

# **CAC** | **CHRISTIAN ACADEMY of CARROLLTON**



**2024 - 2025**

## **PARENT / STUDENT HANDBOOK**

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**CHRISTIAN ACADEMY OF CARROLLTON**  
**PARENT AND STUDENT HANDBOOK FOR 2024-2025**

**I. INTRODUCTION**

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 the Christian Academy of Carrollton (CAC) for their children.

**A. 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.

**B. 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. 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.
6. 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.

This 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.

## C. 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.

## D. 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. (Also 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 that 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 everything 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.

## E. 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 are encouraged to get involved in a community service project or mission project throughout the year. Students will be awarded the Presidential Volunteer Service Award after volunteering at least 50 (fifty) to 100 (one hundred) hours of service, logged by students, during a year assisting people and projects.

## F. STATEMENT REGARDING CHRISTIAN MORALITY

The Christian Academy of Carrollton is open to anyone interested in securing a Christian education, from three-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 apply themselves honestly and wholeheartedly 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 activity 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 whether the individual is a genetic male or a genetic female.

## II. ADMISSIONS AND FINANCES NON-DISCRIMINATION

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 online through Sycamore Education. All prospective students must take an entrance test to assure that they are being placed in an academic environment in which they are prepared to succeed.

### A. TESTING

1. Pre-kindergarten (3 & 4-year-olds) has a prerequisite of turning 3 or 4 by August 1. No testing involved.
2. Kindergarten (5-year-old) has a prerequisite of turning 5 by August 1.
3. Kindergarten through 12<sup>th</sup> grade applicants must take a readiness test before being accepted as a student at CAC. The current cost is available in the school office and is due prior to the testing. Results will be available soon after testing.
4. The actual test will be entered into the student's records and will remain private.
5. 1<sup>st</sup>-12<sup>th</sup> grade placement test will be taken on a school computer and can take up to 3 hours to complete. The test will cover Math Skills, Reading Comprehension, and Language Arts (grammar, parts of speech, punctuation, etc.) Results will be available immediately after testing. Parents will be given an analysis sheet. The actual test will be entered into the student's records and will remain private. Teachers will be given access so they can develop a plan to help the student make a good adjustment.

### B. REGISTRATION FEES (PER CHILD)

Early Registration paid before April 12, 2024	\$200.00, not to exceed \$450.00 per family.
Registration Fee plus ACSI Fee	\$250.00, not to exceed \$600.00 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 enrollment or re-enrollment 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 certificate, and a copy of the student's social security card must also be submitted to the office. A student's past year tuition must be current before registration for a new year is totally valid.

All students must have the following documents on file:

- Birth Certificate
- SSN
- School Physical (updated for 6<sup>th</sup> grade)
- Up-to-date Immunization Certificate (updated for 6<sup>th</sup> & 11<sup>th</sup> grades)

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.

### C. TUITION RATES AND FEES

#### Policies

We understand that tuition and other fees are necessary in order for CAC to successfully fulfill its mission. We commit ourselves to promptly meet our financial obligations in accordance with Biblical stewardship. We also understand and agree to comply with the following tuition policies:

1. *Upon enrolling my child at Christian Academy of Carrollton I hereby agree to pay my tuition and activity fee where applicable on a monthly basis and in a timely manner. I will pay it in one of two plans. The first plan is ten (10) equal monthly payments beginning August 1 with the final payment due May 1. For the ten (10) month payment plan payment may be made in advance, however, please remain aware of when your next payment will be due since reminders will not be sent. Statements will only be sent to those accounts with overdue balances. The second plan is one (1) payment at a 3% discount.*
2. *The registration fee is non-refundable unless we are unable to accept the enrollment of your child.*
3. *Family accounts with multiple students will be treated as one account.*
4. *Tuition payments are made payable to the Christian Academy of Carrollton. Accepted forms of payment are cash, checks, and credit/debit cards (3% + \$0.10). There will be a \$30 processing fee for any returned checks.*
5. *The school will provide a 10-day grace period for tuition payments, but any payment made after that grace period will incur a **10% late fee on any outstanding charges remaining on your account.***
6. *Tuition payments two months past due will also be assessed as a \$20.00 late fee.*
7. *A delinquent account of more than thirty (30) days will prohibit the student from returning to CAC until the account is brought up to date.*

#### Fair Share Agreement

1. We understand that the costs involved in operating Christian Academy of Carrollton significantly exceed the amount charged in tuition and fees. Therefore, we agree to do our Fair Share to bridge the gap between costs and tuition. We pledge to prayerfully consider supporting the ministry of the school. This Fair Share can be met through voluntary tax-deductible gifts to Christian Academy of Carrollton and through participating in fundraising activities.
2. Volunteer hours - each family is required to volunteer for at least 10 hours per school year or pay the equivalent of \$30 per hour at the end of the school year. Volunteer hours are logged into Sycamore under the individual family account. There are a number of ways to earn hours listed from which to choose. If the hours served are not listed, choose miscellaneous and provide a detailed explanation. Hours will be checked monthly by the administration for approval.

The following are rates for the first child and each additional child per family enrolled at the Christian Academy of Carrollton:

(Tuition rates are subject to change based on contributions, fundraising revenue, and financial needs of the school.)

	Year	Month
<b>K3 - K5 Half Day</b>	\$3500	\$350
<b>K3 - K5 Full Day</b>	\$4500	\$450

<b>1<sup>st</sup> - 8<sup>th</sup> Grades</b>	\$3900	\$390
<b>9<sup>th</sup> - 12<sup>th</sup> Grades</b>	\$4100	\$410

<b>MULTI-STUDENT DISCOUNT (all grades)</b>	
Oldest Student	Regular Tuition
Second Oldest Student	-\$150/year (-\$15/month)
Third Oldest Student	-\$300/year (-\$30/month)
Fourth Oldest Student	-\$450/year (-\$45/month)
Fifth Oldest Student	-\$600/year (-\$60/month)

<b>BOOK FEES</b>	<b>By June 27</b>	<b>Normal Cost</b>
K3 Half day	\$220	\$225
K3 Full day	\$256	\$261
K4 Half day	\$300	\$327
K4 Full day	\$338	\$363
K5 Half day	\$439	\$483
K5 Full day	\$476	\$520

<b>BOOK FEES</b>	<b>By June 27</b>	<b>Normal Cost</b>
1 <sup>st</sup> Grade	\$626	\$700
2 <sup>nd</sup> Grade	\$555	\$615
3 <sup>rd</sup> Grade	\$588	\$656
4 <sup>th</sup> Grade	\$631	\$704
5 <sup>th</sup> Grade	\$615	\$683
6 <sup>th</sup> Grade	\$605	\$672
7 <sup>th</sup> Grade	\$585	\$647
8 <sup>th</sup> Grade	\$602	\$665
9 <sup>th</sup> Grade	\$769	\$872
10 <sup>th</sup> Grade	\$732	\$829
11 <sup>th</sup> Grade	\$720	\$814
12 <sup>th</sup> Grade	\$632	\$716

#### **D. TERMS FOR TUITION PAYMENT**

Tuition is a yearly fee which may be broken into ten (10) equal installment payments to assist parents with a more manageable payment plan. Tuition may be paid in a lump sum (3% discount), or in ten (10) equal monthly installments beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>. A 10% late fee will be assessed on any account paid after the 10<sup>th</sup> of the month. Tuition payments two months past due will be assessed as 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 is given toward the current month's installment. A child may not be registered for a new year until all tuition from the preceding years is paid in full.

For children enrolled throughout the school year after August 1<sup>st</sup>, 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.

**E. SERVICE HOURS**

Every family is required to acquire 10 service hours (equivalent to \$300) by volunteering. Athletic hours also qualify for service hours. To claim service hours, the family member needs to log onto Sycamore and click on "Specialties." Chose the service accomplished and number of hours. Service hours for donated food must not be for the benefit of an individual class for things like birthdays or class appreciation. Parents are responsible to log their service hours into Sycamore as family service hours and not as student service hours.

**F. WITHDRAWALS**

If 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.

If a student leaves after the school year has started, there will be no refund for books or materials. 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 nonrefundable. 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. An exit interview must be scheduled with the administrator to complete the withdraw process.

**G. 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 Penny/Silver 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.

**H. THE SCHOOL DAY SCHEDULE**

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 5 <sup>th</sup> Grades	8:00 AM	2:55 PM
6 <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

## **I. THE FIRST DAY OF SCHOOL**

Transition to school is an exciting time for young children and their families. During the first two days of school, parents are encouraged to bring their K3, K4, or K5 child to the classroom and quickly say their goodbyes. On the third day of school, it is best for parents to drop off their children in the gym, and then leave promptly. 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 (unless ordering hot lunch), and a book bag each day.

## **J. TRANSPORTATION**

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.

## **K. PLEDGES AND DEVOTIONS**

The school day begins with pledges and Bible devotions. Students bring their Bibles (provided with books) to class for daily devotion and Thursday 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.

# **III. SCHOOL DAY PRACTICES AND PROCEDURES**

## **A. ACCESS TO THE BUILDINGS**

The school buildings will be open at 7:30 a.m. each morning with teacher supervision provided in the Gym. Parents are not allowed to drop a child off before this time. Students dropped off before 7:30 a.m. and as early as 7:00 a.m. (cost of \$3) must report to Before Care and will be charged the normal fee (cost of \$3 per day). Arrangements for our Before Care services must be made in the office.

