated enrollment. Student records will not be released until the account is paid in full. Parents will be expected to honor their full year's commitment to the school.

- Requests for exceptions must be addressed to the Chief Financial Officer, in writing, and will be considered only in extreme circumstances (such as death of a parent).
- Tuition that becomes two months past due will subject the student to being withheld from attending school until such amounts due to Christian Academy are made current.
- Monthly tuition payments are made, via electronic bank transfer, to FACTS Tuition Management. The fee for this service is currently \$38 and is subject to review and change each year.

### **G.2.13 Visitors**

Christian Academy encourages visitors, particularly parents of current students. Visitors must park and enter through the visitor's entrance of the school. All other doors are locked and no admittance will be allowed. Upon signing in, visitors will receive a badge that must be worn while on campus. All visitors must have a badge. Visitors are asked to sign out and return the badge before leaving school.

All parents and visitors must also check in with the school secretary before proceeding to a classroom in order not to disturb the classroom instructions.

### **G.2.14 Website**

The official website of Christian Academy is located at <http://www.caschools.us>.

Permission to use a student's photo for publication and marketing purposes is implied unless the Marketing and Communications office is notified in writing that permission is denied.

## Section II

# Christian Academy of Indiana

## Elementary School Policies and Procedures

2011-2012

# Christian Academy of Indiana

## Elementary School

### 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

Grades for K – 5th grade students are given every nine weeks in each subject for both academic achievement and conduct. Report cards will be sent home with the student after each nine-week period. At the end of the school year, report cards will be issued if all obligations have been met.

Grades in all subjects are percentage grades representing the letter grades in the first column.	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	

#### E.1.2 Homework

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

3. Assignments are to be complete, on time and written properly. Good grammar, neatness, and spelling accuracy will be expected by all teachers. **Students in grades 4-5 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.
4. Homework should be an individual task, not one of sharing, unless specified by the teacher.

### **Late Work Policy**

#### First Grade

Class work is expected to be completed in school. Students who consistently have work that is late will find this reflected in their work/study skills grade.

#### Second Grade

Class work is expected to be completed in school. Unfinished or unacceptable work will be stamped noting what needs to be done and will be sent home to be completed. The completed work is to be returned to school the next day. This work will be considered late and may receive a grade reduction. Papers turned in later may receive a "0". All assignments are expected to be completed. Students who consistently have work that is late will find this reflected in their work/study skills grade.

#### Third Grade

All assignments not completed in class must be taken home as homework unless otherwise specified. These assignments will be due the following day. Papers turned in one day late may receive a grade reduction. Papers turned in later may receive a "0". All assignments are to be completed. Students who consistently have work that is late will find this reflected in their work/study skills grade.

#### Fourth Grade

All assignments not completed in class must be taken home as homework unless otherwise specified. These assignments will be due the following day. Papers turned in one day late may receive a grade reduction. Papers turned in later may receive a "0". All assignments are to be completed. Students who consistently have work that is late will find this reflected in their work/study skills grade.

#### Fifth Grade

All assignments not completed in class must be taken home as homework unless otherwise specified and will be due the following day. It will be the responsibility of the students to turn in late work. All assignments are expected to be completed and turned in to the teacher. Students who consistently have work that is late will find this reflected in their work/study skills grade.

### **E.1.3 Plagiarism**

Plagiarism is using someone else's words or ideas in your writing without proper acknowledgement or documentation. Plagiarism is cheating. Discipline procedures for cheating include but are not limited to: office referral, zero on the assignment.

#### **How to avoid Plagiarism**

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

#### **E.1.4 Cheating**

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

#### **E.1.5 Retention**

Satisfactory progress and developmental readiness determine promotion of students to the next grade. A student may need to repeat a grade in order to master the material, or he/she may not be developmentally ready for the next grade. The principal, after consultation with the teachers and parents, will determine whether a student is to be passed or retained. No student shall be retained for the purpose of improving the student's ability to participate in extracurricular athletic programs.

#### **E.1.6 Standardized Testing**

Students in Kindergarten and grades 1 and 2 will take a standardized achievement test in the spring. Students in grades 3 – 5 will take the ISTEP in the spring of the school year. Exact testing dates are established by the principal and the State of Indiana. Students in grades 3-5 will also take selected subtests of a nationally-normed achievement test to provide comparative data across the school system. Parents should make every effort to have their child in school during test week and refrain from scheduling vacations during this time.

## E.2.0 ATTENDANCE POLICIES

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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 Attendance Policy

All CAI students are expected 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.

