2151 W. Russell Rd

Sidney, Ohio 45365

Phone (937) 492-7556

Fax (937) 492-5399

Since 1978

PARENT AND STUDENT HANDBOOK

www.caseagles.org

"Don't copy the behavior and customs of this world, but let God transform you into a new person by changing the way you think. Then you will learn to know God's will for you, which is good and pleasing and perfect."

Romans 12: 2

Revised 8/17

CHRISTIAN ACADEMY SCHOOLS INFORMATION

Location—Administrative offices and grades K-12 are located at:

2151 W. Russell Rd. Sidney, OH 45365
Phone: (937) 492-7556
Fax: (937) 492-5399
www.caseagles.org

School Day Schedule

8:20	8:20	School begins/Tardy	All
	8:20-8:28	Homeroom	High School
	8:30-9:16	First Period	High School
	9:19-10:05	Second Period	High School
	10:08-10:54	Third Period	High School
	10:57-11:43	Fourth Period	High School
	11:46-12:32	Fifth Period	High School
11:10-11:35		Lunch	Grades K-2
11:35-11:55		Lunch	Grades 3-5
	11:55-12:20	Lunch	Grades 6-8
	12:25-12:55	Lunch	Grades 9-12
	1:00-1:45	Sixth Period	High School
	1:48-2:33	Seventh Period	High School
	2:36-3:18	Eighth Period	High School
3:12		Elementary prepares to dismiss (locker)	Grades K-6
3:18		Bus Dismissal Bell-Bus Riders Only Dismissed	All
3:22		Busses Leave	All
3:22		Riders and drivers dismissed	All

Contents

Location 1
School Day Schedule 1
Statement of Faith 6
Mission 6
Vision Statement 7
Family Covenant Agreement 7
Church Affiliation 7
Church Relationship 8
Curriculum 8
Statement of Nondiscrimination 8
Who we are 9
Am I my Brother's Keeper 10
Good Report 11
Addressing Concerns 11
School Closings and Delays 12
High School Delay Schedule 12
High School—1 p.m. Dismissal Schedule 12
Board of Education and Staff Information; 13
- Board of Education 13
- Administration 13
- Support Staff 13
- Teachers 13
- Janitor 13
- Food Service 14

School Meals 14
- Lunch with Your Student 14
- Free and Reduced Lunches 14
- Kitchen Use Procedures 14

Holiday Celebration Policy 15
Attendance Procedure and Policies 16
- Excused Absence 16

Unexcused Absence 16
Prearranged absence 16
Absent the day of student activities 17
Excessive absences for Grades 6-12 and Elementary students 17
Tardiness 17
Excusing Students during the school day 17
College Visits Procedures 18
Students remaining after school 18
Picking-Up Procedures 18
Make-Up Work for Absences 18
Work/School Co-op 19
Classifications of Student 20
Identifying the Wise Man 20
Identifying the Simple 20
Identifying the Fool 21
Identifying the Scorner 21
Framework for Discipline 22
Code of Conduct 23
Discipline Procedures 25
Late or missing assignments 26
Behaviors Resulting in Discipline 26
Class I Behavior 26
Class I Infraction Consequences 26
Class II Behavior- Detention (High School) 27
Class III Behavior- Saturday School (High School) 27
Class IV Behavior- Suspension/Expulsion 27
Internet Usage—Class I, II, III or IV Behavior 28
Bullying Policy 28
Detention Policies—Thursday (3:30 p.m. to 4:30 p.m.) 29
Saturday School—Saturday (9:00 a.m. to 12:00 p.m.) 29
Academic Abeyance and In/Out of School Suspensions 30
Expulsion 30
Probation 30
Dress Code 31

General Guidelines....31
Female Dress Code Guidelines....32
Male Dress Code Guidelines....33
High School Consequences-Dress Code....33
Elementary School Consequences-Dress Code....33
Christian Academy Schools' Website....35
RenWeb....35
Lesson Plans/Grades....35
Acceptable Use Policy for Technology....35
Technology/Electronics....37
School Issued Computers....37
Hall Passes....37
Home School/Part-Time Students....38
Boy/Girl Relationships....38
Student/Student Relationships....38
Student/Faculty Relationships....38
Student Phone Privileges....39
Lost and Found....39
Locker....39
Visitors....39
Change of Policies and Procedures....39
Grading Scale....40
Point Value for Grades....40
Graduation Requirements for a Christian Academy Diploma:....41
Curriculum Requirements—24 Credits Needed for Graduation....41
Academic Diploma with Honors....42
Adding and Dropping Classes....43
Community Volunteer Service Hours for Grades 9-12....43
Reading Requirements....45
Senior Mission Trip....45
Valedictorian/Salutatorian....46
Transfer Students....46
Early Graduation....47
National Honor Society....47

Academic Probation Policy 48
Math Fluency Testing 49
Transportation Procedures 50
Bus Transportation 50
Changes in Bus Pick-up/Drop-off Locations 50
Student Driver arrival and departure procedures 50
Car rider arrival and departure procedures 51
Student Driving Privileges 51
Volunteering at Christian Academy Schools 52
Volunteer Opportunities 52
Help Reduce Tuition with Kroger Rewards and Scrip 53
Kroger Community Rewards 53
Scrips 54
Safety and Health 55
Medication Policy 55
Communicable Diseases 56
Athletic Handbook 57
Philosophy 57
Pre-Season Parents and Players Meetings 57
Expectations of Parents and Fans 57
Eligibility Rules 58
Regaining Eligibility Rules 58
Iron Eagle Award 58
Transportation 59
Staying After School 59
Uniforms 59
Vocational and Home School Students 59
Reading List 60
Index 62