Eating breakfast after arriving at school is inappropriate. Parents should arrange for students to eat at home. If a student has not finished his/her breakfast upon arriving in the parking lot parents should take a parking spot and let their student finish eating in the car.

Middle and High School students are to report to their classes from 7:30 a.m. and before 7:50 a.m. which is the starting time for home room.

A teacher leads the Middle and High School students to their home rooms at 7:40 a.m. 6<sup>th</sup>-12<sup>th</sup> students are considered tardy after 7:50 a.m. and must get a tardy slip from the office. Students need to be in their seat and ready to begin class at 7:50 a.m.

Elementary teachers will lead their students to the classrooms at 7:50 a.m. each morning. Students who arrive after 7:50 a.m. will proceed directly to the office. Office staff will ensure these students get to their classrooms. K3, K4, K5, 1<sup>st</sup>-5<sup>th</sup> students are considered tardy if arriving after 8:00 a.m. Students will need to get

a tardy slip from the office before entering class. Students need to be in their seat and ready to begin class at 8:00 a.m.

## B. 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 may be subject to penalty as imposed by the truancy office due to excessive absences.
2. Punctuality: Being on time to school and class is essential. Class begins at 7:50 a.m. for students in the 6<sup>th</sup>-12<sup>th</sup> grades. Class begins at 8:00 a.m. for students in morning kindergarten and in the 1<sup>st</sup>-5<sup>th</sup> 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.

- a. Tardiness - after three unexcused tardies, each subsequent unexcused tardy will lower the attendance grade by five points. At the beginning of each nine-week session, each student will start out with a 100% attendance grade. If a student has an “F” in attendance, the next term he/she along with a parent will have a meeting with the Administrator to establish a plan to improve attendance.
- b. Absence – after two unexcused absences, each subsequent unexcused absence will lower the attendance grade by ten points.
- c. Determinations when arriving late or leaving early:

Time Arriving (Checking in)	Determination
(K3-5 <sup>th</sup> ) 8:00am – 11:29am & (6 <sup>th</sup> -12 <sup>th</sup> ) 7:50am – 11:29am	AM Tardy
11:30am – 12:00pm	½ Day Absent
12:01pm – 3:00pm	Absent

Time Leaving (Checking out)	Determination
8:00am – 11:29am	Absent
11:30am – 1:29pm	½ Day Absent
1:30pm – 3:00pm	PM Tardy

3. 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” to enter class. A note or phone call from a parent stating the reason for the tardy should be presented to the office staff at the time the tardy occurs so that a determination may be made as to whether the tardy is excused or unexcused. If no communication is received by the office, the tardy may be counted unexcused regardless of the reason.

Students in grades 6-12 who arrive late are responsible for seeing their teachers 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 the work.



4. Students in grades 6-12 who are late to classes during the day must get a tardy slip from the current teacher to deliver to their next hour teacher. Teachers will not accept tardy students to class without a tardy slip.
  - a. 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.
  - b. After the fifth lunch detention, the student will receive a one hour after-school detention for each class tardy and will pay \$10.00 to the after-school detention staff member.
  
5. Definition of Absences: absence for a class period is defined as missing 15 minutes of class time (MS/HS). Absences due to school-sponsored activities will not be included in the cumulative count. Absences for personal illness, etc. will be included in the cumulative count. If the student misses fifteen minutes or more of class for an early departure, 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. If an absence was cleared with administration 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 unexcused.

Students attending speech therapy will be counted present with no tardies as long as a note is provided to the office.

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

- a. Personal illness
  - b. Death in family
  - c. Emergency deemed excusable by the administration
  - d. Any other reason excused by administration before an absence occurs
  - e. Students in grades 11 and 12 are accorded up to three excused days per year for college visits. Such visits do count against overall attendance but are excused absences.
  - f. Family trips – limit is 5 days per school year. Students must acquire a **preapproved absence form** in the office or on Sycamore under document tab, that must be signed by the Administrator.
  - g. Some transportation issues as excused by the Administrator.
- 
6. After a student has accrued ten (10) absences during a semester or twenty (20) absences during the year, the student will be placed on probation which means they will be exempt from all extracurricular activities for 2 (two) weeks 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. 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. Student must provide a medical form signed by a doctor.
  
  7. After twenty (20) 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/Administrator for additional information.

8. After School Procedures – K3-K5 will be dismissed at 2:45 p.m., 1<sup>st</sup>-2<sup>nd</sup> at 2:50 p.m., 3<sup>rd</sup>-5<sup>th</sup> grade at 2:55 p.m. 6<sup>th</sup>-12<sup>th</sup> are dismissed at 3:00 p.m. **Students must be picked up no later than 15 minutes after their dismissal time; students will report to After School Care if not picked up within 15 minutes after their dismissal time.**
- In an emergency situation, parents will be charged for the use of After Care. Students must be under adult supervision after dismissal times.
  - Students will meet with the Administrator the next school day for discipline if they fail to report to After Care and are discovered to be without adult supervision.
  - Students must go home in the same way they came to school unless a note signed by a parent/guardian is brought to the school office and signed by school personnel. They may not walk around off campus to avoid After Care.
  - A student who misses his/her ride is not permitted to walk home (without written permission by a parent) and must report to the school office. They shall call a parent and arrange to be picked up. If they are not picked up within 15 minutes after their dismissal time, they must report to After Care.
  - Leaving school grounds at any time for any reason without permission is not tolerated.
  - Please pick up students on time. The grace period (15 minutes) is only for emergency situations.
  - Students should not loiter in the parking lot after school.

#### C. SICKNESS

- Students must check out and go home if they have a fever (100°).
- When a student goes home or stays home with a fever, they must be fever free without the help of medicines for 24 hours before returning to school. **If they return before the 24 hours the parents/guardians will be contacted and required to pick the student up from school until the following school day.**
- Students must check out and go home if they vomit.
- Please keep your student home if they feel ill.
- If student requests medicine more than two (2) consecutive days they will need a doctor's note on file indicating that multiple days of medication usage is recommended.

#### D. 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 administration before it occurs regardless of whether that absence will be excused or unexcused; then the parents should notify the respective teachers with a written notice so they may plan for the child's absence. A note needs to be sent with the student to let the teacher and the office know of any absences or appointments to leave school.

#### E. 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 period.

#### F. 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 result in a "0" and 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. The student had long-term notification and time to complete the work.

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.

#### **G. DRINK POLICY**

1. Water is the only beverage that may be consumed by students throughout the day at school. Other beverages are allowed only at lunch (or snack for K3/K4/K5). These are NOT allowed: energy drinks, sodas, and any caffeinated beverage.
2. Energy drinks should not be brought to school. Also, no beverages from restaurants or coffee shops should be brought into the gym or school.
3. Students may not carry opened drink containers through the school.
4. Students may carry, keep at their desk, and drink water. The water must be kept in a sealed bottle. The bottle must be kept sealed when not drinking from it. Students should not constantly be sipping on their water.
5. Students must not use glass water bottles.
6. High School students may drink soft drinks.

#### **H. LICE POLICY**

Pediculosis (head lice): a child cannot attend classes until treatment has been administered and no nits are present. In a severe case a certificate from the family doctor may be required. If lice (nits) are found the student will be sent home and will be checked again when returning.

#### **I. BOOKS**

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

#### **J. 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 local industries and businesses must sign out each afternoon when they leave for their assignments. Qualification requires a grade point average of “B” (3.0) or higher for local industries and businesses. The students must have excellent attendance records. To continue their participation, they must consistently arrive for school on time each morning (doctor’s excuses must be given for exceptions to this rule). Students doing a co-op off campus must sign out of school each day for tracking purposes.

Any junior with excessive tardies or absences throughout high school and does not have a 3.0 GPA or higher will be ineligible to co-op in his/her senior year. Smaller companies might accept a Co-op student with a 2.75 or higher GPA.

A senior who has four or more unexcused tardies 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. Co-op students’ work is assessed by the employer and the grade is entered on their report card.

#### **K. DRIVING PERMIT REQUIREMENTS**

No student will be allowed to get a 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 a permit.

#### **L. STUDENT DRIVERS**

1. Student drivers must complete a Student Driver Contract at CAC. Student drivers are not allowed to transport non-siblings unless special permission is given by the Administrator.
2. Student drivers must park in the lower gravel lot during school hours.
3. Student drivers must drive 10mph or less in the school parking lot.
4. A student driver’s permission to drive may be revoked or suspended by the Administrator if they are suspended from CAC for any reason.

#### **M. DISMISSAL PROCEDURES**

At the end of the day all teachers must take their students to the pick-up locations. Students will have their books and be prepared to be dismissed to their rides. Students not picked up by 3:15 will go to the after-school care program. Parents will be charged for after-school care due at pick up.

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 on the grass or on the hills. They must also not play in the parking lot or GaGa ball pit.

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, 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.

#### **N. 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 administration. Any student who drives his own car is not permitted to return to his/her car or any other car without permission 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 office staff 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: the office staff will deliver medications to the classroom for students to take. All medications taken while on campus must be kept in the office. When a child is ill and must stay in the office or designated area, he/she will be considered absent from class.

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

#### **A. 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. Many of our families come from other counties and may have more severe weather than Carroll County. CAC may not be able to account for this when determining closings and delays but will work with such families regarding tardiness and absences.

