

CHRISTIAN ACADEMY SCHOOL SYSTEM

FAMILY HANDBOOK



2011-2012

English Station High School

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

www.caschools.us

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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>
Christian Academy of Louisville Rock Creek Campus 3110 Rock Creek Drive Louisville, Kentucky 40207 (502) 897-3372	<i>Grades K-5 and Preschool</i>
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>
Christian Academy of Indiana 1000 Academy Drive New Albany, Indiana 47150 (812) 944-6200	<i>Grades K-12 and Preschool</i>

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 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 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

Information For All English Station High School Families

Policies and Procedures

2011-2012

SECTION II

ENGLISH STATION HIGH SCHOOL

Policies and Procedures

H.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

H.1.1 Advanced Placement Courses

At Christian Academy of Louisville, 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 required to take the AP exam at the end of the course. The AP testing fee (approximately \$95) will be collected in August. AP courses carry additional grade points (See Section H.1.8 or Course Description Catalog).

H.1.2 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 CAL.

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 CAL.

H.1.3 Academic Recognition

Christian Academy recognizes two levels of Honor Roll students and posts the results quarterly in the Counselors Newsletter:

<u>Principal's Honor Roll</u>	Student receives the grade of "A" in all courses each semester
<u>Honor Roll</u>	Student receives the grades of either "A" or "B" in all courses each semester

H.1.4 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.

H.1.5 Add/Drop Class Procedures

A student may add and drop classes provided there is an opening in the class the student wishes to enter. Requests for schedule changes should be directed to the counselor. Note the potential penalty involved in dropping classes:

1st week of the first semester – May add or drop with no penalty.

2nd –9th weeks of the first semester – Students may be withdrawn passing (WP) or withdrawn failing (WF). Students may or may not be allowed to add a course at this time. This does not affect students' GPA's.

After 9th week of the semester – Students may be withdrawn with special permission from the principal. Students will receive failing grades that *will affect the students' GPA's*.

H.1.6 Community Service Hours

Students are required to complete 15 hours of community service for each year in attendance at CAL High School. Students must not receive payment for this work, and work may not be done for direct 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 office. Prior to a mission trip, the mission coordinator will determine how many services hours will be awarded. Hours must be submitted within a year of completion to receive credit. Credit for hours begins the day after 8th grade graduation. No credit will be granted for time worked during school hours.

H.1.7 Computer Proficiency Test

Students may test out of the computer course requirement by earning a satisfactory score on the proficiency test. This test is offered once a year during the summer. If the test is not passed by the beginning of their senior year, students are required to enroll in a computer course. A fee is charged for this test.

H.1.8 Grade Reporting Schedule and Grading Scale

High 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:

High School Grading Scale					
		Regular	Honors	AP	
A	=	95 – 100	4.0	5.0	5.5
A-	=	93 – 94.99	4.0	5.0	5.5
B+	=	91 – 92.99	3.5	4.5	5.0
B	=	88 – 90.99	3.0	4.0	4.5
B-	=	86 – 87.99	3.0	4.0	4.5
C+	=	84 – 85.99	2.5	3.5	4.0
C	=	81 – 83.99	2.0	3.0	3.5
C-	=	79 – 80.99	2.0	3.0	3.5
D+	=	77 – 78.99	1.5	1.5	1.5
D	=	72 – 76.99	1.0	1.0	1.0
D-	=	70 – 71.99	1.0	1.0	1.0
F	=	Below 70	0	0	0

H.1.9 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. Assignments are to be completed on time and written properly. Good grammar, neatness, and correct spelling are expected on all assignments. Some assignments will require the use of accurate cursive handwriting. Work will be evaluated for its neat, legible presentation as well as the accuracy of its content. Sloppiness, carelessness and thoughtless content will not be allowed. Such work will be returned to the student for revision.
4. Homework should be individual work, not to be shared, unless so specified by the teacher. Sharing homework is considered cheating, and is considered a major violation of the disciplinary code.
5. Appropriate use of Internet resources is encouraged. Information copied directly from Internet sites will be considered cheating (please read Section H.1.9 carefully).
6. The time required for homework will vary with the pace of the individual student and his/her course load. The amount of work required for advanced placement and honors-level courses is greater. **Suggested amount of homework per night: 1-2 hours.**
7. Students failing to complete daily homework assignments in the time allotted by the teacher will receive a grade reflecting a penalty. Each teacher's policy will be explained in the course syllabus given to students at the beginning of the course. The late work policy is determined by individual departments; please see the syllabus.

H.1.10 Plagiarism

Plagiarism is using someone else's words or ideas in your writing without proper acknowledgement and documentation. *Plagiarism is cheating and 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 or copying 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" (2 Timothy 2:15, New International Version).

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

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

Issues of cheating and plagiarism are taken seriously at CAL. Any incident on any assignment, test, project, etc. will result in the student serving an in-school suspension. Students will be allowed to resubmit the assignment (or an appropriate alternative); however, the highest grade they can receive is 70%. Any subsequent incident will be considered a major violation and result in out-of-school suspension. **Note that both the taking of and the giving of answers are considered cheating and both will result in disciplinary action.**

H.1.11 Requirements for Graduation

Christian Academy strives to create opportunities for academic excellence while remaining in compliance with the current requirements for state certification. Therefore, requirements for graduation are subject to revision as state expectations change. Currently, students must complete 22 state-accepted credits (24 for College Prep and Honors) including a credit in Bible for each year in attendance at CAL. Students may not have more than one study hall in a semester. Students may not be a teacher's assistant and have a study hall in a semester.

One credit is given to each subject taught five periods weekly for the entire year. The following credits are required at CAL for graduation:

Credits Required for Graduation			
Course	# of Credits	Course	# of Credits
Bible	4	Health	½
Computer *	1	Math	3
Electives	3	Physical Education	½
English	4	Science	3
Fine Arts	1	Social Studies	3
* May be exempt with a satisfactory score on computer proficiency test. (See H.1.7)			
College Prep, Honors, Commonwealth, Fine Arts Programs and Dual Enrollment Programs have additional requirements. (Refer to the <i>Course Description Catalog</i> .)			

The Class of 2012 will be required to take four years of math. Each semester grades are given for two grading periods and then for the semester. The semester grade is the combination of the two prior grading periods and the semester exam (see H.1.12). The grade for each semester stands on its own. If a student passes a semester, ½ 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.** A CAL student will not be allowed to make up more than one and one-half credit hours from failing classes. Only three semesters or 1 ½ credits may be made up from schools, including on-line courses, other than CAL. Unless students have failed the class, they may not take a course from another institution if the same course is offered at CAL.

If a student fails a Bible class for the semester, he/she must retake the course the next school year. If a senior fails Senior Bible, 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.

To be promoted to the next grade, a student must earn:

- 4 credits to be a Sophomore;
- 9 credits to be a Junior;
- 14 credits to be a Senior;
- 22 credits to graduate.

SUMMER COURSES All course work must be completed before school starts.

DUAL ENROLLMENT COURSES We offer dual enrollment with Bellarmine University for Honors Precalculus, Honors Calculus and AP Calculus.

UNIVERSITY COURSES A student may take courses from a college or university for high school credit. They may receive honors credit only for those honors courses offered at CAL. A counselor must approve all courses in advance. All course work must be completed before school starts.

TRANSFER STUDENTS Honors credit will only be given for honors classes offered at CAL. A transfer student must attend CAL for a minimum of two consecutive years to be considered for Valedictorian or Salutatorian.

