

CHRISTIAN ACADEMY SCHOOL SYSTEM

FAMILY HANDBOOK



CHRISTIAN ACADEMY OF INDIANA Upper School

2011-2012

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

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 SYSTEM6

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

G.1.3 STATEMENT OF FAITH8

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

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

G.1.6 ACCREDITATION11

G.1.7 BOARD OF DIRECTORS12

G.2.0 GENERAL POLICIES AND PROCEDURES 13

G.2.1 ADMISSION13

G.2.2 FUND RAISING/MARKETING/PUBLICITY13

G.2.3 INCLEMENT WEATHER/SCHOOL CLOSING13

G.2.4 MISCELLANEOUS EXPENSES/FEES15

G.2.5 PARENT-TEACHER GROUPS15

G.2.6 RESPONSIBILITY FOR DEBTS15

G.2.7 SAFE SCHOOL COMMITMENT15

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

G.2.9 SECURITY16

G.2.10 TRAFFIC SAFETY16

G.2.11 TUITION ASSISTANCE.....16

G.2.12 TUITION POLICY16

G.2.13 VISITORS17

G.2.14 WEBSITE17

TABLE OF CONTENTS

SECTION II

Christian Academy of Indiana Upper School

U.1.0 ACADEMIC POLICIES AND PROCEDURES..... 19

- U.1.1 ADVANCED PLACEMENT COURSES 19
- U.1.2 ACADEMIC RECOGNITION 19
- U.1.3 ADD/DROP CLASS PROCEDURES 19
- U.1.4 COMMUNITY SERVICE HOURS..... 19
- U.1.5 GRADE REPORTING SCHEDULE AND GRADING SCALE 20
- U.1.6 RETENTION OF MIDDLE SCHOOL STUDENTS 20
- U.1.7 HOMEWORK..... 20
- U.1.8 ACADEMIC PROBATION 21
- U.1.9 PLAGIARISM..... 21
- U.1.10 REQUIREMENTS FOR GRADUATION 22
- U.1.11 POLICY FOR DETERMINING VALEDICTORIAN AND SALUTATORIAN 26
- U.1.12 SEMESTER EXAMS..... 27
- U.1.13 STANDARDIZED TESTING..... 27
- U.1.14 TEXTBOOKS 27
- U.1.15 STUDENT PLANNER 27
- U.1.16 ACADEMIC SUPPORT 28
- U.1.17 DISCOVERY PROGRAM 28
- U.1.18 DAILY ACCOUNTABILITY PROGRAM (DAP)..... 28

U.2.0 ARRIVAL AND DISMISSAL FOR UPPER SCHOOL STUDENTS 29

- U.2.1 ARRIVAL 29
- U.2.2 DISMISSAL 30

U.3.0 ATTENDANCE POLICIES AND PROCEDURES 31

- U.3.1 PARENTAL RESPONSIBILITIES 31
- U.3.2 STUDENT RESPONSIBILITIES 31
- U.3.3 EXCUSED/UNEXCUSED ABSENCE..... 31
- U.3.4 EARLY DISMISSAL 32
- U.3.5 EXTRACURRICULAR EVENTS 32
- U.3.6 ILLNESS DURING THE DAY..... 32
- U.3.7 EXTENDED ILLNESS..... 33
- U.3.8 LATE ARRIVAL TO SCHOOL 33
- U.3.9 MAKE-UP WORK POLICY 34
- U.3.10 LATE WORK POLICY FOR MAJOR PROJECTS..... 34
- U.3.11 TARDY TO CLASS 34
- U.3.12 TRUANCY/SKIPPING CLASS 35

U.4.0 CONDUCT 36

- U.4.1 DISCIPLINE POLICY 36
- U.4.2 CLASSROOM STANDARDS 36
- U.4.3 PROGRESSION OF CORRECTIVE MEASURES..... 36
- U.4.4 MINOR VIOLATIONS OF THE DISCIPLINE POLICY..... 37
- U.4.5 MAJOR VIOLATIONS OF THE DISCIPLINE POLICY..... 37
- U.4.6 OVER-THE-COUNTER AND NON-PRESCRIPTION DRUG POLICY..... 38
- U.4.7 ELECTRONIC DEVICES 39

U.4.8 CHEATING / COPYING	39
U.4.9 DISCIPLINARY PROBATION.....	39
U.5.0 STUDENT DRESS CODE	41
U.5.1 GENERAL GUIDELINES	41
U.5.2 NON-COMPLIANCE WITH DRESS CODE.....	43
U.6.0 ADDITIONAL INFORMATION FOR UPPER SCHOOL STUDENTS.....	44
U.6.1 ABUSE: REPORTING AND INVESTIGATING SUSPECTED CHILD ABUSE	44
U.6.2 BOOK AND SPORTS BAG STORAGE	44
U.6.3 CAFETERIA	44
U.6.4 CHAPEL	44
U.6.5 CONFERENCES.....	44
U.6.6 DAILY SCHEDULE FOR UPPER SCHOOL	45
U.6.7 EMERGENCY PROCEDURES	45
U.6.8 EXTRACURRICULAR ACTIVITIES	45
U.6.9 FIELD TRIPS	47
U.6.10 GUIDANCE.....	48
U.6.11 LIBRARY/MEDIA CENTER.....	48
U.6.12 LOCKERS.....	48
U.6.13 LOST AND FOUND.....	49
U.6.14 MESSAGES.....	49
U.6.15 PARENT DRESS AT SCHOOL EVENTS	49
U.6.16 PARTIES	49
U.6.17 PRANKS AND VANDALISM.....	49
U.6.18 PROBLEM RESOLUTION	49
U.6.19 STUDENT PARKING	50
U.6.20 TECHNOLOGY SERVICES	50
U.6.21 TELEPHONE	50
U.6.22 TRANSMISSION OF DIGITAL INFORMATION.....	50
U.6.23 VISITORS.....	50
U.6.24 WATER BOTTLES.....	51
U.6.25 PLEDGES.....	51
INDEX.....	52

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

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

I Corinthians 3:11 NIV

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

The following policies and procedures represent the most recent expression of the leadership of Christian Academy schools in order to provide for equitable and consistent treatment of students and families. 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 12th 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	<i>Grades K-12 and Preschool</i>
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Christian Academy of Louisville Rock Creek Campus 3110 Rock Creek Drive Louisville, Kentucky 40207 (502) 897-3372	<i>Grades K-5 and Preschool</i>
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Christian Academy of Louisville CAL—Southwest Campus 8307 St. Andrews Church Road Louisville, Kentucky 40216 (502) 447-6500	<i>Grades K-8 and Preschool</i>
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Christian Academy of Indiana 1000 Academy Drive New Albany, Indiana 47150 (812) 944-6200	<i>Grades K-12 and Preschool</i>
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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
- Andy Burdsall
- Matt Chalfant
- Mark Giuffre
- Steve Hester
- Mark Lagestee
- Kathy Lesmeister
- Angela Nash
- Robyn Raque
- Paul Tran
- Tony Young

G.2.0 GENERAL POLICIES AND PROCEDURES

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

Colossians 3:17

G.2.1 Admission

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:

1st CAAlert emergency notification system

Go to <http://calert.us/> or use the "Emergency Alert System" link on the Christian Academy website to register for urgent email and text messages.