Please remember when Bright Arrow sends you an invitation text to opt in by responding yes to the 79041 text. You must contact the CAC office to add other family members to this service. Closures and delays will be communicated by 6:00 a.m. through Bright Arrow.

Since the CAC delays and closings are not identical to that of the public school, along with Bright Arrow messages parents can 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 K3, K4, and K5 morning classes will be cancelled. However, the all-day K3, K4, and K5 classes will meet beginning at the delayed start time.

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.

## **B. 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.

Families should plan family trips and vacations around school holidays and avoid taking students out of class during the school year. Each student is limited to 5 excused absences for unavoidable family trips and after reaching that limit will receive an unexcused absence for each day missed.

Parents are required to turn in a pre-approved absence form for planned days out of school. This form must be turned in 2 weeks in advance and be approved by the Administrator to result in an approved absence.

**Determining GPA – high school courses taken will produce a GPA score based on letter value: A = 4.00, B = 3.00, C = 2.00, D = 1.00. College-level courses will be assessed 1 grade above what the college/university awards (example: a college-level A will equal 5.00 GPA points).**

## **C. EVENING EVENTS**

All students are required to attend some evening events, which may include the Christmas program, the school-sponsored Live Nativity Scene at the Courthouse lawn, the spring program, 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 for 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 the dress code.

#### **D. CHAPEL DAY**

All students are required to attend chapel services and other assemblies. Chapel will be held on Thursdays for Elementary and MS/HS after morning exercises. Students must wear their chapel dress uniforms unless otherwise notified. Students in 3<sup>rd</sup>-12<sup>th</sup> grades are required to bring a Bible. Mission or community projects may take place during the week.

Pastors from the community and staff will be asked to provide chapel services for 30 minutes on chapel day starting at 8:00. Chapel is a time of group worship. Students are to be on their best behavior, participating appropriately in each portion of the service. Any student not bringing a Bible will have two points taken away from Bible class. 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.

#### **E. JEANS DAY**

Jeans Day will be the last school day of each week. Students may wear casual uniforms, or they may wear jeans with a uniform shirt, approved CAC t-shirt, or uniform blouse, unless otherwise notified. To participate in Jeans Day, \$1.00 must be given to the homeroom teacher to go towards the high school mission trip fund or other class projects if jeans are worn. An appropriate T-shirt has short or long sleeves and non-worldly artwork. The jean rules found in this handbook must be followed. Occasionally, student apparel may vary in accordance with the theme for the day.

#### **F. DRESS DOWN DAY**

Dress Down Days will differ from jeans day in that students will dress according to a theme such as farmer day, tropics day, or sports day. Occasionally there will be no theme and students will be allowed to wear whatever they desire within the spirit of the school dress code. Example: shorts to the knee, sleeves on shirts, no low-neck lines, etc. These special dress down days will cost \$5.00 and will be scheduled no more than once per month. The funds raised will go for special groups such as the Student Council or Jr./Sr. trip, etc. Guidelines for special dress down days will be jeans and an appropriate top such as T-shirts (no worldly signage) or collared shirt of any kind.

#### **G. HOMECOMING SPIRIT WEEK**

During the week of CAC's Homecoming (generally held in February), there is a school-wide Spirit Week celebration. Students are welcome to participate in the themed dress-up days. Themes are subject to change each year, but some previous themes have been USA Day, Decade Day, Camo Day, and Purple & Gold Day. There are specific criteria to follow, so please refer school dress code guidelines in this handbook for details on what is appropriate to wear for Homecoming Spirit Week.

#### **H. 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 participate in field trips, 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. In order for a parent to chaperone or participate in a field trip they must have a recent (5 yrs.) and approved background check on file at the school. The cost of getting a background check is \$25 which is good for 5 years. Chaperones may not bring other children who are not in the class going on the field trip. Teachers reserve the right to limit the number of chaperones that go on a trip.

- 4<sup>th</sup> grade – spring trip to Kentucky State Capitol in Frankfort, KY.
- 7<sup>th</sup>-8<sup>th</sup> grades Washington DC every 2 years.
- 11<sup>th</sup>-12<sup>th</sup> grades missions' trip
- Other possible trips not preplanned by grade:
  - Cincinnati Zoo or Louisville Zoo
  - Cincinnati Museum Center
  - Arboretums and Botanical Gardens
  - Aviation Museum in Lexington
  - Mammoth Cave
  - Big Sandy Heritage-History Center Museum

#### **I. RECESS**

Teachers try to schedule a recess each day for both the younger and older elementary grades. In addition, the younger grades (K3-4<sup>th</sup> 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, gloves, and/or mittens. A student may be kept inside another class if not dressed appropriately.

All students are expected to participate in any outdoor recess. 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.

### **V. LUNCH INFORMATION**

- Lunchtime is from 11:30 a.m. to 12:00 p.m. for all grades.
- CAC does not provide a free meal service to students.
- Students bring their own lunches to school, or they may order from CAC's Lunch Program.
- If lunch is brought from home, it should be in a lunch box or brown paper bag with the student's name on it.
- Through the Lunch Program, local restaurants provide meals on Tuesdays, Wednesdays, Thursdays, and Fridays, for a fee.

#### **A. LUNCHTIME CONDUCT**

- 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.
- Students are responsible to keep their lunch area clean.
- Home Room teachers will discuss additional rules of conduct during lunch time.

#### **B. LUNCH PROGRAM**

- Parents complete lunch order forms and specify which meals they are ordering. The school receives lunch order forms on Monday mornings by 8:30 a.m.



- There is a specific process to follow when ordering, so please refer to the instructions below to ensure orders are placed accurately.
- This lunch program operates through the selflessness of parent volunteers and their dedication to the school and its mission. These parents volunteer to receive, count, and process the orders, pick-up the meals, and deliver the lunches to the classes.
- If any parent or family is interested in helping with this lunch program, please contact the school office.

**C. ORDER FORMS**

- Order forms are sent home periodically throughout the school year and are always available at the school office.
- Order forms may also be printed from the school website or on the documents tab on Sycamore.

**D. ORDER FORMS DUE**

- Lunch fees and forms for the week are due on Monday mornings by 8:30 a.m.
- Parents are requested to complete their forms before coming to the office because the office is congested on Monday mornings; completing the form in the office causes unnecessary overcrowding.

**E. HOW TO ORDER**

- Order forms must be filled out properly to ensure the order is placed correctly.
- Order forms must be filed out before the start of the school day so that the student may hand it to his/her teacher at the start of class.
- Correct ordering procedure – In blue ink, please write the student’s name and grade at the top of the form and **circle/highlight** the following: **item** ordered, **choice** (where applicable), and **price** of each item ordered; finally, write in the total at the bottom of the form. *(See next page.)*

Name: John Doe Grade: 3rd  
 (circle and highlight all that apply)

<u>TUES - COOPER'S</u>	<u>CHICKEN</u>	<u>\$4.50</u>
<u>WED - HOMETOWN</u>	<u>CHEESE</u>	<u>\$5.00</u>
	<u>PEPPERONI</u>	<u>\$5.00</u>
<u>THUR - SUBWAY</u>	<u>TURKEY</u>	<u>\$4.50</u>
<u>FRI - MI VIEJO</u>	<u>QUESADILLA</u>	<u>\$4.50</u>
Amount Enclosed	=	<u>\$18.50</u>

SAMPLE

- Fill out a separate form for each student’s order and have each student turn in their lunch order to his or her teacher.
- Please be sure to secure the money and order form in a zip baggie or sealed envelope.
- Handwritten order forms are NOT accepted.

**F. RESTAURANT LUNCHES**

- Restaurant lunches may be made available through the office. Orders and payment must be brought to the teacher at the start of the day on Monday. Prices vary but meals range from \$5.00 to \$5.50.
- Emergency lunches are available through the office when a student forgets his/her lunch. Emergency lunch is not meant to substitute as a lunch program. Emergency lunch will consist of something like crackers and applesauce.

#### **G. FAMILIES WITH MULTIPLE STUDENTS**

- One order form per student must be filled out and handed in to his/her Homeroom teacher.
- Do not place order forms for multiple students in one envelope. Orders are processed and tallied by class and not by family.
- You may put the money for all your students in one student's envelope (the oldest or most responsible child). However, PLEASE make a note on the rest of your students' lunch order forms that payment is with the specified sibling's form.

#### **H. LUNCH OPTIONS**

- Lunch prices, lunch providers, lunch meals, and lunch days may vary from year to year.
- Lunch prices are subject to change.
- The meals available to students through the Lunch Program are NOT customizable.

#### **I. PAYMENT**

- Payment: Cash or checks are the only accepted forms of payment.
- Families with multiple students (See G above)
- Overpayment: No change will be given or carried over to the following week. Overpayment will be considered as a donation to the school.
- If a check "bounces," CAC will no longer accept checks from the family and will be moved to cash payments indefinitely.
- Please send in the *exact amount* of cash or checks only – no change will be given.

#### **J. STUDENT ABSENCE**

- In the event the child is absent or sick on the lunch ordering day (Mondays), please call the office to place the order before 8:30 a.m. and send in the order form and payment the following day.
- During the week, if a lunch has been ordered, and the student is not at school, then the parent may call the office before 9:00 a.m. the day of the absence to arrange pick up of the lunch. If the office is not informed by 9:00 a.m., then the meal will be forfeited.

