

CHRISTIAN ACADEMY SCHOOL SYSTEM

# FAMILY HANDBOOK



2010-2011

## English Station Middle School

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

[www.christianacademyschools.org](http://www.christianacademyschools.org)

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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

2010-2011

## **G.1.0 INTRODUCTION**

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*For no one can lay any foundation other than the one already laid, which is Jesus Christ.*  
I Corinthians 3:11 NIV

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

The following policies and procedures represent the most recent expression of the leadership of Christian Academy schools in order to provide for equitable and consistent treatment of students and families. To assure that Christian Academy schools achieve and maintain the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its students and families under changing conditions, Christian Academy schools reserve the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

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

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

### **G.1.1 About Christian Academy School System**

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

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

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

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

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

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

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

Ninety-eight percent of Christian Academy graduates go on to college. Seniors’ performances on college entrance exams are among the best in the Louisville/Southern Indiana area. Recent graduates, including National Merit Finalists, Governor’s Scholars, and students receiving appointments to the service academies, have received millions of dollars in scholarships.

The Christian Academy School System holds a distinctive place among educational institutions in the Greater Louisville area by providing high-quality, affordable Christian education for more than 30 years. At the core of the Christian Academy schools is a commitment to traditional education in a Christ-centered environment. Significant effort is directed toward reading and writing competency, math proficiency, and other areas of scholastic achievement in the context of biblical worldview. A full complement and variety of extracurricular and athletic activities are also offered.

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

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

The Christian Academy School System campuses are listed below.

Christian Academy of Louisville <b>English Station Campus</b> 700 South English Station Road Louisville, Kentucky 40245 (502) 244-3225	<i>Grades K-12 and Preschool</i>
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Christian Academy of Louisville <b>Rock Creek Campus</b> 3110 Rock Creek Drive Louisville, Kentucky 40207 (502) 897-3372	<i>Grades K-5 and Preschool</i>
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Christian Academy of Louisville <b>CAL—Southwest Campus</b> 8307 St. Andrews Church Road Louisville, Kentucky 40216 (502) 447-6500	<i>Grades K-8 and Preschool</i>
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<b>Christian Academy of Indiana</b> 1000 Academy Drive New Albany, Indiana 47150 (812) 944-6200	<i>Grades K-12 and Preschool</i>
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### **G.1.3 Statement of Faith**

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

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

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

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

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

### **G.1.4 Mission Statement, Vision, Core Values**

#### **Mission Statement**

The mission of Christian Academy is to develop students with a heart for God who grow as Jesus did in wisdom, in stature, and in favor with God and men.

#### **Vision**

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

#### **Purpose:**

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

#### **Programs:**

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

#### **People:**

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

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

### **Core Values**

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

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

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

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

The authority for such an education comes both from God’s command that the children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total

education and training of their children. At the parents' request the Christian school, along with the church, becomes a partner in giving this education.

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

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

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

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

### **Christian Faith and Values**

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

### **Christian Missions and Service**

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

## **Intellectual Development**

1. Assist each student in recognizing that each area of instruction, whether scientific, historical, mathematical, literary, or artistic, must be understood within the pattern of God's truth as revealed in the Bible;
2. Assist each student to acquire proficiency in the basic skills necessary to intelligently meet the demands of life;
3. Help each student gain a thorough command of the fundamental processes used in communicating with others;
4. Challenge each student to strive for excellence and maximum achievement in every area of the instructional program;
5. Prepare each student to pursue independent study, to reason logically, and to develop a life-long interest in learning and intellectual development;
6. Prepare each student with the knowledge and skills necessary for further study and occupational competence;
7. Assist each student in the development of creative and critical thinking skills, using Biblical principles and criteria as the basis for evaluation;

## **Physical Development**

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

## **Social Development**

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

## **Career Development**

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

### **G.1.6 Accreditation**

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

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

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

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

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

#### Kentucky

- Association of Christian Schools International (K-12)
- AdvancED/Southern Association of Colleges and schools (KY)
- 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 (IN)
- 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 2010-11 school year are listed below.

- Matt Chalfant
- Mark Giuffre
- Mark Lagestee
- Kathy Lesmeister
- Angela Nash
- Robyn Raque
- Tom Read
- Greg Rousos
- Paul Tran
- Tony Young

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

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

Colossians 3:17

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### **G.2.1 Admission**

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

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

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

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

The costs involved in operating Christian Academy School System significantly exceed the amount that is charged in tuition and fees. Therefore, we ask that the school community support the ministry of the school above and beyond tuition and fees, as they are led by God to do so. This can be accomplished through voluntary tax-deductible gifts, in kind donations, participation in capital campaigns, fundraising programs of the school system, or through estate planning to assist in meeting needs in the future. The Director of Ministry Advancement must approve all fundraisers prior to being implemented. Approval from the Director of Ministry Advancement must also be obtained for all on-campus fundraising projects prior to any sales or activities being conducted.

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

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

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

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

##### Kentucky Elementary, Middle and High Schools

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

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

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

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

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

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

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

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

Kentucky Preschools:

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

### **Christian Academy of Indiana**

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

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

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

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

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

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

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

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.

### **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**

Christian Academy can be found on-line at [www.christianacademyschools.org](http://www.christianacademyschools.org). This website provides access to policies and procedures of the Christian Academy School System as well as up-to-date information about events at each school.

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.

## **SECTION II**

# **English Station Middle School Policies and Procedures**

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

## SECTION II

### Middle School Policies and Procedures

#### M.1.0 ACADEMIC POLICIES

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*For this reason, since the day we heard about you, we have not stopped praying for you and asking God to fill you with the knowledge of his will through all spiritual wisdom and understanding. And we pray this in order that you may live a life worthy of the Lord and may please him in every way: bearing fruit in every good work, growing in the knowledge of God, being strengthened with all power according to his glorious might so that you may have great endurance and patience, and joyfully giving thanks to the Father, who has qualified you to share in the inheritance of the saints in the kingdom of light.*  
Colossians 1:9-10 NIV

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##### M.1.1 Academic Recognition

Christian Academy Schools recognize two levels of honor students:

Principal's Honor Student – Student receives the grade of "A" in all courses and a grade of "S" in citizenship.

Honor Student – Student receives the grades of either "A" or "B" in all courses and a grade of "S" in citizenship.

##### M.1.2 Grade Reporting Schedule and Grading Scale

- Middle school students are given grades every nine weeks in each subject for both academic achievement and citizenship.
- Report cards will be sent home with the student after each nine-week period.
- At the end of the school year report cards will be mailed when all obligations have been met.

A	=	95 – 100
A-	=	93 – 94
B+	=	91 – 92
B	=	88 – 90
B-	=	86 – 87
C+	=	84 – 85
C	=	81 – 83
C-	=	79 – 80
D+	=	77 – 78
D	=	72 – 76
D-	=	70 – 71
F	=	Below 70

##### M.1.3 Citizenship Grades

Citizenship grades are given every nine weeks along with academic grades. Teachers use the criteria presented below to describe the student's behavior and work ethic in the classroom. Note that these criteria refer to the quality of the student's interaction with peers, response to those in authority, and respect of the learning environment.

