

# Christian Academy of Carrollton



*Parent & Student  
Handbook  
2019-2020*

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## **CHRISTIAN ACADEMY OF CARROLLTON PARENT AND STUDENT HANDBOOK FOR 2019-2020**

Welcome to the CHRISTIAN ACADEMY OF CARROLLTON! We trust your association with our school will be an enjoyable and profitable experience. This handbook describes the school's program and policies. It is essential that parents and students understand and cooperate with the stated responsibilities. PLEASE READ THE ENTIRE HANDBOOK AND KEEP IT FOR REFERENCE THROUGHOUT THE SCHOOL YEAR. Also use it to promote the school to people who are interested in CAC for their children.

### **CAC'S MISSION STATEMENT**

The mission of the Christian Academy of Carrollton is to provide a biblically-based, Christ-centered learning environment, which promotes spiritual maturity, academic excellence, and personal growth, ministering to the whole child.

### **ESSENTIAL MATTERS**

#### **STATEMENT OF FAITH**

All scripture is self-attesting, and, being truth, requires our unreserved submission in all areas of life to the authority of the infallible Word of God, as written in the sixty-six books of the Old and New Testaments—unified witness to God's redemptive acts culminating in the incarnation of the Living Word, The Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority in all matters on which it speaks.

On this foundation we affirm the following as essentials of our faith.

1. We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit
2. Jesus Christ, the Living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross, a sacrifice for our sins, according to the Scriptures. On the third day He arose bodily from the dead. He ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
3. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us, empowers and imparts gifts to us for service, and seals us for the day of redemption.
4. Being estranged from God, and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs to eternal life.

5. The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ.
6. Jesus Christ will come again to the earth-personally, visibly, and bodily-to judge the living and the dead and to consummate history and the eternal plan of God.
7. The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations, baptizing them and teaching them according to Matthew 28:19-20.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Christian Academy of Carrollton's faith, doctrine, practice, policy, and discipline, the board of directors is the final interpretive authority on the Bible's meaning and application.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

The service of God deserves our best efforts, particularly in the training of children. Christian education at the CHRISTIAN ACADEMY OF CARROLLTON has five basic goals:

1. To provide a biblically-based education.
2. To assist parents in fulfilling their God-given responsibility for the training of their children.
3. To be an example of leadership for all students in the pursuit of their God-given purposes in life.
4. To achieve excellence in academics.
5. To train children in essential life skills.

First and foremost, God is the source of all knowledge. The finest education in the world is of little eternal value unless it is integrated with God's Word, the only source of eternal truth (John 16:13).

God gave the responsibility of raising children to the parents. His Word teaches us that we should instruct our children to give God preeminence in every aspect of their lives (Deuteronomy 6:5-6). Christian education should try to help equip parents for this task, not relieve them of this responsibility.

Each faculty member of the CHRISTIAN ACADEMY OF CARROLLTON will also serve as an example for the student in matters of faith, character and education.

## **CORE VALUES FOR STUDENTS**

The Administration at CAC believes that the full potential of academic excellence can be accomplished only where faculty leadership is strong, discipline is firm but fair and moral/spiritual values are emphasized within a loving, caring Christian atmosphere. It is our belief that students learn self-discipline through four aspects which reflect God's principles of human behavior:

- \* ORDER is the organization which provides a good environment for learning.
- \* TRAINING is the process of practicing what is right.
- \* CORRECTION is the discouragement of wrong behavior.
- \* PRAISE and AFFIRMATION are encouragement for students to persevere in their obedience.

The leaders of the Christian Academy of Carrollton desire to train students to manifest the following Biblical principles in their lives, both inside and outside the classroom. This process of education is defined in II Timothy 3:16-17. “All scripture *is* given by inspiration of God, and *is* profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.”

The Core Values for Students are here listed, supported by specific Scriptural references, and illustrated with examples of appropriate behaviors for students practicing such principles. Knowing that training in character is valuable for the lives of students, the school also recognizes that character development without conversion is ultimately fruitless, as Jesus said in John 3:3, “Except a man be born again, he cannot see the kingdom of God.” So, the school leadership also cooperates with families and churches to teach the Word of God, which the Spirit of God will use in bringing a child to exercise personal faith in Jesus Christ. (See John 16:8.)

1. Honesty: Speaking and living truthfully, even when it is hard

“...Speak ye every man the truth to his neighbor...” Zechariah 8:16a

“Wherefore putting away lying, speak every man truth with his neighbor: for we are members one of another.” Ephesians 4:25

“Lying lips *are* abomination to the LORD: but they that deal truly *are* his delight.” Proverbs 12:22

“He that worketh deceit shall not dwell within my house: he that telleth lies shall not tarry in my sight.” Psalm 101:7

The student demonstrates the characteristic of honesty in ways like these: speaking truthfully, not deceptively; Answering honestly, even when it is hard; accepting responsibility for wrongs, and speaking the truth in love

2. Order: Keeping one’s body, space, and heart clean

“Let all things be done decently and in order.” I Corinthians 14:40

“For though I be absent in the flesh, yet am I with you in the spirit, joying and beholding your order, and the steadfastness of your faith in Christ.” Colossians 2:5

The student demonstrates orderliness in ways like these: walking quietly in a line when in the hallway and staying with the class; sitting in one’s seat during instruction; following classroom procedures (lining up, turning in papers, etc.); using an “inside voice” in the building; keeping work areas neat and clean ; striving to achieve excellence in completing work;

3. Respect: Showing care toward others through words and actions

“...be obedient to them that are *your* masters according to the flesh, with fear and trembling, in singleness of your heart, as unto Christ;” Ephesians 6:5

“Whoso despiseth the word shall be destroyed: but he that feareth the commandment shall be rewarded.” Proverbs 13:13

“Honour all *men*. Love the brotherhood. Fear God. Honour the king.” I Peter 2:17

The student demonstrates respect in ways like these: listening when others are speaking; sitting with good posture, and having one’s feet on the floor; following directions; speaking with kindness; sharing; putting others first; following directions without talking back; accepting others for who they are; and showing cooperation.

4. Joyfulness: Showing others we trust God no matter what happens

“The light of the eyes rejoiceth the heart...” Proverbs 15:30

“The Lord has done great things for us, and we are filled with joy.” Psalm 126:3

“Rejoice evermore. Pray without ceasing. In every thing give thanks: for this is the will of God in Christ Jesus concerning you. I Thessalonians 5:16-18

The student demonstrates joyfulness in ways like these: obeying without complaining; practicing courtesy by saying “Please,” “Thank you,” “Yes, sir,” and so forth; forgiving others; resolving conflict; and encouraging other students.

5. Obedience: Trusting those that lead you by doing what they ask you to do.

“Poverty and shame *shall be to* him that refuseth instruction: but he that regardeth reproof shall be honoured.” Proverbs 13:18; “Children, obey your parents in the Lord: for this is right.” Ephesians 6:1;

“Submit yourselves to every ordinance of man for the Lord's sake:” I Peter 2:13a

“As obedient children, not fashioning yourselves according to the former lusts in your ignorance:” I Peter 1:14

In behavior the student demonstrates obedience in ways like these: following teachers’ instructions; obeying the first time; making eye contact with those who address you; and following the school and classroom rules.

6. Responsibility: Doing what is expected and rightfully required

“Brethren, let every man, wherein he is called, therein abide with God.” I Corinthians 7:24

“Fear God, and keep his commandments: for this *is* the whole *duty* of man.” Ecclesiastes 12:13

The student demonstrates obedience in ways like these: completing all assigned work ; doing one’s own work; using time wisely; and turning in work on time;.

7. Self-control: Being in charge of your actions by making the right choices

“He that *hath* no rule over his own spirit *is like* a city *that is* broken down, *and* without walls.” Proverbs 25:28

“Wherefore gird up the loins of your mind, be sober, and hope to the end for the grace that is to be brought unto you at the revelation of Jesus Christ;” I Peter 1:13

“But let us, who are of the day, be sober, putting on the breastplate of faith and love;” I Thessalonians 5:8

The student demonstrates obedience in ways like these: using kind words; raising a hand when requesting to speak; waiting for your turn; listening to others without interrupting them; keeping your hands to yourself; working quietly and diligently.

## **MISSIONS**

The Christian Academy of Carrollton encourages the students to develop a heart for service and support that attitude by participating in mission projects and ministering to others in their churches and community. Service to others is a major part of building character and promoting spiritual growth in young people. Students may involve themselves in a community project or a mission project throughout the year. Select students earn the Presidential Community Service Award by volunteering at least fifty to one hundred hours per year assisting people and projects.

## **STATEMENT REGARDING CHRISTIAN MORALTY**

The Christian Academy of Carrollton is open to anyone interested in securing a Christian education, from four-year-old kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by CAC’s rules. It must always be understood that attendance at CAC is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school’s standards of conduct and/or who is unwilling to adjust to our environment.

All students must be convinced they want to attend the Christian Academy of Carrollton and agree to honestly and wholeheartedly apply themselves to “study to show (themselves) approved unto God” (2 Timothy 2:15). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Christian Academy of Carrollton’s biblical role is to work in conjunction with the home and church to mold students to be Christ-like. Of necessity, this involves the school’s understanding and beliefs of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student is counter to or in opposition to the biblical lifestyle the school endorses. This includes, but is not necessarily limited to participation in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school (see Leviticus 20; Romans 1:21-32; 1 Corinthians 6:15-20 and Ephesians 5:1-8).

Students and all persons participating with the Christian Academy of Carrollton will use the restroom and locker facilities pertaining to the individual’s gender indicated on the birth certificate according to male or female structure.

## ADMISSIONS POLICIES

THE CHRISTIAN ACADEMY OF CARROLLTON admits students of any race, color, national and ethnic origins to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic or any school-administered programs. Christian Academy of Carrollton reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with CAC’s administration and to abide by its policies.

Additional specific policies and procedures dealing with the admission of students to the CHRISTIAN ACADEMY OF CARROLLTON are included with the application and registration materials, available in the school office.

## TUITION RATES AND FEES

The following are rates for the first child and each additional child per family enrolled at the Academy: (Tuition rates are subject to change based on contributions, fund raising revenue and financial needs of the school).