Diplomas

CAL offers academic programs to prepare students to earn one of five types of diplomas: Standard Diploma, College Prep Diploma, Honors Diploma, Commonwealth Diploma or Fine Arts Diploma. Each of these diplomas will qualify a student to attend college. The counselor advises students in course selection leading to the program most suited for the individual student.

- The Standard Diploma provides a basic traditional education for students. Students are not required to take a foreign language to earn this diploma.
- The College Prep Diploma is broader and more intense. Students graduating with this diploma have completed the course work required by major colleges and universities. Students must maintain a GPA of 3.0 to receive this diploma.
- The Honors Diploma provides a challenging course of study for top students including courses that offer the opportunity to earn college credit while at CAL. Students must maintain a GPA of 3.5 to receive this diploma.
- The Commonwealth Diploma is awarded to students who receive AP credit in 4 subject areas.
- The Fine Arts Diploma is awarded to students who have completed all of the requirements outlined by the Fine Arts Department.

Please refer to the *Course Description Catalog* for specific diploma details.

Baccalaureate/Commencement

Students eligible for graduation must attend Baccalaureate and Commencement practices and ceremonies, and must 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 graduation, but will not be permitted to take part in Baccalaureate and Commencement. A CAL diploma will be awarded when the requirements are met.

H.1.12 Semester Exams

Semester exams are administered in the high school 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.

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

Students should be aware that shared-grade-level classes may affect the weight of the exam.

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

- 93% average for the semester prior to the exam (after deductions for all academic penalties);
- No more than 5 absences from the class (including suspensions and trancies) during the semester.

No exceptions will be made to these minimum standards.

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

CAL observes special scheduling for exams. Uninterrupted blocks of time are scheduled for exams. Two or three exams are given daily.

Students who have three exams on one day may reschedule one of them with no penalty. **Exams must be rescheduled with the teacher at least one week in advance of the exam day.** Students who reschedule exams for any other reason must have administrative approval and will be charged \$15 for each rescheduled exam.

All students are required to be dressed in uniform for exams and will not be permitted into an exam without meeting the standards of the dress code.

H.1.13 Standardized Testing

The high school counselors work with students and families regarding preparation and registration for standardized and pre-college testing. All Freshmen are given the Terra Nova Test in the spring of each year. In

addition, Sophomores will take the PSAT and the PLAN (pre-ACT); Juniors will take the PSAT and the Hall Occupational Orientation Inventory.

H.1.14 Test Rescheduling

Students who have *more than three major tests* (not including quizzes or projects) in one day may reschedule those tests over three. Rescheduling **MUST** be done 24 hours in advance by a high school principal. An administrator will decide which exams are to be rescheduled based on when teachers assigned the exams.

H.1.15 Textbooks

Tuition includes a rental fee for the use of textbooks. An additional fee or replacement charge will be assessed for damaged or lost books. Textbooks must be returned or paid for prior to taking the exam for that course.

H.2.0 ARRIVAL AND DISMISSAL FOR HIGH SCHOOL STUDENTS

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

H.2.1 Arrival

Christian Academy will accept responsibility for students arriving as early as 7:55 a.m. No supervision of students is provided prior to 7:55 a.m., with the exception of classes that meet at 7:30.

Bus Transportation

Christian Academy offers limited bus services to several neighborhoods in our community. Detailed information about bus service and applications to ride the bus are available in the office and at www.caschools.us.

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

Buses will depart English Station campus at 3:20 each afternoon. Parents must be at their child's bus stop at the scheduled bus arrival time. If a parent is not at the bus stop at the scheduled time, the bus driver will:

- Notify the school immediately;
- Keep student on the bus and continue to drive his/her route;
- Wait at last scheduled stop no more than 10 minutes past the drop-off time;
- Return student back to school property after completing last scheduled stop;
- Notify business office staff of habitually late parents.

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

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

Bus Rules

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

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

BUS RULES

1. All students riding the bus to or from school must have a bus ID tag or pass to board the bus.
2. Observe the same conduct as in the classroom.
3. Be courteous.
4. Do not use rude, crude, or profane language.
5. Do not eat or drink on the bus.
6. No electronic devices, including cell phones.
7. Keep the bus clean.
8. Cooperate and respect the driver.
9. Do not be destructive.
10. Stay in your seat.
11. Keep head, hands and feet inside bus.

**Due to safety concerns, students may not use pencils or pens while on the bus.
The only homework allowed will be reading.**

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.

BUS RIDERS

Students will exit the buses at the secondary circle on the map (see English Station Arrival Map). High school students departing the buses will enter the building via Door #17 and proceed through Centurion Hall to the high school wing of the building.

STUDENT DRIVERS

Student drivers are required to register with the school and purchase 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 required to remain.** High school students will not be allowed to return to their cars during the day unless special permission is granted through the high school office.

Student drivers and other students who ride with student drivers will cross a driveway carefully and enter the building at doors #17, or #2 (Red Entrance) (see English Station Arrival Map).

Students who enter the school at door #17 will proceed through Centurion hallway to the high school. Adhesive violation notices will be used to mark those illegally parked and a fine will be assessed. (See Parking Violations H.6.18)

CAR POOLS

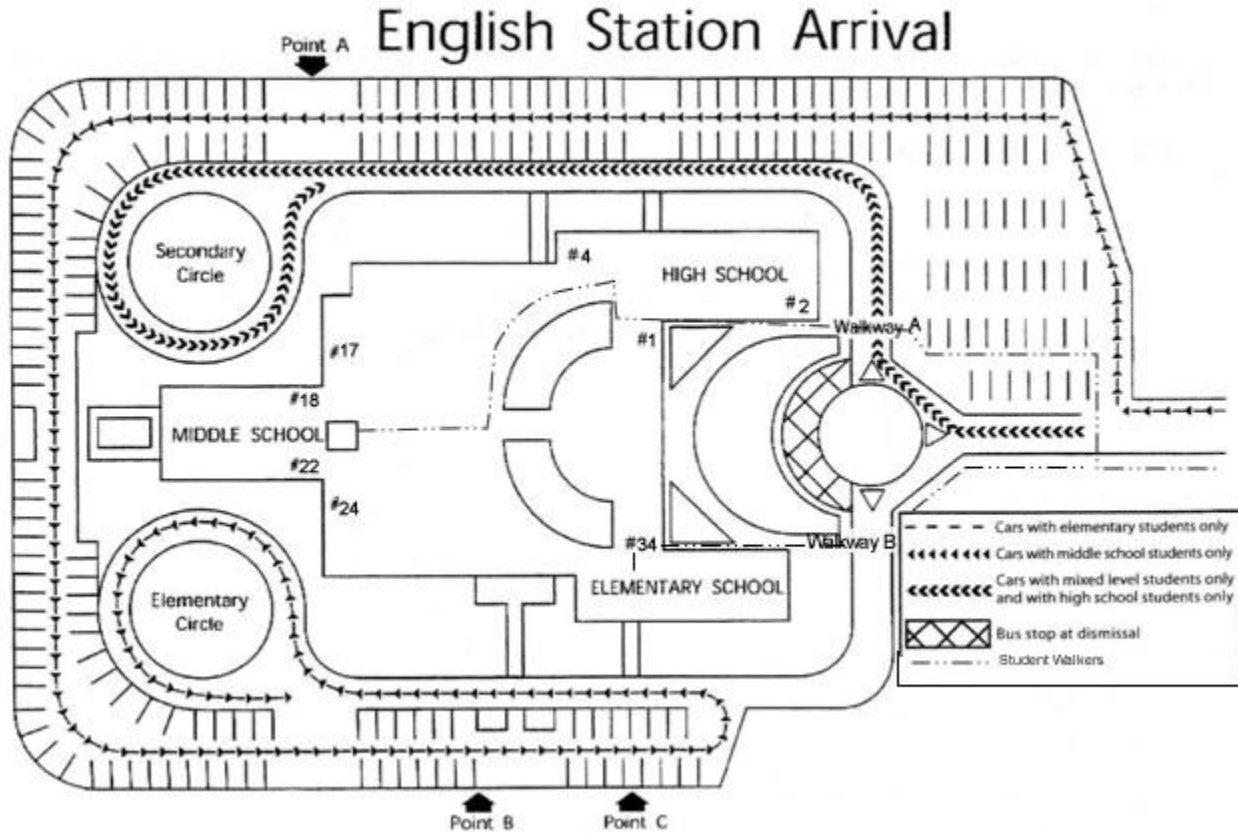
Carpools with only high school students and carpools with mixed level students will be dropped off at the secondary circle only (see English Station Arrival Map). Drivers will turn right at the flag pole and proceed to the secondary circle. Students may exit cars from the passenger side only, then will enter the building at door #17 and go directly to the high school via Centurion Hallway. **High school students may NOT be dropped off in the front parking lot in the morning or picked up in the front parking lot at the end of the day.**