#### **K. BRINGING OUTSIDE LUNCH**

- 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.
- If a parent does bring lunch for a student at lunchtime, the lunch should be given to the office staff. The lunchbox/restaurant bag should be marked with the student's name and grade so it will be given to the correct student.
- Lunches brought in after the lunchtime period (11:30 a.m. – 12:00 p.m.) will not be given to the student because it takes away from his/her class time or recess time.

#### **L. IF A STUDENT FORGETS LUNCH**

- The student may call his/her parent(s) from the office phone before 10:30 a.m. to let the parent know the student does not have lunch. This will allow the parent to bring a lunch in time for the lunch period (11:30-12:00). The student will be given cheese crackers or peanut butter crackers and applesauce if a lunch is not brought before the lunch period. The lunch period will not be extended due to forgotten lunch.

## M. CREDITS/REFUNDS

- Volunteers invest their time to manage this lunch program. If school is cancelled or the program is otherwise interrupted, CAC has not been able to process refunds or credits with the current system. Therefore, these rules have been implemented.
- CAC will NOT issue credits or refunds for lunches.
- There are no credits/refunds for snow days, alternative learning days, or scheduled field trip days.
- No change will be given or carried over to the following week due to overpayment.
- CAC will not hold money for parents who want to pay more than one (1) week at a time.

## VI. OFFICE MANAGEMENT

### A. OFFICE HOURS

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

### B. 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 or smart phones at any time. Smart phones, cell phones, smart watches, iPads, iPods, air pods, head phones, electronic games/devices, audio/video recording devices, cameras, calculators, etc. are not permitted at school during school hours. Only during an extreme emergency will there be an exception to this cell phone rule. **If a cell phone is needed, it should be turned off and turned into the office or homeroom teacher as soon as the school begins each day.**

### C. ADDRESS OR TELEPHONE NUMBER CHANGE

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

### D. VISITORS TO THE SCHOOL

- Parents and guests must not enter the hallways or classrooms without signing in at the office window and being given permission.
- Parents and guests must understand that the administration, staff, and teachers oversee all students and must be the ones in control. Visitors must follow their lead.
- All visitors must follow the same behavior guidelines that are set for students. If such guidelines are ignored, they will be asked to leave the buildings.
- Parents and guests must not confront a staff member in front of students or where others might be able to hear the confrontation. They should ask for a meeting that is private.
- In a custody issue the school must have legal documentation on hand to follow requirements.
- Parents bringing homework their children forgot should submit the homework to 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.  
(SEE ADENDUM 2 FOR FULL VISITOR POLICY)

## **E. 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.

## **F. 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 each quarter, all lost and found articles not claimed will be taken to a consignment shop or sold at the CAC used uniform sale.

## **G. EMERGENCY DRILLS: FIRE, TORNADO, EARTHQUAKE, AND SHELTER-IN-PLACE**

Fire drills will be conducted monthly and other drills such as tornadoes, 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. In the case of an actual event such as a tornado or hurricane warning, students will follow through with their training to move to the safest location and position in the buildings. Parents are asked not to come to the school to make sure they are safe. Extra people will likely add to the stress level and possibly create unnecessary panic and chaos. If a parent finds themselves at the school in such an event, they will be asked to position themselves away from the student body in a recommended safe location within the building and to wait until the all clear is given. Students will not be checked out during one of these drills or during a real event.

# **VII. CURRICULUM**

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

## **A. KINDERGARTEN**

The K3-K4 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, community awareness and health, social studies, and current events. The K5 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, community awareness and health, social studies, science, arithmetic, and current events.

## **B. ELEMENTARY (GRADES 1-5)**

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 or keyboarding is generally available for elementary students; general music classes are offered for elementary students; recorder training is generally offered for 3<sup>rd</sup> or 4<sup>th</sup> grade.

## **C. MIDDLE SCHOOL (GRADES 6-8)**

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 7<sup>th</sup> grade. Band instrument lessons, piano lessons, and voice lessons are sometimes available.

#### **D. HIGH SCHOOL (GRADES 9-12)**

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/or physics), foreign language (Spanish I & II), computer I & II, social sciences (American government, civics, and world geography, United States history, world history and cultures, and economics). Electives are taught to supplement student schedules. Examples include 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. Band instrument lessons and piano lessons are sometimes available as needed and are based on the availability of instructors. Students in grades 7-12 may audition to join the school's Worship Team; this group performs during chapel, and during other school programs.

Christian online courses as well as other courses are available for students through "Sevenstar Academy" and Taylor University. The Jefferson Community and Technical College (JCTC) offers online courses as well as in-house college courses. For Indiana residents, they may take in-house courses from Ivy Tech in Madison. It is not recommended for any student to take college classes unless he/she has at least a 3.0 GPA. This is 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 at JCTC in their junior or senior year. Parents must go to JCTC to make arrangements. The same must be done to attend Ivy Tech. 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 or AP 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.

#### **E. PRIVATE MUSIC LESSONS**

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

#### **F. 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 to assure proper time for the books to arrive at CAC for the beginning of the school year. K3, K4, K5, 1st-3<sup>rd</sup> 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. To offset some of the book expenses, a book rental program has been incorporated into the book-fee price in the first to sixth grades for the reader books. A book-fee price is quoted per grade. There will be \$5.00 per day per student fee starting the first day of school, for making copies if books are not bought by the 2<sup>nd</sup> week of school. Also, a book rental fee is part of the 4<sup>th</sup>-12<sup>th</sup> 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 students 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 K3, K4, K5, 1<sup>st</sup>-5<sup>th</sup> 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.

#### G. BACKPACK AND LUNCHBOX POLICY

- Backpacks and 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.
- 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.

#### H. 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 cooperation with the teacher.

In the event a student needs special assistance in getting his/her homework, the extent of this policy will be implemented at the discretion of the teacher and administration to accommodate students and not cause undue stress on the child.

1. A homework offense includes any of the following:

- a. 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.
- b. Incomplete homework
- c. Homework not done
- d. Copying off another student's homework
- e. Allowing another student to copy his/her homework.

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.

2. Homework Offense Policy for 3<sup>rd</sup> Grade Through 5<sup>th</sup> Grades:

- a. **First Offense:** Finish homework during recess.
- b. **Second Offense:** Write homework sentence ten (10) times during recess. Homework not complete will be done following sentences, and if not completed will be added to that night's homework.
- c. **Third Offense:** Write homework sentence ten (10) times during recess. Homework not complete will be done following sentences, and if not completed will be added to that night's homework. Also, two points will be deducted from homework grade.
- d. **Fourth Offense:** Write homework sentence fifteen (15) times during recess. Homework not complete 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.
- e. **Fifth Offense:** Write homework sentence fifteen (15) times during recess. Homework not complete 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. Also, two lunch detentions will be assigned.

- f. **Sixth Offense:** Conference with parents, a half hour detention, and two points deducted from homework grade.
- g. **Seventh Offense through Ninth Offense:** One-hour detention and two points will be deducted for each offense.
- h. **Tenth Offense:** Conference with administration and in-school suspension (-20 pts. Conduct) along with points being deducted from homework grade.

3. Homework Offense Policy for 6<sup>th</sup> through 12<sup>th</sup> Grades:

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.

4. Not completing pretest study guide: 10 points deducted from homework grade for each offense.

- **First Offense:** Incomplete homework is forgiven.
- **Second Offense:** Incomplete homework: Two points deducted from the assignment grade for each offense thereafter.
- **Third Offense:** Incomplete homework assignments: Two points deducted from the assignment grade for each offense. Student must serve a lunch detention.
- **Fourth Offense:** Incomplete homework or ignoring homework for fourth time: Four points deducted from homework grade, and student must serve a lunch detention.
- **Fifth Offense:** 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.
- **Sixth offense through Ninth Offense:** Phone conference with parents, written penalties, and afterschool detentions as above.
- **Tenth Offense:** Conference with administration with a request for an in-school suspension (-20 pts. Conduct Grade).

**I. LIBRARY**

Students are encouraged to use the schoolbook report books. Books should be returned when due. A fine of five cents (\$0.05) 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.

**J. PARENT-TEACHER CONFERENCES**

Parent-teacher conference will be scheduled around the end of the first quarter. 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 teacher by sending a note with the child requesting a conference with the teacher.

**K. GRADING SYSTEM**

The percentage distribution for each letter grade is as follows:  
100-90 A - Excellent



89-80 B - Above Average  
79-70 C - Average  
69-60 D - Below Average  
59-0 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  
U - Unsatisfactory

#### **L. PROGRESS REPORTS**

The SYCAMORE school management system is provided to eliminate the need for continual paper reporting to parents on a child's progress. It is important that each parent be aware of their username and password and know how to log into their child's Sycamore records to monitor grades, homework assignments, attendance, discipline, and the school calendar, as well as to communicate with the teacher.

If a parent or student is having an issue logging in or knowing how to use this system, please contact the office and ask for help.

#### **M. HONORS AND COMPETITIONS**

Each grading period, an honor roll list will be submitted to local newspapers with the names of students who have all "A's" or "A's and B's." An Honor Roll Certificate will be awarded to all students earning the Honor Roll for each grading period. Conduct and attendance grades will not affect honor roll placement.