Grade of "S" is expected of all students. Grades of "N" or "U" indicate that the student is having difficulty behaving appropriately in the classroom. Students receiving grades of "N" or "U" will be counseled in an effort to lead the student into compliance with expected standards of behavior. Repeated or multiple

"N's" or "U's" in citizenship warrant intervention by the Discipline Committee and also impact the student's eligibility for extracurricular activities.

<b>Citizenship Grades</b>
<p><b><u>S = SATISFACTORY</u></b></p> <ol style="list-style-type: none"><li>1. Prepared for class and on time</li><li>2. Uses behavior appropriate to classroom activity and contributes to the learning process</li><li>3. Is cooperative when given instructions</li><li>4. Displays personal integrity and a servant's heart</li><li>5. Displays a positive and respectful attitude toward adults and peers</li><li>6. Maturing in spiritual growth and Christian example</li></ol>
<p><b><u>N = NEEDS IMPROVEMENT</u></b></p> <ol style="list-style-type: none"><li>1. Needs regular warnings regarding behavior and voice</li><li>2. Preparation for class is inconsistent</li><li>3. Disrupts the concentration and attention of others</li><li>4. Shows inconsistent self-control</li><li>5. Disrespectful attitude toward adults and peers</li></ol>
<p><b><u>U = UNSATISFACTORY</u></b></p> <ol style="list-style-type: none"><li>1. Unprepared for learning</li><li>2. Disrespectful and disruptive to the learning environment</li><li>3. Lack of progressive improvement in behavior</li></ol>

#### **M.1.4 Academic Probation**

A student whose quarter grade point average (GPA), excluding the nine-week related arts class, reaches or 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, the student will be removed from probation. If the student's GPA remains below 2.0, a committee of administrators and faculty members will decide whether the student shall continue to attend school. 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 continue.

#### **M.1.5 Retention**

Middle school students who fail (based on final course average) two or more core subjects (Language Arts, Literature, Social Studies, Math, Science, Bible) for the year will be retained. The administration and teachers will evaluate the student's progress to determine if the student will benefit most by being retained at Christian Academy.

Middle school students who fail (based on final course average) one core subject for the year may be required to complete an equivalent as determined by the administration. Students who fail one core subject for the year will also begin the next school year on Academic Probation.

**NOTE:** Middle School students desiring to be admitted into high school at Christian Academy must meet the following standards:

- Students must pass all core classes (this includes Bible).
- Students with a GPA of 1.51 – 2.0 (in core classes) will be admitted on academic probation.
- Students with a GPA of 1.5 or below (in core classes) will be reviewed by an academic committee and required to meet with the High School Principal for determination of their acceptance into High School at Christian Academy.

### M.1.6 Homework

1. Students at Christian Academy should expect regular homework assignments. Homework is assigned for the following reasons:
  1. To increase self-reliance and self-discipline.
  2. To reinforce and extend classroom learning.
  3. To provide practice in skills and problem solving.
  4. To provide opportunities for special projects; such as book reports, compositions, and special research projects.
2. Teachers **reduce** the amount of homework for Wednesday night because of church services that many students attend. However, assignments made in advance of Wednesday, which are due on Thursday, may require some preparation on Wednesday night.
3. Assignments are to be complete, on time, and written as requested. All teachers will expect good grammar, neatness, and spelling accuracy. Sloppiness, carelessness, and thoughtless content will not be allowed. Such work will be returned to the student for revision.
4. Homework should be an individual task, not one of sharing, unless otherwise 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.

<b>SUGGESTED AMOUNT OF HOMEWORK PER NIGHT</b>	
Grades 6-8	1 - 2 hours
The time required will vary with the pace of the individual student and his/her course load.	

### M.1.7 Late Work Policy

Students are expected to complete and turn in all work by the period of the due date. Assignments that are turned in late will be assessed a twenty percentage point penalty on the first day and a fifty percentage point penalty on the second day. Assignments turned in three days after the due date will receive a zero.

It is the **student's responsibility** to ensure that all work is turned in; **students that exhibit a pattern of turning in work late may be held to a higher standard.**

**Because of the educational value of homework assignments, all work is expected to be completed even if the assignment is late and the grade is penalized.**

### **M.1.8 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 another student's work as your own, including copying answers from another student's work
- copying a paper from a source without proper acknowledgement (see NOTE below)
- copying materials, words, or ideas from a source, supplying the proper acknowledgement, but not using quotation marks
- paraphrasing materials, words, or ideas from a source without using proper documentation
- buying a paper from a research service or term paper mill
- turning in a paper from a "free" term paper website

#### **How to avoid plagiarism in your writing:**

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

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

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

### **M.1.9 Progress Reports**

At the mid-point of each grading period progress reports will be sent home to parents.

### **M.1.10 Standardized Testing**

Grades 6-8 are given the Stanford Achievement Test in the Spring of each school year. Exact testing dates are established by the administration. Student attendance on these days is vital as there is no makeup testing.

### **M.1.11 Textbooks**

The school provides the required textbooks for students in grades 6-8. **Students using school-owned books are responsible for returning the same books in similar condition in which they were issued.** Lost or damaged books must be paid for by the parents. Students may be responsible for supplying their own materials for supplementary reading or special projects.

### **M.1.12 Agenda**

Every student in middle school is required to maintain the agenda. The agenda enhances the organization skills of the middle school student and serves as a communication tool for parents and teachers. The student's agenda will be required at any conference between teacher, student, parent, and/or administrator. A replacement agenda can be purchased for \$5.

Students are expected to use the agenda in the following ways:

- Take the agenda to each class
- Record assignments daily
- Use as a hall pass

### **M.1.13 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.

### **M.1.14 Discovery Program**

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

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

### **M.1.15 Learning Lab**

The Learning Lab is a daily 45-minute class that takes the place of an exploratory class. It is offered by invitation only and eligibility is determined by a committee review of student's educational testing results. In Learning Lab students get help on difficult academic assignments, grow personally by gaining an understanding of their learning style, learn study strategies that match their learning style, and learn self-

advocacy skills. Learning Lab is taught by a teacher who specializes in teaching students who learn differently. **There is an additional fee for this program.**

#### **M.1.16 Daily Accountability Program (DAP)**

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

## M.2.0 ATTENDANCE POLICIES AND PROCEDURES

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

Colossians 3:23-24 NIV

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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.

### M.2.1 Parental Responsibilities

Christian Academy 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 third consecutive day of absence, you may request a list of homework assignments from teachers by calling the middle school office.

- Call before 9:15 a.m. Requests after 9:15 a.m. cannot be guaranteed.
- Assignments may be picked up in the middle school office after 2:45 p.m.
- It is the student's/parent's responsibility to pick up homework in the office. These assignments will not be reissued.

Upon the student's return to school parents are asked to submit a note supporting the absence. Parents are also encouraged to stagger the times of appointments to avoid accumulating absences in the same class. Please schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.

If it is necessary for a family to request a student to be absent from school, the following procedure is to be followed:

- **Notify the office** of the dates on which the student will miss school **at least two weeks in advance.**
- **The office will contact the teachers** and inform them of the student's absence. We request that trips not be taken at the end of a grading period.
- **In most instances, work will not be given to a student before he or she leaves;** however, the planned instruction may allow for a teacher to give an assignment in advance.
- The student will have the number of days missed (not to exceed five school days) to complete make-up work. Tests will be given upon completion of all make-up work.

