

CHRISTIAN ACADEMY SCHOOL SYSTEM

# FAMILY HANDBOOK



## English Station and Rock Creek Elementary Schools

2010-2011

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

Rock Creek Elementary School  
3110 Rock Creek Drive  
Louisville, Kentucky 40207  
(502) 897-3372

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

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# 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>
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>
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>

## **Christian Academy of Indiana**

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

*Grades K-12 and Preschool*

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

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

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

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

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

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

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

#### **Mission Statement**

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

#### **Vision**

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

#### **Purpose:**

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

#### **Programs:**

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

#### **People:**

- A diverse school community of families, school personnel, and board members that reflects the kingdom of God in Greater Louisville and Southern Indiana.

- An endowed financial aid program that will enable Christian families from all socioeconomic backgrounds the opportunity to choose Christian education.
- Graduates whose Christian Academy experience compels them toward life-long service at home, in the community, and around the world.
- Dedicated alumni who remain engaged with Christian Academy for life.
- Dynamic professional Christian educators with a collaborative voice in decision making, provided with a generous salary and benefits package.

### **Core Values**

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

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

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

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

and to integrate it with his own unique abilities and personality. He must interact with and be taught by parent and teacher models who are themselves born again and have this perspective of life.

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

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

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

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

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

### **Christian Faith and Values**

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

### **Christian Missions and Service**

1. Encourage each student to be sensitive and responsible to the needs of others (Philippians 2:4);
2. Help each student develop the abilities and skills needed to effectively communicate the Gospel of Christ (Romans 1:16);

3. Help each student develop a knowledge of and spiritual concern for other people and cultures, and assume the responsibility each Christian has in the area of world missions (Matthew 28:19-20);

### **Intellectual Development**

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

### **Physical Development**

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

### **Social Development**

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

### **Career Development**

1. Assist each student to acquire a basic knowledge of the economic system, to develop attitudes and skills needed to be a competent consumer, and to apply Biblical principles to the use of personal resources;
2. Assist each student to develop respect for the dignity of labor and pride of performance;

3. Assist students in developing values, attitudes, and basic knowledge essential to the world of work through career awareness and exploration.

### **G.1.6 Accreditation**

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

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

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

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

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

#### Kentucky

- Association of Christian Schools International (K-12)
- AdvancED/Southern Association of Colleges and schools (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 and Rock Creek Elementary Schools

## Policies and Procedures

2010-2011

## Section II

### Elementary Schools Policies

#### E.1.0 ACADEMIC POLICIES

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

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

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

The grading scale of O, S+, S, S-, N or U is used for conduct, work & study habits and special areas, which include physical education, library, Spanish, \*music, art and computer. Students who meet the course objectives will receive a satisfactory rating. Students will receive an S+ or O only if they demonstrate proficient or exemplary performance with the course objectives. These grades will be based on a skills checklist and/or rubric which will be made available by teachers and posted on the web.

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

ACADEMIC GRADES	
Grades in all subjects are letter grades based upon the percentage range in the next column.	A = 93 – 100
	B = 86 – 92
	C = 79 – 85
	D = 70 – 78
	F = Below 70

#### E.1.2 Homework

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

3. Assignments are to be complete, on time and written properly. Good grammar, neatness, and spelling accuracy will be expected by all teachers. **Students in grade 4 are required to use cursive handwriting at the beginning of second quarter. Students in grade 5 are required to use cursive handwriting.** Sloppiness, carelessness, and thoughtless content will not be allowed. Such work will be returned to the student for revision.
4. Homework should be an individual task, not one of sharing, unless specified by the teacher.

### **Late Work Policy**

#### First Grade

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

#### Second Grade

Class work is expected to be completed in school. Unfinished or unacceptable work will be stamped noting what needs to be done and will be sent home to be completed. The completed work is to be returned to school the next day. This work will be considered late and may receive a grade reduction. Papers turned in later may receive a "0". All assignments are expected to be completed.

#### Third Grade

All assignments not completed in class must be taken home as homework unless otherwise specified. These assignments will be due the following day.

Papers turned in one day late may receive a whole grade reduction. Papers turned in later may receive a "0". All assignments are to be completed.

#### Fourth Grade

All assignments not completed in class must be taken home as homework unless otherwise specified. These assignments will be due the following day.

Papers turned in one day late may receive a grade no higher than a "C". Papers turned in later may receive a "0". All assignments are to be completed.

#### Fifth Grade

All assignments not completed in class must be taken home as homework unless otherwise specified and will be due the following day with no penalty. Work will be accepted one day late with half credit given. Papers turned in more than one day late will receive a zero. It will be the responsibility of the students to turn in late work. All assignments are expected to be completed and turned in to the teacher.

### **E.1.3 Plagiarism**

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

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

- Document all direct quotations. Make sure that you have copied each quotation word for word and that the punctuation is the same as the original.
- Document information you have paraphrased or summarized. This includes ideas and expressions that you adapted from your sources.

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

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

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

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

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

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

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

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

Students in grades in K-5 are given the Stanford Achievement Test in the Spring of each school year. Exact testing dates are established by the principal. Parents should make every effort to have their child in school during test week.