Statement of Faith

1. I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Gen. 1:1, Mt. 28:19, Jn. 10:30)
2. I believe in the deity of our Lord Jesus Christ (Jn. 10:33), in His virgin birth (Isa. 7:14; Mt. 1:23; Lk. 1:35), in His sinless life (Heb. 4:15 and 7:26), in His miracles (Jn. 2:11), in His vicarious and atoning death (I Cor. 15:3; Eph. 1:7; Heb. 2:9) through His shed blood, in His bodily resurrection (Jn. 11:25; I Cor. 15:4), in His ascension to the right hand of the Father (Mk. 16:19), and in His personal return in power and glory (Acts 1:11; Rev. 19:11).
3. I believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for His salvation. (Rom. 5:8-9; Eph. 2:8-10)
4. I believe the Bible to be the inspired and the only infallible authoritative Word of God. (II Tim. 3:16; II Peter 1:21)
5. I believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a victorious Godly life. (Rom. 8:13-14; Eph. 4:30 & 5:18)
6. I believe in the resurrection of both the saved and the lost; they who are saved unto eternal life, and they who are lost unto eternal damnation. (Jn. 5:8, 29)
7. I believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9; Gal 3:26-28)
8. I believe in the creation of man by the direct act of God. (Gen. 2)

Mission

To Equip and Inspire a New Generation of Christ-Centered Leaders

Vision Statement

Academic Excellence – Students will have a Biblical worldview with superior preparation in all academic disciplines. (Prov. 22:6)

Building Personal Character – Students will develop to be above reproach (I Tim. 3:1-5) in all areas of their lives, learning and modeling integrity, self-discipline and the Fruits of the Spirit. (Gal. 5:22)

Calling of Christ – Students will discover their talents and spiritual gifts (Rom. 12:6-8) as they seek and follow God's call on their lives within the body of Christ.

Developing Hearts of Service and Gratitude – With compassion and the heart of Christ, students will serve those around them throughout their lives. (Matt. 20:26-28)

Engaging Their World – As Christ's new generation of disciples, students will engage their world to fulfill the Great Commission. "Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost." (Matt 28:19)

Family Covenant Agreement

This Covenant is something that the families and staff of Christian Academy School do together with an important part being the mutual support and accountability that we extend to one another as brothers and sisters in Christ.

We do not view these values as matters of mere convenience or personal reference. We believe they are essential marks of lives transformed by God's grace. As a community of born-again believers, we commit ourselves to the pursuit of these spiritual growth markers and maturity so that God may be glorified on the Christian Academy Campus in Sidney, Ohio.

- We covenant together to express our love for God through our obedience to the authority of His Word, our practice of spiritual disciplines, and regular expressions of worship and Christian service.
- We covenant together to express our love for others through acts of kindness, wholesome and uplifting speech, redemptive expressions of confrontation and forgiveness, merciful acts to those in need, and loving proclamation of the gospel.
- We covenant together as people of integrity and self-control, truthful in our speech, honest in our conduct, and moral purity in both thought and action.
- We covenant together to pursue excellence in all that we do as an expression of our gratitude to God and our desire to be good stewards of all God's gifts, including our talents, time and resources.
- We covenant together to guide our students to use Philippians 4:8 concerning their conduct and choices on and off campus. *"Finally, brothers, whatever is admirable-if anything is excellent or praiseworthy- think about such things."* Christian conduct is expected of our students at all times. It is important for our students and staff to remember they are representing our Lord at Christian Academy Schools on and off campus.

Church Affiliation

Christian Academy Schools has no specific church affiliation and is inter-denominational. Christian values and character, as well as Biblical principles outlined in our Statements of Faith and are integrated in to each subject.

Church Relationship

To function as an inter-denominational organization and in an effort to support the local churches, Christian Academy School students and their families will be committed and active participants in their own local churches.

Curriculum

Christian Academy Schools provides an excellent Christian curriculum and uses the following publishers: ABeka, ACSI, Bob Jones, Great Source, Holt, Rinehart & Winston, Positive Action, Prentice Hall, Prestwich House, Saxon, Standard Publishing, and The Concern Group. God's truth is integrated into each subject area. Through small classes, students receive individual attention. With high expectations, strong emphasis is placed on the basics of learning and developing skills in reading, writing, language arts, mathematics, critical thinking, and reasoning.

To accomplish our purpose in an educational setting, we will provide a Christ-centered education for qualified children of Shelby County and neighboring areas without distinction to race, social-economic status, color or ethnic origin.

The Bible is at the center of our curriculum, the versions selected for use at CAS are the New International and King James versions. Each day includes prayer, as well as weekly chapel services students attend.

"*True religion affords government its surest support. The future of this nation depends on the Christian training of the youth. It is impossible to govern without the Bible." George Washington*

Statement of Nondiscrimination

The governing board of Christian Academy Schools, located at 2151 W. Russell Rd. in Sidney, Ohio 45365, has adopted the following racial nondiscriminatory policies:

Christian Academy Schools recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/ extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Christian Academy Schools does not discriminate based on race, color or ethnic origin in the hiring of its certified or noncertified personnel.

Who we are

We believe in reaching out to any student who truly desires a Christian education and desires to change his/her life as long as the student responds and is willing to change attitudes and behaviors. However, not every student who seeks enrollment is admitted because we believe 1) we cannot provide services for a particular student or 2) we do not discern a real desire for a Christian education.

In considering admittance for a student who has had significant problems at his previous school or who is in the court system, we pray and use our subjective estimate of the student's probably impact on the rest of the student body and the school. In working with the parents, we prayerfully consider whether we are able to provide for a troubled student and whether the student's enrollment would have a negative impact on the student body and teachers.