### M.2.2 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 you catch up on missed assignments.

### **M.2.3 Make-up Work**

Students will have the number of days absent plus one to hand in make-up work (not to exceed five school days). Tests will be given upon completion of all make-up work and scheduled reviews.

If a student is absent on the day any long-term project, book report, term paper, etc. is due, the assignment is expected to be turned in on the day of return to school unless the teacher has been contacted and an extension has been approved. Penalties for major assignments turned in late will be assessed by teachers.

The school has the responsibility to teach the student academic subjects as well as desirable habits of living. Continued excessive absence deprives the school of its opportunity to perform this task. Therefore, the unresolved problem of poor attendance may ultimately result in the student's withdrawal from school for non-attendance.

### **M.2.4 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, personal illness, suspensions from school, etc., will be included in the cumulative count.

Students who accumulate 10 absences from a class during the school year, for any reason, will be contacted by the administrator. Full credit can be received on make-up work for up to 19 absences, if the work is made up within the required time allotment and to teacher satisfaction.

Students who exceed the 20-absence limit in any class are required to file an appeal in order to earn credit in the course(s) missed and are required to meet with the school administrator.

### **M.2.5 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, parents of students who exceed the 20-absence limit in any class are required to file an appeal in order to earn credit in the course(s) missed and are required to meet with the school administrator. Students who accumulate more than 20 absences in a class will also face increasingly severe academic penalties which may result in a failing grade. **This policy will be applied to each class separately.**

Students will be asked to account for the reasons for each absence, **providing a doctor's note for each absence 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. When a penalty is assessed a minimum of 2% will be deducted from the student's final grade.

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:**

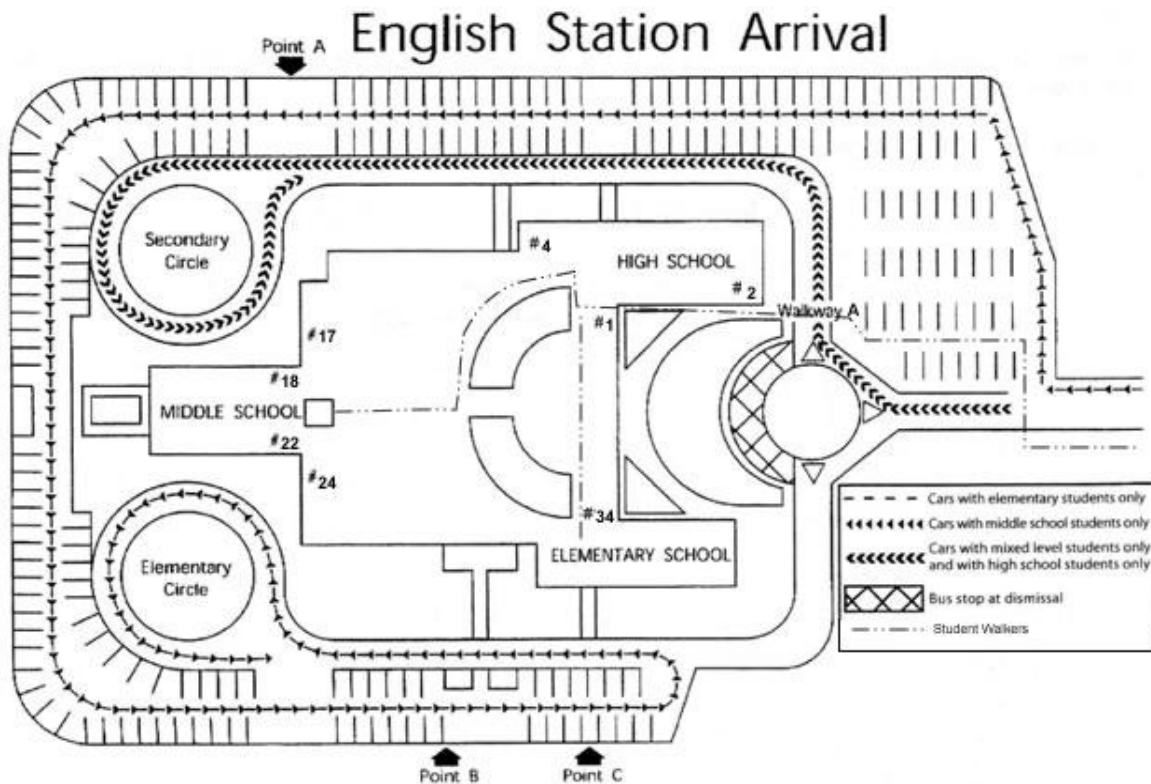
- The school staff will notify parents of students who have accumulated more than 20 absences from a class.
- Instructions, forms, and the due date for documentation of reasons for absences will be provided to families.
- The completed application shall be submitted to the school principal on or prior to the due date. Applications submitted after this date may not be accepted.
- The Attendance Appeals Committee shall review the student's documentation, render a decision and notify the student, parents and teacher.

**M.2.6 Arrival**

1. Middle school students arriving by car in mixed level carpools (elementary/middle, and/or middle/high) are to enter the building through doorway #17 by the high school gym. Parents should proceed around the secondary school circle where students will exit from the passenger side of the car. Parents are to continue to proceed around the secondary school circle and out of the parking lot as indicated.
2. Middle school students arriving in middle school only carpools will exit the car in the elementary circle and enter the building through doorway #22 by the elementary gym.
3. Middle school students arriving by bus will be dropped off in the elementary circle and are to enter the building through doorway #22 by the elementary gym.
4. Middle school students walking to school are to cross all roads at designated areas. After leaving the crossing guard at the corner of English Station Way and English Station Road, students should proceed through the grass 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 #1 (main entrance).
5. Upon arrival, all middle school students are to proceed to the cafeteria and wait in the designated middle school area until released. Students needing to go to the school library before school must have the teacher on duty in the cafeteria sign his or her agenda.

**ENGLISH STATION ARRIVAL MAP**

(See next page)



### M.2.7 Dismissal

**All students are required to have a transportation permission form on file in the middle school office.** Information regarding how the student will arrive and depart school should be noted on the form. This form will be mailed home at the end of the summer. Parents must fill out the form and turn it in to the middle school office before students can receive their class schedules.

All middle school students will be dismissed at 3:10 p.m. There is no supervision of middle school students who remain on campus after 3:30 p.m.; therefore, students are expected to be enrolled in an after school program. Middle school students involved in an after school activity must immediately report to the supervising sponsor/coach. **A student will not be allowed to wait in any part of the building or on any other part of the campus for the start of an after school event unless with an adult.**

**Parents picking up a student other than their own must have written permission from that student's parent.** Written permission must be turned in to the middle school office.

Bus Riders – Students riding the bus are to exit through door #34 (front of school) and proceed to the buses near the flagpoles.

**Students needing to ride the bus occasionally must submit a bus consent form and \$5 to the middle school office for a bus pass.** The form and money must be turned in to the middle school office no later than 12:00 p.m. on the day a bus pass is needed.