K4 & K5 Half Day	Per Year	Per Month
K4 & K5 - 1st Child	\$2,800	\$280
K4 & K5 - 2nd Child	\$2,650	\$265
K4 & K5 - 3rd Child	\$2,550	\$255

K4 & K5 Full Day	Per Year	Per Month
K4 & K5 - 1st Child	\$3,680	\$368
K4 & K5 - 2nd Child	\$3,530	\$353
K4 & K5 - 3rd Child	\$3,430	\$343

1 <sup>st</sup> through 8 <sup>th</sup> Grade	Per Year	Per Month
1 <sup>st</sup> to 8 <sup>th</sup> - 1st Child	\$3,150	\$315
1 <sup>st</sup> to 8 <sup>th</sup> - 2nd Child	\$3,000	\$300
1 <sup>st</sup> to 8 <sup>th</sup> - 3rd Child	\$2,850	\$285

9 <sup>th</sup> through 12 <sup>th</sup> Grade	Per Year	Per Month
9 <sup>th</sup> to 12 <sup>th</sup> - 1st Child	\$3,350	\$335
9 <sup>th</sup> to 12 <sup>th</sup> - 2nd Child	\$3,200	\$320
9 <sup>th</sup> to 12 <sup>th</sup> - 3rd Child	\$3,050	\$305

### **Terms for Tuition Payment:**

Tuition may be paid in a lump sum, or in ten (10) equal monthly installments beginning August 1st and ending May 1st. A \$10.00 late fee will be assessed to any account paid after the 10th of the month. Tuition payments two months past due will be assessed a \$20.00 late fee. Tuition payments three months past due will result in the student's immediate suspension. Any delinquent installment must be satisfied before credit will be given toward a current month's installment. Grade transcripts will not be issued at the end of the school year if an account is delinquent. A child may not be registered for a new year until all tuition from the preceding year is paid in full.

For children enrolled throughout the school year after August 1st, the first monthly installment is due upon registration. No child will be allowed to enter school without payment of the first monthly tuition installment. A full month's tuition payment is due for every month and any portion of any month during which a child is enrolled at CAC.

### **WITHDRAWALS**

In the event that a child is not in attendance for the entire year, the monthly tuition installment which became due in the month the child is withdrawn shall be payable in full. No discount or refund will be given if the child attends school one or more days that month. An exception will be made for any children leaving the school during January, prior to the beginning of the second semester. In this case, the tuition installment due in January will be prorated because the tuition for the first semester will already have been paid.

In the event a student leaves after the school year has started, there will be no refund for books or material. Any unbound books will not be returned to students as the pages have already been pulled and filed with other student papers.

In the event a student withdraws from CAC, the student quiz and test books, miscellaneous supplies and art supplies, and any current event magazines not yet issued will remain at the school, and these costs are non-refundable. All other books or items that have not been picked up within two weeks will, also, become school property.

Proper paperwork and procedures must be processed when a student is withdrawn. All withdrawals will be handled through the office.

### **FINAL GRADE CARD AND TRANSCRIPT**

The Christian Academy of Carrollton reserves the right to withhold a student's records, final grade card and transcript if all tuition, book and supply fees and other charges have not been paid in full for that student.



## Registration Fees per Child

Early Registration paid before May 5 <sup>th</sup>	\$195.00, not to exceed \$450 per family.
Registration Fee plus ACSI Fee	\$250.00, not to exceed \$520 per family.
Book and Supply Fee	The Price varies for each grade.
Book Rental Fee	The Price varies for each grade.

A registration fee is due for each child each year upon registration and is non-refundable. No registration will be considered complete without the registration fee payment, and the completion and submission of the current school year paperwork. Immunization and health records, birth certificates, and a copy of the student's social security card must also be submitted to the office. A student's tuition must be current before registration for a new year is totally valid.

CAC enrolls all students and faculty as members of the Association of Christian Schools International—the registration fee is \$15.00 per student. ACSI membership provides students the opportunity to participate in athletic and academic competitions, including elementary, middle school and high school essay contests; Math League; Math Olympics; and fine arts competitions. ACSI provides options for professional development, legal and legislative advocacy, accreditation and testing options, and curricular considerations and publications.

## Fundraising Events

CAC intentionally offers low tuition and supplements the school budget with fundraising projects. Students will be required to participate in a limited number of fundraising events, and parents are requested to assist. Examples include the Fall Festival, the Penny War, the Walk-A-Thon, school plays, car washes, etc. If a class has been designated to work at fundraising events and a student does not attend, the student's Bible grade will be lowered due to failure to participate.

## THE SCHOOL DAY

GRADES	Start Time	End Time
All-Day Kindergarten	8:00 AM	2:45 PM
Morning Kindergarten	8:00 AM	11:00 AM
Afternoon Kindergarten	11:50 AM	2:45 PM
1 <sup>st</sup> to 2 <sup>nd</sup> Grades	8:00 AM	2:50 PM
3 <sup>rd</sup> to 6 <sup>th</sup> Grades	8:00 AM	2:55 PM
7 <sup>th</sup> to 8 <sup>th</sup> Grades	7:50 AM	3:00 PM
9 <sup>th</sup> to 12 <sup>th</sup> Grades	7:50 AM	3:05 PM

## THE FIRST DAY OF SCHOOL

Transition to school is an exciting time for young children and their families. On the first day of school it is best for parents to drop off their children, and then to leave the room and the immediate area. The period of adjustment for the child will be much more difficult if the parent remains. On almost every occasion the student will adjust very quickly when transferred to the care of the teacher. Note: kindergarten students should bring a small nutritious snack and a book

bag and continue to do so each school day. All-day kindergarten students should bring two snacks, a lunch and a book bag each day.

#### **TRANSPORTATION**

The Christian Academy of Carrollton does not provide transportation for students. The responsibility for transportation to and from the school is that of the parent or legal guardian of each student.

#### **PLEDGES AND DEVOTIONS**

The school day begins with pledges and Bible devotions. Students bring their Bibles to class for daily devotion and Friday chapel. The pledges to the American flag, the Christian flag, and the Bible are to be memorized by all students:

**Pledge to the 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.

**Pledge to the 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.

**Pledge to the Bible:** I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

### **ATTENDANCE POLICIES**

1. In compliance with Kentucky law, the Christian Academy of Carrollton expects all students to attend school regularly. Regular and punctual attendance is essential for a student's success. Absences interrupt the process of learning. Therefore, it is important for students to be present every day. Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction, and structured study. Because these factors are so important to successful academic progress, students who accumulate more than ten absences in a class for a semester shall face increasingly severe academic penalties and may fail the class for the semester due to excessive absences. This policy will be applied to each class separately.
2. **Punctuality:** Being on time to school and class is essential. Class begins with home room at 7:50 a.m. for students in the 7th - 12th grades. Class begins at 8:00 a.m. for students in morning kindergarten and in the 1st - 6th grades.

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 characteristic of success and preparation for adult life. Plan for your children to be ten minutes early.

3. The school building will be open at 7:30 a.m. each morning with teacher supervision provided in the Assembly Room. Parents are not allowed to drop a child off before this time.

A teacher leads the Middle and High School students to their home rooms at 7:40. Elementary teachers also lead their students to the classrooms. Students who arrive after the classes have gone to their classrooms will proceed directly to class.

4. After three unexcused incidents of tardiness, each subsequent tardy will lower the conduct grade by two points. When a child in kindergarten and elementary school has had eight points deducted, for whatever reason, his/her conduct grade will be lowered one grade level.

At the beginning of each nine weeks session, each student will start out with a 100% conduct grade. If a student has an “F” in conduct, the next term he/she will be placed on probation for the subsequent term.

5. Being tardy three times equals one absence.
6. Procedures for Tardiness: When a student is tardy to school for any reason, he/she must report to the office for an “Admit to Class Slip” in order to enter class. A note or phone call from a parent stating the reason for the absence should be presented to the secretary at the time the tardy occurs so that a determination may be made as to whether the tardy is excused or un-excused. Even if the absence was cleared with the administrator before it occurred, the note or phone call should be made. If a note or phone call is not brought by the student’s third day back, the absence will be counted un-excused. If no communication is received, the tardy may be counted un-excused regardless of the reason.

Students in grades 7-12 who arrive late are responsible for seeing their teachers in order to turn in work due on that day and get assignments due the following day. No additional time will be allotted for the completion of work.

7. Students in grades 7-12 who are late to classes during the day also report to the office for a tardy slip.
  - a. The secretary and teacher will keep a tally of each incident of tardiness.
  - b. After the third unexcused tardy, for each additional accrued tardy, the student will be required to have lunch in another classroom away from the student’s peers—this is a lunch detention.
  - c. After the fifth lunch detention, the student will receive a one hour after-school detention for each accrued tardy.
8. Definition of Absences: Absence is defined as missing 15 minutes of class time. Absences due to school-sponsored activities will not be included in the cumulative count. Absences for family trips, personal illness, etc. will be included in the cumulative count. If the student misses fifteen minutes or more of class for an early dismissal, he/she is considered absent. After the tenth absence, no other excuse will be admissible except for death in the family, extreme emergencies, or if there is a doctor’s excuse.

Absence for the following reasons will be considered excused. All other absences are un-excused.

- a. Personal illness
  - b. Death in family
  - c. Emergency deemed excusable by the administrator
  - d. Any other reason excused by the administrator before absence occurs
  - e. Students in grades 11 and 12 are accorded up to three excused days per year for college visits.
9. After a student has accrued ten absences during a semester, the student will be placed on probation because of attendance concerns and will be in danger of not receiving credit for the class. A letter will be sent with this reminder, and a meeting with the parents may be required. The administration will monitor excessive absences and work out a plan with the family to encourage regular attendance. Students with medical situations and under the care of medical professionals will be required to complete all academic work even if they have excessive absences.

10. After twenty absences from any class, the student may not receive credit for that class. This may have serious impact on the student's progress toward graduation from CAC. Exceptions may be granted due to long-term or serious illnesses. Contact the Principal for additional information.
11. Appointments: Medical and dental appointments should be scheduled for non-school hours when possible. Please remember to stagger the time of appointments so the student does not accumulate absences in the same classes. If parents know in advance that a child is going to be absent for any reason, they should clear it with an administrator before it occurs regardless of whether that absence will be excused or un-excused; then the parents should notify the respective teachers with a written notice so they may plan for the child's absence.
12. Recognition of Perfect Attendance: Students with excellent attendance records will be recognized for their accomplishments. A Certificate of Perfect Attendance will be awarded for each nine weeks grading period to any student with no absences and not more than one tardy for that particular period.

## **MAKE-UP WORK**

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

Students are eligible to receive full credit for make-up work. This work will be made up at the rate of days absent plus one day not to exceed five school days. In other words, if a student misses two days he/she shall have two school days plus one for a total of three school days in which to make up the work. Students with subsequent absences during the five school days following the original absence will meet with teachers to plan a reasonable schedule for completion of the missed work.

If a student is absent on the day any long-term project, book report, term paper, etc. is due, the following procedure will be followed. Regardless of the reason for the absence, the assignment must be turned in on the day of return to school.

Teachers will assess severe penalties for major assignments turned in late. If a student is absent for more than one day resulting in a major project being turned in more than one day late, parents are encouraged to contact the teacher to discuss the impact this situation may have on the student's grade. The teacher will determine the ultimate penalty.