All high school students are required to report to the high school wing of the building upon arrival at school. **Once students arrive on school grounds, they are required to remain.**

STUDENT WALKERS

Students walking to school are to cross all roads at designated areas. After leaving the crossing guard at the corner of English Station Way and English Station Road, students should proceed on the sidewalk to the crosswalk leading to the school from the tennis courts. They should walk carefully through the visitor's parking lot to the crosswalk at Walkway A and enter the building through door #2.

ENGLISH STATION ARRIVAL MAP



H.2.2 Dismissal

Students shall remain in their final class until dismissed by their teachers at 3:05 p.m. High school students are allowed to stay in the high school wing of the building until 3:45 p.m. After 3:45 p.m. all parts of the building are off limits unless the student is involved in an activity sponsored by a staff member.

BUS RIDERS

Bus riders will exit the building through door #2 (Red Entrance). Buses will pick up students on the circle at the Great Lawn in the front of the building near the flag poles (see the "Bus stop at dismissal" area on English Station Dismissal Map). **Buses will depart promptly at 3:20 p.m.** The bus will not wait for tardy students.

STUDENT DRIVERS

Student drivers and students riding with them will carefully proceed to the student parking space. All elementary students who ride with high school drivers **MUST** be picked up by the high school driver in the mixed carpool circle. Middle school students who ride with high school drivers will meet the driver at door #1 (main entrance). All are encouraged to exercise extreme caution in crossing the driveway and leaving the campus.

CARPOOLS

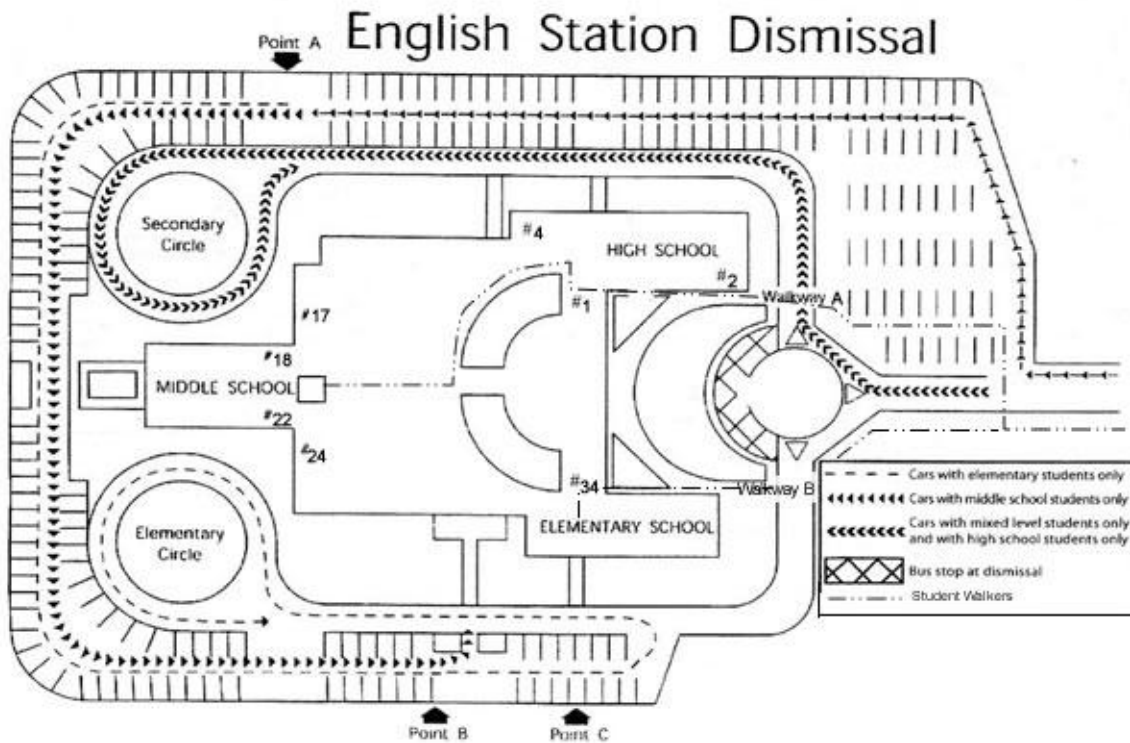
High school students in carpools will leave high school and report to the appropriate circle via high school door #4. Carpool drivers will follow the same procedures as in the morning.

Carpools with only high school students and carpools with mixed-level students will be picked up at the secondary circle only.

STUDENT WALKERS

Students walking home are to exit through door #2 and proceed to the crosswalk at Walkway A. After walking carefully through the visitor's parking lot, they should cross the driveway at the crosswalk leading toward the tennis courts. They should proceed on the sidewalk to the crossing guard at the corner of English Station Way and English Station Road.

ENGLISH STATION DISMISSAL MAP



H.3.0 ATTENDANCE POLICIES AND PROCEDURES

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

Colossians 3:23-24 NIV

H.3.1 Parental Responsibilities

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

CAL is required to account for every student every day school is in session. Therefore, if a student will be absent or tardy for any reason, a parent must call the school by 9:15 a.m. Upon the student's return to school parents are asked to submit a note supporting the absence.

H.3.2 Student Responsibilities

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

See each teacher for make-up work assignments upon return to school. Realize that make-up work may not be the same as assignments made to students who were in class. Teachers may alter assignments in attempt to compensate for the class lecture and discussion that were missed. Students should also be prepared to meet with teachers before and/or after school to give teachers the opportunity to help catch up on missed assignments

H.3.3 Definition of Absence

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

H.3.4 Attendance Appeal

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

Students who exceed the 10-absence limit in any class in a semester are required to file an appeal in order to earn credit in the course(s) missed. Students will be asked to account for the reasons for each absence, providing objective documentation whenever possible. The Attendance Appeals Committee, which is composed of school administrators and teachers, will evaluate the submitted records and determine if an academic penalty will be assessed and what that penalty will be.

The documented reasons for appeal may include but shall not be limited to:

1. Absences due to extended illness and/or hospitalization and can be documented with a certificate of illness issued by a licensed physician.
2. Extended illness or hospitalization of an immediate family member.
3. Death within the immediate family.