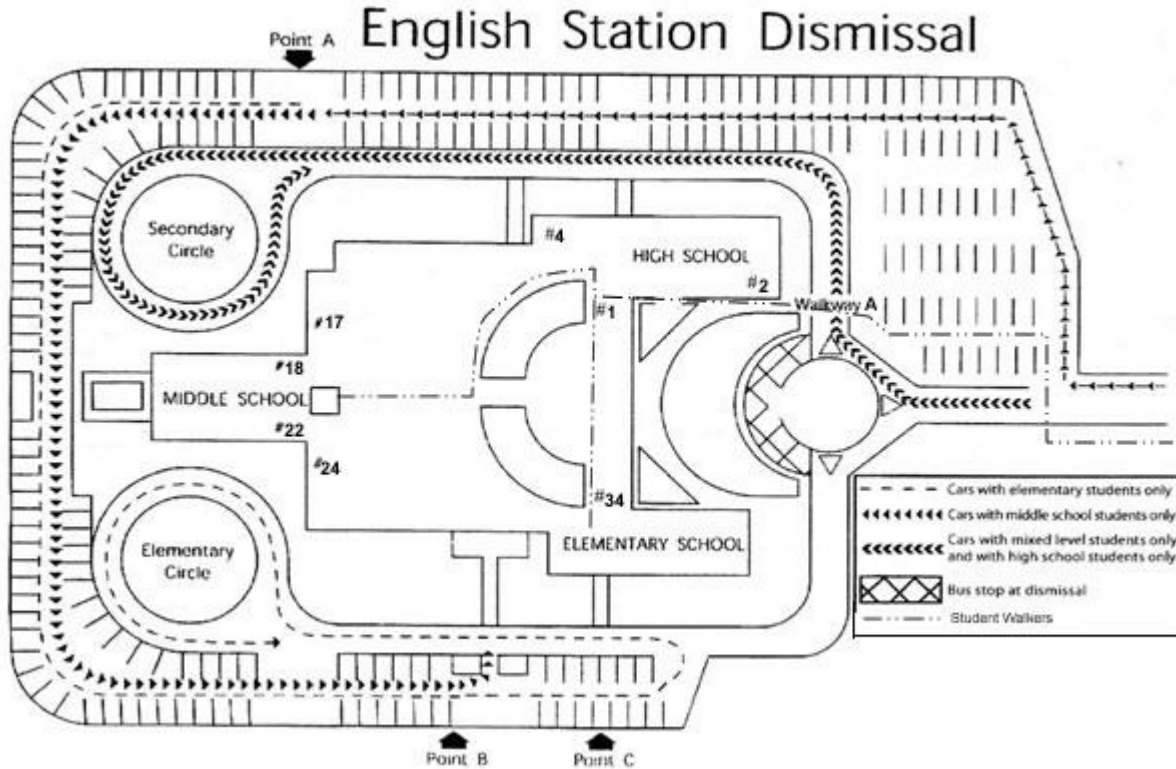
Middle School Only Carpools – Middle school students in middle school only carpool are to exit through door #22 by the elementary gym and remain on the sidewalk until picked up.

Mixed Level Carpools – Middle school students leaving by car in mixed level carpool (elementary/middle and/or middle/high) are to exit through door #18 (7<sup>th</sup> grade stairwell door) and remain on the sidewalk until picked up.

High School Carpool – Middle school students riding with a Christian Academy high school driver must submit a parent letter of permission to the middle school office prior to the first day of school stating the name of the high school driver. Students riding with a Christian Academy high school driver should meet the driver at door #1 (main entrance) and proceed to the parking lot using the crosswalk.

Walkers – Middle school students that walk to and or from school must submit a parent letter of permission to the middle school office prior to the first day of school stating that the parent is aware of and gives permission for the student to walk to school or home. Students walking home are to exit through the main entrance #1 (front of building) 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 through the grass to the crossing guard at the corner of English Station Way and English Station Road.

ENGLISH STATION DISMISSAL MAP



**M.2.8 Late Arrival to School**

Any student arriving after the last bell rings for homeroom must report to the middle school office to sign in and receive an admittance slip. The reason for the late arrival will be recorded. The student is responsible for obtaining class work missed within the same day of the late arrival as all missed work is due the next day.

**Upon the fourth unexcused late arrival to school and at every fourth late arrival thereafter the student will receive a Discipline Referral (DR).**

### **M.2.9 Tardies to Class**

Students are given 3-5 minutes to travel between classes. Students are expected to arrive in their classroom **before** the tardy bell starts to ring.

**Within any given semester, a student receiving his/her fourth unexcused tardy to class will receive a Discipline Referral (DR). Each subsequent tardy within that semester will receive a DR.**

A student who continues to have persistent tardies to class will come under disciplinary action of the major violation area of the discipline policy.

### **M.2.10 Early Dismissal**

Students who expect to leave school early for any reason are to present a note from their parent to their homeroom teacher or the middle school office. The note is to include the student's full name, date, time of departure, estimated time of return (if returning that day), reason for leaving early, a parent's signature and a phone number where the parent can be reached during the day. If the student misses more than 15 minutes of a class, he/she will be considered absent from that class.

Upon dismissal, students must first sign out in the middle school office and then report to their parents at the main entrance reception desk where parents must sign their students out. When returning, the student must sign back in at the main entrance reception desk and the middle school office where he/she will receive an Admission Slip for returning to class. Parents should avoid early departure if at all possible and should never pick up a student from his or her classroom.

### **M.2.11 Illness During the Day**

Students who become ill or need to take medication kept in the health room must have his/her agenda signed by the current period teacher and then sign out in the middle school office prior to going to the health room. The nurse will require a signed agenda and a pass from the middle school office. Time in the nurses' office (15 minutes or more) is considered an absence from class.

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 middle 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 child. Students who return to school after having had a documented fever or vomiting/diarrhea in the previous 24 hours or have been ill with the same at home in the previous 24 hours, will be sent home.**

**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 nurse. These medications as well as prescribed medicines 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. 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.

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 physical examination, immunization records, 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 Christian Academy.

### **M.2.12 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 4 out of the 7 class periods that day **unless otherwise pre-approved by an administrator.**

### **M.2.13 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 10 school days, the school will have the option to release the student to a homebound instructor. It is the responsibility of the parents to engage a qualified teacher to work with the school and student during the extended illness so that the student may receive credit for work completed.
- 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.

## M.3.0 CONDUCT

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

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### M.3.1 Discipline Policy

Students, parents, and staff are responsible for reading and complying with the discipline policies. It is important that administrators, teachers, students, and parents/guardians understand, accept, and support the discipline policies of Christian Academy.

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/spiritual values are emphasized within a loving, caring Christian atmosphere.

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

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

### M.3.2 Classroom Standards

Each student is expected to be on time and properly prepared for each class. Each teacher will establish the rules for classroom behavior that shall prevail in his/her classroom. Students shall heed these expectations, both academically and in their conduct.

Teachers will communicate to students how grades will be determined. Each middle school teacher will provide a syllabus for students outlining the goals of the course, the requirements, and the texts and materials to be used.