- 2nd** Christian Academy website www.caschools.us
3rd 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.

In the event of the need to close one KY campus, or if there is any significant schedule changes such as early dismissal, CALert will be the primary source of notification. Local media sources have not been reliable in posting single school closings. Please register for CALert notices at <http://calert.us/>.

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:

1st **CALert emergency notification system**

Go to <http://calert.us/> or use the "Emergency Alert System" link on the Christian Academy website to register for urgent email and text messages.

- 2nd** Christian Academy website www.caschools.us
3rd School office voice mail messages

Call your school office or the main school system switchboard at (502) 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.

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

Upper School Policies and Procedures

2011-12

SECTION II

Christian Academy of Indiana

Upper School Policies and Procedures

U.1.0 ACADEMIC POLICIES AND PROCEDURES

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

U.1.1 Advanced Placement Courses

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

Students who apply for admission to an AP class will be evaluated on the basis of academic performance, motivation, and commitment. All students enrolled in an AP class are expected to take the AP exam at the end of the course. The AP testing fee (approximately \$87) will be collected in the fall. AP courses carry additional grade points.

U.1.2 Academic Recognition

CAI recognizes two levels of Honor Roll students:

A Honor Roll Student receives the grade of "A" in all courses

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

U.1.3 Add/Drop Class Procedures

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

U.1.4 Community Service Hours

Students are required to complete 15 hours of community service for each year in attendance at CAI High School. Students must not receive payment for this work, and work should not be done for immediate or extended family members. Half of the hours may be served in a Christian setting (service to the saved) and half must be served in a community setting (service to the unsaved). Service hours must be properly documented and submitted to the Bible teacher. *Hours must be accumulated for the present school year. Students should adhere to the Bible teachers' directions for credit.* Credit for hours begins the day after 8th grade graduation. No credit will be granted for time worked during school hours.

U.1.5 Grade Reporting Schedule and Grading Scale

Upper school students are given grades for academic achievement every nine weeks in each subject. Report cards are sent home after each nine-week period. At the end of the school year, report cards are mailed when all obligations have been met.

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

Grading Scale

Grade %	Regular Point Value	Honors Point Value	AP Point Value
A+ = 97 - 100	4.0	5.0	5.5
A = 93 - 96	4.0	5.0	5.5
A- = 90 - 92	3.7	4.7	5.2
B+ = 87 - 89	3.3	4.3	4.8
B = 83 - 86	3.0	4.0	4.5
B- = 80 - 82	2.7	3.7	4.2
C+ = 77 - 79	2.3	3.3	3.8
C = 73 - 76	2.0	3.0	3.5
C- = 70 - 72	1.7	2.7	3.2
D+ = 67 - 69	1.3	2.3	2.8
D = 63 - 66	1.0	2.0	2.5
D- = 60 - 62	0.7	1.7	2.2

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

The semester grade is the combination of the 2 grading periods and the semester exam (see U.1.12). The grade for each semester stands on its own. If a student passes a semester, one credit is issued for the semester passed. If the final grade for a semester is failing, the student is encouraged to earn credit for that semester prior to the beginning of the next school year. Any semester failed must be repeated in order for the student to make satisfactory progress toward graduation.

U.1.6 Retention of Middle School Students

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

U.1.7 Homework

1. Students should expect regular homework assignments. Homework is assigned for the following reasons:
 - To increase self-reliance and self-discipline
 - To reinforce and extend classroom learning
 - To provide practice in skills and problem solving
 - To provide opportunities for special projects, such as book reports, compositions and special research projects

2. Teachers **reduce** the amount of homework on Wednesday night because of church services that many students attend. However, assignments made prior to Wednesday, which are due on Thursday, may require some preparation on Wednesday night.
3. Homework should be individual work, not to be shared, unless so specified by the teacher. Sharing homework is considered cheating, and is a major violation of the discipline code.
4. Appropriate use of Internet resources is encouraged. Information copied directly from Internet sites will be considered cheating.
5. The time required for homework will vary with the pace of the individual student and his/her course load, i.e. AP and honor classes.
6. Students failing to complete daily homework assignments in the time allotted by the teacher will receive a grade reflecting a substantial penalty. Each teacher's policy will be explained in the course syllabus given to students at the beginning of the course.
7. Assignments are to be completed on time and written properly. Good grammar, neatness, and correct spelling are expected on all assignments.

U.1.8 Academic Probation

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

If a student is asked by the committee to withdraw, the parents may submit a written request to the Board of Directors asking that their student be allowed to remain at CAI.

U.1.9 Plagiarism

Plagiarism is using someone else's words or ideas in your writing without proper acknowledgement and documentation. Plagiarism is cheating and is a major violation of the discipline code.

Examples:

- having another person write a paper for you and turning it in as your work
- turning in another student's work as your own
- copying a paper from a source* without proper acknowledgement
- copying materials, words, or ideas from a source, supplying the proper acknowledgement, but not using quotation marks
- paraphrasing materials, words, or ideas from a source without using proper documentation
- buying a paper from a research service or term paper mill
- turning in a paper from a "free" term paper website

How to avoid plagiarism in your writing:

- Document all direct quotations. Make sure that you have copied each quotation word for word and that the punctuation is the same as the original.
- Document information you've paraphrased or summarized. This includes all ideas and expressions that you adapted from your sources.
- Follow documentation style (MLA, APA, Chicago Manual, etc.) required by the course instructor.

- Consider Biblical instruction: "Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth."– II Timothy 2:15 (New International Version)

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

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

U.1.10 Requirements for Graduation

Christian Academy strives to create opportunities for academic excellence while remaining in compliance with the current requirements for state accreditation. Therefore, requirements for graduation are subject to revision as state expectations change.

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

The *Core 40 Diploma* is broader and more intense. Students graduating with this diploma have completed the course work required by major colleges and universities.

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

The *Technical Honors Diploma* provides a college preparatory program while adding additional technical/career related requirements. A cumulative 3.0 GPA must be earned. No course grades below "C-" may count toward the Technical Honors Diploma.

Credits earned prior to grade 9 may count as elective credits only for the Core 40 Academic Honors Diploma and Technical Honors Diploma (with the exception of foreign language).

Credits Required for Diplomas		
Subject	Core 40 Diploma	Academic Honors Diploma
Language Arts	8	8
Mathematics	6 – 8	8
Science	6	6
Social Studies	6	6
Health and Safety	1	1
Physical Education	1	1
Bible	1 credit/semester attending	1 credit/semester attending
	8 more credits required from list above or below	
Foreign Language	✓	6 – 8
Fine Arts	✓	2
Computer	✓	0
Career Area	✓	0
Electives	2 - 4	9
Total	48	55

If a student fails a Bible class for the semester, he/she must retake the course the next school year. If a senior fails Bible IV, he/she must take a suitable independent study or course online. The course will be chosen by the teacher and the administration. Once this supplemental course is completed satisfactorily, the student will receive a passing grade.