4. Legal issues (such as court appearances, depositions, etc.).
5. Natural disasters.
6. Absences related to parental requests not exceeding five (5) days (including church or religious activities, illnesses not verified by a licensed physician, family vacations, etc.).

Procedure for Applying for an Attendance Appeal:

1. The school will notify parents of students who have accumulated more than 10 absences from a class in a semester.
2. Instructions, forms, and the due date for documentation of reasons for absences will be provided to families.
3. The completed application shall be submitted to the high school principal on or prior to the due date. Applications submitted after this date may not be accepted.
4. The Attendance Appeals Committee shall review the student's documentation, render a decision and notify the student, parents and teacher.

H.3.5 Early Dismissal

Students are required to take any quiz or test and turn in work due in classes to be missed prior to leaving school. 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 in the building to sign their student out.

The note is to include the following information:

- Student's full name;
- Date and time of departure;
- Means of departure (parent picking up, student driving, etc.);
- Estimated time of return (if returning that day);
- Reason for leaving early;
- 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 an administrator.

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 fifteen minutes or more of class for an early dismissal he/she is considered absent. Students are NOT allowed to leave campus for lunch.

Please stagger the time of appointments so the student does not accumulate absences in the same class (es).

H.3.6 Extracurricular Events

Students are required to attend school the day of an extracurricular event in order to attend that event. "Attendance" is defined as attending at least four out of the seven class periods that day unless otherwise pre-approved by an administrator.

H.3.7 Illness During the Day

Students who become ill or need to take medication kept in the health room **must be given a pass by his/her current period teacher** and then sign out in the office prior to going to the health room. The nurse will require a teacher note/pass.

All students needing to go home because of illness **must** have been to the health room prior to being dismissed from school. Students with a fever of 100 degrees or higher and those remaining in the health room for more than one period will be sent home. If home contact cannot be made, the student will remain at school unless contact can be made with an emergency number that has been provided by the parents, or the illness or injury is serious enough to call an EMS unit.

If the student returns to class after visiting the health room, they must return to the high school office and sign in prior to returning to class.

Students must be fever-free (less than 100°, unmedicated) and diarrhea/vomiting-free for 24 hours before returning to school. Unmedicated means that no drugs such as ibuprofen (Motrin, Advil) or acetaminophen (Tylenol) have been given to the student. Students who return to school after having had a documented fever or vomiting/diarrhea in the previous 24 hours or have been ill with the same at home in the previous 24 hours, will be sent home.

Time in the health room is considered absence from class.

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

Over-the-counter medications (such as Tylenol, Ibuprofen, cough medications, Tums) will be provided by the school. These medications can be administered by health room staff if a Medication Release Form with parent's signature has been completed and is on file with the Health Room.

To administer prescription medication, a Prescription Medicine To Be Given At School Form must be completed, signed by a parent, and brought in with the medicine. All prescription medications must be properly labeled with the name of the student, name of medication, and method of administration. Medication improperly labeled will not be administered. In addition, a new form must be completed if there are any changes to the original instructions. This form can be obtained on the school website.

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

Updated immunization records, physical examinations, and birth certificate, as required by state law, must be on file in the nurse's office in order for the student to continue enrollment at CAL.

H.3.8. Extended Illness

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

- The parents should contact the school as soon as they become aware that the student will be absent for several days. The following information will be requested:
 - Doctor's statement of reason for absence;
 - Location of the student (home, hospital, etc.);
 - Approximate length of absence;
 - School work and materials needed.
- Schoolwork should be picked up and dropped off in the office at the end of each week.
- If the student is to be absent more than ten school days, the school will have the option to release the student to a homebound instructor. In this situation it is the responsibility of the parents to engage a

qualified teacher to work with the school and student during the extended illness so that the student may receive credit for work completed.

- Parents should notify the school administrator two days prior to the student's return to class so that the school can make efforts to ease the student's return to school.
- Upon return to school, the following information is required:
 - A signed release from the doctor;
 - An up-to-date evaluation of the student's academic progress from the homebound teacher;
 - A list of medications the student will be taking at school;
 - A written description of permissible and non-permissible behaviors.

H.3.9 Late Arrival to School

It is important for students always to 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 disrespect 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 8:00 a.m. This plan provides a cushion of several minutes to deal with unavoidable delays encountered en route. Any student arriving after the 8:25 a.m. bell must enter the building at the front entrance, sign in at the front desk and report to the secretary in the high school office to sign in and receive an admittance slip. The reason for the late arrival will be recorded. Parents must write notes or send notes from doctors, etc.

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

Students arriving at school prior to fifth period are responsible to see teachers of 1st through 4th period classes to turn in work due on that day, take scheduled tests and get assignments due the following day. No additional time will be allotted for the completion of work.

Students arriving at school after 8:25 are tardy and absent from each class missed for more than 15 minutes (See also Section H.3.12 regarding tardy to class).

H.3.10 Make-up Work

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 the make-up assignments will be reflected in the student's grade for that period. If you are requesting homework, please email your child's teachers by 9:30 a.m. Whatever homework is available may be picked up at 3:05.

TEST/QUIZZES:

Students are eligible to receive full credit for make-up work. **This work will be made up at the rate of days absent plus one day not to exceed five school days.** In other words, if a student misses two days he/she shall have two school days plus one for a total of three school days in which to make up the work. 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.

A student may be expected to take tests or quizzes on the day he/she returns. For example, if on Friday a teacher announces a test for Tuesday and the student misses class on Tuesday, the student may be expected to make up that test on the day of return to class.

In cases of early dismissal, students are required to turn in work due in classes to be missed prior to leaving school.

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

H.3.11 Late Work Policy for Major Projects

If a student is absent on the day a scheduled test, quiz, assignment or long-term project (book report, term paper, etc.) is due, the following procedure will be followed. Regardless of the reason for the absence, **the assignment must be turned in or the quiz/test must be taken on the day of return to school.** Parents are encouraged to contact the teacher on the day it is due. Teachers will assess severe penalties for major assignments turned in late.

Students arriving to school prior to the end of the day are responsible to see all teachers to turn in work due on that day and to get assignments due the following day. No additional time will be allotted for the completion of work.

H.3.12 Tardiness

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. Upon the third tardy and at every third tardy thereafter, 1% will be deducted from a student's quarter grade.

Tardy to Study Hall: Upon the third tardy and at every third tardy thereafter, the student will be assigned one hour detention. Continued late arrivals to study hall may result in disciplinary action.

H.3.13 Truancy

Truancy is being absent from class without the knowledge of parents or the school. Truancy will result in the student receiving a 2% deduction for the quarter for each class period missed, and may include further disciplinary action.

H.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

H.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.

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

H.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 their classrooms. Students comply with these expectations, both academically and behaviorally.

Teachers will communicate to students how grades will be determined by providing a syllabus outlining the goals of the course, requirements, texts, materials to be used, and method of evaluation.

H.4.3 Discipline Committee

A Discipline Committee made up of faculty and administration is in place for the purpose of dealing with severe discipline problems. The committee tracks the progress of students demonstrating continued disciplinary infractions and makes recommendations to the faculty and parents in regard to guiding students to accept responsibility for behavior. The committee will make recommendations to the Board of Directors, if necessary.

H.4.4 Progression of Corrective Measures

1. Discipline Referrals (DR)--Students may receive DRs for a variety of infractions. After applying the steps of the classroom discipline policy, the teacher may issue a DR, send the student to the office, and/or request that the student be assigned to detention.