#### **E.1.7 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.

## E.2.0 ATTENDANCE POLICY

*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

### E.2.1 Arrival and Dismissal

#### **Transportation**

Students riding the bus should be aware of departure times from their own neighborhood and from school and be sure to be on time. It is recommended that all bus riders be at the designated bus stop 5 minutes before departure. The bus cannot wait. Misconduct on the bus creates a safety hazard that will not be tolerated. Students guilty of repeated misbehavior on the bus will be removed from the bus either temporarily or permanently and may be subject to disciplinary action.

#### **Bus Rules**

Our chief concern on the school bus is the safety of each rider. If the driver is being distracted by a discipline problem, the safety of all students may be jeopardized. For this reason, we strongly support the rules presented by the transportation companies. 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.

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

Detailed information about bus service and applications to ride the bus are available in the office.

Shuttle bus service is available morning and afternoon between the English Station campus and the Rock Creek campus.

## ARRIVAL - ENGLISH STATION

Christian Academy will accept responsibility for elementary students arriving as early as 7:30 a.m.

Cars arriving with **elementary students only** should follow the traffic flow as indicated on the map. During arrival students must always use the right side (sidewalk side) of the car. Students will report to the red gym, by entering through gym doors #22. Once the students have exited the car, parents should proceed around the elementary circle then out of the parking lot as indicated.

Elementary students arriving in **mixed carpools** (elementary students with middle or high school students) are to enter the building through doorway #17. Students should always exit from passenger side of the car. Parents should proceed around the secondary school circle as indicated on the map.

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

Elementary students arriving by bus will be dropped off at the elementary circle and will enter the building through doorway #22. Students will be directed to the red gym.

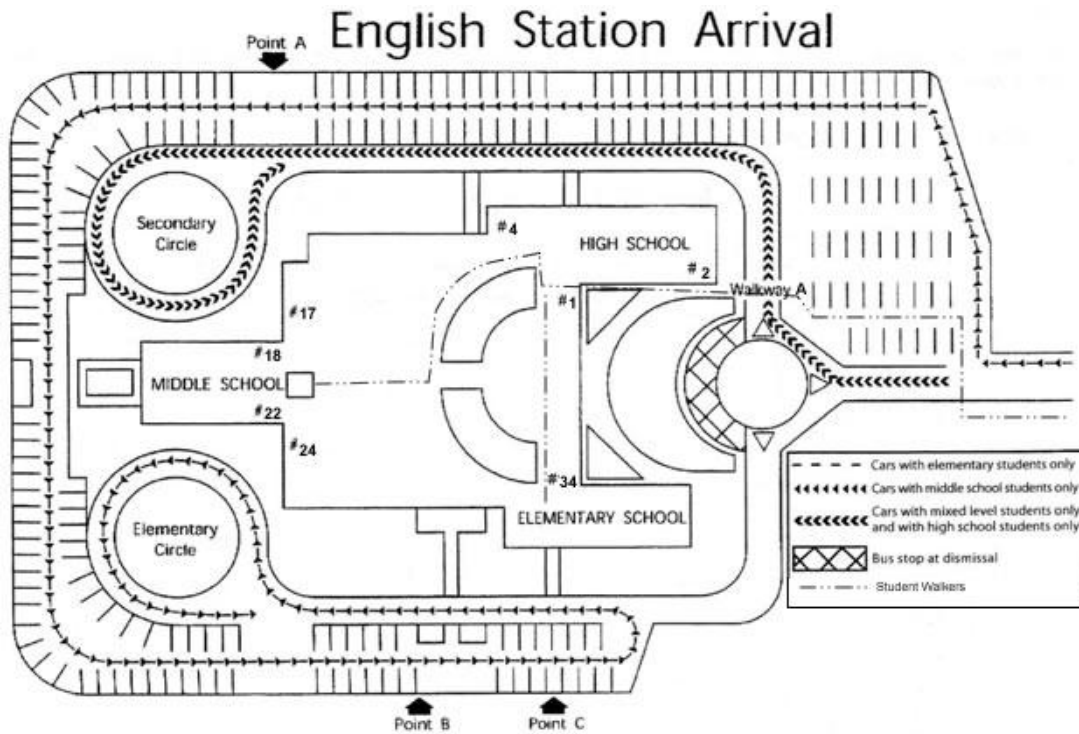
Elementary students walking to school are to cross all roads at designated areas. After leaving the crossing guard at the corner of English Station Way and English Station Road, students should proceed through the grass to the crosswalk leading to the school from the tennis courts. They should walk carefully through the visitor's parking lot to the crosswalk at Walkway A and enter the building through door #1 (main entrance). Upon entering the building, they should proceed to the red gym.

Students will be dismissed from the gym by the teacher in charge beginning at 7:45 a.m. All students must be in their seats ready for class to begin at 7:55. **Students should, therefore, arrive no later than 7:40 a.m.** to eliminate the possibility of being tardy.

**Students who are not in their seats by 7:55 a.m. will be considered tardy.** Tardy slips must be obtained from the elementary office before the child will be admitted to class. Excessive tardies will result in grades being lowered for Work & Study Habits, which in turn will affect eligibility for the Honor Roll (also refer to E.2.5 Late Arrival to School). Parents should not walk their child to the classroom. This may cause a delay in the start of the instructional day.

## ENGLISH STATION ARRIVAL MAP

(see next page)



### DISMISSAL - ENGLISH STATION

Elementary students are brought to the gym at 2:35 p.m. At 2:45 p.m. students will be dismissed by carpool numbers at the elementary circle (elementary only) and #17 (mixed). During dismissal students must always use the right side (sidewalk side) of the car. On days that there is noon dismissal, elementary students are dismissed at 11:40.