#### Parent Responsibilities

1. Encourage prompt and regular attendance. Schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.
2. When your student is absent, call the office before 9:00 a.m. to notify the school, give the reason for the absence, and the anticipated length of the absence. If parents do not call, the school nurse will place a call seeking information.
3. Request a list of homework assignments from teachers on days when it is necessary for your student to be absent from school by calling the office before 9:00 a.m. Students who have been ill or absent for a family death 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 or at the discretion of the teacher.

#### Extended Illness

When a student is absent due to illness or hospitalization for more than five 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 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
  - schoolwork 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 ten school days, the school will have the option to release the student to a homebound instructor. It is the responsibility of the parents to engage a qualified teacher to work with the school and student during the extended illness so that the student may receive credit for work completed.
4. Parents should notify the principal two days prior to the student's return to class so that the school can make efforts to ease the return.

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 behaviors.

### Prescheduled Family Vacations

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

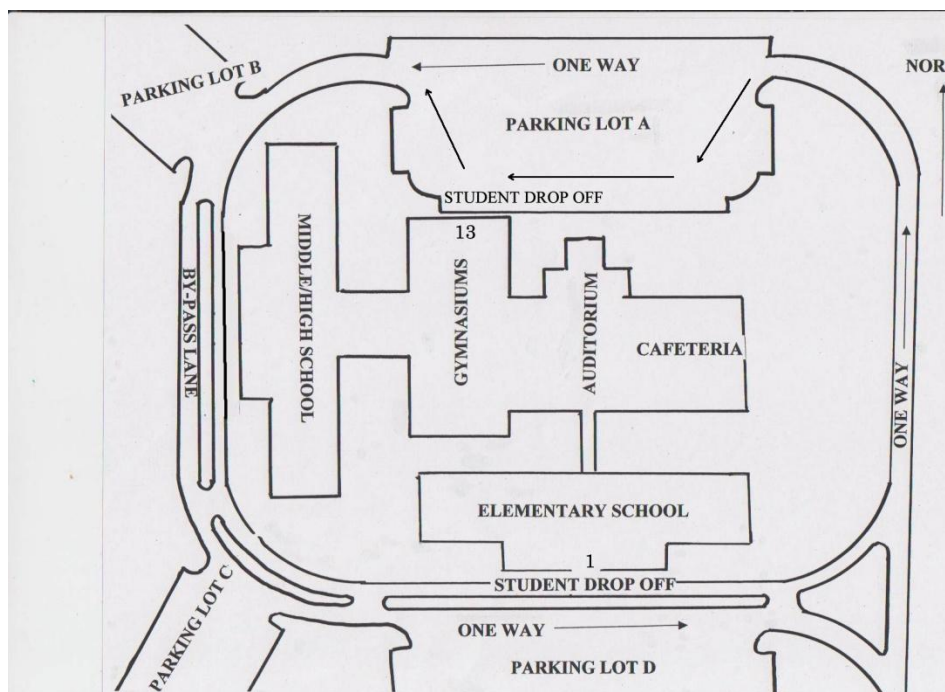
- Notify the teacher and building administration in writing at least two weeks in advance of the dates the student will miss. Work will be given to the student on the last day of their attendance before leaving on the trip.
- The administration will contact the teacher and identify the impact of the student missing those specific dates. Please avoid scheduling vacations at the end of a grading period and during standardized testing.
- All missed work should be turned in upon the day of return. Students should be prepared to make up tests at the teacher's discretion.

Perfect Attendance – A certificate of perfect attendance is awarded to any student who attends school all day every day of the school year. Five or more tardies of 15 minutes or more will disqualify a student for a perfect attendance award as will leaving school early for the day.

### **E.2.2 Drop-off / Pick-up**

Parents are responsible to insure the prompt arrival of students per their own method of transportation. School begins at 8:00 a.m. and is dismissed at 2:40 p.m. for all grades. Part day kindergarten dismisses at 12:00 Noon.

Please follow the drop-off and pick-up procedures given during orientation.



### **E.2.3 Illness During the Day**

Students who become too ill to remain in class must report to their teacher. The nurse will be notified and she will decide if the student needs to leave school. Any student leaving school because of illness must be signed out by the person assuming responsibility.

Each child must have a medical card on file in the nurse's office. If a child must have prescription medication while at school, a medical release form must be signed by the parent. All medicine will be kept in the school nurse's office.