### M.3.3 Bus Conduct

Students guilty of repeated misbehavior on the bus will be removed from the bus either temporarily or permanently and may be subject to disciplinary actions. For this reason, we strongly support the rules presented by the transportation companies. These rules are listed below:

#### **BUS RULES**

1. Observe the same conduct as in the classroom
2. Be courteous
3. Do not use rude, crude, or profane language
4. Do not eat or drink on the bus
5. No electronic devices, including cell phones
6. Keep the bus clean
7. Cooperate and respect the driver
8. Do not be destructive
9. Stay in your seat
10. Keep head, hands and feet inside bus

### **M.3.4 Cafeteria Conduct**

Proper eating habits and acceptable behavior must be practiced in the cafeteria. Students should not mix, throw, or play with food or trash. All students are expected to clean up after themselves, and to throw away their trash after eating. After throwing away their trash, students are expected to return to their seat until dismissal. Each student is periodically assigned weekly lunch cleanup duty. **Students must remain in the cafeteria during their scheduled lunchtime.** Therefore, students will only be allowed to leave the cafeteria with a note from a teacher.

### **M.3.5 Corrective Measures**

**Office Referrals (OR)** – An office referral requires immediate action. This is considered a more serious action than a discipline referral. Parents will be notified when their student receives an office referral by receiving a copy of the OR from their student or by a phone call from an administrator.

**Discipline Referrals (DR)** – Students may receive a DR for a variety of infractions. Parents will be notified when their student receives a discipline referral by receiving a copy of the DR from their student. Accumulation of discipline referrals leads to increasingly severe consequences. At the end of each semester, a student's discipline referrals will begin to be recounted; however, all discipline referrals will be taken into consideration for the year.

**Break/Lunch Detention** – Students may be assigned to break or lunch detention as an immediate consequence to inappropriate behavior.

**After School Detention** – Detention is held on a school day afternoon from 3:15 p.m. to 4:15 p.m. Students are usually assigned to the most immediate detention following the infraction.

On the assigned day, the student must report to the after-school detention room by 3:15 p.m., and students are to bring paper and pencil or pen. Students are to be picked up by parents outside the middle school office at 4:15 p.m. Failure to attend after-school detention will result in the student being assessed two additional after-school detentions.

**Saturday Morning Detention** – The middle school student who has been assigned Saturday detention must make arrangements to report to the middle school office by 8:00 a.m. on the designated Saturday and remain there until 10:00 a.m. There will be a cost to the student of \$10.00 per hour and uniform dress code should be followed, unless notified otherwise. Failure to report for detention or tardiness to detention will result in the student being assessed two additional Saturday detentions.

### **M.3.6 Minor Violations of the Discipline Policy**

Consequences for minor violations will be one or more of the following: 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 can expect increasingly severe consequences.**

#### Minor Violations

1. Chewing gum any place on campus will be an automatic lunch detention. Upon the fourth offense and thereafter, students will receive a DR.
2. Behaving in a disruptive or potentially destructive manner – including running, throwing things, horseplay, or making excessive noise of any kind.
3. Making any display of affection. Students are expected to keep their hands to themselves.
4. Possession of any electronic device (other than cell phones) on campus or on the bus.

5. Possession of skateboards, scooters, or playing cards on campus or on the bus.
6. Cell phones must remain turned off, inside backpacks or school bags and in lockers for the school day. Phones seen or used during the school day (7:30 a.m. – 3:10 p.m.) will be collected and held in the MS office until the end of school on the following day. If a phone is collected on a Friday it will remain in the MS office until the end of the school day the next Monday. The second and third time a phone is collected it will be held in the MS office for 48 hours and 72 hours respectively. When phones are collected they may be picked up in the MS office by the student (first time only); thereafter a parent will be required to pick up the phone. **Students intentionally texting in class will receive a DR in addition to having their phone held in the office.**
7. Being in any restricted area of campus during the school day without special permission.
8. Organizing any on-campus activity without the approval of the administration including selling or buying of items.
9. Use of office phone without permission or at inappropriate times for inappropriate reasons.

<b>PENALTIES FOR MINOR VIOLATIONS</b>	
Time Frame - One Semester	
1 <sup>st</sup> - 4 <sup>th</sup> DR	After School Detention Parent/Student/Principal Conference if deemed necessary by the administration
5 <sup>th</sup> DR	Saturday Morning Detention
6 <sup>th</sup> DR	Saturday Morning Detention
7 <sup>th</sup> DR	Consequences to be determined by the administration
<b>Field trip attendance may be jeopardized depending on the offense.</b>	
<b>Consequences from DR's / OR's may vary according to the offense</b>	
<b>Disciplinary probation or expulsion may be the ultimate result of deliberate, repeated infractions of Minor Violations.</b>	

\*Make-up Work During Suspension. During suspension the student will complete a designated course of work assigned by administration. Students will be allowed to take tests without penalty. Regular classroom work missed during suspension must be made up by the student and must meet the standards of the classroom teacher. **It is the student's responsibility to secure and submit the appropriate assignments the following day.**

### **M.3.7 Major Violations of the Discipline Policy**

The major violations may result in either suspension or expulsion from Christian Academy. 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. **Repeat offenders of major violations can expect increasingly severe consequences.**

#### Major Violations

1. Insubordination, disrespect (verbal or nonverbal) or refusing to obey school personnel.
2. Use of profanity, crude language, or obscenities.
3. Fighting, threatening, intimidating or causing deliberate injury to students and/or school personnel.

4. Bullying or intimidating of any kind.
5. Possessing any weapon, or anything that gives the appearance of a weapon (guns, knives including pocket knives, etc.), drugs, alcohol, tobacco, or pornography on school property.
6. Stealing, lying, cheating, forgery, or plagiarism including using any electronic device to copy information for an assignment or test.  
**\* Discipline Procedures for cheating: Office Referral (OR), zero on the assignment all both parties involved, and a one-day In-School Suspension**
7. Willful destruction or defacement of school property or property of others.
8. Failure to attend class or being out of class during the class period without a written pass from the teacher.
9. Unacceptable behavior of a sexual nature on or off campus. This includes the use of any media format whether shared personally with others or electronically.
10. Persistent disregard for school policies and procedures.
11. Failing to abide by school guidelines while on school-sponsored trips from Christian Academy.
12. Committing a serious breach of conduct or an illegal act outside the school which has an adverse effect on the testimony of the school.
13. Any inappropriate use of school computers.

### **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.

❖ **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.**

**PENALTIES FOR MAJOR VIOLATIONS**

Consequences for Major Violations will include an Office Referral (OR) and one or more of the following:

- Loss of field trip privileges
- Parent/Student conference with an Administrator
- Suspension\* – In-School or Out-of-School
- Disciplinary Probation
- Expulsion

\*Make-up Work During Suspension. During suspension the student will complete a designated course of work assigned by administration. Students will be allowed to take tests without penalty. Regular classroom work missed during suspension must be made up by the student and must meet the standards

of the classroom teacher. **It is the student's responsibility to secure and submit the appropriate assignments the following day.**

**Drinking alcoholic beverages, using illegal drugs including marijuana, misuse of over-the-counter or prescription medications, smoking, 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.**

### **M.3.8 Over-the-counter and Non-Prescription Drug Policy**

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

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

### **M.3.9 Disciplinary Probation**

Students who have demonstrated difficulty complying with the disciplinary code may be placed on disciplinary probation for a period of time specified by the administration. 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.