We believe it is important for parents seeking to enroll their children at Christian Academy Schools to understand our philosophy. This will help parents make a decision about sending their children to CAS based upon how well parents' beliefs match the school's beliefs. Wanting a better academic program, small classes, safe environment, or simply wanting to move away from problems are worthwhile reasons for enrollment; however, we believe these reasons alone are not enough for admission to the school.

We believe we are set apart from the public schools because we provide a Christian education based upon a curriculum that provides a firm foundation of our Judeo-Christian roots. Therefore, we believe we are not a school for everyone.

"*Or suppose a king is about to go to war against another king. Will he not first sit down and consider whether he is able with ten thousand men to oppose the one coming against him with twenty thousand?" Lk 14:31*

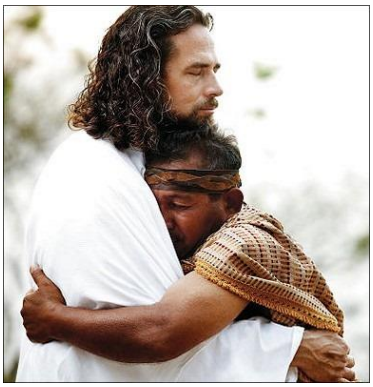
Am I my Brother's Keeper

The Bible's answer to this question is "Yes". For example, we are warned that we should discipline our own actions so we do not cause others to stumble. We are called to follow the example of Christ and to be servants of on another (Jn. 13:1-6, Phil. 2:1-8). We need to express love through encouragement and sympathy especially when the person is "down". We ought to help others solve their problems and go out of our way to give friendship, particularly to the lonely.

We are not to be gossips or to be destructive with our tongues (Col. 3:8). We can badly hurt others (or be hurt ourselves!) by criticism and tale bearing.

We also have much to learn about our response to the wrongdoing of others, but we do have a Biblical standard and it is NOT tattling. "Tattling" is considered the worst crime, and yet there are times when it is wrong to ignore what others do. At Christian Academy Schools, if a wrong harms others or the school, we have a responsibility to react. Even if a person seems only to be hurting himself, we cannot ignore it-we ARE our brother's keeper!

We have no rule at Christian Academy Schools for responding to the wrongdoing of others, but we do have a Biblical standard. Matt 18:15-17 tells us that we ought to go to the offender—after making our own heart right before God—and help him to get the things straightened out. This takes tremendous courage. But it makes real sense. If sin brings death, true love and true friendship will sacrifice its own comfort to save a brother!



Good Report

One of the core values at Christian Academy Schools is the Matthew 18:15-17 principle in the spirit—only gives a good report about another believer. But if a bad report must be given, it should be done so only in the presence of the person spoken about.

When speaking about others, conversations should always be positive, profitable, and encouraging.

The following are never acceptable at Christian Academy Schools:

1. *Slander*—false charges which defame or damage another's reputation.
2. *Gossip*—sharing detrimental information with those who are not part of the situation.
3. *Whisperer*—one who secretly or privately passes on evil report to others.

"There are six things the Lord hates, seven that are detestable to him—a false witness who pours out lies and a man who stirs up dissension among brothers." Prov. 6:16 and 19

Addressing Concerns

Conflict Resolutions for all Relationships (Student to Student, Parent to Teacher/Administration, Teacher/Administration to Parent) and Addressing Concerns are based on Matthew 18:15-17.

1. Go to the individual you have a conflict with and discuss a solution. "*If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother." (Matt 18:15)*
2. Go to the individual accompanied with others who are witnesses or who have first-hand knowledge. *"But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses." (Matt. 18:16)*
3. If the issue remains unresolved, take the matter to a person in authority (superintendent, principal). "*If the refuses to listen to them, tell it to the church." (Matt. 18:17a)*
4. If no resolution can be reached, the individual should prayerfully consider removing himself/herself from the situation. *"And if he refuses to listen even to the church, let him be to you as a heathen and a tax collector." (Matt. 18:17b)*

School Closings and Delays

You will be notified of school delays and closing through RenWeb. Information is available at the following media sources at any time.

WMVR Radio	105.5 FM	Sidney
WHIO Radio	99.1 FM	Dayton
WEEC Radio	100.7 FM	Springfield
WHIO TV 7	www.whiotv.com	Dayton
WDTN TV (Channel 2)	www.wdtntv.com	Dayton

High School Delay Schedule

1 Hour Delay (no homeroom)		**2 Hour Delay (no homeroom)**	
1st Period	9:20-9:59	1st Period	10:20-10:50
2nd Period	10:02-10:36	2nd Period	10:53-11:23
3rd Period	10:39-11:13	3rd Period	11:26-11:56
4th Period	11:16-11:50	4th Period	11:59-12:30
5th Period	11:53-12:30	Lunch 6th-8th	11:55-12:20
Lunch 6th-8th	11:55-12:20	Lunch 9th-12th	12:25-12:20
Lunch 9th-12th	12:25-12:55	5th Period	1:00-1:33
6th Period	1:00-1:45	6th Period	1:36-2:09
7th Period	1:48-2:33	7th Period	2:12-2:45
8th Period	2:36-3:18	8th Period	2:48-3:18

High School—1 p.m. Dismissal Schedule

(no homeroom)		**(no homeroom)**	
1st Period	8:20-8:47	6th Period	10:50-11:17
2nd Period	8:50-9:17	7th Period	11:20-11:47
3rd Period	9:20-9:47	8th Period	11:50-12:20
4th Period	9:50-10:17	Lunch 6th-8th (then 8th)	11:55-12:20
5th Period	10:20-10:47	Lunch 9th-12th	12:23-12:55

Board of Education and Staff Information;

Commented [RK1]: I suggest making this an independent page numbered in order to be inserted at the last minute since it will have the most last minute changes!