Parents should follow the same general traffic pattern used for morning arrival. However, at **Point A** Elementary traffic gets in the right lane and middle school traffic gets in the left lane. At **Point B** Middle School traffic begins forming a line. Elementary traffic on the right, in one line, continues to **Point C** where they remain in a single line. No double lines. At 2:30, the single elementary line begins to move to the pick-up area.

We strongly discourage walk-up parents. However, we will dismiss students to their parents at the rear door of the red gym just off the main hallway if absolutely necessary. Parents must put their child's name and/or carpool number on the sign-up sheet outside the gym door.

- ***Children should never be removed from the line prior to their class entering the gym.***
- ***Walk-up parents must park in an available parking spot.***
- ***Parents must not park along the curbs or in any way that hinders the flow of traffic.***

Elementary students riding with a Christian Academy high school driver must submit a letter of permission to the elementary office prior to the first day of school stating the name of the driver.

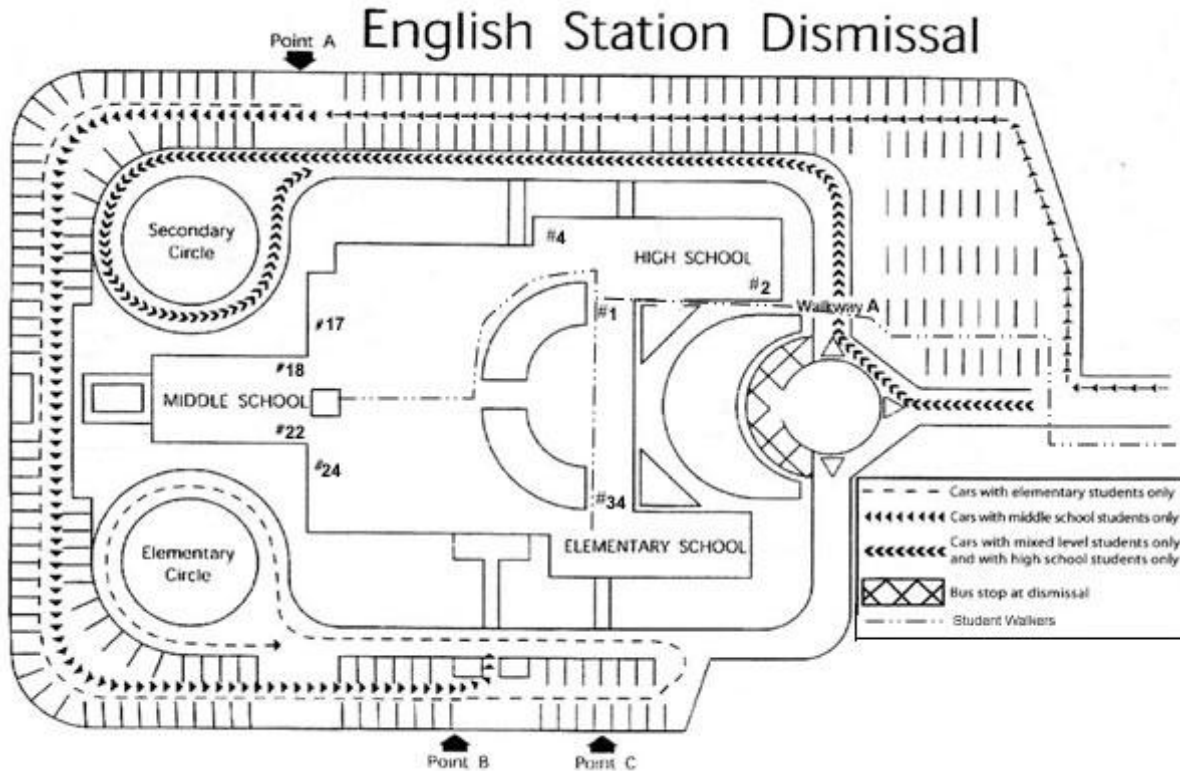
Elementary students that walk to and/or from school must submit a parent letter of permission to the elementary office prior to the first day of school stating that the parent is aware of and gives permission for the student to walk to/from school. Students walking home are to exit through the main entrance #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.

Students who consistently are still waiting for transportation at 3:15 p.m. will be required to register for the YMCA After-School Program.

**Mixed Carpool:** Elementary students remaining in mixed carpool at 3:30 will be brought back to the elementary office area and parents will be required to pick them up at this location.

ENGLISH STATION DISMISSAL MAP



## ARRIVAL - ROCK CREEK

1. Christian Academy will accept responsibility for students arriving as early as 7:40 a.m. They must go to the gym where teacher supervision will be provided.
2. Students arriving to school prior to 7:40 will enter at the main office and be signed in by a parent or guardian. Elementary Early Bird Club sponsors will provide supervision. Parents are responsible for fees associated with before-school care. Details about Elementary Early Bird Club can be obtained in the elementary school office.
3. Elementary students arriving by car after 7:40 a.m. are to report to the gym, entering by the gym doors #1. Parents should proceed out of the parking lot as indicated.
4. Elementary students who ride the bus must use the bus parking door to reach the gym.
5. Students in the gym will be dismissed by the teacher in charge when the warning bell rings at 8:10 a.m.