Any student who is absent or plans on being absent should request a homework assignment form from the office which will be passed to each teacher. Arrangements should be made to pick up the completed form in the office the same day it is requested.

## **REWARD POLICY**

At the end of each nine weeks, a homework coupon will be issued to students in the 4th - 12th grades who have not had any tardies or absences. A homework pass may not be used on a pre-test study sheet or review.

At the end of the school year, if a student has made all “A’s” or “A’s & B’s”, has perfect attendance, no tardies, no homework infractions, other than one warning, no detentions, no dress code violations, no conduct infractions, he/she will have a choice whether to take the yearly exam in each class in 7th - 12th grades.

## **BOOKS**

Students in each of the grades must carry their own books at all times. Boyfriends/girlfriends must adhere to this rule.

## **THE SENIOR STUDENT CO-OP PROGRAM**

Senior students who qualified and were accepted during end of their Junior year for a Co-op Program with Dow Corning or North American Stainless must sign out each afternoon when they leave for their assignments. Qualification requires a grade point average of “B” or higher (3.0) for Dow Corning and for NAS. The student must have excellent attendance records. To continue their participation, they must consistently arrive for school on time each morning (doctor’s excuses would need to be given for exceptions to this rule).

Any junior with excessive tardies or absentees throughout high school and does not have a 3.0 GPA or higher will be ineligible to co-op in his/her senior year.

A senior who has been tardy four or more times during a nine-week grading period will not be permitted to go to Co-op, whether the tardy is for the first-period class or any other scheduled class at CAC. The student will have to remain at CAC and will be assigned extra work until 3:05 p.m. The student will be required to call a parent and the work supervisor to let them know about not being allowed to go to work. The only exception to the tardies and absentee rule is if they have been excused by doctor.

If a senior student leaves school early for any reason, that student will not be permitted to go to the Co-op program that day. When a senior has missed 20 minutes of any class period, he/she will not be allowed to go to work unless there is a doctor’s excuse.

Senior students may elect to take classes from one of the school’s approved online programs, including JCTC, Taylor University, Sevenstar or another approved college.

## **DISMISSAL PROCEDURES**

At the end of the day elementary teachers lead their students to the pick-up location. Students will have their books and be prepared to be dismissed to their rides. Students not picked up twenty minutes after their dismissal time will be taken to the office to make a phone call and wait for their rides. Students not picked up thirty minutes after their dismissal time will be taken to the after-school care program to wait for their rides. Parents will have one hour of after-school care charge added to their school bill.

During the dismissal process teachers transfer supervision and responsibility for the students to the parents, who must watch their children with care, especially in the parking lot. Elementary students must be supervised by their parents in walking through the parking lot to their vehicles and until their departure. Students must not be allowed to run in the grass or on the hills.

After dismissal time, students may not remain on campus unless they are under the direct supervision of a teacher. No activities are conducted on campus without a teacher’s supervision. Students may not play on the playground, in the gym, in the fields or on a ball court.

If a student is not picked up at the appropriate time, it is considered an afternoon tardy, and each incident will lower the student's conduct grade two points, as stated above. Being tardy three times equals one absence for a student. Please be considerate of your children and faculty members by being on time.

If, for any reason, a student will not be leaving school in the afternoon by his/her normal means of transportation, the parent should send a note of explanation to the school with their child. This would include such situations as a student riding home with another student to spend the night, or a student that normally rides with one family being picked up by someone else. The note of explanation will equip the teacher to ensure that students leave by the means the parent intended and will relieve the school of the responsibility of acting solely on the student's word.

## **PLANNING FOR OFF-CAMPUS APPOINTMENTS**

Once a student has arrived at school in the morning, the student is not permitted to leave the school grounds until dismissal at the end of the day. Any exceptions to this must be approved in advance by the administrator. Any student who drives his own car is not permitted to return to his/her car or any other car until the end of the school day.

Parents should avoid taking students from class for appointments as much as possible. They should also attempt to vary the times of necessary appointments so a student does not accumulate excessive absences from the same class or classes. Any student who misses fifteen or more minutes of class for an early dismissal is considered absent for that class.

When an absence cannot be avoided, the parent must send a note for the student to present to the secretary in the office prior to the start of school. The note is to include the student's full name, the date and time of anticipated departure, the estimated time of return (if the student is returning the same day), the reason for leaving early, and a parent's signature. When departing and returning, students sign out and sign back in through the front office.

**Illness During the School Day:** Students who become ill or need to take medications must be given a pass by his/her current period teacher. All medications taken while on campus must be kept in the office. When a child is ill and has to stay in the office, he/she will be considered absent from class.

## **SCHEDULES, EVENTS, AND SPECIAL DAYS**

### **SCHOOL CLOSINGS AND DELAYED SCHEDULES**

In the event of hazardous weather conditions, school may be closed or delayed for either one or two hours. CAC will normally follow the same closing schedule as the Carroll County public school system. But since the CAC calendar is not identical to that of the public school, parents are advised to check the school closings announced through the local radio and television stations on days of inclement weather. (WKID 95.9, WIKI 95.3, WORX 96.7, WAVE TV 3, WHAS TV 11, ETC.)

In the event of a two hour delay K4 and K5 morning classes will be cancelled. However, the all-day K-4 & K5 classes will meet beginning at the delayed start time.

Please remember to sign up for Reminder 101 in order to get texts to inform you of cancellations, events, etc. To sign up for this service text @336bd to 81010.

**Non-Traditional Format:** The school calendar will include one or more days available for weather-related cancellation. After those days are used, the school will implement a non-traditional school day, during which students will complete educational objectives at home. Parents will document the students' at-home learning, and the day will be counted as a school day, though in the non-traditional format. Teachers will distribute learning plans for these days in

advance, so students and families will be prepared to continue learning even when school is not in session due to extreme weather conditions. Students who do not participate in the non-traditional learning format will be counted absent for the days for which they do not participate. Students will also, have to make up any missed textbook work during that time.

## HOLIDAYS AND IN-SERVICE DAYS

Please refer to the school annual calendar in planning for the school year. The calendar is not identical to that of the Carroll County public school system. Some holidays are added to the CAC schedule, including Good Friday, during which students are encouraged to attend church services in commemoration of the crucifixion of our Lord.

Also refer to the annual calendar to make note of teacher in-service days. These days may not coincide with the public school schedule.

## EVENING EVENTS

All students are required to attend some evening events, which may include the Fall Festival, the Christmas program, the school-sponsored Live Nativity Scene at the Courthouse lawn, the spring program, the graduation banquet, graduation services, etc. The school will communicate the expectation for required attendance in advance. Teachers and students invest considerable effort to prepare for these events, and student attendance is a great encouragement to those who participate in programs.

If a student fails to attend a required evening event, consequences will be enacted.

1. Attendance may be considered as a final exam grade for Bible or music class. Non-attendance will cause the grade for the class to be lowered.
2. If a student is unable to attend a required event because of missing school the day due to illness, the student may make up the absence by writing a research paper or essay on a subject deemed appropriate by the teacher.
3. Appropriate dress is required at any school event. If school uniform is not required, students must still adhere to dress code.

## CHAPEL DAY

All students are required to attend chapel services and other assemblies. Chapel will be held each Friday. Students must wear their chapel dress uniforms and dress shoes unless otherwise notified. Students in 3rd - 12th grades are required to bring a Bible. Mission or community projects may preclude chapel, but Friday chapel is the norm.

Pastors from the community will be asked to provide chapel services for 30 minutes on chapel day. Chapel is a time of group worship; students are to be on their best behavior, participating appropriately in each portion of the service. Students of different grades will be required to bring their Bibles for chapel. Any student not bringing a Bible will have two points taken away from Bible class, and may be required to stand during chapel after one warning. Also, students considered to be couples will not be allowed to sit together during chapel. Home room teachers will give students specific instructions for conduct relating to chapel services and assemblies and will remind them of such from time to time as necessary. Students are required to participate in chapel by listening, singing when appropriate and following along in the Bible.

## SCHOOL SPIRIT DAY

School Spirit Day will be the last Wednesday of each month. The students may wear casual uniforms, or they may wear jeans with a uniform shirt or blouse unless otherwise notified. However, a dollar must be given to go towards the high school mission trip, if jeans are worn. The jean rules will need to be adhered to on page 17 of this Handbook. Occasionally, student apparel may vary in accordance with the theme for the day. A gold or purple polo shirt with the CAC emblem may be worn on School Spirit Day, and during other days of the week, except chapel days. The shirts may be purchased at Sheehan's Department store in Louisville.

## HOMECOMING WEEK OR SPIRIT WEEK

### Guidelines:

- 1.) If shorts or skirt are worn, they must be knee-length.
- 2.) Leggings are not to be worn as pants. They may only be worn under knee-length shorts or knee-length skirt.
- 3.) A tee-shirt must be worn under sleeveless tops or jerseys.
- 4.) Costume must be worn all day. We do not need to see what you wear under it!
- 5.) If you don't have the specific items/clothing required to participate in certain Spirit Day, please wear your casual uniform.

## FIELD TRIPS

Classes may take trips to interesting and educational places in the area as a vital part of the instructional program. Parents will be notified beforehand. In order for a student to go, the parent must sign a permission slip. Small fees may be charged to cover the expenses. All field trips will begin and end at the school. Uniforms are required to be worn during field trips, unless other instruction is given.

## LUNCH RULES

CAC does not provide a hot lunch program. Students bring their own lunches to school. However, local restaurants provide hot meals on Tuesday, Wednesdays, Thursdays and Fridays, for a fee. Parents complete lunch forms and pay for the food and milk—chocolate or white—they choose for their children. Parents volunteer to pick up the food from the restaurants and distribute the meals for the classes. Volunteer parental assistance makes this program possible. Here are some details about the lunch policies.

1. Order forms are available from classroom teachers and from the school secretary.
2. Lunch fees and forms for the week are due on Monday mornings by 9:00.
3. Parents are requested to complete their forms before coming to the office because the office is congested on Monday morning; completing the form in the office causes unnecessary congestion.
4. If your child is ill or absent for any reason you may call the office before 9:00 a.m. and let the secretary know their child's lunch order. Order form and money should be brought in the next day.
5. Parents should not bring restaurant food to students at school, except sporadically as a special treat. If one child regularly receives a hot lunch from a parent, other children may resent the fact that they never get lunches from a restaurant other than with the hot lunch program.
6. If a parent does bring lunch for a student at lunch time, the lunch should be placed in office with child's name and grade on lunch box so it will be given to the right child. Lunches being brought in after the appropriate time will not be given to the student because it takes away from his/her class time or recess time.
7. If a parent has not provided lunch for a student or brought it on time, the school will provide peanut or cheese crackers and milk.
8. Lunchtime is 11:30 to noon.
9. Lunch is to be eaten in the classrooms. Proper manners will be promoted and practiced. Loud talking and foolishness are not considered proper table manners and are strictly forbidden.
10. Students are responsible to keep their lunch area clean. Home room teachers will discuss additional rules of conduct during lunch time



LUNCH PURCHASING POLICY
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**Attention Parents:****Revised Lunch Policy**

Hot lunches are available to be purchased from local restaurants through the school's hot lunch program on Tuesdays, Wednesday, Thursdays and Fridays. If parents would like their children to participate in this program, complete a separate lunch form for each child, and pay the fee with correct change or check for lunches needed. All orders must be placed by 9:00 a.m. on Monday for the entire week. CAC relies on parent volunteers to pick up the lunches from the different restaurants, bring them back to CAC and distribute the meals to the classrooms.