High School students may be recognized in "Who's Who Among American High School Students," People to People Ambassadors, Duke TIP (Duke University Talent Identification Program), Governor Scholarship, Arts Awards, UK "Rising Scholar," Presidential Silver and Gold Community Service Awards, College Scholarship opportunities, JCTC Dual Credit scholarships (2).

Students are encouraged to participate in competitions. A few of the competitions available are as follows: Conservation Poster & Essay. Also, the Association of Christian Schools International (ACSI) offers several competitions such as: Math Olympics, Poetry, Creative Writing, Speech, Drama, Music and Art. The following school clubs are available as needed and based on available adult leadership: Student Council, Spanish Club, Art Club, Conservation Club, etc.

The following sports are available: archery, basketball, cross-country, and volleyball (golf and tennis are available as needed and based on coach availability).

#### **N. REQUIREMENTS FOR GRADE PROMOTION**

Students are recommended by the teachers and invited by the administration to return the next school year. 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 can proceed to the next grade, the teacher or administration 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.

## O. INFORMATION CONCERNING GRADUATING

### 1. Available diplomas and requirements:

- a. General diploma – meet the standard graduation requirements for the state of Kentucky. (28 credits: 4 English/Language Arts, 3 Social Studies, 4 Mathematics, 3 Science (Physical Science & Biology), 2 Computer, 1 Foreign Language, .5 PE/Health, 1 Fine Arts & Humanities, 1 Bible for each year at CAC, 1 Speech & Drama, 1 Financial Literacy, 6.5 electives including life skills and other courses. This is equivalent to a G.E.D. (A minimum unweighted GPA of 2.0 required.)
- b. Regular diploma – meet the standard graduation requirements for Christian Academy of Carrollton. (28 credits: 4 English/Language Arts, 4 Math (Algebra I & II, Geometry, Pre-Calculus desired or Math Elective such as Consumer or Business Math), 4 Science (Biology, Chemistry, Physics or Anatomy), 3 Social Studies, 1 Bible for each year at CAC, 1 P.E./Health, 1 Fine Arts & Humanities, 1 Speech & Drama, 2 Computer, 2 Foreign Language, 1+ other courses at CAC or college (seniors will either work Co-op or take additional college-level dual credit courses if GPA is 3.0 or higher).
- c. Honors diploma – add to the general diploma requirements: (36 credit hours with at least 13 pre-college curriculum credits including at least 2 foreign language credits, a minimum of 13 courses considered as either college preparatory, AP, or Dual Credit courses. Of the 13 courses, 3 must be AP or Dual Credit with a college grade of “C” or above.
- d. **Determining GPA – high school courses taken will produce a GPA score based on letter value: A = 4.00, B = 3.00, C = 2.00, D = 1.00. College level courses will be assessed 1 grade above what the college/university awards (example: college level A will equal 5.00 GPA)**

2. Graduating with honors. In order to receive this award the student must take and pass a math course above Algebra II with a “C” or above. In order to receive this award the student must have a 3.5 GPA or above and not have a “C” average or below for a semester average in any subject throughout high school. A student will not be allowed to graduate with honors with a “C” or below in conduct their senior year. Students that earn this award will receive a gold cord during graduation which will represent this award.
3. Valedictorian and Salutatorian will be presented only to senior graduates. Anyone 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 throughout high school. The Valedictorian award will be given to the senior with the highest GPA, and the Salutatorian will be given to the senior with the second highest GPA in their class. In the case of a tie, ~~the student that has taken the most difficult courses will be the Valedictorian.~~ **both students with the exact same GPA will receive co-valedictorian awards.**

## P. TESTING

All students K5 through high school are required to take a standardized achievement test each spring. High school students will also take the PSAT each year. Students are encouraged to take the following tests to prepare for college: PSAT, AP, CLEP, ASVAB, SAT, and ACT testing.

## Q. SPORTS

The mission, policies, and procedures for the school’s sports programs are described in the Athletic Handbook. The Christian Academy of Carrollton’s sports teams are generally part of the KCAA (Kentucky Christian Athletic Association). Please see the CAC Athletic Handbook for details about Athletics at CAC.

## R. STUDENT COUNCIL

1. During the first quarter of the school year the High School and Middle School teachers, along with the High School students will vote for students who will make up the student council.

2. The SC will meet with the administration on a schedule set during the first meeting during lunch period.
3. The SC will run for office and will be voted on by their classmates in 9<sup>th</sup>-12<sup>th</sup> grade.
4. SC meetings will be organized and headed by the president (vice president when president is absent). The president will provide an agenda that will be approved by the Head of School.
5. The goal of the SC will be to present ideas for school improvement to the administration.
6. The SC will raise funds for the accomplishment of one of their approved ideas.
7. If a student on SC receives an in-school suspension of any kind, they will serve a suspension period from SC of at least 1 month or more determined by the Administrator. If a student on SC receives an out-of-school suspension, they will be removed from SC for no less than the rest of the school year.

## VIII. DRESS CODE

The goal of our dress code is to establish high Christian standards for our school and our students, which consist of the following:

- Shape the student’s heart.
- Teach the student respect for authority and conformity to God’s expectations.
- Prepare the student for a life of service and vocation.

The code is intended to achieve the following values:

- Foster self-respect.
- Maintain an atmosphere consistent with instructional goals.
- Present a positive image in our community.

Therefore, a specific uniform is required for all students, and these standards are applied consistently. It is the responsibility of parents and students to understand and comply with the uniform dress code guidelines. Uniforms are categorized as either dress uniform or casual uniform and consist of the attire described in the table below.

	<b>GIRLS</b>	<b>GIRLS</b>	<b>BOYS</b>	<b>BOYS</b>
	<b>CHAPEL UNIFORM</b>	<b>CASUAL UNIFORM</b> <i>Dress or Casual uniform may be worn</i>	<b>CHAPEL UNIFORM</b>	<b>CASUAL UNIFORM</b> <i>Dress or Casual uniform may be worn</i>
<b>K3 THROUGH 4<sup>TH</sup> GRADES</b>	<p><b>Shirt:</b> white, rounded-collar blouse.</p> <p><b>Pinafore:</b> CAC plaid pinafore <i>Pinafore must be no more than 3" from floor when kneeling.</i></p> <p><b>Socks/Tights:</b> solid white, navy, or black; socks <u>must cover the ankle</u>. <i>If leggings are worn, they must be full-length (solid white, navy, black with no mesh or designs) – must be worn with socks of the same color and only under pinafores.</i></p> <p><b>Shoes:</b> dress shoes – solid brown, navy, or black.</p> <p><b>Optional:</b> navy cardigan sweater</p>	<p><b>Shirt:</b> white, red, or navy polo; purple or gold polo with CAC monogram <i>Non-CAC are NOT allowed on polos or oxfords</i></p> <p><b>Uniform Pants:</b> (also shorts, and Pinafore): khaki or navy. <i>Pinafore must be no more than 3" from floor when kneeling.</i></p> <p><b>Belt:</b> solid plain brown, navy, or black.</p> <p><b>Socks/Tights:</b> solid white, tan, navy, or black; socks <u>must cover the ankle</u>.</p> <p><b>Shoes:</b> oxford, loafers, or athletic shoes. NO boots. <i>The following are NOT allowed on shoes: gadgets, wheels, lights, characters, thick tongues, etc.</i></p>	<p><b>Shirt:</b> white oxford</p> <p><b>Tie:</b> navy (may have subdued colors)</p> <p><b>Uniform Pants:</b> navy</p> <p><b>Belt:</b> solid plain brown, navy, or black.</p> <p><b>Socks:</b> navy or black.</p> <p><b>Shoes:</b> dress shoes only – solid black, dark brown, or navy.</p> <p><b>Optional:</b> navy cardigan sweater; navy V-neck sweater vest. <i>If physical problems occur when wearing colored socks, white socks may be worn for chapel (please contact the office).</i></p>	<p><b>Shirt:</b> white, red, or navy polo; purple or gold polo with CAC monogram <i>Non-CAC are NOT allowed on polos or oxfords</i></p> <p><b>Uniform Pants:</b> (also shorts): khaki or navy.</p> <p><b>Belt:</b> solid plain brown, navy, or black.</p> <p><b>Socks:</b> solid white, tan, navy or black. (must cover ankle)</p> <p><b>Shoes:</b> oxford, loafers, or athletic shoes. NO boots. <i>The following are NOT allowed on shoes: gadgets, wheels, lights, characters, thick tongues, etc.</i></p> <p><b>Optional:</b> CAC monogrammed sweatshirts; navy cardigan sweaters.</p>