Over-the-counter medications provided by the parent may be administered by the nurse. The medication should be brought to the office by the parent where the proper form should be completed.

Children must not come to school if their temperature is above 100 degrees. Children who have been ill should not return to school until their temperature has been below 100 degrees for 24 hours or until 24 hours has passed since the last episode of vomiting and/or diarrhea. Parents should check with physicians regarding a child's return to school after communicable diseases, etc.

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

### **E.2.4 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 15 minutes prior to start time. This plan provides a cushion for possible delays encountered en route. Students who are not in their classrooms by 8:00 a.m. (Grades K-5) will be considered late.

Late students should never go directly to the classroom; they should stop at the front desk and be signed in by the parent. Students will be given an admission slip to present to the teacher. **NO STUDENT WILL BE ADMITTED TO CLASS WITHOUT AN ADMISSION SLIP.** Persistent late arrivals to school will result in a family conference with the principal in an effort to resolve the problem.

### **E.2.5 Early Dismissal**

Students who must leave school early must present a note from their parents to the classroom teacher. The note is to include the student's full name, date, time of departure, estimated time of return (if returning that day), reason for leaving early, and the parent's signature. The student will be sent to the office for the parent to sign out. Students should never be picked up at the classroom.

Early dismissals interfere with the continuity of learning and disrupt the class. Please keep early dismissals to a minimum.

### **E.2.6 Before / After Care Program**

Before school care is provided from 7:00 a.m. to 7:40 a.m. for Grade K-5. After school care is provided from 2:40 p.m. to 6:00 p.m. Additional information may be obtained from the information desk and additional fees apply. Students entering the building prior to 7:40 a.m. must report to Before Care and the appropriate fee will be assessed. Students not picked up by 3:00 p.m. will be sent to After Care and the appropriate fee assessed.

## **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. We encourage students to critically evaluate all of life's situations by the standards set forth in the Bible so 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 at CAI. A Bible lesson is taught each day in accordance with our curriculum. Scripture is committed to memory each week.

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

All students attend a weekly chapel service. Chapel is a time of worship through music and Christian speakers. Students participate in each program through drama, music, or sharing of their testimony. Parents are welcome to attend any chapel service.

## **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 CAI is a process by which students are guided to develop Christ-like characteristics. Each teacher maintains classroom behavior in accordance with Christian principles as set forth in scripture.

After exhausting all efforts within the classroom, a teacher may find it necessary to send a student to the building administrator for one or more of the following actions:

- Discussion of the problem
- Development of a contract
- In-school suspension
- Conference with teacher, parents and principal
- Out-of-school suspension

The teacher and administrator will decide what corrective measure should be taken. This action will involve parent contact.

Parents and teachers need to cooperate with one another. Anything said or done which destroys mutual respect and confidence will harm the student. When parents have questions, they should contact their student's teacher immediately. Often, a conference or note can eliminate problems. Should the problem continue, the building administrator should be consulted.

The administration, after consulting with all parties involved, has the right to evaluate any unacceptable behavior, to determine and administer the appropriate disciplinary action. Persistent unacceptable behavior could result in the student being placed on disciplinary probation with the ultimate possibility of expulsion from school.

### **E.4.2 Classroom Standards**

Students are expected to be on time and properly prepared for each day. Each teacher will establish the rules for classroom behavior that shall prevail in his/her classroom. Students shall heed these expectations, both academically and in their conduct. Teachers will communicate to students how grades will be determined.

### **E.4.3 Discipline Policies**

The Board and Administration of CAI 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.4.4 Positive Student Relationships / No Bullying Allowed**

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. Christian Academy will not tolerate bullying behaviors in our schools. Bullying behaviors may be verbal, physical or social. The consequences for bullying behavior may include:

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

#### **E.4.5 Sexting**

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

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

#### **E.4.6 Bus Conduct**

<b>BUS RULES</b>
1. Observe the same conduct as in the classroom
2. Be courteous
3. Do not use rude, crude, or profane language
4. Do not eat or drink on the bus
5. No radios, CD players, video games or cell phones
6. Keep the bus clean
7. Cooperate and respect the driver
8. Do not be destructive
9. Stay in your seat
10. Keep head, hands and feet inside bus and out of aisle

#### **E.4.7 Dress Code Guidelines**

##### Classroom Dress

All uniform dress items for elementary students may be purchased from local suppliers. The only items that require purchase at Parker or Shaheen's are the plaid items and the approved plaid dress. The approved navy dress is available at Parker only.