1. All orders are due to the Homeroom class for the week by 8:00 a.m. on Monday. In the event the child is absent or sick on Monday, please call the office to place the order before 9:00 a.m. and send in payment the following day.
2. Order forms are sent home periodically throughout the school year and are always available in the document holder outside of the office.
3. Order forms **MUST** be filled out prior to the start of the school day in order for the child to hand it to his/her teacher at the start of class. Families with multiple children: One order form per child must be filled out and handed into his/her Homeroom teacher. Do not place order forms for multiple children in one envelope. Orders are processed and tallied by class and not by family.
4. Order forms **MUST** be filled out properly to ensure the order is placed correctly. Correct procedure: Write in name and grade at the top of the form and circle/highlight the following: item ordered, choice where applicable, price of each item ordered; finally, write in the total at the bottom of the form. Handwritten order forms are **NOT** accepted.
5. Payment: Cash or checks are the only accepted forms of payment. Families with multiple children may place the total amount for the family with the oldest/most responsible child's order form. Write a note on top of each family member's form indicating the name of the sibling who will turn in the payment for the entire family.
6. Overpayment: No change will be given or carried over to the following week. Overpayment will be considered as a donation to the school.
7. If a check "bounces," CAC will no longer accept checks from the family and will be moved to cash payments indefinitely.
8. CAC will **NOT** issue credits or refunds for lunches. There are no credits/refunds for snow days or scheduled field trip days. If a lunch has been ordered, and the child is not at school, the parent may call the office before 9:00 a.m. the day of the absence to arrange pick up of the lunch.

*Revised February 2019*

## Hot Lunch Program

Lunch money is due on **Monday by 9:00 am**. If your child is absent, then please call their lunch order into the office before this time.

Please send in the *exact amount* of cash or checks only –no change will be given. We apologize for any inconvenience this may cause.

**\*Milk costs are for the entire week (Mon-Fri). Example: 1 WM = \$1.50 (for 5 cartons of White Milk)**

Helpful hints when filling out the lunch order form:

1. Fill a separate form for each child's order and have each child turn in their lunch order to their teacher. Please make certain to secure the money and order form in a zip baggie or sealed envelope.
2. You may put the money for all of your children in one child's envelope (the oldest or most responsible child). However, PLEASE make note on the rest of your children's lunch order forms that payment is with that child's form.
3. Highlight or circle (in blue ink) all items ordered and the cost. Mark the total paid at the bottom of the order form. Please remember to write the student's name on all order forms.

**Snow Day/canceled school disclaimer:** In the event that school is canceled, lunch orders for that date will not be refunded. We apologize for the inconvenience.

Name: <u>John Doe</u> Grade: <u>2nd</u>	
(circle all that apply)	
<u>MILK</u>	1 CM <u>1 WM</u> <u>\$1.50</u>
	2 CM 2 WM \$3.00
<u>TUES - COOPERS</u>	<u>CHICKEN</u> <u>\$3.50</u>
<u>WED-P J PIZZA</u>	<u>2C</u> 2P
	1C/1P <u>\$3.50</u>
<u>THUR-ARBY</u>	<u>Slider</u> <u>\$3.50</u>
	Extra Slider \$1.50
<u>FRI-SUBWAY</u>	<u>\$3.50</u>
Amount Enclosed	= <u>\$15.50</u>

\*Lunch prices, lunch providers and lunch meals may vary from year to year.

## RECESS

A noon recess is scheduled each day for both the younger and older elementary grades. In addition, the younger grades (K-4th grades) have a 15 minute recess scheduled each day.

Most recess times will be held outside except for days of inclement weather. Students should come prepared with proper clothing. This would include warm coats, hats, boots, and gloves or mittens. A student may be detained from going outside if not dressed appropriately

All students are expected to participate in any outdoor recess; however, in the event of illness, a student will be allowed to stay in, if a parent has written a note with this request. A student may be excused from outdoor recess for up to one week with this note. If the illness persists, the parent must send a new note to extend the excused period.

## OFFICE MANAGEMENT

### OFFICE HOURS

During the school-year the office will be open each school day from 7:30 a.m. through 3:30 p.m. During the summer months the office will maintain irregular hours.

### PHONE

School phones are business phones and may be used by students only in case of emergency. Students will not be allowed to have cell phones at any time. Students are not allowed to use cell phones, iPads, smart watches, or any other electronic devices. Only during an extreme emergency will there be an exception to this cell phone rule. **If cell phone is needed, it should be turned in to the office or Home Room teacher as soon as the school begins each day.**

### ADDRESS OR TELEPHONE NUMBER CHANGE

When a student's home address or telephone number changes, the school office must be notified immediately.

### VISITORS TO THE SCHOOL

Parents are welcome to visit the school. When visiting a class for any reason, the parent must not go directly to the classroom but must come by the office first and sign in. Parents who visit the school must be dressed modestly and in a manner consistent with the school's values and expectations.

Should any child wish to bring a friend to the school while school is in session, permission from both the home room teacher and the Principal or Administrator must be secured at least one day in advance. Since visitors have the potential to distract the class, visitation during class time is permitted for students who are interested in enrolling in CAC and discouraged for other visitors. Visits are normally limited to two hours. All visitors for the day must conform to the school dress code and standards for modesty.

Parents bringing homework their children forgot should be submitted to the secretary in the office to be delivered at an appropriate time without disturbing the classroom. Parents bringing lunches to the school should leave them in the office with the student's name and grade written on the lunch box or bag.

## **CLASS VOLUNTEERS**

Teachers may communicate with their students' parents at the beginning of each school year concerning their willingness and ability to be class volunteers or "Room Mothers". Parents are encouraged to volunteer when possible, thereby providing teachers with a valuable resource. However, volunteer work must be organized and directed by the teacher. Class Volunteers assist with parties, field trips, and other activities. The number of volunteers will directly affect the number of times each is called upon. Responding with assistance to each call will be strictly voluntary on the part of each volunteer.

## **SCHOOL PICTURES**

A photographer will take pictures each fall. Photos will be offered for sale to the family. All students should have their picture taken, even if the family does not intend to make a purchase. The school will then have a picture for cumulative files.

## **LOST AND FOUND**

Lost and found articles are deposited at the office. Students that have lost an article should check at the office. At the end of the year, all lost and found articles not claimed will be taken to a consignment shop or sold at CAC for student supplies costs.

## **FIRE, TORNADO, EARTHQUAKE, AND SHELTER-IN-PLACE DRILLS**

Fire drills will be conducted monthly and other drills such as tornado, earthquake, and shelter-in-place drills will be conducted as necessary. Drill instructions will be posted in each classroom and reinforced through teacher instructions. Drills are conducted with discipline, sensitivity, and seriousness.

# **CURRICULUM**

Instructors at CAC teach every subject from a Christian worldview perspective, providing a well-rounded, Bible-centered education.

## **KINDERGARTEN**

The K-4 curriculum is a complete educational program in which children are taught skills development, letter recognition, phonetic sounds, phonetic reading, number recognition, fundamental math concepts, number value concepts, cursive writing, poetry, music, Bible, art, computer, community awareness and health, social studies, current events, Spanish and Science Program.

The K-5 curriculum is a complete educational program in which children are taught advanced skills development, letter and phonetic sounds, reading as well as advanced reading, number recognition and value concepts, advanced math concepts, cursive writing, poetry, music, Bible, art, computer, community awareness and health, social studies, science, arithmetic, current events, Spanish and Science Program.

**ELEMENTARY:** The Elementary curriculum includes reading, phonics, language arts, spelling, writing, arithmetic, science, health, physical education, history, geography, map and graph skills, art, music, computer lab, current events, Spanish, Science Program, and Bible. Piano keyboarding is available for elementary students; general music classes are offered for elementary students; recorder training is generally offered for 3rd or 4th grade;

music theory is available in 3rd, 4th, 5th & 6th grades; and band is available in 5th/6th – or 6<sup>th</sup>/7th grades. Latin maybe offered in 6<sup>th</sup> grade.

**GRADES 7-8:** The Middle School curriculum includes grammar, composition, spelling, vocabulary, poetry, literature, mathematics, pre-algebra, Algebra I, science, geography, history, health, physical education, creative writing, art, music, Spanish, computer and keyboarding, current events, and Bible. Band or choir is periodically available for 7th grade. Band instrument lessons and piano lessons are available.

**HIGH SCHOOL:** The High School curriculum includes Bible, language arts (English, 9, 10, 11 and 12), mathematics (algebra I, algebra II with trigonometry, geometry, consumer math, business math, advanced math/pre-calculus, and calculus), science (physical science, biology, chemistry or advanced chemistry, anatomy and physics), foreign language (Spanish I & II), computer I & II, social sciences (American government and world geography, economics, United States history, world history and cultures, and economics). Electives are taught to supplement student schedules. Examples include fundamental graphics, statistics, economics, financial planning, consumer math, applied math, physical education, keyboarding, home economics, arts and humanities, integrated careers, study skills, life management skills, health, journalism, speech, drama, and generally music. Students will be taking the PSAT test each year except in senior year. AP testing and dual credit courses are available at JCTC as needed. Band instrument lessons and piano lessons are generally available.

Christian online courses as well as other courses are available for students through Sevenstar Academy and Taylor University. The Jefferson Community and Technical College offers online courses as well as in house college courses. It is not recommended for any student to take college classes unless he/she has at least a 3.0 GPA. This is in order to not overburden the student. However, there have been exceptions due to a student's work ethic and determination to succeed.

Students are eligible to take two dual credit scholarship courses in their junior or senior year. Several dual credit college courses are available to the students throughout their junior and senior years at the various colleges. Also, students may take the AP testing as well as take the CLEP test to earn credits for different courses. ACT and SAT testing is encouraged throughout high school. Students must register and pay for any course taken through a college and when taking the ACT or the SAT tests.

#### **Music Private Lessons:**

Private lessons for a band instrument are generally offered in the 3rd - 12th grades, and piano/keyboarding is offered in the 1st - 12th grades. Voice and string lessons may be offered based upon instructor availability.