Disciplinary probation is not intended to be a punishment. It is designed to be a time period during which the student receives support, instruction, and feedback in the development of appropriate patterns of behavior. While on probation, the student will meet regularly with a designated staff member. Students on disciplinary probation **may not be eligible for academic recognitions, to go on field trips, participate on athletics teams or other school leadership positions.**

The Discipline Committee will review the student's progress at the end of the probation period. 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 a time period specified by the administration or may be dismissed from school. **No student may remain on disciplinary probation for more than two semesters.**

## M.4.0 DRESS CODE

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*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

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The goal of our dress code is to establish high Christian standards for our school and our students. The code is meant to foster a student's self respect, maintain an atmosphere consistent with instructional goals and to provide the opportunity for students to make a positive statement in our community.

Middle school students are required to be in dress code beginning with the first day of school. To the greatest degree possible, uniform guidelines will be followed consistently. Effort has been made to coordinate the middle school uniform policy with the uniform programs in elementary and high school. However, each program is separate and distinctive. **Do not assume that what is acceptable at one level is also acceptable at either of the other grade levels.** Please refer to the specific uniform policy for the grade level of your student.

### M.4.1 General Guidelines

These guidelines apply to regular school days, extra-curricular activities, and all school events.

1. Students are expected to dress according to uniform/dress code guidelines from the time they arrive on any CASS campus for school until they leave school for the day or begin practice for sports.
2. Students are 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 extra-curricular activities, students' appearance should reflect its spirit.
3. All garments must be modest, neat, clean, and pressed when wrinkled. All garments are to have a traditional fit. An item with a traditional fit is appropriately fitted in the shoulders, waist, leg, seat, bodice, and length. Oversize styles are not permitted.
4. Garments that are very thin, semi-transparent or "see through" are not permitted. Tight-fitting, clinging, sleeveless, midriff, low-cut or high-slit garments are not allowed.
5. Slacks must be in good condition with no holes and cut or frayed seams.
6. A belt must be worn with any garment that is designed with belt loops. Belts are to be a solid color (extreme colors not allowed), must be an appropriate length, and must be worn in the belt loops. Only traditional belt buckles permitted. No studded or jeweled belts.
7. Skirt length should be to the top of the knee when standing.
8. All shirts are to be appropriately buttoned (including collar and cuffs) and tucked in neatly at all times. Shirts may not be overly bloused at the waistband. Plain, solid color undershirts (T-shirts) are to be worn. Short sleeved undershirt sleeves may not be longer than the short sleeved uniform sleeve. Long sleeve shirts can be worn under the uniform polos.
9. Any appropriate coat or jacket may be worn to and from school. Coats, jackets, and hooded sweatshirts are to be left in lockers during the school day.
10. Sweaters and sweatshirts are not to be tied around the waist.
11. Traditional jewelry should be worn in moderation and good taste. Boys may not wear earrings at school or at school functions.
12. Make-up, when worn, should be applied with appropriate measure. Make-up that is too heavy or dark will be addressed with the individual.
13. Logos, slogans, or any designs that are offensive in a Christian school are not permitted on any item. Any manner of grooming or dressing that imitates a subculture opposed to Christian principles is not permitted.

14. Hairstyles are to be neat, clean, moderate, combed and in good taste. Hairstyle extremes and non-traditional, unnatural hair colors are not permitted. Hair (when combed straight down) may not be of such a length that it has the potential to fall into the eyes (below eyebrows), go past the bottom of the ear, and the length should not extend beyond the top of a regular shirt collar. Students who fail to get a haircut when notified (that meets dress code requirements) will receive an After School Detention until their hair is cut.
15. Boys are to be clean-shaven, no beards or mustaches. Sideburns are to be no longer than the bottom of the ear.
16. Students are not permitted to have writing, drawings, or temporary/permanent tattoos on their bodies.

#### **M.4.2 Uniforms**

1. All middle school students are required to be dressed in appropriately-fitting uniform.
2. The Christian Academy Middle School uniform is available from Parker School Uniforms, Honey Beez, or Dickies. (*See Section M.4.4 for details about catalog ordering.*)
3. Use of the vendors listed above is required for all items *excluding pants*. These vendors have agreed to supply the appropriate uniform items according to standards acceptable for the Christian Academy uniform dress code. **Only clothing designated as Christian Academy uniform items purchased from these vendors is compliant with the English Station Middle School Uniform Dress Code.**
4. Alterations made to uniform items for purposes other than ensuring a traditional fit may disqualify that item from compliance with the uniform dress code.

### M.4.3 Uniform Selections

<b>Middle School Girls Uniform</b>
<b>Monogrammed Polo-style Knit Shirts:</b> Red, navy, or white; short or long sleeved (If wearing an undershirt (T-shirt) beneath, <b>wear only a plain, solid color undershirt</b> ). *Polo style knit shirts may be worn <b>untucked, if fitted traditionally at the waist so it allows for movement without exposing the midriff or back.</b>
<b>Shirts:</b> Button-down white oxford shirt (short, long, or 3/4 sleeves); a camisole or t-shirt will be required if the midriff is exposed
<b>Turtleneck Shirts:</b> Red, navy, or white, worn under a uniform shirt or sweater
<b>V-Neck Sweater or Cardigan style:</b> Red or navy, worn over a turtleneck or uniform polo
<b>Shorts:</b> Navy or khaki / plain or pleated front <b>* Must be ordered from the company's School Uniform Division</b> <b>Parker School Uniforms:</b> see store for selections <b>Dickies Uniforms:</b> call (1-800-342-5437) or visit website for selections <b>Honey Beez:</b> call (253-9343) or visit store for selections
<b>Pants:</b> Any navy or khaki <b>traditional style uniform pant</b> ; can be plain or pleated front
<b>Belts:</b> Any solid color (extreme colors not allowed) worn in the belt loops. No studded or jeweled belts. Only traditional belt buckles permitted.
<b>Sweatshirt:</b> Any official Christian Academy <b>crewneck</b> sweatshirt, worn over a uniform knit shirt, oxford shirt, or turtleneck. When wearing a sweatshirt, shirts must be tucked in. Hooded sweatshirts are not permitted. Sweatshirts are not permitted on chapel day.
<b>Shoes:</b> Traditional style lace-up athletic shoes. <b>* All shoes must be closed toe and closed heel, laced-up and tied.</b>
<b>Socks (required):</b> Any solid color crew or shorter (must be visible at all times), <b>or</b> navy, white, or red knee socks or tights or knee socks.
<b>Skirts:</b> Solid navy or navy houndstooth check. <b>Skirt length should be to the top of the knee when standing.</b> <b>Note:</b> It is suggested that skirts be hemmed in a manner that will allow for future growth.
<b>Chapel Dress:</b> Uniform navy or houndstooth skirt White oxford uniform shirt or blouse Shoes and socks <i>Sweatshirts are not permitted on Chapel Day (Thursday)</i> <i>Chapel dress can be worn any day of the week</i>