Administrators may also issue DRs. Parents may be notified when their student receives a discipline referral. The accumulation of discipline referrals leads to increasingly severe punishment.

2. Detention--Detention is held on designated Saturday mornings at 8:00 a.m. It is suggested that students arrive on campus by 7:45 a.m. Students arriving after 8:00 or not arriving in dress code will not be admitted. Students may access the building only through the west high school doors, Gene Snyder side.

Students may be assigned from one to three hours of detention at a cost of \$5.00 an hour payable that day. Those who fail to report to the assigned detention will be assessed an additional hour of detention.

Students who accumulate more than three hours of detention may face suspension from school.

Misbehavior in detention is a major violation of the discipline code. Students arriving out of dress code, sleeping or disrupting detention will be sent home and will be reassigned to detention for the following week. The student will not receive a refund and will be required to pay for the hours reassigned.

3. Suspension--Two options for serving suspensions may be offered by the principal.

Option I The student may serve in-school suspension.

With this option the student will spend his/her day(s) of suspension working on campus. Work assignments will be identified in the cafeteria, with the facilities department, etc.

Regular classroom work missed during suspension must be made up by the student and must meet the standards of the classroom teacher.

In regard to the time for make-up work due to a suspension, all procedures regarding make-up work and absences apply. The student will be counted absent from each class for the day.

Option III The student may serve out-of-school suspension.

Student may not be on campus the day of the suspension and they may not participate in any extra-curricular activities.

Regular classroom work missed during suspension must be made up by the student and must meet the standards of the classroom teacher.

In regard to time for make-up work due to a suspension, all procedures regarding make-up work and absences apply. There will be no academic penalty assessed for make-up work for days missed due to suspension from school.

However, there will be a 2% deduction from the student's quarter average in each class for every day of out-of-school suspension served during that grading period.

NOTE: School administrators may limit the options available to the student in accordance with the severity of the offense. Some offenses may warrant an out-of-school suspension.

IMPORTANT: Many colleges ask the school and the applicant whether the applicant has ever been suspended from the school. The CAL staff will answer these questions truthfully and expect students to do the same. The school will report out-of-school 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.

H.4.5 Minor Violations of the Discipline Policy

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

Minor Violations

1. Behaving in a disruptive or potentially destructive manner, including running, throwing things, horseplay, or making excessive noise of any kind;
2. Making any display of affection (students are expected to keep their hands to themselves);
3. **ANY** non-approved use of electronic devices, (including iPods, radios, games, etc.) on campus during school hours will be confiscated and held for a period of time not less than 24 hours. The second and third times it will be held for 48 hours and 72 hours respectively and will be released only to the parent. Please refer to the Acceptable Use Policy;
4. Being in any restricted area of campus during the school day without special permission;
5. Organizing any on-campus activity or publishing any school-related material without the approval of the administration, including selling items for personal gain;

6. Eating and drinking outside of designated areas; no chewing gum anywhere on campus **(One hour of detention will be assigned for each infraction.)**;
7. Cell phones may be used before and after school but will be confiscated if used during school hours;
8. No scooters, skates, or skateboards are allowed on campus;
9. Playing cards are not allowed on campus.

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

H.4.6 Major Violations of the Discipline Policy

Major violations may result in parent/student conference, suspension, disciplinary probation or expulsion from CAL. 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 antagonistic 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. Failure to attend class or being out of class during the class period without a written pass from the teacher (See Section H.3.13);
2. Insubordination, or refusing to obey school personnel;
3. Disrespect (verbal or nonverbal) to school personnel or to peers;
4. Cheating or plagiarism of any kind;
5. Use of profanity, crude language, or obscenities;
6. Driving in a reckless or unsafe manner on or near campus;
7. Fighting, threatening, intimidating, hazing, or causing deliberate injury to students and/or school personnel;
8. Bullying or intimidating of any kind.
9. 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;
10. Stealing, lying, forgery or gambling;
11. Inappropriate use of school computers;
12. Misbehavior in detention hall or with a substitute teacher;
13. Willful destruction or defacement of school property or property of others;
14. Truancy (absence from school without knowledge of parents or school);
15. Unacceptable behavior of a sexual nature;
16. Persistent disregard for school policies/procedures;
17. Failing to abide by school guidelines while on school-sponsored trips away from CAL;
18. Committing a serious breach of conduct outside the school which has an adverse effect on the testimony of the school.
19. Commission of an illegal act.

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.

✦ 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. ✦

H.4.7 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 code.

H.4.8 Sexting

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

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

H.4.9 Disciplinary Probation

Students who have demonstrated difficulty complying with the disciplinary code may be placed on disciplinary probation for a semester. 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.

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

H.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

H.5.1 General Guidelines

A committee of parents, students, and administrators developed the CAL High School uniform. Effort has been made to coordinate the high school uniform program with the uniform programs in the elementary and middle schools. However, each program is separate and distinctive. Although some of the policies may be the same or similar across the grade levels, do not assume that what is acceptable at one level is also acceptable at either of the other levels. Please refer to the specific uniform policy for your grade level.

Administration reserves the right to interpret when dress is in violation of code and address the student as needed. Uniform code applies from the time students arrive on campus for school until they leave school for the day or begin practice for sports. Students must be in full compliance between 8:25 and 3:05.

All high school students are required to be dressed in appropriately-fitting uniforms which must be purchased from Parker School Uniforms (502) 899-9902, www.parkersu.com (CAL code is L0707064) or from Shaheen's (502) 899-1550, www.shaheens.com. All garments are to have traditional fit and must be neat, clean and in good repair. Any transparent, tight, form fitting, clinging, or oversized styles are not permitted. Alterations made to uniform items for purposes other than ensuring a traditional fit may disqualify that item from compliance with the uniform dress code. Logos or slogans or any designs contrary to biblical principles are not permitted on any item. Any manner of grooming or dressing that imitates a subculture opposed to Christian principles is not permitted. Students should exemplify modesty and a Christian spirit at all times.

1. Students are expected to use good judgment in dressing for extracurricular activities in a manner that reflects modesty, neatness and cleanliness. Although the rule of the uniform dress code may not be enforced for extracurricular activities, students' appearance should reflect its spirit.
2. Undershirts must be solid color without lettering or designs that show through the uniform shirt. No long-sleeved shirts may be worn under short-sleeved shirts or bottom of undershirt hanging from underneath the girls' polo.
3. A belt must be worn with any garment that is designed with belt loops. Uniform belts are to be solid color, and must be a traditional length with traditional belt buckle.
4. Hooded sweatshirt, coats, jackets or other outerwear must be left in lockers during the school day.
5. Sweaters and sweatshirts may not be tied around the waist.
6. Traditional jewelry may be worn in moderation and good taste. No metal studded jewelry, gauges or accessories are to be worn. No chains may be worn.
7. Boys may **not** wear earrings, spacers, or any device resembling earrings at school or at school functions.
8. Students may not have any other visible body parts pierced, including tongues, noses, etc.
9. Hairstyles are to be neat, clean, moderate, combed and in good taste. Hairstyle extremes are not acceptable. Non-traditional or extreme changes in hair color are not permitted. Boys' hair length should not extend beyond the top of a regular shirt collar or extend below the earlobe. Hair may not be of such a length that it has the potential to fall into the eyes. If a boy is given a dress code for hair he will have until the following Monday to have it resolved before being issued a second dress code.
10. No hats or any other head covering and no scarves or gloves are allowed during the school day.
11. Boys are to be clean-shaven with no beards or mustaches, and sideburns may not be lower than the bottom of the ear.