#### **TEXTBOOKS AND MATERIALS**

The textbooks fee is due before the school year begins, and a discount is provided for payment before the end of June. Textbooks are typically purchased each summer in June in order to assure proper time for the books to arrive at CAC for the beginning of the school year. K4, K5, 1st - 3rd grades will not be allowed to trade books as this is too much hassle for the office and it normally would not save the parent any more than using the book rental program. In order to offset some of the book expense, a book rental program has been incorporated into the book-fee price in the 1st, 2nd and 3rd grades for the reader books. A book-fee price is quoted per grade. There will be a \$25.00 fee for making copies if books are not bought by the 2nd week of school. Also, a book rental fee is part of the 4th - 12th grades for reading, book report books, etc.

In the event a student leaves after school year has started, there will be no refund for books or material. Also, any unbound books will not be returned to student as the pages have already been pulled and filed with other student papers.

Basic materials such as pencils, crayons, notebook paper, glue, etc. will be furnished by the Academy for grades K-4, K-5, 1st - 6th grades, unless notified otherwise. Special art/activity materials may also be needed. Most of these materials will be furnished by the school with other specific items to be obtained by the student upon the request of his/her teacher.

Backpack & lunch box policy: Backpacks & lunchboxes must be plain or have a subdued pattern and color. Backpacks will have no characters, and no menacing, gothic, mythical, offensive or anti-Christian designs. However, a name may be embroidered on the backpack and the item may display the brand logo. Backpacks with wheels are not allowed, unless the office receives a written request by the student's doctor.

## HOMEWORK POLICY

We believe that homework is an integral part of the school program, and the teacher is at liberty to give homework to help each student advance in his/her studies. While parents may assist by seeing that the work is done and by explaining work when necessary, the work must be done by the student; and they must take the responsibility for his/her homework assignments. Parents are invited to discuss this phase of co-operation with the teacher.

A homework offense includes any of the following:

1. Not bringing a book to class - this includes all textbooks, planner, Bible, and books requested by the teacher. One warning will be issued for the entire year.
2. Incomplete homework
3. Homework not done
4. Copying off of another student's homework
5. Allowing another student to copy his/her homework

### Homework policy for 3rd grade through 6th grade:

First offense: Write an apology note to parents during recess, and complete the homework.

Second offense: Write an apology note to parents and write the homework sentence ten times during recess.

Homework not completed will be done following the sentences, and if not completed will be added to that night's homework. Two points will be deducted from homework grade.

Third offense: Write an apology note to parents one time and the homework sentence twenty times during recess.

Homework not completed will be done following the sentences, and if not completed will be added to that night's homework and two points will be deducted from homework grade.

Fourth offense: Write the apology note time to parents and the homework sentence twenty-five times. A one-half hour after-school detention will be scheduled. Homework not completed will be done following sentences, and if not completed will be added to that night's homework and two points will be deducted from homework grade.

Fifth offense through ninth offense: Conference with parents, written penalties, and after-school detentions as above.

Tenth offense: Conference with an administrator with a request for an in-school suspension.

A student who habitually does not turn in his/her homework will eventually be suspended. If this consequence does not change the student's behavior, expulsion from CAC will be the next form of discipline. Students will not be allowed to stay at CAC, if they continue to disobey the teacher by not completing their homework assignments.

Every student begins with a 100% in homework each nine weeks. Each homework offense decreases this grade. The final grade is considered a FULL TEST grade for each subject and is averaged with the other grades.

Homework policy for 7th through 12th grades:

Incomplete homework: two points deducted from the assignment grade for each offense.

Ignoring homework assignments: four points deducted from the assignment grade for each offense.

Not completing pretest study guide: four points deducted from homework grade for each offense.

Incomplete homework or ignoring homework for third time: six points deducted from homework grade and ½ hour detention.

In addition, incomplete assignments or no attempt to do assignments or a combination thereof will result in a detention and writing a 500 word essay (topic will be at the teacher’s discretion). Each subsequent homework offense will result in detention of one hour.

Fifth offense through 9th offense: Conference with parents, written penalties, and after-school detentions as above.

Tenth offense: Conference with an administrator with a request for an in-school suspension.

**LIBRARY**

Students are encouraged to use the school book report books. Books should be returned when due. A fine of five cents per day, including weekends and holidays, will be charged for overdue books. Lost or damaged book cost will need to be reimbursed to CAC. Reference materials are for in-school use and may not be checked out by students.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conference will be scheduled around early November. Parents are urged to attend. Parents should not feel restricted to the scheduled conference, but rather should always feel free to make an appointment with the teacher about any problem or question that concerns the welfare of their child.

Teachers are not permitted to conduct parent-teacher conferences during their class time because such a conference would interfere with the educational process of the entire class. Appointments may be made after school or during any other non-class time that may be agreeable with the particular teacher by sending a note with the child requesting a conference with the teacher.

**GRADING SYSTEM**

The percentage distribution for each letter grade is as follows:

93-100	A - Excellent
84-92	B - Above Average
75-83	C – Average
65-74	D - Below Average
0-64	F - Failure

In some subjects an alternate marking system is used to communicate student progress. The key to this system is as follows:

- E - Excellent Progress
- S - Satisfactory Progress
- N - Needs to Improve

## PROGRESS REPORTS

The reporting system provides parents and students an indication of the progress which is being made. Report cards are issued shortly after the close of each nine-weeks grading period. In addition, about midway through each grading period, a "Progress Report" will be sent home with students in the elementary grades. Middle and high school students receive a progress report every three weeks. These are signed and returned to the home room teachers. There is a charge of \$5.00 for replacing lost report cards.

As another way of monitoring progress, parents should insist that students bring home papers, projects, etc., for their review. Students are required to bring their assignment pad home each night and parents should check to see if homework is completed for that day and for the following day. Teachers may write notes in the assignment pad regarding the student's homework.

## DRIVING PERMIT REQUIREMENTS

No student will be allowed to get driving permit if there are any D's or below on his/her report card or transcript for the last nine week's term or the term they are completing at the time of applying for permit.

## HONORS AND COMPETITIONS

Each grading period, an honor roll list will be placed in the newspaper with the names of students who have all "A's" and "B's". An Honor Roll Certificate will be awarded to all students earning the Honor Roll for each grading period.

High School students may be recognized in "Who's Who Among American High School Students", People to People Ambassadors, DAR Good Citizenship Award, Duke TIP (Duke University Talent Identification Program), Governor Scholar Academics & Arts Awards, UK "Rising Scholar", Presidential Silver and Gold Community Service Awards, College Scholarship opportunities, Dual Credit, AP courses, Student Council and Spanish Club, Art Club, Agriculture Club and other potential awards and honors.

Students are encouraged to participate in competitions. A few of the competitions available are as follows: National Geographic Bee, Conservation Poster & Essay, Duke TIP (Duke University Talent Identification Program), . Also, the Association of Christian Schools International (ACSI) offers several competitions such as: Math Olympics, Poetry, Spelling Bee, Creative Writing, Speech, Drama, Music, Art, Chess Club, Piano, Band, Sports, etc.

## REQUIREMENTS FOR GRADE PROMOTION

Students are recommended by the teachers and invited by the administration to return the next school year. In order to progress to the next grade level, the student is expected to complete at least passing work (D) in all subjects. If one or more subjects are failed for the previous semester or the entire year, yet the teacher believes a student is capable of proceeding to the next grade, the teacher or the administrator will consult with the parents about makeup work or tutorial help. However, if a student is making D's in core subjects, this means they are in danger of failing due to not knowing the material.

## REQUIREMENTS FOR GRADUATING WITH HONORS

Students with a 3.5 GPA or above and not having a "C" average or below for a semester average in any subject will receive honors for 8th or 12th grade graduation. Valedictorian and Salutatorian will be presented only to senior graduates. Any one receiving a valedictorian or salutatorian honor must have a 3.75 GPA or above and not have a "C" average or below for a semester average in any subject. A student will not be allowed to graduate with honors with a "C" or below in conduct.



## TESTING

All students, K5, and 1st grade through high school are required to take a standardized achievement test each spring. High school students take the PSAT test as scheduled, and they are encouraged to take the ACT or the SAT as part of their college preparation.

## SPORTS

The mission, policies and procedures for the school's sports programs are described in the Athletic Handbook which is available in the school office. The Christian Academy of Carrollton's sports teams are generally part of the KCAA (Kentucky Christian Athletic Association) or the KCSAA (The Kentucky Christian School Athletic Association). The following sports are currently available for student participation: basketball, volleyball, cross country, archery, and golf. The availability of tennis and other sports is dependent on the number of interested students and the availability of coaches and support personnel.

Each student must turn in an application filled out by his/her parents, have a sports physical, and pay a sports fee. An insurance fee applies to participation in practices and games for every sport. Students purchase uniforms for each sport. Students must exemplify Christian behavior during the practices and games, and they must maintain their grades. A student caught abusing the rules and regulations of the sport and/or the policies of CAC will not be allowed to participate in the sport even after parents have bought the uniform and paid the insurance fee. Fees will not be reimbursed.

Here are some general guidelines related to sports participation

1. Students practicing for any sport must have a loose fitting t-shirt and knee length shorts. (No tank tops or shorts more than 2 inches above the knee.)
2. The student must participate at grade level, having progressed from the previous grade in all subject areas. High school students must be on schedule for graduation in four years.
3. The student must be passing in all subject areas. Each report card and progress report must have a 2.0/C grade point average (GPA) and not have a grade lower than a "C" in any course. The high school accumulative GPA must be 2.0 or greater, on a 4 point scale.
4. Home school students who desire to participate in CAC sports programs must provide documentation of normal or above academic progress.