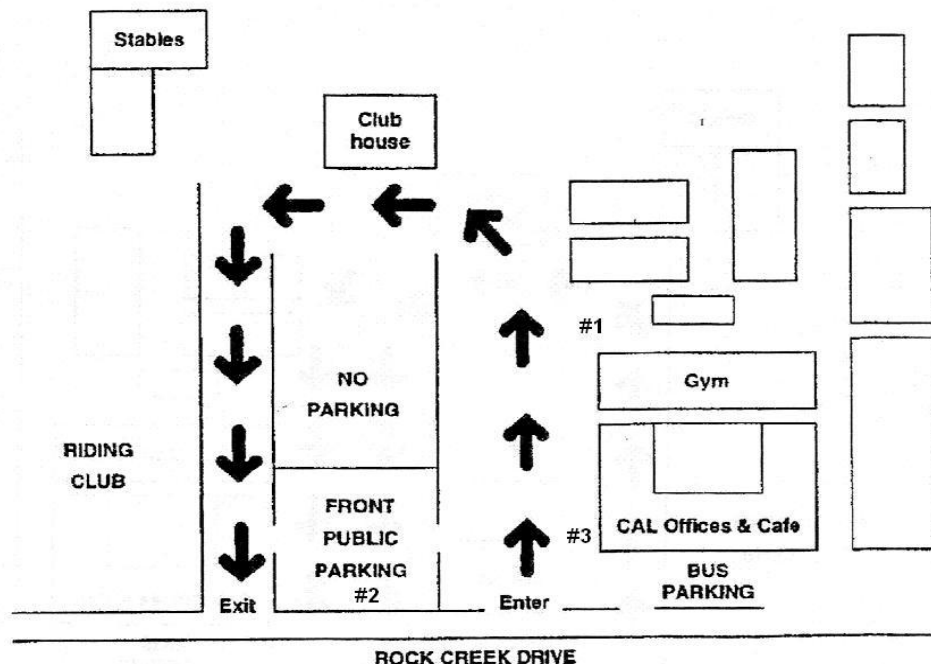
**Students will be dismissed from the gym by the teacher in charge beginning at 8:10 a.m. All students must be in their seats ready for class to begin at 8:15. Students should, therefore, arrive no later than 8:05 a.m. to eliminate the possibility of being tardy.**

**Students who are not in their seats by 8:15 a.m. will be considered tardy. Tardy slips must be obtained from the elementary office before the child will be admitted to class. Excessive tardies will result in grades being lowered for Work & Study Habits, which in turn will affect the Honor Roll (also refer to E.2.5 Late Arrival to School). Parents should not walk their child to the classroom. This may cause a delay in the start of the instructional day.**

### KEY:

- #1 Gym doors
- #2 Parents should park in public parking.
- #3 Twenty minute parking area for school business and handicapped parking. Please do not park here to drop off students between 7:45 a.m. and 8:15 a.m.

## ROCK CREEK ARRIVAL MAP



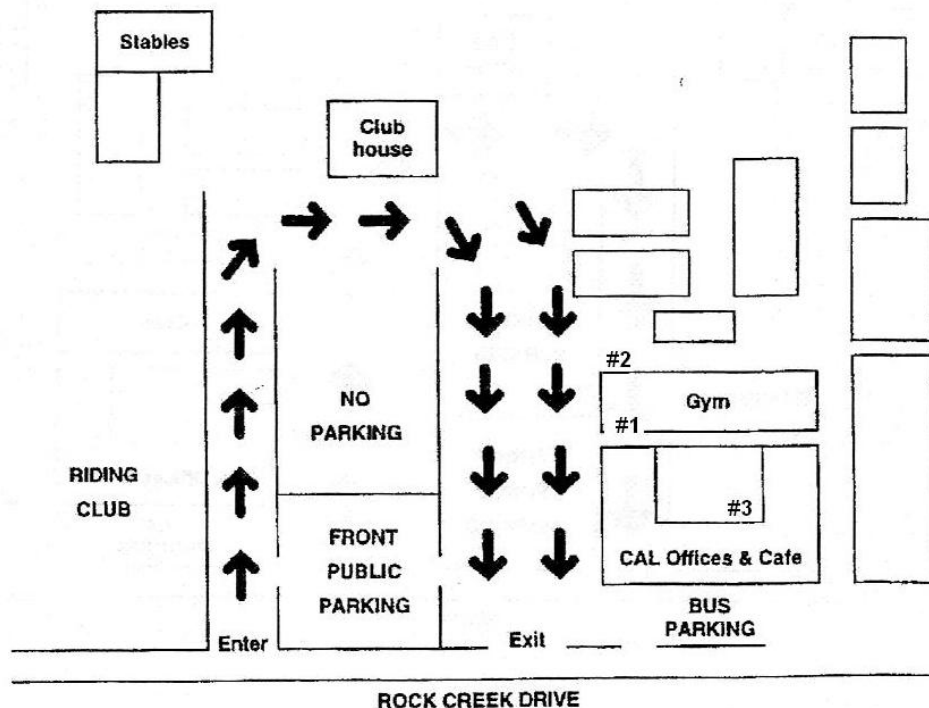
## DISMISSAL - ROCK CREEK

Elementary students are brought to the gym at 3:00 p.m. where they are dismissed when their ride arrives. At 3:20 p.m. K-5 students still waiting for transportation must wait in the cafeteria. K-5 students remaining at school after 3:30 p.m. will be placed in after school care at a cost to the parent.