	<i>Girls in K3-4<sup>th</sup> grade may not wear skirts but may wear pinafores.</i>	<b>Optional:</b> CAC monogrammed sweatshirts; navy cardigan sweaters.		
	<b>GIRLS</b>	<b>GIRLS</b>	<b>BOYS</b>	<b>BOYS</b>
	<b>CHAPEL UNIFORM</b>	<b>CASUAL UNIFORM</b> <i>Dress or Casual uniform may be worn</i>	<b>CHAPEL UNIFORM</b>	<b>CASUAL UNIFORM</b> <i>Dress or Casual uniform may be worn</i>
<b>5<sup>th</sup> THROUGH 12<sup>th</sup> GRADES</b>	<b>Shirt:</b> white oxford (with white tank top or camisole underneath) <b>Skirt:</b> CAC plaid skirt <i>Skirts must be no more than 3" from floor when kneeling.</i> <b>Socks/Tights:</b> solid white, navy, or black; socks <u>must cover the ankle</u> . 7 <sup>th</sup> -12 <sup>th</sup> may wear solid nylons. <i>If leggings are worn, they must be full-length (solid white, navy, black with no mesh or designs) – must be worn with socks of the same color and only under skirts.</i> <b>Shoes:</b> dress shoes – solid brown, navy, or black. Heels must not be higher than 2". No open-toe shoes and open heel shoes must have a strap. <b>Optional:</b> navy cardigan sweater	<b>Shirt:</b> white, red, or navy polo; purple or gold polo with CAC monogram <i>Non-CAC logos are NOT allowed on polos or oxfords</i> <b>Uniform Pants:</b> (also shorts, and Pinafore): khaki or navy. <i>Pinafore must be no more than 3" from floor when kneeling.</i> <b>Belt:</b> solid plain brown, navy, or black. <b>Socks/Tights:</b> solid white, tan, navy, or black; socks <u>must cover the ankle</u> . <b>Shoes:</b> oxford, loafers, or athletic shoes. NO boots. <i>The following are NOT allowed on shoes: gadgets, wheels, lights, characters, thick tongues, etc.</i> <b>Optional:</b> CAC monogrammed sweatshirts; navy cardigan sweaters.	<b>Shirt:</b> white oxford <b>Tie:</b> navy (may have subdued colors) <b>Uniform Pants:</b> navy <b>Belt:</b> solid plain brown, navy, or black. <b>Socks:</b> navy or black. <b>Shoes:</b> dress shoes only – solid black, dark brown, or navy. <b>Optional:</b> navy cardigan sweater; navy v-neck sweater vest. <i>If physical problems occur when wearing colored socks, white socks may be worn for chapel (please contact the office).</i>	<b>Shirt:</b> white, red, hunter green, or navy polo; purple or gold polo with CAC monogram <i>Non-CAC logos are NOT allowed on polos or oxfords</i> <b>Uniform Pants:</b> (also shorts): khaki or navy. <b>Belt:</b> solid plain brown, navy, or black. <b>Socks:</b> solid white, tan, navy or black. (must cover ankle) <b>Shoes:</b> oxford, loafers, or athletic shoes. NO boots. <i>The following are NOT allowed on shoes: gadgets, wheels, lights, characters, thick tongues, etc.</i> <b>Optional:</b> CAC monogrammed sweatshirts; navy cardigan sweaters.

**Preferred casual shoe colors:** white, gray, black, brown, navy, or a combination thereof. **NO HOODIES;** students may wear navy/black CAC fleece with all uniforms.

## A. DRESS CODE REGULATIONS

- Students are expected to be dressed according to the dress code from the time they arrive for school for the day, and when they 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).
- 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.

## B. PURCHASING UNIFORMS

Uniforms may be purchased through Shaheen’s Department Store. Shaheen’s is an approved provider of pinafores and skirts in the “CAC plaid” color and pattern (Shaheen’s 81). Harmons Sportswear in Carrollton is the only supplier of school fleeces. They also sell CAC uniform shirts and possible other approved items.

### SHAHEEN/S DEPARTMENT STORE

- Website: [www.shaheens.com](http://www.shaheens.com).
- Address: 994 Breckenridge Lane, Louisville, KY 40207
- Phone: (502) 899-1550



### **HARMON'S SPORTSWEAR**

- Website: <https://harmonsportswearespwebsite.com/>
- Address: 2807 Highland Ave., Carrollton, KY 41008
- Phone: (502) 662-0223

Items like polos and pants may be purchased through retailers like Amazon, Walmart, Children's Place, etc.

### **C. APPEARANCE**

- All garments must be neat, clean, and pressed.
- Garments must have a traditional fit (definition: appropriately fitted in the shoulders, waist, leg, seat, bodice, and in length).
- Tight-fitting, clinging, low-cut, or high slit garments are not allowed.
- Oversized styles are not permitted.
- Garments made of very thin, semi-transparent, or "see-through" fabric(s) are not allowed.

### **D. SHIRTS**

- All shirts must be appropriately buttoned and tucked in at all times.
- Shirts may not be "bloused" over the waistband more than two inches.
- No undershirts with lettering or designs that show through the uniform shirt.
- Girls in 5<sup>th</sup>-12<sup>th</sup> 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.)
- 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.

### **E. SWEATERS AND SWEATSHIRTS**

- CAC sweaters or fleeces will be allowed any time during the school day.
- CAC monogrammed sweatshirts will be allowed every day, except during chapel.
- Sweaters and sweatshirts must be worn with a collared uniform shirt or white turtleneck underneath.

### **F. FLEECE**

- The CAC black, monogrammed fleece is desirable for outerwear during class sessions, chapel, and at all school in-session functions.
- CAC fleeces are available through Harmons Sportswear in Carrollton, KY. Previous fleeces may also be worn.
- Full-zip fleece: All students may wear the full-zip fleece.

### **G. OUTERWEAR**

- CAC sweatshirts, sweaters, cardigans, and the CAC fleece are the only outerwear allowed during class time.
- Pull-over sweaters, hoodies, 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.

- 1) **First Violation:** Warning
- 2) **Second Violation:** Confiscation of the unapproved outerwear garment for the day.
- 3) **Third Violation:** Confiscation of the unapproved outerwear garment for the week.
- 4) **Fourth Violation:** Confiscation of the unapproved outerwear garment for that grading period.

Items confiscated until the end of the grading period will be available for reclamation up to two weeks after the end of the grading period. Unclaimed items will be sold or donated to a charity. Parents may reclaim confiscated outerwear in the office.

#### **H. SKIRTS AND PINAFORES**

- Girls in K3 through 4th grades may wear pinafores (NOT skirts).
- Girls in 5th through 12th grades may wear skirts.
- Pinafores (K3-4<sup>th</sup> grade) and skirts (5<sup>th</sup>-12<sup>th</sup> grade). Skirts must measure no more than 3" from the floor when student kneels.
- Skirts are not to be rolled at the waist to shorten the length.
- Skirt and pinafore colors must be navy, khaki, or CAC plaid (Shaheen's 81 plaid is the only approved plaid pattern).

#### **I. UNIFORM PANTS**

- Uniform pants must have a traditional style and fit.
- No skinny pants.
- Pants must be appropriately fitted at the waist, seat, legs, and in length.
- Colors may be solid khaki or navy only.
- Colored jeans, or pants of a denim or stretchy material, are not acceptable as uniform pants.
- Belts must be worn with pants. (does not pertain to K3-1<sup>st</sup> grades)
- Uniform pants should not have flaps or stitched exterior pockets (no-seam back pocket).

#### **J. UNIFORM SHORTS**

- Uniform walking shorts may be worn during August-October and April-May.
- Shorts for students in the 4<sup>th</sup>-12<sup>th</sup> must be no more than 2" above the top of the knee.
- Shorts should not have flaps or stitched exterior pockets (no-seam back pocket).
- Belts must be worn with shorts. (does not pertain to K3-1<sup>st</sup> grades)

#### **K. SHOES**

- Students may wear oxford (lace-up), loafer (slip-on), or athletic shoes on Mon – Wed, and Fri.
- Preferred casual shoe colors are white, gray, black, brown, navy, or a combination thereof.
- Shoes should not have TV, movie, video game, or any media related characters, and no menacing, gothic, or anti-Christian designs.
- Shoes with thick tongues, lights, gadgets, or shoes with roller skates built inside are not permitted.
- Boots, hiking boots, or shoes of hiking appearance are not acceptable.
- Sandals, defined as open-toe or open-heel shoes, are not permitted.
- On chapel days, girls may wear open-heel dress shoes with a heel strap.
- Dress shoe colors for chapel must be solid black, brown, or navy for both boys and girls.

#### **L. SOCKS AND TIGHTS**

- Casual sock colors: white, tan, navy, or black (this also applies to tights/leggings for girls).

- Chapel sock colors: navy or black (girls may also wear white).
- Socks must be free of emblems, patterns, decals, stripes, logos, etc.
- Leggings may only be worn underneath pinafores or skirts.
- It is preferred that girls wear socks or tights instead of leggings.
- Girls in the 6<sup>th</sup>-12<sup>th</sup> grades may wear nylon stockings only when they wear skirts.

#### **M. JEWELRY**

- Traditional jewelry may be worn in moderation and in good taste.
- Earring hoops are to be no larger than one inch (1") in diameter (the size of a quarter).
- Free-swinging earrings are to be no longer than one inch (1") in length.
- Metal-studded jewelry, accessories, chains, or collars are not allowed.
- Body piercing and body mutilation are not allowed.
- Boys may not wear earrings.
- Tongue rings, spacers, gages, or any device resembling earrings are not allowed at school or at school functions.
- Girls may have only **two (2)** earrings in each ear.

#### **N. TATTOOS/MARKINGS**

- Fake or real tattoos, markings on the body, or markings on apparel are not permitted.
- Students that obtain a tattoo prior to being a student at CAC must keep their tattoo covered at all school activities.
- Students may not obtain a tattoo while a student at CAC.