Core 40 Course and Credit Requirements	
English/Language Arts	8 credits Credits must include literature, composition, and speech
Mathematics	6 credits (Must be earned in grades 9-12) 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II *All students are required to take a math or physics course during their junior or senior year.
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: US History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career/Technical
Physical Education	2 credits
Health and Wellness	1 credit
Electives	6 credits
Bible	1 credit for each semester attending
48 Total Credits Required	

Core 40 with Academic Honors (minimum 55 credits)
<p>For the Core 40 with Academic Honors diploma, students must:</p> <ul style="list-style-type: none"> • Complete all requirements for Core 40. • Earn 2 additional Core 40 math credits. • Earn 6-8 Core 40 world language credits. • Earn 2 Core 40 fine arts credits. • Earn a grade of "C" or above in courses that will count toward the diploma. • Have a grade point average of "B" or above. • Complete one of the following: <ul style="list-style-type: none"> A. Two Advanced Placement courses and corresponding AP exams. B. Academic, transferable dual high school/college courses resulting in 6 college credits. C. One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits. D. Score 1200 or higher combined SAT math and critical reading*. E. Score a 26 composite ACT. F. An International Baccalaureate Diploma. <p>*SAT requirements will be modified with the addition of the writing section.</p>

Core 40 with Technical Honors (minimum 55 credits)

For the Core 40 with Technical Honors diploma, students must:

- Complete all requirements for Core 40.
- Complete a career-technical program (related sequence of 8-10 career-technical credits).
- Earn a grade of "C" or above in courses that will count toward the diploma.
- Have a grade point average of "B" or above.
- Complete state recognized certification requirements by completing two of the options below, one of which must be A or B:
 - A. Take WorkKeys, an industry-driven assessment, and score at or above a designated level on each of the three core readiness subject areas (mathematical reasoning, reading for information, and locating information).
 - B. Technical, transferable dual high school/college credit courses resulting in 6 college credits*.
 - C. Professional career internship or cooperative education*.
 - D. A state approved industry recognized certification*.

* Must be in the career-technical program area of study

Academic Credit

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

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

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

Credit Recovery

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

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

Course Mastery

Students on both the Core 40 and Academic Honor's track may retake a course they have already passed for higher mastery before taking a more difficult course. For example, a student who received a D- for both semesters of a class may choose to repeat the course for better mastery before continuing in that academic area. Courses must be repeated at CAI or through a limited number of alternate options.

Credit Acceleration

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

Transfer Credits

All transfer credit is subject to administrative approval upon enrollment.

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

Requirements For All Students

Students eligible for graduation must attend Commencement ceremonies, practices and meet all financial and service hour obligations. Seniors who fail to meet the requirements for graduation will be permitted to attend all

senior activities leading up to the graduation ceremony, but may not be permitted to take part in the graduation ceremony. A CAI diploma will be awarded when the requirements are met. Administration reserves the right to review individual cases. All credit recovery and credit acceleration courses must have administrative approval before enrollment.

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

Post-Secondary Credit

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

U.1.11 Policy for Determining Valedictorian and Salutatorian

1. To be considered for Valedictorian or Salutatorian, the student must:
 - a. Have attended CAI for five consecutive semesters immediately preceding graduation,
 - b. Have been a full-time high school student (8 semesters),
 - c. Have met all graduation requirements outlined by CAI and the Core 40 or Academic Honors Diploma,
 - d. Have been a positive role model for the student body,
 - e. Be approved by the principal.

2. Determination of the Valedictorian and Salutatorian:

The Valedictorian shall have the highest Grade Point Average (GPA) and the Salutatorian shall have the second highest GPA.

The calculation of GPA for the purpose of determining the Valedictorian and Salutatorian will be based on grades in all courses taken. All grades will be converted to a 4.0 scale (A = 4.0; B = 3.0, etc.).

The GPA will be calculated to the 1/1000th of a point to differentiate between students. Students with the exact same GPA may share Valedictorian or Salutatorian honors.

The determination of Valedictorian and Salutatorian shall be made at the end of the senior year (8th semester).

Note: "Overall GPA" is calculated based on grades on all weighted courses (5.5 and 5.0 scale) and unweighted courses (4.0 scale). Students may report their Overall GPA on post-secondary education or employment applications, etc., unless unweighted GPA is requested. However, the School will not use the weighted GPA to determine the Valedictorian or Salutatorian.

Beginning with the class of 2015:

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

Quality points will be calculated based upon a maximum of 58 credits. High school credits earned while in 8th grade will count toward quality points. For transfer students, AP classes will count with weighted value toward quality points, but honor classes will count as regular value. If a student has earned more than 58 credits, courses will be chosen in the following order (up to 58 credits):

1. Required courses
2. CAI courses

3. Other courses

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

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

U.1.12 Semester Exams

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

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

Seniors who have letter grades of A- or higher for both third and fourth quarters may be exempt from taking the final exam in that particular class.

CAI observes special scheduling for exams. Uninterrupted blocks of time are scheduled for exams. Two or three exams are given daily. Students who reschedule exams for any reason must have administrative approval. Students may be required to pay a \$20.00 fee per rescheduled exam.

U.1.13 Standardized Testing

The High School Counselor works with students and families regarding preparation and registration for pre-college testing. Students in grades six through nine are given the Indiana Statewide Testing for Educational Progress (ISTEP) in the spring of each year. Students enrolled in specific classes as determined by the State of Indiana are required to take the End of Course Assessment Tests (ECA). Students are to pass the ECA in order to receive a diploma. See the school counselor for details.

U.1.14 Textbooks

Tuition includes a rental fee for the use of textbooks. (Some courses may require students to purchase their own resources, including calculators and textbooks.) An additional fee will be charged for damaged books. If the textbook is lost, students will be charged for the replacement price of the book. Textbooks must be returned or paid for prior to taking the final semester exam for that course. All books should be covered with heavy paper covers to maintain appropriate care. Stretchy nylon covers are not allowed.

U.1.15 Student Planner

All upper school students will be issued a student planner and are expected to carry it to each class, using it to record assignments and upcoming tests. The planner is also the source for a student's hall pass.

At the middle school level, the planner serves as a communication tool for parents and teachers. In sixth grade, students are required to have the planner signed by parents each night, and teachers check them daily during first period. At seventh grade, planner checks are done first period regularly during the first semester and occasionally during the second semester. By the eighth grade, students are to use their planners independently. A replacement planner can be purchased for \$5.

U.1.16 Academic Support

Christian Academy School System recognizes that all students learn differently. Each campus provides opportunities for academic support to work with teachers and families to serve students who struggle. A referral process is used to help determine what types of interventions are needed. A plan of accommodations/modifications may be developed should educational testing and participation in specialized programming be recommended. CASS supports research-based programs tailored to meet individual needs. Options include CASS specialized programs as well as outside resources.

U.1.17 Discovery Program

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

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

U.1.18 Daily Accountability Program (DAP)

The Daily Accountability Program © is a before and after school mentoring program that helps students record, complete, and turn in homework assignments. Students who have a pattern of missing, late, or incomplete work are typical participants. Students receive individual help from a trained adult mentor/teacher. Eligibility for this program is by recommendation only. **There is an additional fee for this program.**

U.2.0 ARRIVAL AND DISMISSAL FOR UPPER SCHOOL STUDENTS

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

U.2.1 Arrival

Christian Academy will accept responsibility for students arriving as early as 7:25 a.m. No supervision of students is provided prior to 7:25 a.m. and students should not be on the premises. School begins promptly at 7:45 a.m. Student drop-off is at door number 2 for the elementary students and door number 13 for upper school students.