Board of Education

Mr. Todd Miller	President	Pastor Earnie Jones
Mr. Cathy Clayton	Vice President	Mr. Robert Amsden
Mr. Aaron Edwards	Treasurer	Mr. Kevin Smith
Mrs. Kim Curlis	Secretary	Mr. Andy Joines

Administration

Mrs. Mary Smith	Superintendent	mary.smith@caseagles.org
Mr. Lee Searcy	High School Principal	lee.searcy@caseagles.org
Mr. Rusty Kirkpatrick	Elementary Principal	rusty.kirkpatrick@caseagles.org

Support Staff

Mr. Doug Adkins	IT Department	doug.adkins@caseagles.org
Mrs. Joyce Jacoby	Librarian	joyce.jacoby@caseagles.org
Mrs. Ronda Inman	Receptionist	ronda.inmann@caseagles.org
Mrs. Sarah Bleininger	Receptionist	sarah.bleininger@caseagles.org
Mrs. Denise McPheron	Administrative Assistant	denise.mcpheron@caseagles.org
Mrs. Lisa Miller	Bookkeeper	lisa.miller@caseagles.org

Teachers

Mr. Doug Adkins	IT Director	doug.adkins@caseagles.org
Mrs. Jill Barger	Second Grade	jill.barger@caseagles.org
Mrs. Kristina Baughman	High School/College Advisory	kristina.baughman@caseagles.org
Mrs. Jill Berning	High School Science	jill.berning@caseagles.org
Mrs. Susan Blackford	Computers	susan.blackford@caseagles.org
Mrs. Brenda Boss	High School Mathematics	brenda.boss@caseagles.org
Mrs. Tracy Brewer	Middle School Teacher	tracy.brewer@caseagles.org
Mrs. Nikki Coberly	Kindergarten	nikki.coberly@caseagles.org
Mrs. Sheryl Ditmer	Art/Missions	sheryl.dimter@caseagles.org
Mrs. Kelly Edwards	High School History	kelly.edwards@caseagles.org
Miss Tori Faulder	High School English/AP	tori.faulder@caseagles.org
Mrs. Becky Fishback	Fifth Grade	becky.fishback@caseagles.org
Mrs. Maureen Joines	Elem. Music/HS Choir & Perf. Arts	maureen.joines@caseagles.org
Mrs. Marsha Kindig	Physical Education	marsha.kindig@caseagles.org
Miss Tammy Lawson	High School Bible	tammy.lawson@caseagles.org
Mrs. Janay Michael	Intervention Specialist/I.E.P. Tutor	janay.michael@caseagles.orgs.
Mrs. Debra Miu	Third Grade	debra.miu@caseagles.org
Mrs. Sue Myers	Middle School Teacher	sue.myers@caseagles.org
Mrs. Debra Naumann	Fourth Grade	debra.naumann@caseagles.org
Mrs. Karen Wiltheiss	First Grade	karen.wiltheiss@caseagles.org

Janitor

Nick Redinbo	Janitor

Food Service

Mrs. Doris Abbott	Kitchen Supervisor/Cook	doris.abbott@caseagles.org
Mrs. Dorothy Bond	Cook	
Mrs. Mindy Hiler	Elementary Lunch/ Recess Monitor	
Mrs. Amanda Morris	Elementary Lunch/Recess Monitor	

School Meals

School Lunches are available for students. School lunches cost:

Kindergarten- 5th Grade	$3.00
6th-12th Grade	$3.25
Water/Milk	$ .75
Sides	$ .75

Families have lunch accounts in which parents may put any amount of money. Students are able to stop by the office and pay for their lunches in the morning before school begins and put money on their lunch account. The cost of whatever (lunch, entrees, or drink) the student buys is then deducted from their account during lunchtime. **Parents may check with the office or RenWeb for account balances.** Milk and juice may be purchased as well. We encourage all students to eat a nutritious lunch.

As the student goes through the line, they will be notified if their lunch account money is low. If a child does not have any money (or enough) in their account, they will be allowed to charge their lunch only (no extras). ***Total lunch charges should not exceed $10.00.** If the account charge balance is more than $10.00, the lunch room personnel will ensure that your child does have something healthy to eat, but it may not be the regular meal. Please remember to check RenWeb frequently to ensure your child always has money in his/her lunch account!

Lunch with Your Student

The following guidelines were established for parents or close family members (such as grandparents) to follow when coming into the cafeteria during lunch to eat with their student.

Please call the main desk in the morning on the day to plan to eat with your child. You may bring food or plan to purchase lunch for you and your child only. Please do not bring food or treats for other students for lunch.

When you see your child's teacher in the cafeteria, please be respectful of them, as they are either entering for the assigned lunch time or they are there to pick-up their class. This is not an appropriate time for a conference.

Free and Reduced Lunches

Christian Academy offers the option of free and reduced lunches for our families. The free and reduced lunch form is available at the office. The completed form is to be returned as soon as possible to the office. A letter of award will be issued stating whether your family has qualified.

Kitchen Use Procedures

No student is to be in the kitchen or using kitchen equipment without permission from lunchroom personnel.

Groups needing the use of the kitchen (including classes, student groups, special events, etc.) should schedule kitchen use with the Kitchen Supervisor, Doris Abbot.