<b>Middle School Boys Uniform</b>
<b>Monogrammed Polo-style Knit Shirts:</b> Red, navy, or white; short or long sleeved (If wearing an undershirt (T-shirt) beneath, <b>wear only a plain, solid color undershirt</b> ).
<b>Shirts:</b> Button-down oxford shirt, white or light blue, short or long sleeved (If wearing a T-shirt beneath, <b>wear only a plain, solid color T-shirt</b> ).
<b>Turtleneck Shirts:</b> Red, navy, or white, worn under a uniform shirt or sweater
<b>V-Neck Sweater:</b> Red or navy, worn over a turtleneck or uniform polo
<b>Shorts:</b> Navy or khaki / plain or pleated front <b>* Must be ordered from the company's School Uniform Division</b> <b>Parker School Uniforms:</b> see store for selections <b>Dickies Uniforms:</b> call (1-800-342-5437) or visit website for selections <b>Honey Beez:</b> call (253-9343) or visit store for selections
<b>Pants:</b> Any navy or khaki <b>traditional style uniform pant</b> ; can be plain or pleated front
<b>Belts:</b> Any solid color (extreme colors not allowed) worn in belt loops. No studded belts. Only traditional belt buckles permitted.
<b>Sweatshirt:</b> Any official Christian Academy <b>crewneck</b> sweatshirt, worn over a uniform knit shirt, oxford shirt, or turtleneck. When wearing a sweatshirt, shirts must be tucked in. Hooded sweatshirts are not permitted. Sweatshirts are not permitted on chapel day.
<b>Shoes:</b> Traditional style lace-up athletic shoes. <b>*All shoe selections must be closed toe, and closed heel, laced-up and tied.</b>
<b>Socks required):</b> Any solid color crew socks or shorter (must be visible at all times).
<b>Chapel Dress:</b> Uniform slacks of choice Uniform light blue or white oxford shirt of choice Tie of choice (no string or western ties or ties with offensive logos, slogans, or designs) Shoes and socks <i>Sweatshirts are not permitted on Chapel Day (Thursday)</i> <i>Chapel dress can be worn any day of the week</i>

#### **M.4.4 Uniform Purchasing Information**

<b>Uniform clothing may be purchased from:</b>		
Parker Uniforms 291 N. Hubbard's Lane Woodlawn Shopping Center (502) 899 – 9902	Dickies (boys only) <a href="http://www.dickies.com">www.dickies.com</a> (800) 342 - 5437	Honey Beez 125 English Station Rd. Louisville, KY 40245 (502) 253 - 9343

#### M.4.5 Alternate Dress Days

##### T-Shirt Day

- T-shirts must be an approved Christian Academy T-shirt and have a traditional fit with no rips/tears.
- Extreme lengths, sleeveless, and oversize styles are not allowed.
- Form fitting shirts are not allowed.
- T-shirts with logos, slogans, or designs that are offensive to Biblical standards are not allowed.
- All other dress code guidelines are to be observed.

##### Jeans Day

- Jeans must be neat and have a hem with no frayed ends or seams.
- Jeans must be in good condition with no holes or patches.
- Jeans must have a traditional style and fit. (Appropriately fitted at the waist, seat, legs, and length.) No skinny/tight fitting jeans or baggy styles.
- Jeans must have a consistent solid blue color (not streaked or faded).
- Belts are required.
- Students may wear a Christian Academy T-shirt or uniform polo on designated jeans days.
- All other dress code guidelines are to be observed.

◆ **If alternate dress day guidelines are not followed the student will not be allowed to participate in future Alternate Dress Days.** ◆

##### Other

- Each team will be allowed to wear their jerseys or team T-shirt once during the season.
- **Coaches must secure approval from the administration regarding when the team may wear their jerseys.**
- Teams will also be permitted to wear them on jeans days or for pep rallies.
- Jerseys are to be worn with uniform pants or skirts except on jeans days.
- Sleeveless jerseys are to be worn with a school approved shirt (with sleeves) underneath or a team T-shirt may be worn instead of a jersey.

#### M.4.6 Dress Code Non-Compliance

Students in violation of the stated middle school dress code will receive a written dress code violation, which they will be required to take home and have signed by a parent. Absolute defiance of the uniform dress code policy will be considered a major violation of the discipline code.

<b>CONSEQUENCES FOR DRESS CODE VIOLATIONS (DCV)</b>	
<b>Time Frame – Semester</b>	
1 <sup>st</sup> – 3 <sup>rd</sup> DCV	Notice to Parents
4 <sup>th</sup> DCV	Discipline Referral and Conference w/ Assistant Principal
<b>* Each subsequent DCV will result in a (DR) being issued</b>	

#### M.4.7 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.

## M.5.0 ADDITIONAL INFORMATION

*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

### M.5.1 After-School Program

The Northeast YMCA will be offering after-school care on site at the English Station Campus. Program hours will be from the time school is out until six o'clock. Registration is required.

### M.5.2 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 Christian Academy teams. At the present time, Christian Academy offers opportunities for middle school students in the following sports:

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

Students wishing to participate in sports at Christian Academy will be provided an *Athletics Handbook* containing eligibility rules and regulations from the Athletic Director. An athletic participation fee is charged for each sport in which the student participates. There may be additional uniform and team fees, the cost of which varies according to the sport. This information can be obtained through the Athletic Office.

Academic grades are checked every Friday to determine sports eligibility. Student athletes are required to maintain a 2.0 GPA and no grades of "F". Failure to meet this requirement will result in the student athlete being ineligible to participate in games for a time frame of one week. **If the student's ineligibility continues through the next grade check or a pattern of ineligibility develops**, he or she **will be ineligible to participate in games and practices** until they have reached eligibility status.

### M.5.3 Book/Sports Bag Storage

Students are to store all book bags in their lockers at all times. Sports bags are to be stored on shelves at the end of the second floor hallway. **Bags may not be taken into classrooms.** Bags improperly stored or abandoned will be confiscated. Persistent incidences will lead to disciplinary action.

#### **M.5.4 Cafeteria**

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, deli sandwiches, ice cream, fresh fruit, chips, fruit drinks, milk, yogurt, granola bars, bagels, and muffins. Diet soft drinks will not be sold to 6<sup>th</sup> and 7<sup>th</sup> grade students. Microwave ovens are available for use by those wishing to bring lunch from home.

Parents who do not allow their children to purchase extra à la carte items must inform the cafeteria manager in writing so a special notice may be posted on their child's account.

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, which 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. 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 must turn in their deposits to the middle school office staff in the morning or give it directly to the cashier at 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.

Middle 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. Each parent needs to sign up for this service. To sign up go to [www.mealpayplus.com](http://www.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 best 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:** If a student has insufficient funds in his/her account to purchase lunch, he/she may charge a lunch from the posted menu. No à la carte or snack items may be charged at any time. 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.

**Breakfast:** Breakfast is available for purchase from 7:45 a.m. until 8:10 a.m. for middle school students waiting in the cafeteria before school. Accounts or cash can be used to purchase breakfast.

**Reduced Cost Lunches:** Although Christian Academy 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 cafeteria during lunch.