Bus Riders

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

Of chief concern on the school bus is the safety of each rider. If the driver is being distracted by a discipline problem, the safety of all students may be jeopardized. 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. For this reason, we strongly support the rules presented by our bus service contractor. These rules are listed below.

BUS RULES

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 electronic devices, including 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.

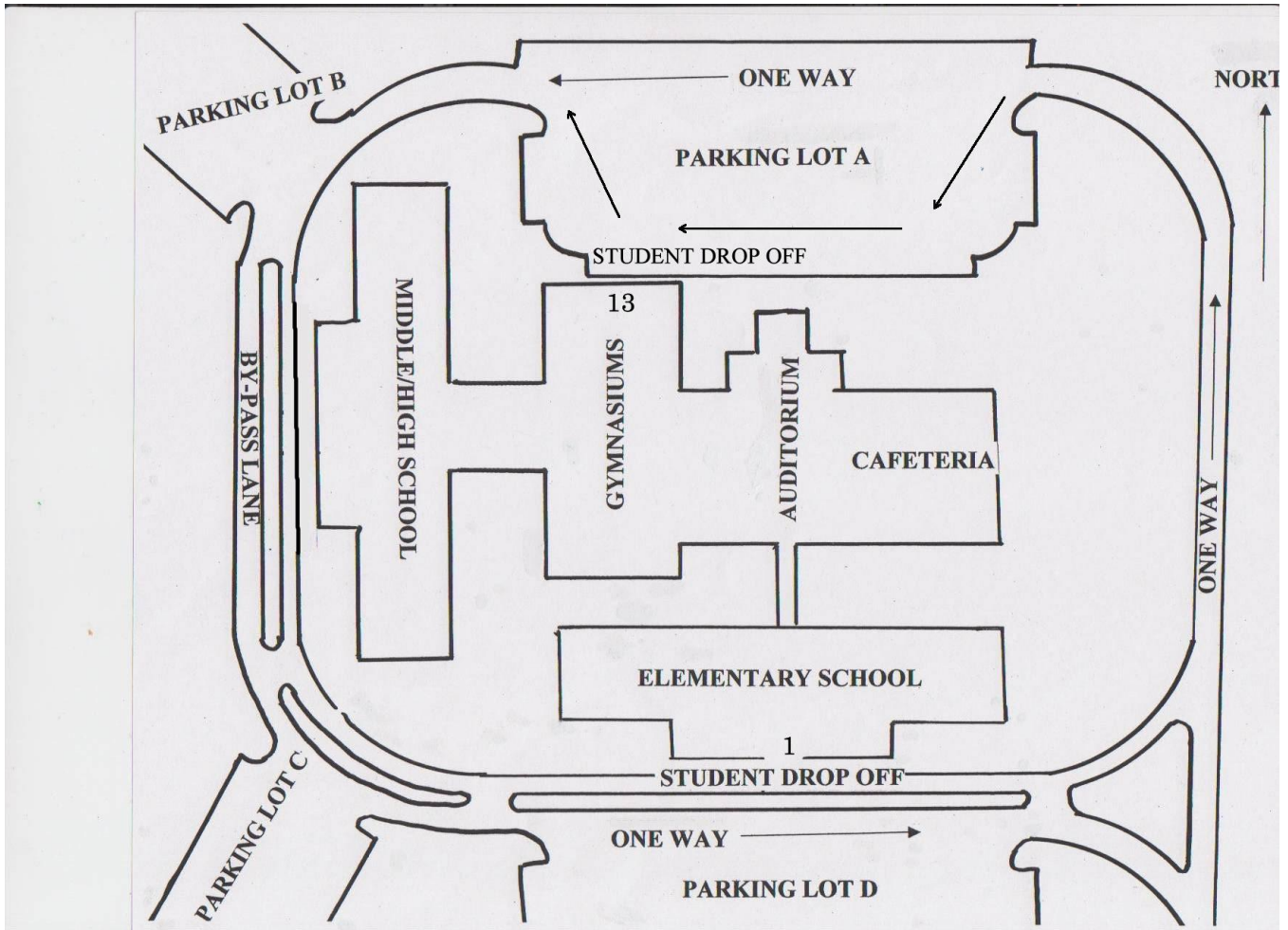
Any weapon or item that gives the appearance of a weapon is not allowed on the bus or at school. This includes guns, knives, pocketknives, etc.

Student Drivers

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

U.2.2 Dismissal

Students shall remain in their final classes until dismissed by their teachers at 3:05 p.m. Students are allowed to stay in the designated areas of the building until 3:35 p.m. After 3:35 p.m. all parts of the building are off limits unless the student is involved in an activity being sponsored by a staff member. Students who are not with a teacher, coach, or parent after 3:30 p.m. must report to after care. There is a \$5 charge per day for this service.



U.3.0 ATTENDANCE POLICIES AND PROCEDURES

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

Colossians 3:23-24 NIV

U.3.1 Parental Responsibilities

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

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

U.3.2 Student Responsibilities

1. Make every reasonable effort to be at school promptly every day.
2. When absent, if possible, complete homework and other assignments prior to return to school.
3. See each teacher for make-up work assignments upon return to school. Realize that make-up work may not be the same as assignments made to students who were present in class. Teachers may alter assignments in attempt to compensate for the class lecture and discussion that were missed.
4. Be prepared to meet with teachers before and/or after school to give teachers the opportunity to help you catch up.

U.3.3 Excused/Unexcused Absence

There are some acceptable reasons for being absent:

- Illness
- Emergency in the Family
- Medical and Dental Appointments (These appointments should be scheduled to minimize missed class time.)
- Family trips, but only within the following guidelines:
 - The trip must be approved in advance by a written request to the principal.
 - The student must have an excellent attendance record.
 - The student must request work in advance and have it ready to turn in on the first day back.

If an absence occurs for an upper school student and is excused, the student will be given the opportunity to make-up the missed work. It will be the student's responsibility to check with the teacher for missed assignments. The number of days the student has to make up missed work is equal to the number he or she missed. For example, if a student misses Monday and Tuesday, make-up work will be due on Friday. Tests announced in advance are to be administered on the day the student returns unless new material was presented.

When a student is absent, parents may request a list of homework assignments from teachers by calling the upper school office.

- Call the office before 9:15 a.m. Requests after 9:15 a.m. cannot be guaranteed.
- Assignments may be picked up in the upper school office after 3:00 p.m.
- It is the student's/parent's responsibility to pick up homework in the office. These assignments will not be reissued

Students must make-up work for unexcused absences but no credit will be given (except for major exams). Excessive absences will not be tolerated. When a student is going to be absent from school, the parent is required to notify the school ON THAT DAY. When a student has accumulated five absences during a quarter any additional absences must be verified by a doctor's statement or excused by the principal in order for a student to receive credit for make-up work. Excessive absences will affect a student's grades and could place his or her promotion in jeopardy. Students missing more than half of a class will be considered absent for that class.

Extreme or prolonged absence situations will be handled on a case-by-case basis.