## DRESS CODE

The goal of our dress code is to establish high Christian standards for our school and our students: shaping the student's heart, teaching respect for authority and conformity to God's expectations, and preparing the student for a life of service and vocation. The code is meant to foster self-respect, maintain an atmosphere consistent with instructional goals, and present a positive image in our community. A Specific uniform is required for all students, and standards are applied consistently. It is the responsibility of parents and students to understand and comply with the uniform dress code guidelines. Dress uniform and casual uniform consists of the attire described in the chart:

## CAC Dress Code Summary

	Dress Uniform		Casual Uniform	
	Girls	Boys	Girls	Boys
<b>K-4, K-5, 1<sup>st</sup>-4<sup>th</sup> Grade</b>	<b>Shirt:</b> White, rounded-collar blouse  <b>Dress:</b> Plaid pinafore  <b>Tights/Socks:</b> White or navy tights, white or navy knee socks, white socks  <b>Shoes:</b> Dress shoes. High School girls heels not more than <u>2" high</u> .  <b>Optional:</b> Navy cardigan sweater**	<b>Shirt:</b> White oxford  <b>Tie:</b> Navy  <b>Pants:</b> Navy  <b>Belt:</b> Brown or black or Navy  <b>Socks:</b> Navy*  <b>Shoes:</b> Dress shoes  <b>Optional:</b> Navy cardigan sweater**	<b>Shirt:</b> White, rounded-collar blouse or white, red, or navy polo; purple or gold polo with CAC monogram.  <b>Dress:</b> Plaid , navy or khaki pinafore  <b>Tights/socks:</b> White or navy tights; white knee socks or white socks  <b>Shoes:</b> Oxford, loafer, or athletic shoe. NO boots allowed; No gadgets, roller skates, characters, anti-Christian designs will be allowed.  <b>Pants/Shorts:</b> Khaki or navy. Shorts should be no more than 2" above the knee.  <b>Belt:</b> Brown , black or navy  <b>Socks:</b> Solid white, navy or tan.  <b>Optional:</b> CAC monogrammed sweatshirt or navy cardigan sweater.	<b>Shirt:</b> White oxford or white, red, or navy polo; purple or gold polo with CAC monogram  <b>Pants/Shorts:</b> Khaki or navy. Shorts should be no more than 2" above the knee.  <b>Belt:</b> Solid plain brown, black or navy  <b>Socks:</b> Solid white, navy or tan  <b>Shoes:</b> Oxford, loafer, or athletic shoe. NO boots allowed; No gadgets, roller skates, characters, anti-Christian designs will be allowed.  <b>Optional:</b> CAC monogrammed sweatshirt; navy cardigan sweater**
<b>5<sup>th</sup>-12<sup>th</sup> Grade</b>	<b>Shirt:</b> White oxford with white tank top or camisole underneath  <b>Skirt:</b> Plaid skirt (5 <sup>th</sup> -8 <sup>th</sup> ); navy pleated or long skirt (9 <sup>th</sup> -12 <sup>th</sup> only)  <b>Tights/Socks:</b> White or navy tights, white knee socks or white socks (5 <sup>th</sup> -12 <sup>th</sup> ); nylons (7 <sup>th</sup> -12 <sup>th</sup> only)  <b>Shoes:</b> Dress shoes  <b>Optional:</b> Navy award, cardigan, or crew sweaters**	<b>Shirt:</b> White oxford  <b>Tie:</b> Navy  <b>Pants:</b> Navy  <b>Belt:</b> Brown, black or Navy  <b>Socks:</b> Navy*  <b>Shoes:</b> Dress shoes  <b>Optional:</b> Navy award, crew, or V-neck sweater**	<b>Shirt:</b> White oxford blouse or white, navy, red, or green polo.  <b>Skirt:</b> Plaid, navy, or khaki pleated skirt (5 <sup>th</sup> -8 <sup>th</sup> ); navy or khaki pleated or long skirt (9 <sup>th</sup> -12 <sup>th</sup> )  <b>Tights/Socks:</b> White or navy tights, white knee socks, or white socks (5 <sup>th</sup> -12 <sup>th</sup> ); nylons (7 <sup>th</sup> -12 <sup>th</sup> )  <b>Shoes:</b> Oxford, loafer, or athletic shoe. NO boots allowed; No gadgets, roller skates, characters, anti-Christian designs will be allowed.  <b>Optional:</b> CAC monogrammed sweatshirt; navy cardigan sweater; navy or green crew or V-neck sweater; CAC fleece from Shaheen's (7 <sup>th</sup> -12 <sup>th</sup> ); Purple or gold polo with CAC monogram **  <b>Optional Pants/Shorts:</b> Khaki or navy  <b>Belt:</b> Brown, black or navy	<b>Shirt:</b> White oxford; white, red, hunter green or navy polo; purple or gold polo with CAC monogram  <b>Pants/Shorts:</b> Khaki or navy  <b>Belt:</b> Solid plain brown, black or navy  <b>Socks:</b> Solid white, navy or tan.  <b>Shoes:</b> Oxford, loafer, or athletic shoes. No gadgets, roller skates or boots will be allowed.  <b>Optional:</b> CAC monogrammed sweatshirt; navy award sweater.
<b>*White socks may be worn with navy or khaki pants except for chapel day.</b>				
<b>* If physical problems occur when wearing colored socks, white socks may be worn for chapel.</b>				
<b>** Sweaters and sweatshirts must be worn with a collared uniform or white turtleneck underneath.</b>				
<b>Casual Shoes: shoes may be white, grey, black, brown, blue, or a combination thereof, with white shoe laces or laces of the same color as the shoes. (Refer to the additional Dress Code Regulations for clarification.)</b>				
<b>Girls and boys dress shoes: Brown, black or navy only. (Heels must not be over 2" high)</b>				

## Dress Code Regulations

1. Uniforms should be purchased at Shaheens in Louisville (994 Breckenridge Lane, north exit). Shaheens' phone numbers are: (800)472-0088 or (502) 899-1550. Their web site is [www.shaheens.com](http://www.shaheens.com).
2. Students are expected to be dressed according to the dress code from the time they arrive for school for the day or begin to practice for sports. Students are expected to use good judgement in dressing for extracurricular activities in a manner that reflects modesty, neatness, and cleanliness. Although the rule of the uniform dress code may not be enforced for extracurricular activities, the student's appearance should reflect its spirit (no tank tops or any clothing not following CAC dress code).
3. All garments must be neat, clean, and pressed.
4. All garments are to have a traditional fit. An item with a traditional fit is appropriately fitted in the shoulders, waist, leg, seat, bodice and length. No tight-fitting, clinging, low-cut, or high slit garments allowed. Oversized styles are not permitted.
5. Pinafores (K4-4<sup>th</sup>) & skirts (5<sup>th</sup>-12<sup>th</sup>) should be no shorter than mid-knee length. Skirts are not to be rolled at the waist to shorten the length.
6. Uniform walking shorts may be worn during August-October and April-May. Shorts for students in the 4th -12th must be no more than 2" above the top of the knee.
7. Garments that are made of very thin fabric, semi-transparent, or "see-through" are not permitted.
8. All shirts are to be appropriately buttoned and tucked in at all times. Shirts may not be "bloused" over the waist band more than two inches. No undershirts with lettering or designs that show through the uniform shirt are acceptable. Also, no long-sleeved shirts may be worn under short-sleeved shirts. (Girls in 5th - 12th grades are required to wear a white camisole or a white tank top underneath chapel blouse. A t-shirt is not acceptable apparel for a girl to wear underneath her uniform.)  
\*\* A gold or purple casual uniform polo shirt with the CAC monogram is part of the school uniform for Spirit days and other days of the week except chapel days. These shirts are only available at Shaheen's Uniform Store.
9. Turtlenecks and sweatshirts are not allowed to be worn on chapel days. White turtlenecks are acceptable to be worn underneath long sleeve uniform shirts and uniform sweatshirts and may be worn any day except for chapel days.
10. CAC sweatshirts, sweaters, cardigans, and the CAC fleece (from Shaheen's only) are the only outerwear allowed during class time. Pull-over sweaters or sweatshirts that are not part of the uniform should not be worn to school. It is distracting and time-consuming for students to remove them each class period. Sweaters and sweatshirts may not be tied around the waist.

Students who choose to disobey this expectation regarding acceptable outerwear will meet the following consequences for violations.

- a. First violation: Warning
  - b. Second Violation: confiscation of the unapproved outer wear garment for the day.
  - c. Third Violation: confiscation of the unapproved outer wear garment for the week.
  - d. Fourth Violation: confiscation of the unapproved outer wear garment for that grading period. Items confiscated until the end of the grading period will be available for reclamation up two weeks after the end of the grading period. Unclaimed items will be sold or donated to a charity.
11. Belts must be plain brown, black or navy blue and without any ornamentation or holes in the belt. Belts **MUST** be worn with pants, shorts, and any clothing with belt loops.
  12. Solid navy ties or a navy tie with a subdued design are required for chapel day. Ties are to be worn until noon on chapel day.
  13. Socks being worn by boys and girls must cover the ankle. Girls in the 7th - 12th grades may wear nylon stockings only when they wear skirts. Socks worn with shorts, pinafores or skirts must be solid white. If leotards

- are worn, they should be solid white or navy blue. (Socks for chapel must be white for girls and navy blue or black for boys.) Socks must be void of emblems, decals, stripes, etc.
14. Traditional jewelry may be worn in moderation and in good taste. Earring hoops or free swinging earrings are to be no larger than 1" in diameter (the size of a quarter) and one inch in length, respectively. No metal-studded jewelry, accessories, or chains are allowed, or collars.
  15. Boys may not wear earrings, tongue rings, spacers, or any device resembling earrings at school functions.
  16. Logos, slogans, or any designs that are contrary to Biblical principles are not permitted on any item. Any manner of grooming or dressing that imitates a subculture opposed to Christian principles is not permitted.
  17. Hairstyles are to be neat, clean, moderate, combed and in good taste. Hairstyle extremes are not acceptable. No bizarre or unnatural hair styles such as sculptured/shaved cuts, etc. are permitted. Non-traditional or extreme changes in hair color are not permitted. Boys will have their hair cut so that the hair length does not extend beyond the middle of the regular shirt collar or come over any portion of the ear. Hair may not be of such a length that it has the potential to fall into the eyes. The boy must get his hair cut upon notification of the need for a haircut. Girls will be asked to wear a barrette to keep hair out of eyes or have a haircut.
  18. Boys are to be clean-shaven with no beards or mustaches, and sideburns may not be lower than the bottom of the ear.
  19. Make-up may be worn by high school girls only, with moderation and in good taste. No glitter will be allowed.
  20. Students in K4, K5, 1st - 8th grades will not be allowed to wear dark, busy or unnatural fingernail polish. Also, fake fingernails, press on nails, acrylic nails, etc. are not permitted in grades K4, K5, 1st - 8th grades. Any high school student wearing fake nails will need to have them trimmed to be no longer than 1/4" above the finger. Also, black, deep purple, any Gothic or unnatural looking nail polish will not be permitted.
  21. On Jeans day the jeans must meet the specific requirements. If a student wears inappropriate jeans two times, he/she will not be allowed to wear jeans the next jean day. On the third offense, parents will be called to bring appropriate clothing.
    - a. Jeans must be neat and have a hem with no frayed ends or seams.
    - b. Jeans must be in good repair with no holes or patches.
    - c. Jeans must have a traditional style and fit, appropriately fitted at the waist, seat, legs and length.
    - d. Jeans must have a solid, consistent color, not streaked or faded.
    - e. No colored jeans are allowed.
    - f. Belts are required.
    - g. All other dress code guidelines are to be observed.
  22. Shoe regulations are as follows:
    - a. Students may wear oxford (lace-up), loafer (slip-on), or athletic shoes on Monday through Thursday. Shoes should have no TV, movie, video game, or any media related characters, and no menacing, gothic, or anti-Christian designs. Also, thick tongues, lights, gadgets, high tops, (other than converse canvas high tops), or shoes with roller skates built inside would be a violation.
    - b. Casual Shoe colors: shoes may be white, grey, black brown, blue, or a combination thereof. (May have a hint of another color; however the main color should be as listed). Shoe laces: White shoe laces or laces of the same color as shoes.
    - c. Boots, hiking boots, or shoes of hiking appearance are not acceptable.
    - d. Sandals, defined as open-toe or open-heel shoes, are not permitted. On chapel days girls may wear open-heel shoes with a heel strap. Dress shoes for chapel must be of a solid color (brown, black or navy) for both boys and girls.