### KEY:

- #1 Gym doors
- #2 Walkup area for parents to pick up elementary students. Parents should park in public parking
- #3 After-school care

### ROCK CREEK DISMISSAL MAP



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

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

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

1. Students who accumulate **10 absences per semester** (not necessarily consecutive days) for any reason, will be contacted by the administrator. At that time, the administrators will assist the parents in formulating a plan for resolving the difficulties preventing the student from receiving the benefits of daily school attendance.

2. A student who accumulates **11-20 absences per semester** (not necessarily consecutive days), for any reason, is required to submit a doctor's note for each absence.
3. Upon reaching the 21st absence, the student may be turned over to the Truancy Office, released from CAL for homebound instruction through Jefferson County Public Schools or another educational setting may be recommended.

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

4. A student must be present 4 hours of the school day in order to be considered present for the day. Students who leave the classroom before the completion of 4 hours of the school day will be considered absent for the entire day. Students who arrive at school 3 hours after the beginning of the school day will be considered absent for the entire day. On half-days, a student must be present a minimum of 2 hours in order to be considered present.
5. If it is necessary for a family to keep a student from attending school for a family trip or vacation, the following procedure is to be followed.
  - Notify the **principal** of the dates on which the student will miss school **at least two weeks in advance.**
  - The principal will contact the teacher and identify the impact of the student missing those specific dates of class. We request that vacations not be taken at the end of a grading period.

**WORK WILL NOT BE GIVEN TO STUDENTS BEFORE VACATION.** Assignments missed during family trips or vacation will be provided upon return to school. Students absent due to family vacations will have the number of days missed (not to exceed five school days) to complete work. Tests will be given at the discretion of the teacher.

#### PARENT RESPONSIBILITIES

1. Encourage prompt and regular attendance. Please schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.
2. When your student is absent, call the office before **9:00 a.m.** to notify the school of your student's absence that day, the reason for the absence, and the anticipated length of the absence.
3. Request a list of homework assignments on days when it is necessary for your student to be absent from school by calling the office before 9:00 the morning of the absence. **Requests made after 9:00 a.m. cannot be guaranteed. Homework will be ready to be picked up in the elementary office after 2:00.**
4. Students absent due to illness will have the number of days absent plus one to hand in make-up work. Regularly scheduled tests such as spelling, vocabulary, or a test that had been announced prior to the absence, will be given on the day of return to school. **HOMEWORK WILL NOT BE FAXED.**
5. **If your child is going home by means other than their normal carpool, parents are to provide the following in writing:**

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

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

Permission slip or written note stating bus # along with the name of the student they will be riding with and bus pass. Bus passes cost \$5.00 and must be purchased on the day the student will be riding the bus.

**EXTENDED ILLNESS**

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

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

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

After-School Care is provided until 6:00 p.m. daily by the Northeast YMCA ("Y"). Details of the "Y" program can be obtained in school office or by calling the Northeast YMCA.

**E.2.4 Early Dismissal**

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

Student dismissal after 2:15 at the English Station Campus and 2:30 at the Rock Creek Campus, for any reason, is strongly discouraged. Early dismissals interfere with the continuity of learning and disrupt the class at a time when the teacher needs the student's full attention. Parents are, therefore, strongly encouraged to avoid early departure.

**The Elementary office staff should be notified of any changes in carpool prior to 2:00 p.m.**

### **E.2.5 Late Arrival to School**

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

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

**A good rule of thumb is to plan to be at school by 7:40 a.m. at the English Station Campus and 8:00 a.m. at the Rock Creek Campus. This plan provides a cushion of several minutes to deal with unavoidable delays encountered en route.**

Elementary students should never be brought to the classroom door if arriving late. **Any student arriving after the 7:45 a.m. bell at English Station or the 8:15 a.m. bell at Rock Creek must report to the elementary office to sign in and receive an admittance slip.** The reason for the late arrival will be recorded.

It is imperative that students be in their seats, ready for class to begin at 7:55 a.m. at the English Station Campus and 8:15 a.m. at the Rock Creek Campus. No student will be admitted to class without an admission slip if he/she has arrived after the 7:55 a.m. bell at English Station and the 8:15 a.m. bell at Rock Creek. **Students with an accumulation of more than 5 tardies during a school year are not eligible for a perfect attendance certificate.**

### **Consequences for Late Arrivals (per semester)**

- More than 5 tardies: ineligible for Perfect Attendance Award
- 10 tardies: ½ day of In-School Suspension
- 15 tardies: One day of In-School Suspension
- 20 tardies: One day of Out-of-School suspension for each additional tardy with make-up work to receive a grade no higher than "C". Parents will be responsible for securing make-up work on the day of suspension. Work will be completed and returned the next day. Failure to return the work at this time will result in the student receiving a zero for all missed assignments.

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

### **E.2.6 Illness During the Day**

Students who become too ill to remain in class must report to their teacher and then to the Health Room. Contact will be made with the home and a decision reached whether the student is to remain at school

and return to class or go home. Any student leaving school due to illness must be signed out through the front office by the person assuming responsibility. Please be prepared to present identification, if requested.

**❖ 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. ❖**

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

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 a 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.

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

## **E.3.0 BIBLE**

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

Colossians 2:2-3 NIV

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

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

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

All elementary students attend a weekly Chapel program. Chapel is a time of worship through music and Christian speakers that have been invited to speak at Christian Academy. Students participate in each program through drama, music, or sharing of their testimony. Chapel for grades K-5 will be held on Tuesday mornings from 8:15 to 8:45 at English Station and Wednesday mornings from 8:30-9:00 at Rock Creek.