U.3.4 Early Dismissal

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

The note is to include the following information:

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

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

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

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

U.3.5 Extracurricular Events

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

U.3.6 Illness During the Day

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

If it is determined that the student needs to go home, work due that day in all classes should be turned in to the front desk receptionist before the student leaves. Tests and quizzes may also be required to be taken prior to the student leaving for the day, to avoid misuse of the health room.

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

If a student has a fever of 100° or higher, he/she will be sent home.

Updated immunization records must be on file in the nurse's office in order for the student to continue enrollment at CAI. Each student is required to have a card with appropriate information distributed by the nurse. If information regarding the health of the child changes, the nurse should be notified.

Time in Nurse's Office

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

- ❖ **STUDENTS MAY NOT CARRY ON THEIR PERSON MEDICATION OF ANY KIND.**
- ❖ **STUDENTS WHO DISPENSE MEDICATION OF ANY KIND TO OTHER STUDENTS ARE SUBJECT TO DISMISSAL.**

Over-the-counter medications (such as Tylenol, ibuprofen, etc.) may be administered by the nurse if signed parental permission is given on the medical card.

U.3.7 Extended Illness

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

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

U.3.8 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 that attention be given to the importance of promptness. By being prompt students demonstrate and practice desirable behaviors of adult life.

A good rule of thumb is to plan to be at school by 7:35 a.m. This plan provides a cushion of several minutes to deal with unavoidable delays encountered en route. Any student arriving after the 7:45 a.m. bell must sign in at the front desk and receive an admittance slip. The reason for the late arrival will be recorded.

No student will be admitted to class without an admission slip if he or she has arrived after the homeroom tardy bell.

TARDY TO SCHOOL

Upon the third tardy and at every third tardy thereafter, the student's academic average for the quarter will be decreased by 1%.

U.3.9 Make-up Work Policy

HOMEWORK / CLASSWORK

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

Students are eligible to receive full credit for make-up work for excused absences. This work will be made up at the rate of days absent plus one not to exceed five school days. For example, if a student misses Monday and Tuesday, make-up work will be due on Friday. Students with subsequent absences during the five school days following the original absence will meet with teachers to plan a reasonable schedule for completion of the missed work. Students with unexcused absences may make-up missed work but no credit will be given (except for major exams).

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

TEST / QUIZZES

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

Students missing class due to suspension from school will be expected to do all assignments made to students who are present and adequate make-up work to cover the missed instruction (see U.4.3).

U.3.10 Late Work Policy for Major Projects

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

U.3.11 Tardy to Class

Students are expected to arrive in their classrooms prior to the ringing of the tardy bell. Those who fail to do so are tardy. This lateness either delays the beginning of class activity or creates an unnecessary interruption in the learning process for all students. It is a matter to be taken seriously.

TARDY TO CLASS

Upon the third tardy and at every third tardy thereafter, the student's academic average for the quarter will be decreased by 1%.

TARDY TO STUDY HALL

Upon the third tardy and at every third tardy thereafter, the student will be assigned one hour detention.

U.3.12 Truancy/Skipping Class

Truancy is being absent from school without the knowledge of parents or the school staff. Truancy will result in a 2% grade reduction for the quarter for each class period missed and may result in further disciplinary action. Repeat incidences of truancy may result in expulsion.

U.4.0 CONDUCT

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

U.4.1 Discipline Policy

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

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

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

U.4.2 Classroom Standards

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

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

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

U.4.3 Progression of Corrective Measures

Detentions: Middle and high school students may receive detention for a variety of infractions, including talking without permission, not following dress code, etc. Middle school students are to take the detention slip home to be signed by parents and returned to school, and serve the following day. High school students do not need to have their slip signed, but will serve on the same day the detention is issued. Students will serve 35 minutes with the teacher who issued the detention or the assistant principal, beginning at 3:10 and ending at 3:45 p.m. Detentions take precedence over extracurricular events or athletic practices. In the event of work schedules, doctor's appointments or other prior commitments, a student may ask for permission to delay the serving of their detention. Failure to serve will lead to increasingly severe consequences.

Student Behavior Referral: More serious violations will result in a Student Behavior Referral. Parents will be notified and consequences may include multiple detentions, written essays, parent conferences, probation, or suspensions.

In-School Suspension (ISS) is the removal of the student from regular school activity. The student is required to be at school, but is not to participate in regular classes or extracurricular activities. The student will be assigned to a desk and given directives for class work. The lunch hour is to be a non-social activity. During ISS the student will do all daily work and take any quizzes and tests, with full credit given for the work. At the end of the quarter there will be a 2% deduction from the student's quarter average in each class for every day of suspension served during that grading period. Students who receive ISS may be placed on disciplinary probation. (see U.4.9) Thus, a subsequent infraction could result in dismissal from the school.

Out-of-School Suspension (OSS) is the removal of the student from all school activity (academic and extracurricular) and school properties. The duration is determined by the infraction. A student being placed on OSS should realize their rights to attend CAI may be terminated with another infraction. The student's daily work is required to be made up. Major assessments will be allowed to be taken and credit given. There will be a 2% deduction from the student's quarter average for every day of suspension served during that grading period.

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

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

U.4.4 Minor Violations of the Discipline Policy

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

Minor Violations

1. Failure to attend class or being out of class during the class period without a written pass from the Teacher;
2. Behaving in a disruptive or potentially destructive manner, including running, throwing things, horseplay, or making excessive noise of any kind;
3. Making any display of affection (students are expected to keep their hands to themselves);
4. Using ANY electronic devices, (including iPods, radios, games, etc) on campus during school hours. Laptops or tablets may be used by high school students on campus for classroom purposes only. Cell phones may be used before and after school but will be confiscated if used after the warning bell;
5. Being in any restricted area of campus during the school day without special permission;
6. Organizing any on-campus activity or publishing any school-related material without the approval of the administration, including selling items for personal gain;
7. Using scooters, skates, or skateboards;
8. Using playing cards.

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

U.4.5 Major Violations of the Discipline Policy

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

Major Violations

1. Insubordination, or refusing to obey school personnel
2. Disrespect (verbal or nonverbal) to school personnel or to peers

3. Cheating or plagiarism of any kind
4. Use of profanity, crude language, or obscenities
5. Driving in a reckless or unsafe manner on or near campus
6. Fighting, threatening, intimidating, hazing, or causing deliberate injury to students and/or school personnel; bullying or intimidation of any kind
7. Possessing any weapon [guns, knives (including pocketknives), etc.] or any item giving the appearance of a weapon, drugs, alcohol, tobacco, or pornography on school property or at any school sponsored activity
8. Stealing, lying, forgery or gambling
9. Willful destruction or defacement of school property or property of others
10. Truancy (absent from school or class without knowledge of parents or school)
11. Unacceptable behavior of a sexual nature
12. Persistent disregard for school policies/procedures
13. Failing to abide by school guidelines while on school-sponsored trips away from CAI
14. Misbehavior in detention
15. Commission of an illegal act
16. Committing a serious breach of conduct outside the school, which has an adverse effect on the testimony of the school
17. Inappropriate use of school computers.
18. Sexting – sending or receiving sexually explicit transmissions via any type of electronic device.

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

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

Drinking alcoholic beverages, using illegal drugs including marijuana, misuse of over-the-counter or prescription medications, use of any tobacco products including smokeless tobacco and snuff, use of profanity, disrespect for authority or property, improper sexual behavior, and the abuse of others are all prohibited.