Administration reserves the right to interpret when dress is in violation of code and address the student if correction is needed. Parents and students will be expected to be respectful of any administrative correction and respond appropriately.

## ELEMENTARY GENERAL DRESS CODE GUIDELINES

### Shoes

Standard athletic/tennis shoes should be worn secured snugly on the foot with Velcro or ties (no backless or slip-on shoes). Wheelie shoes are not allowed on campus at any time. High top tennis shoes may be worn as long as they are securely tied and the top of the socks can be seen.

### Socks

Socks must be solid red, white, or navy and visible above the shoe.

### Coats/Jackets

These may not be worn in the classroom.

### Cardigan, Crew or V-neck Sweaters

Red, white or navy cardigan, crew, or v-neck sweaters may be worn in the classroom.

### Sweatshirts

Official sweatshirts may also be worn with a collared shirt or turtleneck.

### Walking Shorts

Navy blue or khaki shorts (without labels) may be worn. Shorts may be no shorter than two inches above the knee.

### Slacks

Navy blue or khaki slacks (without labels) may be worn.

### Belts

Brown, black or navy belts must be worn with all shorts and slacks having belt loops.

### Shirts

Solid navy, white or red *polo shirts* must be worn. Shirts must be tucked in at the waist at all times. One red monogrammed polo shirt must be purchased to be worn on field trips. These shirts will be available for purchase at the school.

### Turtleneck Shirts

Navy, white or red turtlenecks may be worn under a sweatshirt, jumper, or sweater for cold weather. Turtlenecks may not be worn as outerwear.

Tattoos, either permanent or temporary, are not allowed.

Jewelry may be worn in moderation and good taste. Only girls may wear one pair of pierced earrings.

### Uniform clothing may be purchased from:

#### **Parker Uniforms:** [www.parkersu.com](http://www.parkersu.com)

291 N. Hubbard's Lane  
Woodlawn Shopping Center  
(502) 899 – 9902

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

The Springs Store	The Festival Center
994 Breckenridge Ln.	4511 Outer Loop
Louisville, KY 40207	Louisville, KY 40299
(502) 899-1550	(502) 964-3391

**ADDITIONAL GUIDELINES – ELEMENTARY DRESS CODE**

**GIRLS**

**Jumpers and Dresses**

Solid navy, khaki (no labels) or CAI plaid jumpers from Parker or Shaheen's may be worn and should be no shorter than two inches above the knee. The approved dress from Parker may also be worn. Girls are required to wear shorts under their jumpers or dresses.

**Culottes**

Navy, khaki or plaid culottes from Parker or Shaheen's may be worn and should be no more than two inches above the knee.

**Skirts**

Navy, khaki or CAI plaid skirts from Parker or Shaheen's may be worn and should be no more than two inches above the knee. Girls are required to wear shorts under their skirts.

**Blouses**

White collared blouses (short or long sleeves) or red, navy or white polo shirts may be worn with jumpers, skirts, culottes, shorts and slacks. Turtlenecks may be worn under jumpers.

**Socks, Knee-highs, or Tights**

Solid navy, white or red socks or tights may be worn (no designs, lace or ruffles). Socks should be visible above the shoe. Leggings may not be worn.

**BOYS**

**Shirts**

White or light blue dress shirts with button-down collar (long or short sleeve) or red, navy or white polo shirts may be worn. Shirts must be tucked in at all times.

**Socks**

Solid white, navy or khaki socks are acceptable and should be visible above the shoe.

**Hairstyle**

Hair should be no longer than the top of the collar and bangs are to be cut above the eyebrow. No extreme styles are permitted.

**CHAPEL DRESS**

**Girls**

Jumper or skirt with white collared blouse or approved Parker navy dress are to be worn. Navy, red, or white cardigan, crew or v-neck sweater may be worn in cold weather.

**Boys**

Khaki or navy uniform slacks/shorts with a white or light blue dress shirt and solid navy, solid red, or plaid tie are required. Navy or red cardigan, crew or v-neck sweater may be worn in cold weather.

## 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 Abuse: Reporting and Investigating Suspected Child Abuse

Christian Academy schools comply with all state laws and regulations in reporting and investigating cases of suspected abuse.

### E.5.2 Conferences

Conference time is built into our school calendar. This is an opportunity for our teachers to meet with all parents in a consistent effort to keep them informed of their student's progress. Conferences between parents and members of the school staff are encouraged. If at any time during the school year parents have a question or concern, special arrangements can be made for conferences during non-school hours. All teachers have some unscheduled time every day and will be glad to arrange a conference.