12. No visible tattoos are allowed

H.5.2 Uniforms for High School Girls

Classroom Dress for Girls
Skirts Plaid, navy, or khaki pleated or straight CAL uniform skirts. Skirt length must be at the top of the kneecap while standing.
Slacks Navy or khaki CAL uniform style slacks that are traditional and appropriately fitted at the waist, seat, and length.
Shorts Navy or khaki CAL uniform shorts from suppliers listed.
Button-down Oxford Shirts (from approved provider) Long- or short-sleeved CAL uniform oxford shirts in light blue or white to be tucked in at all times, only top button undone; or $\frac{3}{4}$ sleeve fitted overblouse.
Polo-style Knit Shirts (from approved provider) Long- or short-sleeved CAL uniform knit shirts in navy, white or red. May be untucked if a traditional fit that allows for freedom of movement without exposing the midriff; only top button undone.
Turtleneck Shirts Turtleneck knit shirts in navy, white, or red may be worn under uniform sweater or sweatshirt.
Sweaters Navy or red uniform high school sweater: v-neck pullover; cardigan; v-neck vest. <i>(Must be worn over a uniform shirt.)</i>
Sweatshirts Any CAL branded crew neck sweatshirt in red, navy, gray, or white that is in good condition. <i>(Must be worn over a uniform shirt.)</i> No hooded sweatshirts are approved.
Shoes Low-heel oxford (lace-up) or loafer (slip-on) or athletic shoes are acceptable. <ul style="list-style-type: none">• Low-heel shoes have no more than 2 $\frac{1}{2}$ inches lift from the floor.• Dress shoes shall be flats or low-heel pumps that meet all other guidelines.• Indoor boots that have no heel or no taller than mid-calf. <i>(No rain boots, cowboy, riding, etc.)</i>• Slippers, sandals, defined as open-toe or flip-flops, are not permitted.
Socks Socks must be visible at all times. If tights or hose are worn, they must be solid in color. <i>(No fishnet or patterned styles, no leggings)</i>
CHAPEL DRESS FOR GIRLS <ul style="list-style-type: none">• Uniform skirt of choice• Uniform oxford shirt of choice, or $\frac{3}{4}$ sleeve blouse• Uniform high school sweater, if desired <i>(Sweatshirts are not permitted on Chapel Day.)</i>• Footwear as described above

H.5.3 Uniforms for High School Boys

Classroom Dress for Boys
Slacks Navy or khaki uniform style slacks that are traditional and appropriately fitted at the waist, seat, and length.
Shorts Navy or khaki CAL uniform shorts (from suppliers listed), worn with a belt.
Button-down Oxford Shirts (from approved provider) Long- or short-sleeved CAL uniform oxford shirts in light blue or white; tucked in at all times and only top button undone. (Must be buttoned when worn with a tie on Chapel day.)
Polo-style Knit Shirts (from approved provider) Long- or short-sleeved CAL uniform knit shirts in navy, white or red; tucked in at all times and only top button undone.
Turtleneck Shirts Turtleneck knit shirts in navy, white or red may be worn under uniform sweater or sweatshirt.
Sweaters Navy or red uniform high school sweater (in good condition); v-neck pullovers; cardigan; v-neck vest. <i>(Must be worn over uniform shirt.)</i> No girls' sweaters are to be worn by boys.
Sweatshirts Any CAL branded crew neck sweatshirt in red, royal, navy, gray or white that is in good condition. <i>(Must be worn over a uniform shirt.)</i> No hooded sweatshirts are approved.
Shoes Low-heel oxford (lace-up) or loafer (slip-on) or athletic shoes are acceptable. Slippers, boots, or sandals (defined as open-toe or flip-flops) are not permitted.
Socks Socks must be visibly worn at all times.
CHAPEL DRESS FOR BOYS <ul style="list-style-type: none">• Slacks with a belt• Uniform button-down oxford, completely buttoned• Traditional tie of choice (no string, western or ties with offensive logos, slogans or designs)• Uniform high school sweater, if desired (Sweatshirts are not permitted on Chapel Day.)• Shoes and socks as described above• Navy blue blazer may be worn but not required

H.5.4 Special Activity or Special Event Dress Code

Jeans Day (Often money is collected for various charitable causes approved by the principal.)

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; i.e. no skinny jeans or baggy style).
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. Only official CAL T-shirts may be worn and must have a traditional fit.
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, sweatshirts or sweaters.

Activity Dress

1. Jersey Day for Athletic Teams: 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 ONLY will decide when the team may wear their jerseys and should communicate these dates to the Principal via team captains.
2. PE Class Uniform: Red shorts, blue T-shirt, white crew socks and athletic shoes with heel support. One pair of shorts and one T-shirt is provided by CAL. An additional pair of shorts and/or a T-shirt may be purchased from CAL for \$10 each piece. Long warm-up pants are optional (not available for purchase at CAL) and must be black, blue or red and cannot be patterned or imprinted (no pajama pants).
3. 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.
4. Semi-formal & Special Program Dress (Homecoming Dance, Ring Ceremony, Inductions): Standards apply to all CAL students and their guests. All clothing should be modest and appropriate for teens. Boys must wear dress slacks (no jeans), dress shirts and ties. Girls must wear slacks, dresses/skirts at or below the knee with shirts or sweaters. Tight, clinging, form-fitting, cleavage exposed, or midriff-exposed clothing is not allowed. Two-piece outfits must overlap enough to allow for freedom of movement without exposing the midriff. Students or guests who are improperly dressed will not be admitted to the event.
5. Formal School Functions (Prom/Winter Ball): Standards apply to all CAL students and their guests. All clothing should be modest and appropriate for teens. Dresses that are low-cut, clinging or form-fitting slit high, shorter than the uniform code, or cut-out are not acceptable. Tight, clinging, form-fitting, cleavage exposed, or midriff-exposed clothing is not allowed. Two-piece outfits must overlap enough to allow for freedom of movement without exposing the midriff. Boys should wear a suit, tie and dress shoes. Tuxedo is suggested for Prom. All other dress code expectations apply (including no earrings worn by boys). Students or guests who are improperly dressed will not be admitted to the event.
6. Spirit Days: Must adhere to dress code guidelines.
7. Boys are required to wear shirts at all practices and activities.

H.5.5 Non-Compliance with Dress Code

1. Students who are out of dress code will receive a Dress Code Violation, which will result in a one-hour Saturday detention.

Upon receiving three violations in one quarter, the student will be suspended from school for one day and may be suspended for each subsequent violation that quarter.

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.

Students will be counted absent if they miss class due to dress code violations. The student is responsible for getting assignments and making up all class work missed while out of class to obtain suitable clothing. This must be done outside of the regular class time to prevent disruption of a class that is in session. All missed work is due the next day.

3. The administration reserves the right to handle each situation of noncompliance on its own merit. Final determination of appropriate dress for students is the responsibility of the CAL administration.

H.6.0 ADDITIONAL INFORMATION FOR HIGH 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

H.6.1 Abuse: Reporting and Investigating Suspected Child Abuse

Christian Academy High School complies with all state laws and regulations in reporting and investigating cases of suspected abuse.

H.6.2 Alumni Association

The Christian Academy of Louisville Alumni Association is a volunteer organization that exists to encourage alumni to stay connected to one another and to the school. The organization's purpose is carried out through communication and events that foster this connection. Ultimately, the alumni association is working to help build a legacy for Christian Academy both within the school and in the community.