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

U.4.6 Over-the-Counter and Non-Prescription Drug Policy

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

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

U.4.7 Electronic Devices

Students who bring in personal electronic devices must recognize that only devices that aid in the educational process (palm pilots, laptops, etc.) should be brought to school (no headphones, games, movies or other forms of entertainment). Cell phones may be brought to school, but are not allowed to be used during the school day. If use of the device disrupts the educational process in any way (this includes playing games at any time during the day), it will be confiscated and returned at a later date. The school cannot be held liable for damaged equipment. When an electronic device is confiscated by the school for the first offense, it will be held for 24 hours, second offense for 48 hours, and third offense for 72 hours. Week-end days do not count toward those hours.

Please be aware that Christian Academy of Indiana has made every effort to provide access to adequate technology resources for students' study without the need to bring in personal electronic devices. The computer lab in each building houses 25 Dell XP computers. The library in each building houses 13 or 14 Dell XP computers. Additionally, the wireless laptop cart (16 HP XP laptops) is made available to students who come in to the library with a class.

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.

U.4.8 Cheating / Copying

Cheating or copying is a major violation of the discipline code. Examples of cheating include but are not limited to, using someone else's words or answers as your own; giving or receiving help using an unapproved source when it is supposed to be individual work; etc. The immediate result is a "zero" on that work and parent notification.

During tests, students may not talk or interact in any way. If an infraction occurs, the student will be confronted at the end of the class or as soon as possible following the discovery of the copying. Talking during an exam is the same as copying and results in an automatic "zero" credit for the exam. Should a student suffer a difficulty or have a question during an exam, all inquiries must be made to the teacher.

U.4.9 Disciplinary Probation

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

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

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

U.5.0 STUDENT DRESS CODE

Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.

I Corinthians 6:18-20 NIV

U.5.1 General Guidelines

General Guidelines

All uniform items for upper school students are to be purchased ONLY from Parker School Uniforms, 291 N. Hubbards Lane, Louisville, KY. (502) 899-9902 or (www.ParkerSU.com). Parker Uniforms has all items acceptable for CAI on file. Administration reserves the right to interpret when dress is in violation of code and address the student as needed. Parents and students will be expected to be respectful of any administrative correction and respond appropriately. Uniform code applies from the time students arrive on the CAI campus for school until they leave school for the day or begin practice for sports.

All garments are to have traditional fit, and oversized styles are not permitted. Students should exemplify modesty and a Christian spirit at all times.

1. **Shoes**—Low-heeled oxfords (lace-up), loafers (slip-on), indoor boots that are not taller than mid-calf (no rain boots), or standard athletic/tennis shoes should be worn. Open back mules, leather or suede, in neutral colors are acceptable. Socks or tights in solid colors may be worn. No fishnet hose, leggings, or jeggings are permitted. Heels with more than 2 ½ inches lift from the floor, sandals, open-toe or open-heel styles, or flip flops are not permitted.
2. **Coats/Jackets**—These may not be worn in the classroom.
3. **Sweaters/Sweatshirts**—Navy cardigans, vests or v-neck sweaters (purchased from Parker) may be worn in the classroom. Sweatshirts designed by student council are approved for uniform dress. Select pride-wear sweatshirts from the spirit shop are also allowed in either school colors of blue and gold or neutral colors of black, white, and grey. Sweatshirts that sip all the way down are considered jackets and are not approved for uniform wear.
4. **Walking Shorts/Slacks**—Navy blue or khaki shorts or slacks purchased from Parker approved list.
5. **Shirts**—Students will wear solid navy, white or red polo shirts or white or light blue oxford shirts with short or long sleeves (purchased from Parker). Navy or white short sleeved t-shirts may be worn under polos or oxfords but may not have lettering or designs that show through the uniform. Uniform shirts should not be layered. Shirts must be tucked in at all times.
6. **Skirts**—Navy or khaki (purchased from Parker) are acceptable.
7. **Jewelry**—Traditional jewelry may be worn in moderation and good taste. No metal studded jewelry, accessories, chains or jewelry that represents cults will be acceptable. Boys may not wear earrings, spacers, or any device resembling earrings at school or school functions. Students may not have any other visible body parts pierced, including tongues.
8. **Hairstyle**—Hairstyle extremes, including non-traditional changes in hair color are not permitted. Boys' hair length should not extend beyond the shirt collar and sideburns may not be lower than the bottom of the ear. When combed straight down, hair may not extend below the eyebrows. Boys are to be clean-shaven with no beards or mustaches. Students are expected to maintain grooming without reminders/warnings.
9. **No visible tattoos are allowed.**
10. Athletic team wear, including warm-up jackets, are not approved for uniform wear but may be worn on designated spirit days.

Chapel Dress—Regular uniform dress will be worn for chapel.

Casual Dress—Standards to be dictated by special situation/privilege. In general, clothing is to be modest; skirts/shorts must be to the bottom of the knee, nothing should be tight or low cut, and there should be no bare midriff or back.

Jeans Day (Requires Principal's Approval)

1. Jeans must be neat and have a hem with no frayed ends or seams.
2. Jeans must be in good repair with no holes, patches, words or team logos.
3. Jeans must have a traditional style and fit (appropriately-fitted at the waist, seat, legs and length).
4. Jeans must have a solid, consistent, blue denim color (not streaked or faded).
5. Jean skirts at or below the kneecap; jean Capri pants and jean shorts at or below the kneecap may be worn.
6. Students may wear polo-type shirts, t-shirts, or school sweatshirts only. All clothing must be modest in appearance and must reflect the mission and philosophy of the school.
7. Extreme lengths and oversize styles are not allowed. Form-fitting shirts are not allowed.
8. All other dress code guidelines are to be observed, including no non-uniform jackets, pullovers, or sweaters.

Activity Dress

- PE Class: PE uniforms (CAI t-shirt and shorts) are provided through PE classes. Extra uniforms may be purchased. For outdoor P.E. classes long warm-up pants may be worn. However, P.E. shorts must be worn in addition to the long warm-up pants. (no pajama pants or spandex).
- Jersey Day for Athletic Team: Each team will be allowed to wear their jerseys or team t-shirts once during the season and once during district or regional playoff games. They may also wear them on jeans days or for pep rallies. Jerseys are to be worn with jeans. Sleeveless jerseys are to be worn with a shirt underneath or a team t-shirt may be worn instead of a jersey. Coaches in conjunction with the Athletic Director will suggest potential dates to the Principal.
- Field Trips, Team Travel, Extracurricular Activities, or Special Programs: Standards will be established by the supervising teacher, coach, or administrator, and announced in advance so parents may be informed and students can be appropriately dressed.
- Special Program Dress Code: Special program dress for concerts will be addressed by the faculty person in charge.

Special Event Guidelines

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

- All School Functions:
 - All clothing should be modest and appropriate for teens. Students or guests who are improperly dressed will not be admitted.
 - Jeans or shorts are not appropriate for boys or girls unless specifically stated for a particular event.
 - No piercings other than ears for girls will be allowed. Boys are not to wear earrings or other pierced jewelry.
- School Activities: Informal dances, field trips, concerts, service trips, etc.
 - Specific guidelines will be distributed in writing prior to the event.