### E.5.3 Emergency Procedures

**Emergency Alert System:** Closures due to weather or other emergency situations will be broadcast through the emergency alert system. Parents are asked to register on the school website ([www.caschools.us](http://www.caschools.us)) to receive text messages via their cell phones.

**Personal:** Every student is to have emergency information on file at CAI, making it possible for the school to contact someone in the family or other designated adult at all times.

**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 periodically. (*Also see G.2.3 Inclement Weather*)

**Evacuation:** In case of an evacuation of the campus, students will go to their fire drill locations and then be led down the driveway to the American Legion center across Grantline Road on McDonald Lane. All vehicle traffic on campus will stop. Parents will be able to pick up their students at the American Legion building by walking to the front entrance and producing proper identification.

### E.5.4 Field Trips

Field trips are an extension of the classroom learning environment and are often a time of culmination for a unit of study. The education fees charged cover the cost of expenses for field trips with the exception of monies needed on occasion for food.

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 red 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.
- Younger siblings may not attend field trips.
- Parents are expected to adhere to school dress code policies on school trips.
- 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 others.

### **E.5.5 Health Screening**

Students in various grades will be tested for hearing, vision, and scoliosis as required by the Floyd County Board of Health.

### **E.5.6 Library**

The CAI elementary library is a vibrant place where each class has a library time scheduled once a week to check out books, have story time, learn library skills, take Accelerated Reader quizzes, or work on special projects. The library meets the needs of students for book reports and research projects, as well as for recreational reading. The elementary library is open in the afternoons until 3:30 p.m. For students to be in the library after school, they must be accompanied by parents/grandparents or have a pass from After Care. Parents and grandparents are welcome to check out books from our libraries.

The elementary library has 14 computers available to students as well as a reference area, magazines and an automated circulation system. The CAI Libraries use the *Concourse* Library management system for cataloging books, circulation needs and reports. All library patrons have access to this user friendly system as it allows them to look up and locate books in our library.

Several special library events are held each year including a Summer Reading Celebration, Scholastic Book Fair, and Community Preschool Story Times. The Accelerated Reader program is administered through the library and serves to motivate children to read for enjoyment with incentives. Parent and grandparent volunteers are appreciated as they serve in the elementary library for daily classes and for special projects and needs.

### **E.5.7 Lunch Program**

Lunches for elementary students will be available. Weekly menus will be served on a rotating basis. If students wish to purchase lunch, the fee must be paid on Friday of the previous week in order to be included in the lunch count. Lunches must be purchased for the full week only. Lunches may also be purchased by the semester or the school year and paid for in the financial office. Students may not owe more than 2 weeks for lunch and still receive hot lunch. If their lunch account exceeds 2 weeks due, parents will be called to bring in a lunch. No refund will be given for missed days or snow days. Your child may bring his or her lunch if you choose. Milk may be purchased in the lunchroom.

### **E.5.8 Messages For Students**

Messages for students will not be delivered to a student unless it is an extreme emergency. In the case of an emergency, parents should 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. Except in cases of extreme emergency, classes

will not be interrupted to deliver a message, or to have a student return a phone call to the parent. Students may not make or receive cell phone calls during the school day. Cell phones are not permitted in the elementary school.

### **E.5.9 Parent Involvement**

We invite and encourage our parents to be actively involved in the life of the school. Opportunity is provided at the beginning of each school year to sign up to serve as volunteers. It is our goal to have as many parents participate in the many 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 – Since all adults are to be models of modesty before our students, we ask that parents please be vigilant of their dress. In light of the current styles, we ask that traditional norms of modesty be demonstrated in skirt length, necklines, and style. Please avoid necklines that reveal cleavage and short or tight-fitting apparel while on campus or attending a school event.

### **E.5.10 Parties and Party Invitations**

Classroom Helper Coordinators – Teachers rely on the help of their classroom coordinators to assist in many ways. Please note these guidelines:

- The teacher is always in charge. (Coordinators meet with the teacher to determine the expectations.)
- Teachers manage field trips and chaperones.
- Each class is allowed three in-school parties each year: Christmas, Valentines, and Resurrection. Room coordinators and classroom teachers cooperate in planning parties. It is the policy of the school to avoid any decorations, snacks, customs or events related to Halloween. A Christian theme should be evident as part of every celebration.
- Celebrations should be kept simple. Individually wrapped treats could consist of the following: cookies, fruit, etc., box or pouch drinks (no open cups, please), a small treat bag to take home, and a simple craft or game. No cakes or cupcakes.
- Coordinators need to strive for 100% parent participation for their class. Working parents appreciate being included and although they may not always be able to be present, they can often send a donation.
- All correspondence about parties must be approved by the administrator.