Christian Academy has always enjoyed the support of many parents and extended family members who attend our chapel programs on a regular basis.

## E.4.0 CONDUCT

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

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### E.4.1 Behavior Guidelines

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

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

1. Discussion of problem.
2. Development of contracts (parent informed).
3. One-hour detention or appropriate work (parent informed).
4. In-school suspension. Class work must be made up to the teacher's satisfaction.
5. Conference with teacher, parents, and/or Elementary Principal.
6. Out-of-school suspension.

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

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

**Office Referrals:** An office referral may be issued by a faculty member or an administrator for a student demonstrating unacceptable behavior that requires immediate action.

### E.4.2 Classroom Standards

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

### E.4.3 Discipline Policies

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

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

1. ORDER is the organization which provides a good environment for learning.
2. TRAINING is the process of practicing what is right.
3. CORRECTION is the discouragement of wrong behavior.

4. PRAISE or AFFIRMATION is used to encourage students to continue in obedience.

#### **E.4.4 Positive Student Relationships / No Bullying Allowed**

In accordance with the mission of Christian Academy, efforts are made to help students develop positive, respectful relationships with others. Appropriate interaction is taught and reinforced so students may learn how to relate to their peers in a constructive manner.

Students who fail to be kind and respectful of others will be corrected. Christian Academy will not tolerate bullying behaviors in our schools. Bullying behaviors may be verbal, physical or social. The consequences for bullying behavior may include:

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

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

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

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

#### **E.4.6 Elementary Dress Code Guidelines**

##### **Classroom Dress**

- Uniforms are to be worn by all students in grades K-5 in accordance with the uniform selections approved for use at Christian Academy of Louisville. Parker Uniform and Honey Beez are the only approved uniform providers for jumpers, culottes, and sweaters with emblems. Parker will be the only supplier of the girl's chapel dress. Pants and shorts may be purchased at any other **uniform provider**. If these items are purchased at any retailer other than Parker or Honey Beez, they must be similar in color and design as those provided by Parker and Honey Beez. CAL-monogrammed shirts must be purchased at Parker Uniform or Honey Beez Clothing Store.
- **Please note: Uniform pants worn in the elementary school may not be acceptable for middle school.**
- Shoes – Elementary students must wear tennis shoes with required safety features in the gym. Backless, slip-on, or zippered shoes are not permitted. Tennis shoes must be laced and properly tied (on top of the shoe tongue, not under) at all times. Tennis shoes must not have zippers, lights, bubbles, cartoon characters, or gadgets. High top tennis shoes may be worn as long as they are securely tied and the top of the socks can be seen.
- Wheelie shoes are not allowed on campus at any time.

- Solid navy, black, or brown dress shoes may be worn on chapel day but are not required. No boots, platform shoes, sandals, or clogs are permitted.
- **Note:** The color of shoes will not be an issue. However, if shoes become a distraction, the principal will have the discretion to ask for a change. Parents will be expected to make an immediate response.
- No jackets or coats are to be worn in the classroom except the current CAL jacket (without a hood) or CAL cardigan. Cheerleading jackets are not allowed.

**For Rock Creek students only: Due to the open design of the Rock Creek Campus, hooded sweatshirts may be worn when outside. Hooded sweatshirts are not allowed in the classroom.**

- Boys hairstyles are to be neat, clean, moderate, combed and in good taste. Hairstyle extremes are not acceptable. Non-traditional or extreme changes in hair color are not permitted. Boys' hair length should not extend beyond the top of the shirt collar or come over any portion of the ear. Hair may not come past the top of the eyebrow. **A haircut must be obtained on the Monday following the student's notification of need.**
- Girls' hair should not have excessive hair ornaments, colored hairpieces, bandannas, scarves, beads or hats.
- Jewelry should be worn in moderation and in good taste. If jewelry becomes a distraction or a safety concern, the teacher/principal will have the discretion to ask for a change. Girls may wear only one pair of traditional pierced earrings. Boys may **not** wear earrings to school or to any school activity.
- Tattoos, either permanent or temporary, are not allowed.

