

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, both students with the exact same GPA will receive co-valedictorian awards. Determining GPA for these award – 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).

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 9th-12th 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 or teacher sponsor.
5. The goal of the SC will be to present ideas for school improvement to the administration, to fundraise for a special gift to the school, and to raise funding and plan for the end of the year field day.
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.

	GIRLS	GIRLS	BOYS	BOYS
	CHAPEL UNIFORM	CASUAL UNIFORM Dress or Casual uniform may be worn	CHAPEL UNIFORM	CASUAL UNIFORM Dress or Casual uniform may be worn
K3 THROUGH 4 TH GRADES	Shirt: white, rounded-collar blouse. Pinafore: CAC plaid pinafore <i>Pinafore must be mid knee with a 2" variance.. Spandex encouraged under skirts.</i> Socks/Tights: 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> Shoes: dress shoes – solid brown, navy, or black. Optional: navy cardigan sweater <i>Girls in K3-4th grade may not wear skirts but may wear pinafores.</i>	Shirt: white, red, or navy polo; purple or gold polo with CAC monogram <i>Non-CAC are NOT allowed on polos or oxfords</i> Uniform Pants: (also shorts, and Pinafore): khaki or navy. <i>Pinafore must be mid-knee with a 2" variance.</i> Belt: solid plain brown, navy, or black. Socks/Tights: solid white, tan, navy, or black; socks <u>must cover the ankle</u>. Shoes: oxford, loafers, or athletic shoes. NO boots. <i>The following are NOT allowed on shoes: gadgets, wheels, lights, characters, thick tongues, etc.</i> Optional: CAC monogrammed sweatshirts; navy cardigan sweaters.	Shirt: white oxford Tie: navy (may have subdued colors) Uniform Pants: navy Belt: solid plain brown, navy, or black. Socks: navy or black. Shoes: dress shoes only – solid black, dark brown, or navy. Optional: 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>	Shirt: white, red, or navy polo; purple or gold polo with CAC monogram <i>Non-CAC are NOT allowed on polos or oxfords</i> Uniform Pants: (also shorts): khaki or navy. Belt: solid plain brown, navy, or black. Socks: solid white, tan, navy or black. (must cover ankle) Shoes: oxford, loafers, or athletic shoes. NO boots. <i>The following are NOT allowed on shoes: gadgets, wheels, lights, characters, thick tongues, etc.</i> Optional: CAC monogrammed sweatshirts; navy cardigan sweaters.
	GIRLS	GIRLS	BOYS	BOYS
	CHAPEL UNIFORM	CASUAL UNIFORM Dress or Casual uniform may be worn	CHAPEL UNIFORM	CASUAL UNIFORM Dress or Casual uniform may be worn
5 TH THROUGH 12 TH GRADES	Shirt: white oxford (with white tank top or camisole underneath) Skirt: CAC plaid skirt <i>Skirts must be mid knee with a 2" variance. Spandex encouraged under skirts.</i> Socks/Tights: solid white, navy, or black; socks <u>must cover the ankle</u>. <i>7th-12th may wear solid nylons. 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> Shoes: 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. Optional: navy cardigan sweater	Shirt: white, red, or navy polo; purple or gold polo with CAC monogram <i>Non-CAC logos are NOT allowed on polos or oxfords</i> Uniform Pants: (also shorts, and Pinafore): khaki or navy. <i>Pinafore must be mid knee length with a 2" variance.</i> Belt: solid plain brown, navy, or black. Socks/Tights: solid white, tan, navy, or black; socks <u>must cover the ankle</u>. Shoes: oxford, loafers, or athletic shoes. NO boots. <i>The following are NOT allowed on shoes: gadgets, wheels, lights, characters, thick tongues, etc.</i> Optional: CAC monogrammed sweatshirts; navy cardigan sweaters.	Shirt: white oxford Tie: navy (may have subdued colors) Uniform Pants: navy Belt: solid plain brown, navy, or black. Socks: navy or black. Shoes: dress shoes only – solid black, dark brown, or navy. Optional: 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>	Shirt: 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> Uniform Pants: (also shorts): khaki or navy. Belt: solid plain brown, navy, or black. Socks: solid white, tan, navy or black. (must cover ankle) Shoes: oxford, loafers, or athletic shoes. NO boots. <i>The following are NOT allowed on shoes: gadgets, wheels, lights, characters, thick tongues, etc.</i> Optional: CAC monogrammed sweatshirts; navy cardigan sweaters.

Preferred casual shoe colors: white, gray, black, brown, navy, or a combination thereof. **NO HOODIES;** students may wear gray/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.
- Students in 6th-12th grade must change into a CAC PE uniform (shorts and T-shirt as provided) prior to PE class and must change back into school dress code following PE if they are not finished for the day. They must also wear CAC approved gym shoes for PE class.

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.
- Address: 994 Breckenridge Lane, Louisville, KY 40207
- Phone: (502) 899-1550

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, body, 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 5th-12th grades are required to wear a white camisole or a white tank top underneath chapel blouse. (A T-shirt is not acceptable apparel for a girl to wear underneath her uniform.)
- A gold or purple casual uniform polo shirt with the CAC monogram is part of the school uniform for Spirit days and other days of the week, except chapel days. (These shirts are available at Shaheen's Uniform Store and Harmon Sportswear.)
- 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 the office. They must be paid for in advance to ordering.
- 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.
- Pullover 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). *Spandex encouraged under skirts. Spandex encouraged under skirts.*
- Girls in 5th through 12th grade may wear skirts. *Spandex encouraged under skirts. Spandex encouraged under skirts.*
- Pinafores (K3-4th grade) and skirts (5th-12th grade). Skirts must be mid knee length with a 2" variance.
- 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 denim or stretchy material, are not acceptable as uniform pants.
- Belts must be worn with pants. (does not pertain to K3-1st 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 4th-12th 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 K3-1st 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 6th-12th grade 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.
- 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. Boys may not have items in their hair including barrettes and rubber bands.
- 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 K3-8th 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 – 5th 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.
- Boys may not wear fake nails nor paint their nails.
- Boys may not wear makeup.

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 K3-1st 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 (K4-4th) and skirts (5th-8th) must be the CAC plaid pattern (Shaheen's 81). 9th-12th 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 be mid knee length with a 2" variance.
- Belts are required. (Does not pertain to K3-1st 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"/"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 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 with a 2" variance.
- 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 mid knee length with a 2" variance.
- Leggings are not to be worn as pants. They may only be worn under shorts or mid knee length skirts with a 2" variance.
- A T-shirt must be worn under sleeveless tops or jerseys.
- The 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 12th grade).
- 12th grade graduates may wear approved "dressy" clothing beneath their gowns during the graduation ceremony.
 - **Gentlemen** should wear clothing like their 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. Skirts must be mid knee in length with a 2" variance, 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***