#### **O. HAIR AND HAIRSTYLES**

- Hairstyles are to be neat, clean, moderate, combed, and in good taste.
- Hairstyle extremes are not acceptable.
- Unnatural hair styles such as sculptured/shaved cuts, etc. are not 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. Boys may not wear their hair in a ponytail or man bun.
- Hair may not be of such a length that it has the potential to fall into the eyes. (Boys must get 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.
- Boys are to be clean-shaven with no beards or mustaches, and sideburns may not be lower than the bottom of the ear.
- Students may not have any hair style deemed extreme by the administration.

#### **P. MAKE-UP AND NAILS**

- Make-up should be worn with moderation and in good taste.
- Glitter is not allowed.
- Students in K3 - 8<sup>th</sup> grades are not allowed to wear dark, busy, or unnatural fingernail polish.
- Fake fingernails, press on nails, acrylic nails, etc. are not permitted in grades K3 – 5<sup>th</sup> grades.
- Any middle school or high school student wearing fake nails will need to have them trimmed to be no longer than 1/4" past the end of the finger.



**Q. BELTS**

- Belts must be plain and solid brown, navy blue, or black.
- Belts should be free of any ornamentation or embellishment.
- Belts **MUST** be worn with pants, shorts, and any clothing with belt loops. (does not pertain to K3-1<sup>st</sup> grades)

**R. CHAPEL UNIFORM**

- Thursdays have been designated as dress-up days for chapel.
- Therefore, on Thursdays, all students are required to wear dress uniforms with dress shoes.
- Boys must wear ties until noon on Thursdays.
- Chapel pinafores (K4-4<sup>th</sup>) and skirts (5<sup>th</sup>-8<sup>th</sup>) must be the CAC plaid pattern (Shaheen's 81). 9<sup>th</sup>-12<sup>th</sup> may wear pleated navy skirts.
- Students must wear dress shoes the entire day unless they must change for PE.

**S. TIES**

- 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.

**T. JEANS DAY (Cost \$1.00)**

On Jeans Day, students may wear jeans or denim skirts ("jeans") only if they meet the specific requirements.

- Jeans must be neat and have a hem with no frayed ends or seams.
- Jeans must be in good repair with no holes or patches.
- Jeans must have a traditional style and fit, appropriately fitted at the waist, seat, legs, and length (no skinny jeans).
- Jeans must have a solid, consistent color, not streaked, or faded.
- Jeans should be blue denim.
- Colored jeans are not allowed.
- Jeans must be plain with no embellishments.
- Denim skirts must touch the ground when kneeling on knees.
- Belts are required. (Does not pertain to K3-1<sup>st</sup> grades)
- All other dress code guidelines are to be observed.
- Jeans Day/School Spirit Day will be the last school day of each week.
- Each student who chooses to wear jeans will donate \$1.00 to the high school mission trip fund or other designated class causes.
- The jean rules listed above will need to be obeyed.
- Students who wear inappropriate jeans two times will not be allowed to wear jeans the next jean day. On the third offense, parents will be called to bring appropriate clothing.
- 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.
- Students may wear a casual uniform shirt with their jeans.
- Students may wear approved CAC spirit shirts with jeans. These include: National Day of Prayer shirts, walk-a-thon shirts, CAC sports team spirit shirts, and the purple and gold CAC spirit shirts. Other options may become available. Students may only wear these specified spirit shirts with jeans on Jeans Day/School Spirit Day.

#### **U. DRESSDOWN DAY (Cost \$5)**

- Special fundraising purpose day no more than once per month.
- Themes will be announced at least a week in advance.
- Themes will determine appropriate attire. Example: favorite sports team or athlete.
- A special day allowing for non-approved attire on any other regular school such as hoodies and warmups.

#### **V. HOMECOMING EVENING**

High school participants in CAC's annual Homecoming event must adhere to the following dress requirements.

##### **Gentlemen:**

- Suit jacket and/or dress vest
- Tie
- Dress shirt (button-up oxford shirt)
- Dress pants (creased, wrinkle free, belt loops)
- Dress shoes (do not look like gym shoes or hiking boots; no treaded soles)

##### **Ladies:**

- Dresses must have straps (no spaghetti straps). One shoulder straps are allowed.
- Shoulder blades and below must be covered (fabric must be solid and not transparent/mesh/sheer).
- Front must have a modest neckline (no visible cleavage).
- No slits more than 2-inches above the knee.
- Dresses must have a modest fit (not too tight).
- Dresses may not be shorter than mid-knee length.
- Dressy jumpsuits or pant suit outfits may be worn if they fit within the guidelines of modesty.

#### **W. SPIRIT WEEK**

During the week of CAC's Homecoming (February/March), there is a school-wide Spirit Week celebration. Students are welcome to participate in the themed dress-up days. Themes are subject to change each year, but some previous themes have been USA Day, Decade Day, Camo Day, and Purple and Gold Day. Students must follow the specified criteria, in addition to other CAC dress code regulations, to participate in Spirit Week:

- If shorts or skirts are worn, they must be knee-length.
- Leggings are not to be worn as pants. They may only be worn under knee-length shorts or knee length skirts.
- A T-shirt must be worn under sleeveless tops or jerseys.
- Costume must be worn all day.
- If you do not have the specific items required to participate in a certain Spirit Day, then wear your casual uniform.
- No leotards or swimsuits may be worn.

#### **X. GRADUATIONS AND SPECIAL PROGRAMS**

- Students must wear chapel uniform and chapel shoes (boys must wear a tie) for any CAC program in which they are participants (this includes graduations, except for 12<sup>th</sup> grade).
- 12<sup>th</sup> grade graduates may wear approved "dressy" clothing beneath their gowns during the graduation ceremony.

- **Gentlemen** should wear clothing like the chapel uniform.
- **Ladies** should wear a dress or skirt with a nice blouse, and dress shoes. Dress pants may be worn in place of a dress or skirt. Garments must touch the floor when kneeling, loose-fitting (not too tight), have the shoulders covered, and have an appropriate neckline.

#### Y. 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.

### IX. DISCIPLINE CODE

#### A. 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

## **B. 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 who is aware of a concern in the classroom is to communicate with the teacher through Pass a Note on Sycamore, 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/Administrator.

## **C. RESPONSIBILITIES TO THE STATE OF KENTUCKY**

All teachers in Kentucky have a responsibility to report cases of or suspicion of abuse to Child Protective Services (CPS) 502-732-6681. If they observe signs of physical abuse such as bruising, handprints, etc.; if a child tells them that they are being beaten, verbally berated, and put down, not properly cared for, inappropriately left alone, etc. they are required to call.

## **D. 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.

## **E. GENERAL BEHAVIOR RULES**

1. Students shall be respectful to all staff members, faculty members, and parents.
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 can 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 can 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 schoolbook 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 (except for lunch and snacks), 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 Principal/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. Smart phones, cell phones, smart watches, iPads, iPods, electronic games/devices, audio/video recording devices, cameras, calculators, etc. are not permitted at school during school hours. Graphing calculators are allowed only for pre-calculus and calculus students in the 11<sup>th</sup> and 12<sup>th</sup> grades.
17. Backpacks and lockers may be searched randomly at the discretion of a teacher or the Principal/Administrator.

#### **F. ONLINE BEHAVIOR**

1. Students are not allowed to access social media during school hours while on the campus of CAC.
2. Students accessing social media off campus must be careful to represent CAC in a respectful manner. They may not talk negatively about the school, teachers, staff, or other students. They are not allowed to use foul language or unacceptable language. They also may not present themselves in an unacceptable fashion such as lude or suggestive clothing, gestures, or actions.
3. Music – students may not bring worldly music (defined as music laced with foul language or endorsements of sex or violence) to school, listen to worldly music at school, sing worldly music at school, or talk about worldly music at school.

#### **G. 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 always to respect the rights of fellow students.
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.
  - a. Children may not swing higher than the height of the students.
  - b. Children may not walk near to the swings while others are swinging.
  - c. Students may not sit on top of monkey bars or hang from the top bars.
  - d. Students may run in the field away from the playground equipment but not near it.
  - e. Students may not go up the slide, only down. They may not play at the top of the slide.
  - f. Under no circumstances is a student or teacher to climb the fence to retrieve a ball or a Frisbee, etc.
  - g. Footballs, baseballs, hard bats, golf clubs, etc. are not allowed.
  - h. Students are not to play with sticks or throw rocks or remove rocks from designated areas.
  - i. The gym may be used for recess only when outside conditions are not conducive for outdoor recess. Normally, recess will be held outside.
  - j. Students and adults are not allowed to walk or run on the bleachers, as the bleachers are not strong enough to support students or adults walking or running on them.

7. Students are not allowed to randomly throw balls; the fixtures, lights, scoreboard, and other parts of the gym are not made to withstand this kind of treatment. The gym lights are easily breakable if hit.