Out-of-School Parties: Invitations for out-of-school parties may not be distributed (or verbalized) in school unless there is an invitation for each child in the class. Parents are also asked to consider the impact of picking up some children and not others for a party after school. Children can be terribly hurt when it is so obvious a party is occurring and they have not been invited.

Birthdays: In-school celebrations will be held at lunch time. The birthday person is encouraged to bring **individually** wrapped treats to share with classmates. Both homemade and store bought treats are fine; just make sure the individual portions are wrapped. **Please do not send cakes or cupcakes.**

### **E.5.11 Pledges**

The school day begins with the recitation of the pledges below and the Lord's Prayer.

#### **AMERICAN FLAG**

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

### **CHRISTIAN FLAG**

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

### **BIBLE**

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

#### **E.5.12 Problem Resolution**

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

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

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

1. Notify the teacher and/or person of concern and meet to try to resolve the issue.
2. If after repeated meetings between these parties, the issue is not resolved, the parents may request a meeting with both the teacher and principal to discuss the issue. At this level the parents' concerns should be documented, with a clear explanation of the problem and the recommended resolution and submitted in advance to the principal.
3. If after this meeting the issue is still not resolved, the parents may request a joint meeting with the teacher, principal and 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.

#### **E.5.13 Special/Auxiliary Classes**

Students enjoy special classes several times a week including music, physical education, computer, library, and art.

#### **E.5.14 Sports**

CAI offers several sports activities throughout the year for girls and boys in fifth grade: cross-country and soccer in the fall, basketball in the winter, and track in the spring.

### **E.5.15 Technology Services**

Christian Academy provides technology resources (such as computers, printers, and Internet access) to staff and students to advance the spiritual and educational mission of the schools. Before allowing access to technology resources, Christian Academy requires parents and students (as age-appropriate) to read and sign the Student User Agreement for Technology Resources. The most current version of the Agreement can be found online at <http://www.caschools.us/technology>.

### **E.5.16 Cell phones/Electronic Devices/CD Players/iPods**

Cell phones and/or video or electronic games are not permitted in the elementary school. If these items are brought, they will be confiscated and may only be released to the parent at the office after a 24 hour wait period.

## INDEX

About Christian Academy School System .....	6	Lunch Program .....	32
Abuse.....	31	Messages .....	32
Accreditation .....	11	Miscellaneous Expenses/Fees.....	14
Admission.....	13	Mission Statement, Vision, Core Values .....	8
Arrival/Dismissal .....	23	Parent Dress at School Events .....	33
Attendance Policy.....	22	Parent Involvement.....	33
Before / After Care Program .....	25	Parent-Teacher Groups.....	15
Behavior Guidelines.....	27	Parties and Party Invitations .....	33
Bible Class .....	26	Philosophy and Goals of Christian Academy School System.....	9
Board of Directors.....	12	Plagiarism.....	20
Bus Conduct .....	28	Pledges .....	33
Cell phones/Electronic Devices.....	35	Positive Student Relationships / No Bullying Allowed .....	28
Chapel Program .....	26	Problem Resolution .....	34
Cheating.....	21	Responsibility for Debts .....	15
Christian Academy School System Directory.....	7	Retention .....	21
Classroom Standards.....	27	Safe School Commitment.....	15
Conferences .....	31	School Closing .....	13
Discipline Policies .....	27	School Facilities Notices.....	15
Dress Code Guidelines.....	28	Security.....	16
Drop-off / Pick-up .....	23	Sexting.....	28
Early Dismissal.....	24	Special/Auxiliary Classes.....	34
Emergency Procedures .....	31	Sports .....	34
Field Trips .....	31	Standardized Testing.....	21
Fund Raising/Marketing/Publicity .....	13	Statement of Faith .....	8
Grade Reporting .....	19	Technology Services.....	35
Health Screening.....	32	Traffic Safety .....	16
Homework.....	19	Tuition Assistance .....	16
Illness During the Day .....	24	Tuition Policy .....	16
Inclement Weather .....	13	Uniforms .....	28
Introduction.....	6	Visitors.....	17
Late Arrival to School .....	24	Website.....	17
Late Work Policy .....	20		
Library .....	32		