**Uniform clothing may be purchased from:**

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

Honey Beez  
125 English Station Rd.  
Louisville, KY 40245  
(502) 253 - 9343

## Elementary Girls Uniform Dress Code

- Approved uniform jumpers include CAL plaid or solid navy with CAL emblem and navy dress with plaid trim.
- Approved uniform culottes are solid navy or CAL plaid.
- Approved uniform shorts are khaki or navy. Shorts with any kind of label are strictly forbidden.
- In grades 4 and 5 the length of jumpers, culottes, and shorts should be no shorter than two inches above the knee.
- Approved slacks are solid navy or khaki. Slacks with any kind of label are strictly forbidden.
- Approved knit shirts with monogram---red, white, navy, long or short sleeves, **MUST BE TUCKED IN AT ALL TIMES.**
- White "Peter Pan" collar blouses---long or short sleeve---must be void of lace or eyelets and must be tucked in at all times.
- Turtlenecks---red, white, or navy---are to be worn under a sweatshirt, jumper, or sweater for cold weather. **TURTLENECKS ARE NOT TO BE WORN ON CHAPEL DAY.**
- Sweaters with emblem, (cardigan, crew neck, or V-neck in red or navy) are the official CAL sweater. This is the only sweater that may be worn with the uniform.
- Socks, knee highs, or tights must be solid red, white, or navy. Socks must be void of lace or other ornaments and socks must not have emblems, decals, stripes, etc. Socks with plaid ruffles purchased at Parker Uniforms are the only adorned socks that may be worn. **SOCKS MUST BE VISIBLE AT ALL TIMES. Leggings are not allowed.**
- Belts must be plain brown, black, or navy. Belts MUST be worn with pants and shorts. Belts must have a traditional buckle. No excessive buckles are allowed.
- Fingernail polish, fake fingernails, press-on nails, acrylic/gel nails, etc. are not permitted.
- Make-up will not be allowed for elementary girls.
- Chapel Dress is a jumper (plaid or navy) with "Peter Pan" collar blouse or navy dress with plaid trim. Red or navy sweaters with emblem may be worn during cold weather. Tennis shoes will be allowed on chapel day. **TURTLENECKS AND SWEATSHIRTS ARE NOT ALLOWED ON CHAPEL DAY.**
- Sweatshirts may not be worn alone. They must be worn with a shirt that has a collar or a turtleneck. Only the official CAL sweatshirts are permitted. These sweatshirts are available through the PTO. Previous CAL Walk-a-thon sweatshirts are not permitted. **SWEATSHIRTS ARE NOT PERMITTED ON CHAPEL DAY.**
- **Hooded sweatshirts are not permitted in the classroom.**
- Purses are not allowed.

## Elementary Boys Uniform Dress Code

- White oxford dress shirts with button-down collar (long or short sleeves) are allowed. **SHIRTS MUST BE TUCKED IN PANTS OR SHORTS AT ALL TIMES.**
- Approved uniform knit shirts with monogram, red, white, or navy, (long or short sleeves) are allowed. A short-sleeved shirt may not be worn over long-sleeved shirt – **SHIRTS MUST BE TUCKED IN PANTS OR SHORTS AT ALL TIMES.** Only a solid white T-shirt may be worn under uniform shirts. Shirts with pictures and lettering cannot be worn under a CAL shirt.
- Red, white, or navy turtlenecks can be worn under a sweatshirt or sweater for cold weather.
- Approved uniform pants and shorts must be khaki or navy. Pants and shorts with any kind of label are strictly forbidden. Shorts are not permitted on Chapel Day at the ES Campus.
- Sweater with emblem (cardigan, crew neck, V-neck, or sweater vest) in red or navy is the official CAL sweater. This is the only sweater that may be worn with the uniform.
- Tie must be uniform plaid, solid navy or solid red.
- Socks must be solid white or solid navy. Socks must be void of any emblems, decals, stripes, etc. **SOCKS MUST BE VISIBLE AT ALL TIMES.**
- Belts must be plain brown, black, or navy. Belts **MUST** be worn with pants and shorts. Belts must have traditional buckles. No excessive buckles are allowed.
- Sweatshirts may not be worn alone. They must be worn with a shirt that has a collar or a turtleneck. Only the official CAL sweatshirts are permitted. These sweatshirts are available through the PTO. Previous CAL Walk-a-thon sweatshirts are not permitted. **SWEATSHIRTS ARE NOT PERMITTED ON CHAPEL DAY.**
- **Hooded sweatshirts are not permitted in classroom.**
- Chapel Dress is khaki or navy uniform pants with oxford dress shirt and solid navy, solid red or uniform plaid tie. Red or navy sweaters with CAL logo may be worn during cold weather. **Tennis shoes *will be allowed* on chapel day. Shorts are not permitted on Chapel Day at the ES Campus.**
- Earrings are not permitted at school or school functions.

### General Guidelines:

- **Chewing gum is not allowed on campus at any time.**
- **Rolling back packs are not allowed at English Station.**
- **Purses are not permitted in the elementary.**

#### E.4.7 Dress Code Non-Compliance

**Inappropriate dress will necessitate the following action:**

<u>First violation</u>	Violation form sent home by student to the parents.
<u>Second violation</u>	Violation form sent home by student to the parents.
<u>Third violation</u>	Violation form will be mailed home along with a request for parental assistance.
<u>Fourth violation</u>	Student sent to office (with violation form). Appropriate action will be taken, such as: <ul style="list-style-type: none"><li>• Office staff may call parents requesting appropriate clothing be brought to school or the child be picked up.</li><li>• If a student has inappropriate socks, he/she will be given an acceptable pair to wear. Student should wash and return them the next day.</li></ul>
<u>Fifth violation</u>	Student sent to Elementary Principal and family conference is requested.

\*\*Failure to conform to established dress code could result in in-school suspension with additional violations resulting in out-of school suspension.

## E.5.0 ADDITIONAL INFORMATION FOR ELEMENTARY STUDENTS

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

Ephesians 2:10 NIV

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### E.5.1 Cafeteria

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

Available choices: A menu explaining the choices of each day is distributed monthly. Students may choose from four different entrees each day. They may purchase extra à la carte items at an additional cost. (Parents may eliminate this option for their students by notifying the cafeteria manager in writing.) Milk is available to purchase for those wishing to bring a lunch from home. For safety reasons, elementary students are not allowed to use the microwave ovens.