Holiday Celebration Policy

Christian Academy School respects the right of parents to celebrate the holidays of Halloween, Christmas and Easter with their families as they wish. CAS does not allow dressing up/ costumes unless preapproved by the appropriate principal. Within the school program, however, the following principles will serve as our school guidelines:

1. *Halloween*—Christian Academy School emphasizes a harvest theme at this time of year. The traditional *Halloween* themes and symbols, including witches, monsters, ghosts, death, superstition and fear; will be de-emphasized. In general, smiling pumpkins, stalks of wheat, displays of produce, and the like are acceptable harvest symbols. (Duet. 8:10 & 11, Psalm 104, 1 Jn. 4:18, 1 Jn. 1:5-7)
2. *Christmas and Easter*—Christian Academy School treats these holidays as joyous times of the year to celebrate and emphasize both the birth of Jesus Christ and His resurrection. Activities and symbols that complement these emphases are prominent in our classrooms. Myths and symbols, such as Santa Claus, elves, the Easter Bunny, etc. which compete with these are de-emphasized. In the lower elementary grades, especially, Santa Claus will not be discussed so as not to interfere with your family traditions.
3. *Other Holidays*—such as Thanksgiving, Valentine's Day and birthdays will be celebrated following each teacher's individual classroom rules.

Attendance Procedure and Policies

Promptness and regular attendance are a vital part of an education and preparing a student for their career, personal life, and social life, as well as, building the character quality of responsibility within a student's life. A poor attendance record may hinder those seeking jobs after graduation. Parents' cooperation is essential in eliminating excessive absences and tardiness. We have developed the following guidelines to help you and your child be successful at Christian Academy and beyond.

It is the responsibility of the parent/guardian to notify the school as early as possible in the morning if your child will be absent from school. If there is no communication from the parent/guardian by 9:00 AM, an attempt will be made by the secretary to contact to a parent/guardian to verify the absence. It is the responsibility of the parent/guardian and the student to bring a dated note, signed by the parent indicating the reason for the absence. In the elementary, the note is to be given to the classroom teacher. In grades 6th-12th, the note should be given to the front desk. Failure to bring such a note within three days of returning to school will result in an unexcused absence. A doctor's excuse may be required if a student is absent more than three consecutive days due to illness.

If a parent/guardian would like homework from the teacher, this must be specifically stated when they call the school in the morning. Please remember all assignments are available on RenWeb.

All students must sign in at the front desk when arriving at CAS after the morning bell has rung; this includes College students returning to Christian Academy for classes.

Excused Absence

Are considered;

1. Doctor/dental appointments (Please try to schedule these appointments beyond the school day)
2. Extraordinary traffic conditions, at the discretion of the school administrator.
3. Motor vehicle tests
4. Weather so inclement as to endanger the health of the student or make roads impassable
5. An emergency in the student's family, approved by a school administrator
6. Illness
7. Bereavement for an immediate family member
8. School sponsored activities (Pre-approved)

Unexcused Absence

An unexcused absence refers to a student not being in school for a reason not meeting the school policy for excused or prearranged absences.

Prearranged absence

A PREPLANNED ABSENCE FORM is available at the front desk. The form will be filled out at the front desk and should be returned 48 hours **prior** to the absence. A Preplanned absence is an absence that will keep the student out of school for more than two consecutive days. Examples of these activities would include; family vacations, mission trips, and church youth group activities. Assignments can be found on RenWeb and the student will be responsible to have all assignments turned in by the date they are given on the form prior to them leaving. **Failure to complete the form 48 hours before leaving will result in the student losing credit for the assignments due during the absence.**

Absent the day of student activities

Elementary students absent for more than 2.5 hours will be counted absent for ½ day. Elementary student absent for more than 2.5 hours will be counted absent for the entire day.

High school students absent for more than one full period, but less than four periods will be counted absent for ½ day. High school students absent four periods or more will be counted absent for the entire day.

In the case of afterschool activities, a student must be present at least four full periods of the school day to participate in extracurricular activities after school (this includes practices, choir, concerts, and athletic events). No exceptions will be made unless prearrangements have been made with the principal.

Excessive absences for Grades 6-12 and Elementary students

High school students who miss (excused or unexcused) ten periods in a semester of a full credit course will not receive credit for that course. If a student misses five periods in a semester of a .5 credit course, he or she will not receive credit for that course.

Elementary students missing more than ten days in a semester may be held back a year.

Tardiness

If you haven't planned to be on time, you have planned to be late.

A student is tardy if he/she is not in homeroom/classroom when the bell rings at 8:20 am. Being tardy on a habitual basis sets a poor example. It is important for students to learn the value of being on time. This creates difficulties for us in teaching the value of punctuality if a student is late. If a parent has difficulty get a student to school on time, please call and talk to the principal.

If your child should arrive late, the student should report to the front desk for a tardy slip. The student's lunch order will be recorded as well. The parent should inform the school why the student is late.

If a student is tardy to classes during the day, the classroom teacher will record the tardy in RenWeb. Tardy behavior can be viewed on RenWeb by the parent.

Excusing Students during the school day

Students who arrive after the beginning of the school day or who leave before the dismissal of the school day must sign in and out at the front desk.

All students leaving the building for appointments are to sign out and in upon returning the same day. In the event the student's dismissal plans are changed by the parent during the day (i.e. the student is to get off the bus at another location or is to remain at school for pickup), the parent **must call the office** as soon as possible to ensure the message is delivered to the appropriate person.

PLEASE NOTE: It is very hectic at the end of the school day. Unless it is an emergency, no changes can be made after 3:00pm. Everyone has many responsibilities trying to ensure that all students can leave the building safely.

Students who have an early dismissal should remain in the class until paged by the office.

Student must not leave the building during school hours (including study hall) except by permission of the principal.

A Senior Skip Day is not authorized by Christian Academy Schools. Students participating will be subject to disciplinary actions and may jeopardize their graduation from CAS.

If a student will be leaving school for an appointment (doctor, dentist, funeral) the parent is to notify the office prior to the day of the appointment**. We encourage appointments to be made other than during school hours.**

College Visits Procedures

Juniors and seniors can take two college visits per year. They are to fill out a **College Visit Form** and have it turned into the Principal at least 24 hours prior to the day of the scheduled visit. If the form is not turned in on time the student will be considered absent from school.