- **Special Programs:** Bridge Ceremony, Inductions & Graduation
 - Boys – Dress Slacks with dress shirt, suit jacket, sweater or tie
 - Girls – Slacks, dresses/skirts must be to or below the knee
 - Clothing should not be tight or clingy
 - No cleavage or midriff should be exposed
 - No strapless dresses for daytime events unless a jacket or sweater is worn over it
 - Strapless dresses are acceptable for evening events
 - Slits in the dress must not go higher than the knee
 - Dresses may not have cut-outs on the sides or front
 - The dress should not dip below the natural waistline in the back
 - Sheer fabric does not constitute adequate coverage in meeting guidelines
 - Undergarments (or lack thereof) should not be noticeable
- **Formal Functions:** Junior/Senior Prom, Homecoming Court & Formal Dances
 - Boys – Suit, tie and dress shoes; a tuxedo may be worn for prom
 - Girls – Dresses must meet the guidelines above
- **Dance Behavior Expectations**
 - Students are to follow guidelines of behavior and decorum while at special events and must agree to abide by the instructions of school personnel throughout the event.
 - No alcohol, tobacco or illegal drugs are to be consumed before or at the event.
 - Dance movements and mannerisms must fall within the standards of modesty and good taste. Dance movements must not be sexual in nature.
 - Dance movements must not create an unsafe environment.
 - Individuals who do not respond to administrator correction regarding the above-mentioned behaviors may be removed from the dance and parents/guardians contacted.
 - Outside Guests: Students who choose to bring a guest to a school dance must have their guest arrange for a personal interview with a CAI upper school administrator. A guest is defined as anyone who is not currently attending Christian Academy of Indiana. This includes students attending other schools, home-schooled students, and those who are no longer in high school. Interviews must be completed before tickets are purchased.
 - Age Limits: All guests for the Junior/Senior Prom must be at least a Junior in high school and may not be older than 21 years of age. Other high school dances are open to Freshmen through Seniors as well as guests up to age 21, provided the guests have been approved by a CAI administrator.
 - Students who choose not to follow guidelines may be asked to leave the event. In the event that a student is asked to leave, parents will be notified.
 - Students are expected to stay at the Junior/Senior prom for its entirety. Parents will be notified of students leaving early.
 - No refunds will be given for removal from a school event due to inappropriate behavior.

U.5.2 Non-Compliance with Dress Code

1. Students who are out of dress code will receive a detention.
2. If the non-compliance is a matter of modesty, or total disregard of the uniform, the parents will be called and asked to bring the student appropriate clothing. The student will not return to class until appropriate clothing is obtained.
3. The principal reserves the right to handle each situation of non-compliance on its own merit. Final determination of appropriate dress for students is the responsibility of the principal.

U.6.0 ADDITIONAL INFORMATION FOR UPPER SCHOOL STUDENTS

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

Ephesians 2:10 NIV

U.6.1 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.

U.6.2 Book and Sports Bag Storage

Students are to keep book bags in their lockers or in area designated by the principal at all times. No book bags are allowed in the classrooms or hallways. Bags improperly stored or abandoned will be confiscated.

U.6.3 Cafeteria

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

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

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

Students are accountable to pay as they go through the cafeteria line.

Food Allergies: Students who have food allergies will need to bring their lunches from home.

Behavior in Cafeteria: Proper eating habits and acceptable behavior must be practiced in the cafeteria. Students are expected to clean up after themselves. Lunch trays and plates are not to be taken out of the cafeteria. Opened food and drinks that cannot be resealed are also not to be taken out of the cafeteria. Sealed packages of food and drinks that can be capped are allowed to be taken to lockers for consumption at after-school practices, but should not be opened or consumed in the locker, hallway, or classroom. Book bags are not allowed inside the kitchen area.

U.6.4 Chapel

Chapel is a time of worship through music and Christian speakers that have been invited to speak to students. The high school student chaplain works with the administrators to provide worship experiences to help students grow spiritually.

U.6.5 Conferences

Conferences between parents and students and members of the school staff are encouraged. All teachers have some unscheduled time every day and will be glad to arrange a conference. Contacts concerning the progress of

students should be made with teachers first. In every case, a call to the school office for an appointment is necessary to avoid schedule conflicts. Special arrangements can be made for conferences during non-school hours. If the parent or teacher feels the need, a principal or administrator may be available for further counsel after the conference with the teacher.

U.6.6 Daily Schedule for Upper School

CAI Upper School Daily Schedule	
1 st Period	7:45 a.m. – 8:45 a.m.
2 nd Period	8:50 a.m. – 9:45 a.m.
3 rd Period	9:50 a.m. – 10:45 a.m.
MS Lunch	10:45 a.m. – 11:15 a.m.
HS 4 th Period	10:50 a.m. – 11:45 a.m.
MS 4 th Period	11:20 a.m. – 12:15 p.m.
HS Lunch	11:45 a.m. – 12:15 p.m.
5 th Period	12:20 p.m. – 1:10 p.m.
6 th Period	1:15 p.m. – 2:05 p.m.
7 th Period	2:10 p.m. – 3:05 p.m.

U.6.7 Emergency Procedures

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)

U.6.8 Extracurricular Activities

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

All students are encouraged to attend athletic event and become active supporters of CAI teams. CAI is a member of the Indiana High School Athletic Association. At the present time, CAI offers opportunities in the following sports:

Fall Sports

Sport	Elementary	Middle School	Junior Varsity	Varsity
Volleyball		Girls	Girls	Girls
Cross Country		Girls and Boys		Girls and Boys
Soccer		Girls and Boys	Boys	Boys and Girls
Tennis		Boys		Boys
Golf		Girls		Girls

Winter Sports

Sport	Elementary	Middle School	Junior Varsity	Varsity
Cheerleading	Girls – 6th Grade	Girls	Girls	Girls
Basketball	Girls and Boys 4th, 5th, 6th Grades	Girls and Boys	Girls and Boys	Girls and Boys
Wrestling				Boys

Spring Sports

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

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

Student Organizations: The following clubs and organizations are active at CAI: National Honor Society, National Spanish Honor Society, Student Council, Fellowship of Christian Athletes, Junior National Honor Society, game club and garden club.

NATIONAL HONOR SOCIETY (NHS)

Membership

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

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

Section 3—Eligibility

- Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class.
- To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Christian Academy of Indiana.
- Candidates eligible for selection to the chapter shall have a minimum cumulative weighted GPA of 3.3 (out of 4.0). This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

Selection Of Members

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

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

- Students' academic records shall be reviewed to determine scholastic eligibility.
- Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection.

- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

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

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

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

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

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

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

U.6.9 Field Trips

Field trips are regarded as an extension of the classroom. Efforts are made to keep the expense of field trips reasonable. All expenses of field trips are the responsibility of those participating. WRITTEN PARENTAL PERMISSION ON THE *SCHOOL-APPROVED PERMISSION FORM* MUST BE RECEIVED IN ORDER FOR THE STUDENTS TO PARTICIPATE. It is the student's responsibility to take the permission slip home and return it with the parent's signature.