For information concerning the CAL Alumni Association, please visit the Alumni section of the CAL website at www.caschools.us or contact the Alumni Affairs Office at 244-3225 or email, alumni@caschools.us.

H.6.3 Book and Sports Bag Storage

Students are to keep book bags in their lockers at all times. No book bags are allowed in the classrooms or anywhere else on campus during the school day. Sports bags may be stored in the shelves under the stairs near the elevator. Bags improperly stored or abandoned will be confiscated.

H.6.4 Cafeteria

CAL High 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 his/her student out.

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

Available Choices: A menu presenting the choices of each day is distributed monthly. Students may choose from a variety of entrees each day including a hot meal, homemade soups, salad bar, etc. Fast food may be purchased at an additional cost on Wednesdays and pizza is delivered on most Fridays.

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

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

Debit Accounts: Each student has an individual debit account established for his/her own personal use. Because of the parameters of the cafeteria computer program, family members cannot share accounts. *Using another student's account for any reason is stealing and is a major violation of the discipline code.*

It is imperative that each student uses the debit account system to purchase lunch. Using this debit system saves students considerable time in paying for food at break or lunch. Parents are asked to deposit funds into their child's account. The student will spend these deposited funds to purchase lunch by telling the cashier his/her lunch account number.

Funds may be deposited into the child's account by sending in a check with the child's name and lunch account number on it. Cash deposits are accepted if submitted in an envelope with the child's full name, account number and the amount enclosed written on the outside. Students need to turn in their deposits to the high school office staff in the morning or to the cafeteria staff at break so funds may be applied to their accounts before lunch. Funds may also be deposited into their account by using the online service Meal Pay Plus. There is a minimal fee to use this service to deposit funds.

High school students are allowed to use cash to buy items in the cafeteria but only one cashier line will be designated for cash. The other cashier lines will work with accounts only. This keeps the lines flowing so the students have enough time to eat lunch.

Meal Pay Plus: This online service is a free service to help parents track their student's purchases and to keep track of how much money is in their student's account. Parents are required to sign up for this service. To sign up go to mealpayplus.com and have your child's Student ID available. The Student ID is in your back-to-school packet or you can contact the cafeteria. There is no cost for this service unless you choose to deposit funds online. The email notification of low funds and the purchase history is all free. *This is the only way to keep track of your student's cafeteria account.* If parents have any questions about Meal Pay Plus, they are encouraged to contact the cafeteria manager.

Charges: Charging is a service designed to cover the situation of a parent occasionally forgetting to send funds. It is not intended to provide credit service for continuous charging. Charges must be paid back promptly.

Reduced-Cost Lunches: Although CAL does not participate in the Federal Free and Reduced Lunch Program, reduced-cost lunches are available for those who qualify. To apply for reduced-lunch prices, parents must submit an application form along with verification of income. If income levels meet the established guidelines, each child in the family will receive a reduction in the price of lunch. Applications are available in your back to school packet or from the cafeteria manager. All information received is held in strict confidence.

Behavior in the Cafeteria: Proper eating habits and acceptable behavior must be practiced in the cafeteria. Students are expected to stay in the cafeteria until they are dismissed and clean up after themselves. Lunch trays may not be taken out of the cafeteria. To-go trays are available for special situations. Book bags are not allowed inside the kitchen area.

H.6.5 Chapel

Chapel is a time of worship through music and Christian speakers who have been invited to speak to students. Chapel is to be observed in a respectful manner (no talking or studying) and special dress is required. (See Sections H.5.4 and H.5.5 for requirements.) Chapel is usually held on Thursdays and parents are invited to attend.

H.6.6 Conferences

Conferences between parents, 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 usually would be made with teachers first but the designated principal or counselor may be scheduled as well. An email or call to the school office for an appointment is necessary to avoid conflicts and possible long waits. Special arrangements can be made for conferences during non-school hours.

H.6.7 Daily Schedules

Regular Days		Chapel Days	
Warning Bell	8:20	Warning Bell	8:20
Period 1	8:25 – 9:25	Period 1	8:25 – 9:15
Break	9:25 – 9:40	Break	9:15 – 9:30
Period 2	9:45 – 10:30	Period 2	9:35 – 10:10
Period 3	10:35 – 11:20	Period 3	10:15 – 10:50
Period 4	11:25 – 12:10	Period 4	10:55 – 11:30
1 st Lunch	12:15 – 12:35	Chapel	11:35 – 12:20
Period 5 Class	12:40 – 1:25	1 st Lunch	12:25 – 12:45
2 nd Lunch--Period 5 Class	12:15 – 1:00	Period 5 Class	12:50 – 1:25
Lunch	1:05 – 1:25	2 nd Lunch--Period 5 Class	12:25 – 1:00
Period 6	1:30 – 2:15	Lunch	1:05 – 1:25
Period 7	2:20 – 3:05	Period 6	1:30 – 2:15
		Period 7	2:20 – 3:05

H.6.8 Emergency Procedures

Personal: Every student is to have emergency information on file at CAL, 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 Section G.2.3 Inclement Weather*)

H.6.9 Extracurricular Activities

Students are required to attend at least four periods of school the day of an extracurricular event in order to attend that event.

Athletics

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

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

Fall Sports	Winter Sports	Spring Sports
Cheerleading	Basketball (boys and girls)	Baseball
Cross Country (boys and girls)	Cheerleading	Softball
Field Hockey	Swimming (boys and girls)	Lacrosse (boys and girls)
Football		Tennis (boys and girls)
Golf (boys and girls)		Track (boys and girls)
Soccer (boys and girls)		
Volleyball (girls)		

Students wishing to participate in sports at CAL may pick up an eligibility rules and regulations brochure from the Athletic Director or the high school office. The athletic participation fee is **\$125** for each sport in which the student participates. There may be additional uniform and team fees, the cost of which varies according to the sport.

Athletic teams are allowed to wear team jerseys at school once during the regular season and once during post-season play, as requested by the captain and approved by the Principal.

According to KHSAA rules and CAL regulations, student athletes must maintain certain grade requirements. At the end of each week, the school administrator checks grades of athletes and sends a report to the Athletic Director of those students who do not meet the eligibility requirements. The minimum grade point requirement is a cumulative GPA of 2.0 or better without any "F's" in any subject area.

Any student not fulfilling these academic requirements is INELIGIBLE for ONE WEEK which will run from Saturday (12:01 am) to Saturday (12:01 am). Ineligible students may attend practices. They may attend home games as spectators only and may not attend away games Monday through Thursday. It is expected for these athletes to be home studying. At the next grade check, if the student has improved and met the minimum academic requirements they will be eligible to play in the next game. If not, the student remains ineligible for one more week.

Student Organizations

The following are some of the clubs and organizations active at CAL: National Honor Society, Senior Beta Club, Drama Club, Academic Team, Art Club, Student Council, Spanish Club, Fellowship of Christian Athletes, and Pep Club.

In addition, each grade level is an organization that elects officers and plans activities for itself and, in some cases, the entire school. Some annual high school events are listed below.

Month	Activities
August	New student orientation/cookout, Senior Parent Meeting
September	Class Retreats, Football Homecoming and Homecoming Dance
October	Senior Carnival
November	School Play, Junior Ring Ceremony, Powder Puff Football Game
January	Spirit Week, Winter Ball
February	Valentine Balloons
April	School Play, Senior Trip
May	Prom, High School Faculty/Senior Softball Game

H.6.10 Fees

Students will be assessed fees for book use and various courses. The majority of fees will be detailed on a high school fee sheet mailed home in the back-to-school packet. High school students may also be expected to pay for class dues, field trips, or parking permits.