Students remaining after school

Any student remaining after school must be under the supervision of an adult. All students (any grade) not under adult supervision will be taken to the Eagle's Nest and parents will be charged until the student is picked up. Parents must pick up students as soon as a school activity is completed.

Picking-Up Procedures

To ensure the safety of all our students, we have implemented a pick-up procedure for students in the afternoons. If you are picking up your student, or need to enter or exit the building between 3:00-3:30, please do so from the **Elementary End Door**, **NOT** the front door where the busses are located. During this half hour, the front doors will only be open for students riding the busses. **All other entries/exits will be through the Elementary End Door.**

We will have crossing guards at the West End of the parking lot to assist anyone to safely cross the parking lot after school.

There will be an adult monitor at the Elementary End Door during this time to let you in, as well as a few chairs for you to comfortably wait. We have instructed the students as well; that they are not allowed to exit the front doors during this time unless they are a bus rider until all the busses have left at 3:30.

PLEASE NOTE: In the event of early dismissal, this will also be the procedure. The front doors will only be used for bussing students during the 15 minutes before bus dismissal time and 15 minutes after bus dismissal time.

Make-Up Work for Absences

A. Students who are absent due to an excused reason approved by the administration will be given the opportunity to complete and submit make-up work. If a student is absent, parents or students may obtain work assignments through RenWeb.

B. It is the **student's responsibility** to complete required **missed** assignments on time. Students have one day for each day of absence to complete the make-up and submit their work. If above guidelines are met, full credit will be given for the assignments. If above guidelines are not met, no credit will be given for the assignment.

   Example: Student misses school for excused absence on Monday and Tuesday. Student returns to school on Wednesday. Student is responsible to obtain all their missed assignments from Monday and Tuesday. Students missed assignments are due by Friday at the beginning of each class period.

C. Previously assigned tests or projects prior to the absence are expected to be taken or submitted **the first day of returning.**

Work/School Co-op

Students in 12th grade are eligible for the co-op program. For more information about the program, see the Guidance Counselor. Please note: the first deadline is April 30th.

Classifications of Student

The Bible describes four (4) types of man: the wise, the simple, the fool, and the scorner. The process of discipline involves "putting off" the negative character qualities and "putting on" the positive Christ-like character.

Identifying the Wise Man

The wise man can be identified in several areas of life. Wisdom can be demonstrated in the way a person acts, speaks, and listens: as well as in his/her emotions and relationships.

The Wise:

1. Listens to advice and overlooks insults. (Prov. 12:15-16)
2. Listen to both sides of an issue before making a decision and gives careful thought to his/her ways. (Prov. 14:8, 18:17)
3. Speaks discreetly and is not reckless with his/her words nor expresses him/herself rashly. Prov. 12:18, 23, 13:3)
4. Speak with words of restraint, does not push is opinions without caution, and offer a gentle answer. (Prov. 17:27, 15:1, 18:2)
5. Guards his/her tongue, does not offer false flattery, but provides honest answers. (Prov. 21:23, 24:26, 28:23)
6. Acts out of knowledge and commits his/her plan to the Lord. (Prov. 13:16, 16:3)
7. Understands justice, acts without partiality, maintains order, and attempts to avoid strife. (Prov. 20:3, 24:23, 28:2, 5)
8. Uses discernment in his relationships with others while building strong relationships with wise companions. (Prov. 13:20, 14:13, 15)
9. Demonstrates patience with self-control and humility. (Prov. 15:18, 27:2, 29:11)

Identifying the Simple

The Simple:

1. Follows others: (Prov. 14:15, 19:25, 21:11)
2. Does not foresee consequences; he/she is not cautious. (Prov. 22:3)
3. Gullible, believing everything he/she hears. (Prov. 14:15)
4. Takes someone else's punishment seriously, would not be likely to laugh at someone else's punishment. (Prov. 19:25)
5. Can respond positively to the Word of God. (Psalms 19:7, 119:130)
6. Is easily deceived. (Rom. 16:18)

Identifying the Fool

The Fool:

1. Doesn't believe in God. (Psalms 14:1)
2. Hides his/her hatred. (Prov. 10:18)
3. Enjoys mischief. (Prov. 10:23)
4. Think what he/she is doing right. (Prov. 12:15)
5. Is a grief and sorrow to his/her parent. (Prov. 17:25, 10:1, 19:13)
6. Does not respect his/her mother (may carry over to his/her teachers). (Prov. 15:20)
7. Has no use for his/her father's instructions (may carry over to his/her teachers). (Prov.15:20)
8. May give false reports to hurt someone else's reputation. (Prov. 10:18)
9. Does not understand God's ways. (Psalm. 91:5-6)
10. Let everyone know all his/her foolish thoughts. (Prov. 13:16, 29:11)
11. Does not flee temptation. (Prov. 14:16)
12. May try to reform, but keeps going back to his/her foolishness. (Prov. 26:11)
13. Tends to meddle in other people's affairs. (Prov. 20:3)
14. Does not respond to counsel. (Prov. 1:7, 1:22)
15. He/she has a quick temper. (Prov. 12:16

Identifying the Scorner

The Scorner

A. a feeling that someone or something is not worthy of any respect or approval
B. harsh criticism that shows a lack of respect or approval for someone or something

(Definition from http://www.merriam-webster.com/dictionary/scorn)