23. All Fridays have been designated as dress-up days because chapel meets on Fridays. Therefore, on Fridays, all students are required to wear their dress uniforms with dress shoes. Also boys must wear ties until noon on Friday.
24. School Spirit Day will be the last Wednesday of each month. Students may wear casual uniforms, or they may wear jeans with a uniform shirt or blouse. Each student who chooses to wear jeans will donate one dollar to the high school mission trip fund. The jean rules listed above will need to be obeyed. Occasionally, student apparel may vary in accordance with the theme for special days as announced in advance.

A gold or purple polo shirt with the CAC emblem may be worn on School Spirit Day, and during other days of the week. The shirts may be purchased at Shaheen's Department store in Louisville.
25. Homecoming or spirit week students will follow the guidelines below:
  - a. If shorts or skirt are worn, they must be knee-length.
  - b. Leggings are not to be worn as pants. They may only be worn under knee-length shorts or knee-length skirt.
  - c. A t-shirt must be worn under sleeveless tops or jerseys.
  - d. Costume must be worn all day. We don't want to see what you wear under it!
  - e. If you don't have the specific items required to participate in certain Spirit Day, please wear your casual uniform.
26. No fake or real tattoos or marking on the body or apparel will be permitted.
27. CAC sweaters will be allowed any time during the school day. Sweatshirts will be allowed every day except chapel day. Sweaters and sweatshirts must be worn with a collared uniform shirt or white turtleneck underneath.
28. Each Middle and High School student will order a navy blue fleece jacket—the cost is included in the student fees for the purchase of one fleece. This garment is desirable for outer wear during class sessions, chapel, and at all school in-session functions.
29. Dress code for 8th and 12th grade graduation ceremonies: Students must wear chapel uniform and chapel shoes (boys must wear a tie) for any CAC program or graduation ceremony in which they are participants.

#### Dress Code Non-Compliance:

First Level of Discipline: at the start of the school year (the first two weeks), teachers will give verbal reminders to students out of compliance with the dress code, except for blatant disobedience.

Second Level of Discipline: Students in violation of the stated dress code will receive a written dress code violation notice that will be sent to the parents. Parental support normally corrects the problem of non-compliance with the dress code.

Third Level of Discipline: Parents receive a phone call requesting them to bring appropriate apparel for the student.

If a student persists in failing to comply with dress code expectations, consequences with increasing severity are applied. Persistent defiance of the uniform dress code policy will be considered a major violation of the discipline code. The administration reserves the right to handle each situation of non-compliance on its own merit. Final determination of appropriate dress is the responsibility of the CAC teachers and administration. In the event a student or his/her parents refuse to comply with the dress code, the student will be dismissed from CAC.

## **DISCIPLINE CODE**

### **DISCIPLINE PHILOSOPHY**

The discipline philosophy of the Christian Academy of Carrollton is based on Proverbs 4:23, “Keep thy heart with all diligence; for out of it are the issues of life.” Students will increase as Jesus did “in wisdom and stature, and in favour with God and man” (Luke 2:52). This implies that the school must partner with the home and church to train students to guard their hearts from sin and model a godly lifestyle through speech, actions, and attitudes.

Biblical discipline:

- Reflects the character of a creative and redemptive God
- Is based on Biblical principles
- Partners with parents
- Considers the heart as the root of all behavior
- Sees the child as created in God’s image
- Affirms the child unconditionally
- Views the child as a fallen sinner and in need of loving correction
- Does not ignore misbehavior
- Teaches the child to make wise choices in response to a loving God
- Understands the importance of relationships
- Address the “what” and “why” of a child’s behavior
- Grows and matures the student from the inside out
- Issues just rewards and punishment

### **THE COOPERATION OF PARENTS AND TEACHERS**

Parents and teachers will cooperate in the discipline process. Parents must assume the teacher is operating with integrity and excellence in the teaching and disciplining process and must reinforce the teacher’s authority. Anything said or done which destroys mutual respect and confidence will harm the student. When parents have questions, they should contact their student’s teacher immediately. Usually, a conference or a conversation, written or by phone or in person, will eliminate problems and clear up misunderstanding.

The first step for a parent aware of a concern in the classroom is to communicate with the teacher, following the Matthew chapter 18 principle. Verses fifteen and sixteen: “Moreover if thy brother shall trespass against thee, go and tell him is fault between thee and him alone: if he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” So, if a matter is not resolved through communication with the teacher, parents should not hesitate to consult the Principal.

### **STUDENT CONDUCT**

CAC serves God, the staff, the students and their families well by establishing and enforcing a code of behavior based on Biblical principles. Obviously it is impossible to list rules and regulations to encompass the complete behavior of all students; however, the rules and regulations below, and those discussed or referred to elsewhere in this handbook, will serve as some basic guidelines for student conduct. Teachers are charged with the responsibility of maintaining proper behavior on the part of the students in their classes and are at liberty to establish rules for classroom conduct in addition to those rules set forth in this handbook.

## **GENERAL BEHAVIOR REGULATIONS**

1. Students shall be respectful to all staff members, faculty members, parents, and shall not be disrespectful.
2. Students shall be courteous to each other. No one will be permitted to either start or engage in fighting while at school.
3. No student is allowed to talk or leave his/her desk without permission during class time.
4. Students speak the truth. Cheating, lying, and stealing are strictly forbidden.
5. School property is to be respected and is never to be destroyed, defaced, or abused.
6. Students are not permitted to chew gum during school.
7. Students are to walk, not run, while in the building and to keep their hands and possessions to themselves. (No student is allowed to wrestle, play with a ball, engage in roughness, including horseplay and tripping or be loud in the building.)
8. No profane, abusive, or vulgar language may be used.
9. No pets, or toys, virtual or electronic pets, or stuffed animals may be in school without permission of a teacher.
10. Students are not permitted to bring pictures, posters, magazines, playing cards, radios, headphones, music players or books other than those on the school book list or those that have been approved for a book report. The only photos/posters allowed are class-assigned materials.
11. There shall be no eating in the classrooms or halls, including while going out to or coming in from recess, after school, or at any other time. (Exceptions to this rule must be approved by the teacher and the administrator.)
12. Students are expected to do their part to help keep the property clean and orderly. Trash should be placed in the proper containers and not on the floors, desks or grounds.
13. The use of “Sir” and “Ma’am” is expected of all students when addressing any adult. Teachers and adults will be addressed as Mr., Mrs., Miss, or other proper titles (Dr., Officer, etc.)
14. Under no circumstances are students allowed to leave the school grounds unless permission has been obtained from the teacher or the office, and they have signed out through the office.
15. Students should be taught to say, “Excuse me” when they walk between two people and “Thank you” when someone does something for them.
16. Cell phones, smart watches, iPads, electronic games/devices, etc. are not permitted at school during school hours.
17. Backpacks and lockers may be searched randomly at the discretion of a teacher or an administrator.

## **PLAYGROUND REGULATIONS**

1. The boundaries of the playground will be discussed with students each year. No student may leave the designated play area to chase a ball, etc., without permission from the supervisor on duty.
2. Students are to leave and return to the building in a quiet and orderly fashion.
3. Lunches are to be eaten inside the building prior to the noon recess. All food and drinks must be put away and the eating area cleaned at the end of scheduled lunch time.
4. Students are to respect the rights of fellow students at all times.
5. Students are not to engage in unnecessary roughness. Wrestling, tripping one another, etc. are not permitted.
6. Playground equipment is to be used safely.

## **DISCIPLINE PROGRESSION**

Discipline at the Christian Academy of Carrollton is a process by which students are guided to develop Christ-like character. Teachers maintain classroom behavior in accordance with Christian principles as set forth in Scripture. Teachers establish rules and procedures for the management of their classrooms and their grading procedures.

Students are expected to conduct themselves in a manner that is that honors God and shows respect to themselves, their parents, and CAC. Students are expected to be on time and properly prepared for each day. Expectations for conduct apply to the time that students are in school and at school activities as well as the time they are away from school. Students are accountable for their academic performance and their behavior, conforming to the classroom rules and seeking to excel academically.

The Christian Academy of Carrollton reserves the right to reasonably discipline students that fail to comply with any of the rules and regulations of the school or that engage in any other behavior that is less than desirable. Various forms of discipline will be administered depending on the nature of the offense, the frequency of commission, and the attitude of the student. The goal is always to bring about a change of attitude and behavior in the student's life. When change and improvement are noticed, parents and school personnel have achieved their desired purpose. Persistent disobedience will require walking through the disciplinary progression listed below.

1. First Steps: when inappropriate student words, actions, or attitudes take away from classroom instructional time, disciplinary action may include a simple reprimand, assigning a student to sit in a "think about it" chair, losing recess, or a writing assignment. These simple steps of working with students are effective to deal with discipline with students in the early grades.
2. After exhausting all efforts within the classroom according to the teacher's protocol for student discipline, a teacher may find it necessary to send a student to the Principal, who will confer with the teacher and decide what corrective measure should be taken.
  - a. This action will include discussion of the problem and involve parents in the process.
  - b. Outcomes may be assigned: development of a contract; assignment to detention; conference with teacher, parent and administrator; assignment to an in-school suspension; or placing the student on academic or disciplinary probation.
  - c. The Principal, after consulting with all parties involved, has the right to evaluate any unacceptable behavior and determine and administer the appropriate disciplinary action.
  - d. The goal is that the student will alter attitudes and change behaviors. Persistent unacceptable behavior could result in the student's expulsion from school.
3. Detention may be used as a means of discipline for students in the 4th-12th grades. Detentions may be assigned for the student to serve during recess or after school.
  - a. If a student is given an after-school detention, it will begin as soon as school is dismissed and will last according to the assigned time given. Parents will be notified of an after-school detention at least one day in advance, and transportation will be the parent's responsibility. Any student not present for detention without a valid excuse will be given an added detention. Three missed detentions will result in an in-school suspension.
  - b. Students in grades 4-12 who receive three disciplinary detentions for the same offense in one quarter will be given a suspension for an amount of time that shall be at the discretion of the Principal. The student shall be placed on disciplinary probation for the remainder of the quarter or for a period of six weeks, whichever is longer. If the student receives another detention for the same offense during the probationary period, the Principal reserves the right to proceed further down this progression of discipline.
4. Conferences: the process will involve parent-teacher or parent-Principal communications to help bring correction to the student.
5. Disciplinary Probation: If a student has demonstrated difficulty complying with the discipline principles, he/she may be placed on probation for a minimum six-week period. The student, during this time, will receive support, instruction, and feedback in the development of appropriate patterns of behavior from his/her teacher and the



administration. A program will be designed to ensure that the student earns his/her release from probation by demonstrating good behavior while at school.