H.6.11 Field Trips

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

- **No student is allowed on an off-campus trip without specific written parental permission.** Students may not leave a field trip with a parent or another student without written notification.
- **Students MAY NOT ride with other student drivers on any school field trip.**
- 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. Parents must complete a motor vehicle background check and be approved by the Department of Motor Vehicles. Forms are available in each school office.
2. All students are to be buckled in by seat belts.
3. Drivers are expected to follow the route selected by the teacher unless prior approval for a route deviation has been secured.
4. The primary responsibility of the driver is to care for the students in the group assigned to that driver. Unless directed otherwise by the teacher in charge, keep those students with you at all times. Do not leave any location without having accounted for ALL STUDENTS FOR WHOM YOU HAVE RESPONSIBILITY.
5. When students have returned to campus, remain with them until the teacher in charge has arrived and taken full responsibility for the class.
6. Drivers are not to make stops which are not on the agenda for the entire class. (For example, stopping by a fast-food restaurant for a drink before coming back to the campus.) All stops must appear on the Field Trip Request form, which was approved by the designated Principal.
7. Drivers are in authority in their vehicles. Correct any unsatisfactory behavior, including noise or rudeness, and provide the teacher in charge with information regarding any student(s) who fails to respond promptly and politely to correction.

H.6.12 Guidance

The counselors are specialists who 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 counselors' services are needed for more than a few minutes. Students must have their teacher's permission to visit a counselor during class time.

H.6.13 Library/Media Center

The CAL Middle/High School Library is continuously expanding its media collection to meet the needs of all students in all academic areas. With its computers, Internet access, reference books, magazines, audio-visual materials and equipment, and complete automation of the circulation system, the Library/Media Center has much to offer students and teachers.

The English Station, Rock Creek and Southwest campuses use web-based *Destiny* as their library management system. This system allows students to access CAL's library resources from their home computers as well as when they are at CAL. The web address is library.caschools.us (*note: NOT preceded by www*). After accessing this web address, select your specific school and click on the Catalog tab, which gives you access to information about that library's books. You may also select the WebPath Express tab to access research-worthy websites.

WebPath is a safer and faster way to access previewed, educational, and age-appropriate websites than using Google.

Students may check out books for two weeks at a time, except for reference books, which may be checked out overnight only. Fines for late books are \$.05 per day and \$.25 per day for reference books. Students with overdue books and unpaid library fines (including lost book replacement fees) may not receive their yearbook until all these obligations are met.

High School students may enter the library through the hallway door only. The outside doors will not be used during the school day. The library will be open in the mornings at 7:45 and remain open until 4:00 after school for the convenience of students and teachers.

Students may use the library at any time during the day with a pass from a teacher providing that space is available. No students are to leave and re-enter the library during their visit without a pass or permission from a librarian. Teachers will schedule whole classes in advance and should not send more than four students at a time unannounced.

The library is intended to be a 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 return to their classroom so as not to disturb others. No eating or drinking is allowed in the library.

Computers are available for student use in the central area of the media center. Twenty-seven additional computers are available in the adjoining media center lab for any CAL class on a reservation basis.

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

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

H.6.14 Lockers

A locker will be assigned to each student at the beginning of each school year. **LOCKERS ARE NOT TO BE DAMAGED IN ANY WAY, INSIDE OR OUT.** Pictures hung in lockers may be attached with magnets or sticky tack. Do not use any type of tape in lockers. No inappropriate posters, pictures, or slogans are permitted inside or outside. Students who damage lockers will be held responsible for the cost of repairing the lockers. Tampering with any locker is unacceptable.

Students will be provided with padlocks for their lockers. Students must use school-provided locks. Students must keep their lockers locked at all times and should not reveal lock combinations to other students. **Christian Academy accepts no responsibility for the loss or damage of any personal property placed in a locker including but not limited to textbooks, calculators, and personal items including electronic devices.** A detention will be assigned for failure to have the locker locked. Replacement locks are \$5.

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

H.6.15 Lost and Found

Students who have found articles should immediately take them to the high school office. Lost articles may be claimed before or after school. Personal items that remain unclaimed after thirty days will be donated to charity. A book charge will be assessed for books found in hallways or left in classrooms.

H.6.16 Messages

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

H.6.17 Music Boosters

The Music Boosters is an organization comprised of the parents of students who participate in any music program at Christian Academy. This includes choir, concert band, jazz bands, orchestra, color guard and marching band. The role of the Music Boosters is one of support for the Music Department and its directors.

The Music Boosters is organized with officers of leadership to include president, vice president, secretary and treasurer. These positions, as well as committee chairs, are elected in the spring each year. All parents of music students are encouraged to participate in Music Boosters and attend monthly meetings which are held the first Tuesday of each month (September – May) at 7 p.m. in the band room.

H.6.18 Parent Dress at School Events

Since all adults are to be models of modesty before our students, we ask that parents please be 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.

H.6.19 Parking Violations

A \$10.00 violation fee will be assessed for a student not parking in his/her assigned parking lot, for parking in visitor's parking, for not registering their vehicle, or for not having his/her sticker properly affixed to and visibly displayed on the vehicle at all times.

H.6.20 Parties

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

H.6.21 Pledges

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

AMERICAN FLAG

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

CHRISTIAN FLAG

I pledge allegiance to the Christian flag
and to the Savior
for whose kingdom it stands,

one brotherhood uniting all Christians
in service and in love.

BIBLE

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

H.6.22 Pranks and Vandalism

CAL 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 breeches the discipline code may result in legal action, serious disciplinary action (including dismissal from school), financial restitution, and fines.

Pranks and vandalism are NOT a tradition, rite of passage, or something we will take lightly.

Students found on campus after the front gate is locked may be subject to arrest.

H.6.23 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.

H.6.24 Senior Class Fee

Senior students pay a \$175 class fee. This fee covers the cost of diplomas, diploma covers and other expenses of the graduation program. In addition, the fee provides students with a yearbook and class video.

H.6.25 Student Parking

A tag for the car, at the cost of \$25, 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. Failure to do so will result in a \$10 parking fine.

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, violation fees and/or the forfeiture of the privilege of driving to school. Parking spaces are limited; all students may not be able to park on campus.

H.6.26 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>.

H.6.27 Telephone

There is a phone in the office for emergency calls by students. **Cell phones must NOT be used during school hours and should be kept in lockers throughout the school day.** Any cell phone not kept in a locker during the day will be confiscated (See Section H.4.5).

H.6.28 Textbooks

Tuition includes a rental fee for the use of 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.

H.6.29 Visitors

All visitors are asked to make arrangements with the high school office staff in advance of the visit. Classroom or special activities may limit the number of visitors at any one time.

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

Visitors at Lunch Time

Student visitors at lunchtime are generally welcome but arrangements must be made at least one day in advance and approved by the Principal. Due to the large number of requests to shadow, *lunch visitors are prohibited on days when public or parochial schools are not in session.*

Visitors During the School Day

Only students seriously interested in attending CAL will be allowed to shadow during the day. Other visitors may come for lunch only (see above for guidelines for approval). Students may not shadow on days when public or parochial schools are not in session.

H.6.30 Water Bottles

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

- The plastic bottle must contain water and 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 are only allowed in the high school classrooms and hallways. They cannot be in the auditorium, Grand Hallway, other common areas, Middle School or Elementary School.
- Any classroom teacher has the right to disallow water bottles in their room. Teachers will notify students of their classroom policy.

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