**M.5.5 Conferences/Conference Days**

Conferences between parents and students and members of the school staff are encouraged. All teachers have some unscheduled time every day and will be glad to arrange a conference. Contacts concerning the progress of students usually would be made with teachers first, but the Principal may be scheduled as well. In every case, a call to the school office for an appointment is necessary to avoid scheduling conflicts and possible long waits.

Special arrangements can be made for conferences during non-school hours. There are scheduled parent/conference days during the school year that will be announced. These are normally reserved for need-based conferences.

**M.5.6 Daily Schedule for Middle School**

Regular Days		Chapel Days	
Warning Bell	8:20	Warning Bell	8:20
Homeroom	8:25 – 8:42	Homeroom	8:25 – 8:30
Period 1	8:45 – 9:30	Chapel	8:35 – 9:15
Break	9:30 – 9:40	Period 1	9:25 – 10:00
Period 2	9:45 – 10:30	Period 2	10:05 – 10:40
Period 3	10:35 – 11:20	Period 3	10:45 – 11:20
Period 4	11:25 – 12:35	Period 4	11:25 – 12:35
Lunch		Lunch	
- 6th and 7th Grades	11:25 – 11:45	- 6th and 7th Grades	11:30 – 11:50
- 8th Grade	12:15 – 12:35	- 8th Grade	12:10 – 12:30
Period 5	12:40 – 1:25	Period 5	12:40 – 1:25
Period 6	1:30 – 2:15	Period 6	1:30 – 2:15
Period 7	2:20 – 3:10	Period 7	2:20 – 3:10

### **M.5.7 Emergency Procedures**

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

Fire/Tornado/Disaster/Intruder Drills: Classroom teachers will be sure all students know and understand the procedures for all drills. Procedures are posted in each classroom and drills are conducted periodically. (Also see G.2.3 Inclement Weather)

Evacuation: In case of an emergency and students must be evacuated off-site, a plan is established which will be followed by all three schools.

### **M.5.8 Fees/Dues**

Throughout the course of the year middle school students will have the opportunity to participate in various clubs, organizations and team sports; all cost associated with such participation will be the responsibility of the student.

Students will also be responsible for the cost of supplementary materials associated with class studies and projects, including the eighth grade trip to Washington DC, Fine Arts and Athletic trips.

### **M.5.9 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. 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 child without written notification.
- It is requested that siblings NOT go on field trips so sponsors may give their full attention to the care of students.
- All students will wear uniforms on field trips unless otherwise informed by the supervising teacher, coach, or administrator.

#### Field Trip Driver's Guidelines

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

1. Any parent wishing to drive students on a field trip must submit the proper paper work for a Motor Vehicle Record Check. **This check will be completed once drivers are determined for each field trip.**
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 is *not* allowed.) All stops must appear on the Field Trip Request form, which was approved by the 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.

#### **M.5.10 Individual Student Parties**

During the school year there are some parties for middle school students that are not school sponsored, but organized by individual students and their parents. If there are questions about these non-school sponsored parties, it is the parent's responsibility to contact those parent sponsors. We ask that party invitations **not** be distributed at school.

**Birthday parties may be celebrated in the classroom with permission from the teacher. Treats should be provided for all students in the class. Birthday treats may not be served in the cafeteria.**

#### **M.5.11 Library/Media Center**

The Christian Academy 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 Christian Academy's library resources from their home computers as well as when they are at Christian Academy. The web address is [library.christianacademyschools.org](http://library.christianacademyschools.org) (*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 take final exams until all these obligations are met.

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 a few students at a time unannounced.

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

Twenty-three (23) computers are available for student use in the central area of the media center. Twenty-seven computers are available in the adjoining media center lab for any Christian Academy 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 Christian Academy computers.**

Students receive the first **five** pages of a computer printout free of charge during each library visit. Each page over five is charged at a rate of \$.10/page. Color printer services are available at \$.25/page.

Student folders saved on Christian Academy servers will be purged at the end of each school year.

### **M.5.12 Lockers**

A locker with a combination lock will be assigned to each student at the beginning of the school year. Students must use the locker they are assigned unless permission to change is granted. Magazine pictures, posters, stickers, or slogans are **not** permitted inside or outside. Personal photographs hung in lockers must be attached with magnets (**no tape**).

*The school staff reserves the right to open any school locker at any time. Periodic locker inspections will be conducted to insure neatness and proper care of lockers. **Decorations on the outside of lockers are not permitted.***

Students should keep their lockers locked at all times and should not reveal lock combinations to other students. If a student lock is lost, a replacement is required and must be purchased in the middle school office for \$5. Students are responsible for items lost or misplaced due to leaving their locker open or unlocked. Tampering with any lock/locker, whether your own or someone else's, will result in disciplinary action.

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

### **M.5.13 Lost and Found**

Each classroom teacher and the office will maintain a lost and found area. Articles that remain unclaimed will be donated to charity.

### **M.5.14 Messages**

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

### **M.5.15 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.

#### **M.5.16 Pranks and Vandalism**

Christian Academy will not tolerate pranks and vandalism.

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

**Pranks and vandalism are NOT a tradition, rite of passage, or something that will be taken lightly.**

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

#### **M.5.17 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.

### **M.5.18 Technology Services**

The Technology Services department exists to support the spiritual and academic objectives of the schools. The Technology Service Desk is available to employees and parents via phone, 502.753.4513, or email, support@christianacademyschools.org.

- Christian Academy School System is blessed with a significant amount of technology resources in our classrooms, media centers, and labs. It is essential for all users to be good stewards of what God has provided in the care and use of these resources.
- Students are responsible for good behavior on school computer networks, just as they are in a classroom. Access is a privilege - not a right. Parent or guardian permission is required.
- Administrators and/or teachers may use classroom management software, such as SMART Sync™ or Synchronizes™, to view and/or control student computer screens.
- During school hours, teachers will guide students toward appropriate Internet resources. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
- Access to the Internet will enable students to use thousands of libraries and databases. Although our Internet content is monitored, logged, and filtered by a Sophos Web filter, no filter is 100% effective in blocking all objectionable content. Parents should be aware that material accessible via the Internet may contain content that is illegal, defamatory, inaccurate, or potentially offensive to some people.

**Before allowing access, Christian Academy School System requires each student and parent to read and agree to the Student User Agreement for Technology Resources.** The agreements are provided to (1) outline the standards and rules and (2) serve as a discussion tool for parents, educators, and students. The Student User Agreement for Technology Resources for grades 3-12 can be found on your campus page (<http://www.christianacademyschools.org/es>) of the Christian Academy website in the Handbook and Forms section located on the right side of the page.

### **M.5.19 Telephones**

The office telephone may be used during school hours for appropriate calls as determined by either a teacher or office staff. Permission must always be granted by the office secretary for phone usage.

Cell phones must remain turned off, inside backpacks or school bags, and in lockers for the school day. Phones seen or used during the school day (7:30 a.m.— 3:10 p.m.) will be collected, and held in the MS office until the end of school on the following day. If a phone is collected on a Friday it will remain in the MS office until the end of the school day the next Monday. The second and third time a phone is collected it will be held in the MS office for 48 hours and 72 hours respectively. When phones are collected they may be picked up in the MS office by the student (first time only); thereafter a parent will be required to pick up the phone.

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