- a. A student on disciplinary probation will have a personal conference each school week with the Principal or a faculty member.
  - b. A student on disciplinary probation may not participate in extra-curricular activities while on probation. The student must also relinquish all positions of leadership and responsibility for the remainder of the school year.
  - c. Disciplinary probation will last a minimum of six weeks.
  - d. When the period of disciplinary probationary expires, the student may be removed from probation if satisfactory improvement is evident.
  - e. If sufficient improvement has not been shown, the Principal or Administrator reserves the right to extend the probation, expel the student, or ask the student to withdraw from school.
6. Suspension: the principal may choose to implement in-school or out-of-school suspension for one to three days.
- a. The Principal will hold a conference to include the student, parents, and the concerned teacher in order to define the problems and to warn of impending action unless immediate corrective action is forthcoming.
  - b. If consultation between the Principal, parents, teacher and student does not alter the student's attitude and correct behavior, the student will be assigned an in-school suspension. Next, the student may be given an out-of-school suspension. At this time the Principal will hold a conference with the teacher, parents and student warning them that the next step is expulsion from the school.
  - c. A student given an out-of-school suspension from school will not be allowed to attend school for a determined period of time.
  - d. Each absence during a suspension is un-excused; however, all academic work must be made up without credit.
  - e. Students completing their suspension will henceforth be placed on probation for a minimum of six weeks.
  - f. Probation gives the student an opportunity to correct a serious problem by correcting attitudes and behaviors.
  - g. When a teacher and administrator observe that a student is headed for probation for other than a serious overt act worthy of immediate probation or suspension, a written precautionary discipline notice will be provided to parents.
7. Expulsion: if the student's attitude, behavior, or level of effort do not improve to a satisfactory level and it is inadvisable for the student to remain in the school, the student will be expelled from the school.
- a. The term of expulsion is for the remainder of the school year.
  - b. Expelled students may be allowed to re-enter school the following year if they have demonstrated a marked improvement in their attitudes and behavior.
8. Decisions regarding consequences such as Disciplinary Probation, Suspension, and Expulsion are the exclusive authority of the Principal & the Administrator. A decision to administer any of the above would come only after one or more conferences with the student, the parents, and the teacher.
9. The Administration has the authority to suspend a student (in grade seven through twelve) for any of the following behaviors:
- a. Insufficient academic progress, as a result of the student's deliberate refusal to make a conscientious effort to learn.
  - b. Continued and deliberate disobedience.
  - c. A rebellious spirit which is unchanged after counseling and prayer with the parents and teacher.
  - d. A continued negative attitude and bad influence upon other students.

- e. Committing a serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school.
  - f. Failure of the parents to comply with the disciplinary procedures of the school.
  - g. Instigating or participating in a fight or assaulting another student: both participants will be suspended at least one day. The person determined to be the instigator may receive additional days of suspension.
  - h. Obscenity: this includes profanity, pornography, written words, “sign language” and obscene artwork. Profanity includes God’s name as a curse word, any vulgar sexual reference, inappropriate reference to bodily functions or body parts, and offensive “four-letter” words.
  - i. Verbal threat or harassment.
  - j. Physical violence against another student or a faculty/staff member.
  - k. Possession or use of knives or puncture devices or blunt instruments: any weapon or device used as a weapon.
  - l. Possession or use of any fire starters such as matches or cigarette lighters or any unauthorized starting of a fire.
  - m. Possession or use of any tobacco products or paraphernalia, such as lighters, e-cigarettes or rolling paper.
  - n. Possession of or use of alcohol or any drugs not prescribed for the student or giving alcohol or any drug to another student (including sharing a prescription drug with someone for whom it was not prescribed).
  - o. Exchanging, possessing, using, or being under the influence of alcoholic beverages.
  - p. Inappropriate display of affection with another student, including hugging, kissing, inappropriate touching or other displays of affection, whether or not by mutual agreement.
  - q. Cheating, lying, and/or other types of dishonesty. Cheating includes plagiarism, copying or loaning homework, discussing or copying of specific test or quiz content with or from another student, possession or perusal of teacher test keys or manuals. Cheating may also include talking while testing, use of unauthorized test aids such as cell phones, smart watches, calculators, notes, or formulas. When cheating has been confirmed, the student’s grade on that assignment, quiz or test will be zero.
  - r. Stealing from students, from teachers, or from school materials.
  - s. Intentionally setting off an unwarranted alarm.
  - t. Leaving the campus without permission.
  - u. Improper driving or use of cars on campus.
  - v. Charge or conviction of having committed a misdemeanor or a felony.
  - w. Violating the Student Commitment.
10. The Administration has the authority to expel a student (in grade seven through twelve) for any of the following behaviors:
- a. Possession, distribution, or use of illegal or prescription drugs, alcohol or tobacco.
  - b. In rare cases, if strong evidence indicates that a student has used an illegal drug or tobacco, the administration may request testing to substantiate the presence of the substance or the person’s innocence.
  - c. Failing a test for nicotine or illegal drugs, or refusing to take a test for suspected usage: students may be requested to undergo a test for the use of a drug or tobacco, as determined by the Administration.
  - d. Possession of firearms.
  - e. Violence or threat of violence with any weapon.
  - f. Sexual assault.
  - g. Serious sexual misconduct.
  - h. Pregnancy or responsibility for pregnancy. Abortion or responsibility for abortion.
  - i. Physical assault against a faculty member.
  - j. Legal charges by law enforcement authorities with a drug violation or a DUI.

- k. Threatening to blow up the school or school property or to assault any person.
  - l. Incompatibility with the student body, faculty, and philosophy of CAC, as carefully determined by the faculty and administration.
  - m. A third suspension will result in expulsion, at the discretion of the Administration.
11. The Principal and Administrator may immediately expel a student for a serious, overt act.
12. It will be the exclusive decision of the Principal and Administrator place on disciplinary probation, suspend, or expel any student at any time with due cause.

## **STUDENT COMMITMENT**

Christian Academy of Carrollton is committed to the teachings and principles clearly presented in the Bible and is dedicated to the glory of God. Such commitment dictates that there should be a direct relationship between what a Christian student believes and how he/she behaves. It is expected that you will at all times live in accordance with what our school represents and believes. Since the behavior of each and every student on and off campus directly affects the reputation of the individual student, their family, Christian Academy of Carrollton, and the Lord Jesus Christ, it is necessary to place strong emphasis on critically important behavioral standards. In particular, students at this school will not use alcohol, drugs, or tobacco; disrespect authority or property; possess weapons or any item giving the appearance of a weapon on school property or at any school activity; engage in improper sexual behavior; or speak or act in any obscene or profane way. Students will be expected to honor God and His Word, respect the United States of America, and show respect to all school personnel. Furthermore, students agree that faculty/staff, school administration, and/or the school board will employ discipline as they deem wise and necessary, and that disregard for these rules will result in disciplinary action including possible suspension or expulsion. This applies to school and non-school related activities where such unacceptable behavior would have an adverse effect on the testimony of the school, God, and His Word.

Students in grades 7-12 each year will sign the Student Commitment, indicating they understand the nature of the spiritual, behavioral, and academic standards of Christian Academy of Carrollton, and agree to be held accountable for any violations of these standards. Their signature further evidences their desire to be a member of the Christian Academy of Carrollton student body.

## **Anti-Bullying Policy**

Christian Academy of Carrollton seeks to educate students from a biblical perspective, which teaches us to love one another as Christ has loved us (1 John 4:11). Bullying does not reflect Christ-like love and respect, and all forms of bullying are prohibited.

Bullying is defined as an instance in which one or more people use power in a willful, deliberate manner, bringing repeated hurt or harm to another individual. It is a pattern of repeated behavior rather than a single act, targeted at a specific victim or victims. Bullying generally falls into one of four categories: physical, verbal, emotional/mental, and social.

- Physical: use of body to harm another's body or personal property
- Verbal: uses of words or threats to harm another person
- Emotional/Mental: use of nonverbal harm to another's self-concept (i.e. ignoring, isolating, excluding).
- Social: use of peer relationships to harm another's group acceptance

CAC personnel evaluate suspected cases of bullying to determine the frequency of occurrence and the evidence of intentional harm. An administrator will investigate the report of bullying by talking with whoever reporting the bullying, the teacher in charge, and whoever is suspected of bullying. After gathering information the administrator and teacher

will determine an action plan to resolve the situation. Discipline will be administered depending on the nature of the offense, the frequency of commission, and the attitude of the student.

Bullying is a serious offense and will be treated as such. If the Principal determines the action to be bullying, he/she will decide appropriate disciplinary action. Consequences may include parent meetings, detention, suspension, or expulsion, or any other punishment deemed necessary. Refer to the school Methods of Discipline. The Principal or teacher will notify parents of both the accusing and the accused persons regarding the situation and the steps that will be taken for resolution. This may take place via phone, in person or through a written report. School officials will then monitor the situation to ensure that resolution has occurred.

Christian Academy of Carrollton, KY

SPECIAL NOTE

TO: Parents, Guardians and School Employees

FROM: Katie Matson, Administrator and LEA Designee

SUBJECT: Asbestos Management Plan

July 1, 2019 – June 30, 2020 Academic School Year

This notice is posted to assure you that the Christian Academy of Carrollton is in compliance with both national and state regulations and laws relating to building materials which may contain asbestos that have been historically used in building construction in past years.

An inspection for building materials for asbestos has been completed for all school buildings owned, leased or otherwise occupied by Christian Academy of Carrollton. A certified inspector has conducted this inspection, and any material samples (if required) were evaluated by an accredited laboratory. Building materials containing as little as two percent (2%) asbestos or assumed positive have been identified and made part of an Asbestos Management Plan for Christian Academy of Carrollton. As a result of this inspection, no asbestos containing building materials were found to be present in our buildings.

A complete Asbestos Management Plan for Christian Academy of Carrollton is available for review at the Administrator's office during regular business hours.

We will continue to notify you at least once each year of the status of the Asbestos Management Plan. Should it become necessary, more frequent updates will be issued. Every precaution will continue to be utilized in order to protect the well-being of students and employees of Christian Academy of Carrollton.

  
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Mrs. Katie Matson, Administrator