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

Field Trip Driver's Guidelines

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

1. All students are to be buckled in by seat belts.
2. Drivers are expected to follow the route selected by the teacher unless prior approval for a route deviation has been secured.
3. The primary responsibility of the driver is to care for the students in the group assigned to that driver. Unless directed otherwise by the teacher in charge, keep those students with you at all times. Do not leave any location without having accounted for ALL STUDENTS FOR WHOM YOU HAVE RESPONSIBILITY.

4. When students have returned to campus, remain with them until the teacher in charge has arrived and taken full responsibility for the class.
5. Drivers are not to make stops which are not on the agenda for the entire class. (For example, stopping by a fast-food restaurant for a drink before coming back to the campus.) All stops must appear on the Field Trip Request form, which was approved by the designated principal.
6. Drivers are in authority in their vehicles. Correct any unsatisfactory behavior, including noise or rudeness, and provide the teacher in charge with information regarding any student(s) who fails to respond promptly and politely to correction.

U.6.10 Guidance

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

U.6.11 Library/Media Center

The CAI Upper School Library is continuously expanding its media collection to meet the needs of all students in all academic areas. With its computers, high-speed Internet access, reference books, magazines, audio-visual materials and equipment, language lab, Inter-Library Loan, and complete automation of the circulation system, the Library/Media Center has much to offer students and teachers. Hours have been expanded to 7:15 am – 4:00 pm daily to accommodate students' needs before and after school.

Students may check out books for three weeks at a time, except for reference books. Fines for late books are \$.10 per school day. Students with overdue books and unpaid library fines (including lost book replacement fees) will not receive year-end report cards until all these obligations are met.

The library is intended to be the school's "quiet place" where students and teachers can come to do serious work and study, or get help with a research project. Those whose purpose does not fit this description may be asked to leave. No eating or drinking is allowed in the library.

Computers are available at all times for student use in the central area of the media center. There is no charge for school-related black and white printing. Color printing is available for \$.10 a page.

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

Parent and student volunteers are welcomed and encouraged in the Upper School library.

U.6.12 Lockers

A locker with a combination lock will be assigned to each student at the beginning of the school year. Students must use the locker they are assigned unless permission to change is granted. Appropriate personal photographs, pictures, or posters hung in lockers must be attached with magnets (no tape). Stickers are not permitted. Students are not allowed to write on lockers.

*The school reserves the right to open any school locker at any time.
Periodic locker inspections will be conducted to ensure neatness and proper care of lockers.*

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

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

U.6.13 Lost and Found

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

U.6.14 Messages

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

U.6.15 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.

U.6.16 Parties

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

U.6.17 Pranks and Vandalism

CAI will not tolerate pranks and vandalism.

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

Pranks and vandalism are NOT a tradition, NOT a rite of passage, and NOT taken lightly.

U.6.18 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 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.

U.6.19 Student Parking

A tag for the car will be provided upon registration of the student driver. Students are required to park in their assigned lot. Tags must be displayed on all cars while parked on the school premises.

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

U.6.20 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>.

U.6.21 Telephone

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

U.6.22 Transmission of Digital Information

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

U.6.23 Visitors

Visitors are required to sign in at the front office and wear badges while on campus. Visitors are asked to sign out and return the badge before leaving school.

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

U.6.24 Water Bottles

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

- The plastic bottle must contain water or flavored water only. No juice, soda, addables or energy drinks.
- The bottle must be a purchased water bottle that is clear with a label and a screw top. These water bottles may be filled at the water fountains between classes.
- No water containers such as Tupperware, metal or Nalgene bottles.
- Bottles are not to be in close proximity to any technology. Water will not be allowed in any computer class, computer lab, or the media center.
- There should be no discipline issues with the water bottles such as throwing, popping lids, squirting or pouring water on other students or property.
- All water bottles must be disposed of properly and not left in hallways, desks, restrooms or on floors.
- Water bottles may not be taken into the auditorium.
- Any classroom teacher has the right to disallow water bottles in their room. Teachers will notify students of their classroom policy.

U.6.25 Pledges

AMERICAN FLAG

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

CHRISTIAN FLAG

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

BIBLE

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

Index

About Christian Academy School System	6	Library/Media Center	48
Abuse.....	44	Lockers	48
Academic Probation.....	21	Lost and Found.....	49
Academic Recognition	19	Major Violations of the Discipline Policy	37
Academic Support	28	Make-up Work Policy.....	34
Accreditation	11	Medications	33
Add/Drop Class Procedures.....	19	Messages	49
Admission.....	13	Minor Violations of the Discipline Policy	37
Advanced Placement Courses	19	Miscellaneous Expenses/Fees.....	14
Arrival	29	Mission Statement, Vision, Core Values	8
Athletics	45	Nurse’s Office	32
Attendance - Extracurricular Events.....	32	Over-the-Counter and Non-Prescription Drug Policy	38
Attendance - Parental Responsibilities	31	Parent Dress at School Events	49
Attendance - Student Responsibilities	31	Parent-Teacher Groups.....	15
Attendance Policies and Procedures	31	Parties.....	49
Board of Directors.....	12	Philosophy and Goals of Christian Academy School System.....	9
Book and Sports Bag Storage	44	Plagiarism.....	21
Cafeteria	44	Pledges	51
Chapel.....	44	Policy for Determining Valedictorian and Salutatorian	26
Cheating / Copying	39	Pranks and Vandalism	49
Christian Academy School System Directory.....	7	Problem Resolution	49
Classroom Standards.....	36	Progression of Corrective Measures.....	36
Community Service Hours.....	19	Responsibility for Debts	15
Conferences	44	Retention	20
Daily Accountability Program	28	Safe School Commitment.....	15
Daily Schedule	45	School Closing	13
Disciplinary Probation	39	School Facilities Notices.....	15
Discipline Policy	36	Security.....	16
Discovery Program	28	Semester Exams	27
Dismissal	30	Sexting.....	39
Dress Code - General Guidelines	41	Special Event Guidelines.....	42
Dress Code - Non-Compliance.....	43	Standardized Testing.....	27
Dress Code - Special Activities	42	Statement of Faith	8
Dress Code - Special Events.....	42	Student Drivers.....	29
Dress Code - Uniform Purchasing Information.....	41	Student Parking	50
Early Dismissal.....	32	Student Planner	27
Electronic Devices	39	Tardiness	34
Emergency Procedures.....	45	Technology Services.....	50
Excused/Unexcused Absence	31	Telephone	50
Extended Illness	33	Textbooks	27
Extracurricular Activities	45	Traffic Safety.....	16
Field Trips	47	Transmission of Digital Information.....	50
Fund Raising/Marketing/Publicity	13	Truancy.....	35
Grade Reporting Schedule and Grading Scale	20	Tuition Assistance	16
Graduation Requirements	22	Tuition Policy	16
Guidance.....	48	Uniform Purchasing Information.....	41
Homework.....	20	Visitors.....	17, 50
Illness During the Day.....	32	Water Bottles.....	51
Inclement Weather	13	Website.....	17
Introduction.....	6		
Late Arrival to School	33		
Late Work Policy for Major Projects.....	34		

I have read the Christian Academy of Indiana Family Handbook and agree to comply with all policies and procedures:

Parent Name: _____

Parent Signature: _____

Date: _____

Student Name: _____

Student Signature: _____

Date: _____