Milk Break: Students in kindergarten through second grade at the English Station Campus and kindergarten through fifth grade at the Rock Creek Campus have the option to purchase milk break for their afternoon snack. Milk break is paid for in advance at the beginning of the school year.

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

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

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

No cash will be accepted from elementary students in the cashier line. The use of accounts keeps the line flowing so that 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.

Charging: If a student does not have enough funds in his/her account to purchase lunch, that student may charge a lunch. Students are not allowed to charge extra or à la carte items. 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.

Parent Notification of Fund Balance: Notices will no longer be sent home to notify parents of low funds. Please sign up for Meal Pay Plus to receive notification of low funds. Charge notices will be sent home weekly with the child. If parents have any questions about their child's account or need help signing up for Meal Pay Plus, they are encouraged to contact the Cafeteria Manager.

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

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

### **E.5.2 Cell phones/Electronic devices/CD Players/iPods**

Cell phones and/or video or electronic games are *not* permitted in the elementary school. If these items are taken from elementary students, the parents will be required to pick up the item from the office after a 24-hour wait period. Additional violations of this policy may result in item being kept for an extended period of time.

### **E.5.3 Conferences**

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

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

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

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

An emergency evacuation plan is in place for each campus.

### **E.5.5 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. 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 their parent without written notification presented to the teacher before departing on the field trip. Parents are required to sign student out with teacher

- Students may not leave a field trip with another parent.
- **Chaperones must give their full attention to the care of students; therefore, siblings are not permitted to go on field trips.**
- All students will wear uniforms on field trips unless otherwise informed by the supervising teacher, coach, or administrator.
- If a student fails to turn in a permission slip by the requested date, he/she may not be allowed to go on the field trip.

### **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.) 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.

### **E.5.6 Intramural Sports**

A variety of intramural sports are offered in a program combining students from all CAL elementary campuses. Basketball, flag football, cross country, tennis, wrestling, and volleyball will be offered for the 2010-2011 school year. Details will be available on the school web site [www.christianacademyschools.org](http://www.christianacademyschools.org).

### **E.5.7 Library/Media Center**

The CAL Elementary Library is an active place, where each classroom is scheduled once a week to check out books, have story time, or work on special projects. The library meets the needs of students for book reports and research projects, as well as for recreational reading. The elementary library is open in the mornings at 7:45 and remains open in the afternoons until 3:45 (3:30 Rock Creek) for the convenience of students. In the morning, library passes may be obtained from the teachers on duty in the gym. **Parents must accompany students to the library after regular school hours.**

The elementary library has computers, a reference area, magazines, and a completely automated circulation system. Several special events are held each year including a Summer Reading Celebration in late August, Book Fairs in the Fall and Spring, Book Talks in February, and a Birthday Club Party in May. The highly motivating Accelerated Reader program is also administered through the library, where a store is available at which students can spend earned points.

Elementary students are not charged fines for overdue books, but are encouraged by an individual chart to return books each week. Parents can play a large part in this by knowing when your child is scheduled each week for the library, and making sure the books are in the specially assigned book bag, and are returned on that day.

The English Station, Rock Creek and Southwest campuses use the web-based *Destiny* as their library management system. This system allows students to access CAL's library resources from their home computers as well as when they are at CAL. The web address is [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. Additionally available on your school Destiny home page is access to the AR (Accelerated Reading Program) book lists.

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

### **E.5.8 Messages**

Please do not request a message be delivered to your student unless it is an extreme emergency. In the case of an emergency, call the school office giving the student's name, grade, and a concise message. The student will be given the message at the earliest convenient time. Except in cases of extreme emergency, classes will not be interrupted to deliver a message, or to have a student return a phone call to the parent.

Messages called in after 2:00 p.m. will not be given to the students, except in emergency situations. Parents are required to clearly state plans, activities, appointments to their children prior to the school day so the secretaries and the principal are not interrupting the instructional day with messages from home. This will help the student develop a true sense of responsibility and will teach them the necessity of organizing time.

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

### **E.5.9 Parent Dress at School Events**

Since all adults are to be models of modesty before our students, we ask that parents please be vigilant of their dress. In light of the current styles, we ask that traditional norms of modesty be demonstrated in skirt length, necklines, and style. Please avoid necklines that reveal cleavage and short or tight-fitting apparel while on campus or attending a school event.

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

Each class is allowed two in-school parties per year - Christmas and Valentine's Day. These are planned by homeroom parents in cooperation with the classroom teacher. It is the policy of the school to avoid any decorations, snacks, customs, or events related to Halloween.

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

### **E.5.11 Playing Cards**

Playing cards of any type (game, trading, baseball, etc.) are *not* permitted.

### **E.5.12 Pledges**

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

#### **AMERICAN FLAG**

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

#### **CHRISTIAN FLAG**

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

#### **BIBLE**

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

### **E.5.13 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.

#### **E.5.14 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](mailto: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 SynchronEyes™, 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 K-2 and 3-12 can be found on your campus page of the Christian Academy website in the Handbook and Forms section located on the right side of the page.

English Station: <http://www.christianacademyschools.org/.es>

Rock Creek: <http://www.christianacademyschools.org/rc>

#### **E.5.15 Textbooks**

The school provides the required textbooks for students in Grades 1-5. Costs for workbooks or extra books, if used, and a small textbook replacement cost are included in the fee charged for educational supplies at the beginning of each school year. Students using school-owned books are responsible for

returning the same books in the same condition in which they were issued. The parents must pay for lost or damaged books.

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