## **H. 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. Demerit: When inappropriate student words, actions, or attitudes take away from classroom instructional time, disciplinary action will be a demerit. Demerits should be explained as a warning. Accumulation of three (3) demerits will result in detention. Other things that result in a demerit:
  - a. Dress code violation
  - b. Conduct/behavior
  - c. Teasing/making fun of someone
  - d. Gum
  - e. Device violation
  - f. Disrespect
2. Detention: the accumulation of 3 demerits in a quarter; behavior that is considered over the top such as the following:
  - a. Foul Language and using the Lord's name in vain
  - b. Physical Bullying
  - c. IPDOA (inappropriate public display of affection)
  - d. Racism
3. In-school Suspension: the accumulation of 3 detentions in a semester; behavior that cannot take place for any reason at CAC such as the following:
  - a. Cheating
  - b. Smoking/vaping
  - c. Pornography
  - d. "F" word
4. Out-of-school suspension: after an in-school suspension has been served, any of the offenses under in-school suspension or any of the following:
  - a. Cheating
  - b. Landing a punch
  - c. Sexual behavior

- d. Alcohol
- 5. Expulsion: after an out-of-school suspension has been served, any of the offenses under in-school or out-of-school suspension or any of the following:
  - a. Drugs
  - b. Weapon
  - c. Intercourse
  - d. Crime
- 6. The Administrator or the Board of Directors reserve the right to expel any student that is considered a risk to others, themselves or the reputation of the school without going through the above process.
- 7. Serving detentions and suspensions:
  - a. If a student is given detention, it will be served as soon as school is dismissed on Thursday and will last for one (1) hour. 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 that is not present for detention without a valid excuse will be given an additional detention. Three missed detentions will result in an in-school suspension (-20 pts. conduct grade). The cost for detention is \$3.00 and must be given to the teacher/staff member in charge when they enter the classroom.
  - b. If a student is assigned to in-school suspension they must serve it the very next school day for the entire school day. The student must report to the office where their work for the day will be stored. They will be taken to a classroom of students that are not peers to be isolated and supervised. They must not interact with the students of that class. They must focus on their work for that day and if they finish their work early, they will be given additional work to complete. At the end of the day they must report to their teacher(s) to turn in the assigned work. The cost for in-school-suspension is \$20.00 and must be given to the teacher/staff member in charge at the beginning of the day. All work is required to be completed that is scheduled for the day and will be given a 75% value of whatever grade is earned.
  - c. If a student is given an out-of-school suspension it will be served the very next school day for the consecutive number of days assigned. All work is required to be completed that is scheduled for days missed will be given a 50% value of whatever grade is earned.
  - d. If a student is expelled from CAC, they must immediately leave the premises and will not be allowed to return to the classrooms or lockers. A parent/guardian will be escorted to their locker to retrieve their belongings. The student will not be permitted to return to campus for up to 1 (one) year and can only attempt to return as a student after remaining a non-student for 12 months. In order to be accepted back as a student at CAC they must provide evidence of reform such as written testimony from a counselor and a pastor.
- 8. Conferences: The process will involve parent-teacher or parent-Principal/Administrator communications to help bring correction to the student.
- 9. 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 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/Administrator 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/Administrator reserves the right to extend the probation, expel the student, or ask the student to withdraw from school.
10. Decisions regarding consequences such as Disciplinary Probation, Suspension, and Expulsion are the exclusive authority of the Principal/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.
11. Reasons for Probation, Suspension, and/or Expulsion may include but are not limited to these:
- a. Insufficient academic progress, because 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. Possession of or use of alcohol or any drugs not prescribed for the student.
  - h. Possession or use of any weapons.
  - i. Verbal threat and harassment (if administration and teachers deem necessary).
  - j. Physical violence against another student or a faculty/staff member.
  - k. Charge or conviction of having committed a misdemeanor or a felony.
12. The Principal/Administrator have the authority to suspend or discipline, as deemed necessary, a student 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. Repeated 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 phones, smart watches, iPads, iPods, audio/video recording devices, cameras, 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.
13. The Principal/Administrator have 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. Promoting sexual misconduct and/or presenting sexual misconduct as acceptable.
  - i. Talking to other students about the LGBTQ lifestyle as acceptable.
  - j. Pregnancy or responsibility for pregnancy. Abortion or responsibility for abortion.
  - k. Physical assault against a faculty member.
  - l. Legal charges by law enforcement authorities with a drug violation or a DUI.
  - m. Threatening to blow up the school or school property or to assault any person.
  - n. Incompatibility with the student body, faculty, and philosophy of CAC, as carefully determined by the faculty and administration.
  - o. A third suspension will result in expulsion, at the discretion of the Administration.
14. Procedures for Probation, Suspension, and/or Expulsion may include but are not limited to the following:
- a. When a teacher and Principal/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.
  - b. The Principal/Administrator 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.

15. If consultation between the Principal/Administrator, parents, teacher, and student does not alter the student's attitude and correct behavior, the student will be assigned an in-school suspension (-20 pts. Conduct). Next, the student may be given an out-of-school suspension (-40 pts. Conduct). At this time the Principal/Administrator will hold a conference with the teacher, parents and student warning them that the next step is expulsion from the school.
16. The Principal/Administrator may immediately expel a student for a serious, overt act.
17. It will be the exclusive decision of the Principal/Administrator to suspend, place on disciplinary probation or expel any student at any time with due cause.

## **I. 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 always 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, tobacco, or vaping devices of any kind; 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 not represent themselves as condoning the LGBTQ lifestyle in any way, nor carry on conversations with classmates about the LGBTQ lifestyle and behaviors. 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 6-12 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.

## **J. 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. The Principal/Administrator will investigate the report of bullying by talking with whoever reported the bullying, the teacher in charge, and whoever is suspected of bullying. After gathering

information, the Principal/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/Administrator 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 Discipline Progression. The Principal/Administrator 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.

**K. VISITS BY LAW ENFORCEMENT OR CPS**

If CPS wants to interview students they will have immediate access to conduct an interview and parents will be notified immediately after the interview takes place to notify them of the visit.



## ADENDUM I

### CAC ASTHMA INHALER POLICY

- Asthma inhalers contain prescription medications that are breathed directly into the lungs to relieve or prevent asthma symptoms. They may contain a steroid medication that reduces airway inflammation or a bronchodilator medication that opens the airways. Some inhalers contain both. (Asthma and Allergy Foundation of America.)
- Long-acting inhalers are prescribed for everyday usage. They are prescribed for overall asthma control and should be administered at home prior to the school day. They must not be used for an asthma attack!
- Short-acting inhalers are prescribed for unexpected asthma attacks. They are used to rapidly counteract the constriction of the airways. (Side effects can be jitteriness and heart palpitations.)
- When a student has an inhaler, the school office must have a copy of the doctor's instructions. **THIS IS VERY IMPORTANT!** The doctor's instructions will be shared with the teachers in charge of the student.
- Under normal circumstances the inhaler will be stored in the office medicine cabinet. If the student is having an attack, the teacher is to immediately send them to the office with a buddy. The office will assist younger students or allow older students to follow the doctor's instructions as the medication is administered.
- Under extreme circumstances, with a doctor's instructions requiring these measures, the student may keep the inhaler on their person, preferably in their backpack.
- Without the doctor's instructions requiring these measures, a parent may request that the inhaler be kept with the teacher on a temporary basis, until they can present a note from their doctor indicating the need for personal possession of the inhaler.

## ADENDUM II.

### CAC SCHOOL VISITOR PROCEDURES

1. Visitors should call in advance and schedule a time to visit if possible. Otherwise, the process may be longer.
2. Visitors should limit their visit to 15 - 20 minutes unless a good reason is approved by the Administrator. Most visitors shall be limited to one visit per school year.
3. Visitors must sign in at the school office and receive a visitor badge. They must present an official form of ID if unknown to office staff. Office must communicate with staff affected when a visitor in on campus.
4. Visitors must display the visitor badge while in the buildings or on the property where staff and/or students are located.
5. Visitors must be escorted to and from classrooms.
6. Staff who are expecting a visitor must notify the office ahead of the visit.
7. Visitors are expected to abide by behavior rules that are defined in the school handbook.
8. The office must distinguish which kind of visitor it is:
  - a. Parents of current students
  - b. Previous staff, student, or graduate
  - c. Potential student shadowing (not limited to 15-20 minutes)
  - d. Volunteers (not limited to 15-20 minutes)
  - e. Vendors (not limited to 15-20 minutes)
  - f. Contractors (not limited to 15-20 minutes)
  - g. Substitute teachers (not limited to 15-20 minutes)
  - h. Student teachers (not limited to 15-20 minutes)
  - i. Temporary workers (not limited to 15-20 minutes)
9. Publish visitor policy.
  - a. Visitor responsibilities - this includes sign-in policy, badge policy, and any requirements to check out when leaving.
  - b. Directions for getting to the school
  - c. Where to park
  - d. What entrance to use
  - e. Regular school hours and after-hours policies
  - f. In-facility cell phone policy
  - g. Special restrictions of certain areas of the school
10. Goals
  - a. The safety of students and staff is a top priority.
  - b. Making visits pleasant and welcoming. We are always marketing CAC.
  - c. Controlling who has access to our students and staff.
    - i. Proper vetting
    - ii. Awareness of all visitors and where they are located
  - d. As little disruption to daily schedules as possible.

ADENDUM III  
**ASBESTOS MANAGEMENT PLAN**

**Christian Academy of Carrollton, KY  
SPECIAL NOTE**

TO: Parents, Guardians, and School Employees  
FROM: Larry Pender, Administrator and LEA Designee  
SUBJECT: Asbestos Management Plan  
August 14, 2024 – May 20, 2025 Academic School Year

This notice is posted to assure you that the Christian Academy of Carrollton follows 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 to protect the well-being of students and employees of Christian Academy of Carrollton.