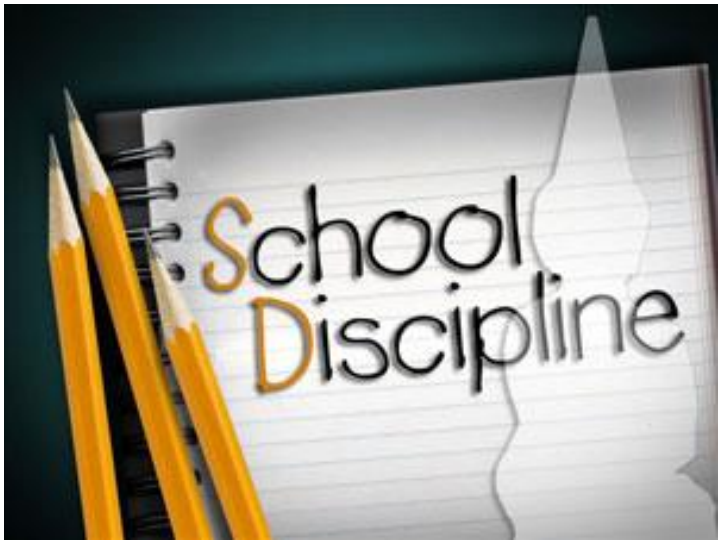
The Scorner:

1. Enjoys scorning or scoffing. (Prov. 1:22)
2. Dislikes those who reprove him. (Prov. 15:12)
3. Won't listen to rebuke. (Prov. 13:1)
4. Heads others into trouble. (Prov. 29:8)
5. Causes contention, strife, and reproach. (Prov. 22:10)
6. Is disgusting and vile. (Prov. 24:9)

Framework for Discipline

We use the following steps in seeking to resolve discipline problems in our school. How far we have to go through the steps, or which step the process starts on, depends upon how serious or persistent the problem.

1. Teacher talks to, counsels, and prays with the student.
2. Teacher confers with parent over phone or in person.
3. Disciplinary actions is taken, in keeping with the offense.
4. Parent-Teacher-Student conference.
5. Student referred to principal.
6. Parent-Teacher-Student-Administrator conference.
7. Suspension and/or probation (conditional status) and/or recommendation to the superintendent for dismissal.



Code of Conduct

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Lk 2:51; Heb. 5:8). It results in genuine freedom in life (Jn. 8:32). Respect is necessary for all successful and meaningful relationships (Lk 10:36-37, Rom. 12:18). Additionally, the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Cor. 10:30; Ecc. 9:10; Rom. 14:12).

As we seek to provide a balanced and disciplined learning environment for students of Christian Academy Schools, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the student's good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching that principles taught at school. We can instill in student proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves that right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of Jesus Christ, giving thanks to God the Father through him" (Col. 3:17 NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Christian Academy Schools, both on and off campus, so that we might all live and work happily together.

These general guidelines for student conduct are listed below:

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (Ephs. 4:28-32)
2. Respect the authority of teachers, administrators, and staff members: treat them courteously, respectfully, and obediently as unto the Lord. (Heb. 13:17 & Thess. 5:12-13)
3. Abstain both on and off campus and at all times (24/7/365) **from the use or possession of alcoholic beverages, all tobacco products, drugs, and pornography; as well as from gambling and other undesirable practices that are generally recognized to be harmful to the health and Christian character.** (1 Cor.6:19-20)
4. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and actions is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (Ephs. 4:29)
5. Refrain from a public display of affection on campus. Students are expected to conduct themselves in a discreet and Christian manner. Therefore, while on campus, students should follow a "hands off" policy.
6. No texting or any other unauthorized use of computers or other devices capable of Internet usage permitted during school hours. No pictures, audio recordings, or videos are to be taken during school hours unless permission is given by the principal.
7. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.

8. Cheating/Plagiarism—Cheating involves any form of work that a student turns in which has not been completed fully by him/her, including exchanging answers on homework and plagiarism. Both the person obtaining information and the supplier of the information are viewed the same. Cheating also includes the use of unauthorized material(s) for cheating purposes (cheat sheets, writing on hand, desk, etc.). A grade of **zero** is given for assignments or exam in which cheating takes place. Plagiarism involves copying or paraphrasing the idea and/or words of another person without proper acknowledgement and presenting this material as one's own original work. Rules and guidelines regarding plagiarism are regularly covered as part of the high school curriculum. The ease with which information can be copied and pasted from digital sources makes plagiarism more problematic than ever. Students should consult with their teachers for questions regarding whether the use of certain materials would be considered plagiarism. In cases of plagiarism, the teacher reserves the right to issue a zero for the assignment or ask that the work be redone for an adjusted grade. Cheating and plagiarism is a Class II infraction and will be considered a Class III infraction for repeated offences.
9. All school rules apply on all field trips and on all school-sponsored event both on the school campus and away from it; as well as during and after school hours.

Discipline Procedures

Christian Academy School recognizes that there are major differences between elementary, middle school, and high school students with respect to an attitude toward discipline. How far we proceed through the steps of discipline depends upon the severity, persistence, and intensity of the situation. **Consequences may vary depending on the situation and the individual.** Middle school and High school disciplinary procedures **typically** proceed in the following manner.

1. The teacher/adult observes an inappropriate behavior.
2. The teacher/adult will issue a consequence which may be an infraction.
3. The principal will be notified of the infraction.
4. If an infraction was issued, the principal will notify the parent/guardian via RenWeb (if needed, phone calls will also be made.)
5. The accumulated number of infractions will determine the severity of the consequence and the parents will be notified of consequence via RenWeb (and/or phone call).

We strive to discipline in the spirit dictated by the Holy Spirit in Galatians 6:1 & 4: "*Brethren, if a man be overtaken in a fault, ye who are spiritual, restore such a one in the spirit of meekness; considering thyself lest thou also be tempted. Each one should test his own actions. Then he can take pride in himself without comparing himself to somebody else."*

The Christian life is one of not merely self-control, but CHRIST-CONTROL! True joy is found in submitting to Him and taking His yoke (Matt. 11:28-30). It is by outward control that we learn self-control. By submitting to the authority of home, school, and church, we learn to yield to Christ. Each student's conduct should be brought into harmony with the principles of God's Word as revealed in the Bible.

Christian Academy School recognizes that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful of offensive to others. Practices detrimental to a Christian's character and body are not permitted and may subject the student to immediate dismissal. Exposure to movies, videos, music, television, and literature should be carefully guided and supervised by parents in accordance with Philippians 4:8— "*Finally, Brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report: if there be any virtue, and if there be any praise, think on these things." (KJV)*

Christian conduct is a way of life that is expected of students at all times, both in and out of school.

Please read Hebrews 12:6-8, Hebrews 13:17 and 1 Peter 2:17 for understanding our philosophy of discipline.

Please note that the following are not all-inclusive lists. Additionally, elementary discipline procedures will have many of the same guidelines, but the specifics will be determined by the teacher and principal depending on the grade level.

Late or missing assignments

In the case of Middle School students if an assignment is not turned in on time the student will have up to five days to complete the assignment and turn it in. **Each day** the assignment is late 10% (for each day late) will be deducted from the total score earned. After the 5th day the assignment will be recorded as a 0% in RenWeb.

High School students turning in late assignments will have 20% deduction (for each day late) on their final grade each day the assignment is not turned in to the teacher. On the fifth day, the assignment will be registered as 0% in RenWeb.

Behaviors Resulting in Discipline

The following behaviors by a student **on or off school property** may constitute cause for discipline:

Class I Behavior

1. Not having supplies needed for class
2. Disruptive talking in class or any other disruptions after previous warning
3. Water is the **only** drink that is permitted in the classroom. The water must be in **your clear personal container** with a lid and your name clearly displayed. No prepackaged bottles are permitted.
4. Taking another student's supplies and/or property without permission
5. Classroom disruption
6. Running and/or horseplay in halls or classroom
7. Writing and/or passing note
8. Any food in lockers must be in a closed container at all times. (i.e. zip lock bag). Any good in the classroom must be approved by the appropriate principal.

Class I Infraction Consequences

Class I infraction can be given to a student by any teacher and/or staff member of Christian Academy, whether the student is in class or out of class. The following protocol will be executed for accumulated infractions within an academic quarter.

Commented [RK2]: Kristina will always get an in fraction for not being nice to Mr. K.

Commented [KB3]: I disagree ☺

1St Infraction	Warning- No Consequence
2Nd Infraction	Principal Conference
3rd Infraction	Principal Conference
4th Infraction	Detention
5th Infraction	Principal Conference
6th Infraction	Detention ($5.00 fee, first one in the school no cost-Grace)
7th Infraction	Parent Conference/Behavior Plan
8th Infraction	Saturday School ($15.00 fee)
9th Infraction	Parent Conference
10th Infraction	Saturday School ($15.00 fee)
11th Infraction	Parent Conference to discuss next steps

The discipline protocol begins and ends with each quarter. Each student will have zero infractions at the beginning of each new quarter. Teachers will not give more than one infraction per class period. If the student's behavior continues, the student will be referred to the Principal. The Principal may increase disciplinary actions based on the student's continued negative behavior. Further behaviors may lead to Class II or Class III disciplinary actions.

Class II Behavior- Detention (High School)

1. No chewing gum during school hours
2. Bringing and or using prohibited items in class. These items include: **cell phone***, Fidget Spinners*, electronic games, CD players, iPods, mp3 players, cameras, Nintendo DS and other handheld computers, or any other electronic device without teacher permission. (**Items can be picked up at the end of the day from the principal*).
3. Using teacher/classroom supplies without permission
4. Inappropriate public display of affection
5. Refusing to obey a teacher's directive
6. Class 1 insubordination (defiant, talking back)
7. Taking pictures, making audio recordings, or taking videos during school hours without permission
8. Unexcused tardy to a class four (4) times (issued by principal)

Class III Behavior- Saturday School (High School)

1. Deception, lying, plagiarism, cheating
2. Defacing school or private property
3. Fighting—this involves 2 or more people who are both being the aggressor. When determined that one person is the aggressor and one person is defending his/herself, that is considered assault and is addressed in Class III
4. Leaving the school without authorization
5. Verbal abuse of staff or student
6. Motor vehicle guideline violation
7. Inappropriate public display of affection
8. Obscene gestures or behaviors (vulgarity, profanity, obscenities)
9. Skipping classes
10. Repeated violations of a Class I offense
11. Taking pictures, making auto recordings or taking videos during school hours without permission from the Principal
12. Skipping/missing detention
13. Bullying

Class IV Behavior- Suspension/Expulsion

1. Assault or attempted assault/violence
2. Making false alarms, serious threats of violence, or inducing panic
3. Forgery
4. Possession of knives or weapons
5. Immorality
6. Harassment
7. Inappropriate public display of affection
8. Use, possession, distribution or sale of drugs, drug-like substances, drug paraphernalia, alcohol, tobacco, or tobacco products
9. Vandalism
10. Aiding and/or abetting any Class IV behavior
11. Bullying
12. Repeat violations of a Class I, Class II or Class III offense.

Internet Usage—Class I, II, III or IV Behavior

Technology has infiltrated all areas of our lives. A student who uses the internet at home or in school in a way that reflects negatively on the student or school system will be disciplined. The severity of the discipline will be dependent upon the inappropriate use of the internet. For example, a student who uses the internet to search for a new outfit may not receive the same discipline as the student who uses Facebook or Skype to bully someone. Often, the infraction may overlap with another infraction (bullying, profanity). Students may forfeit the use of school computers or the right to have a cell phone at school when found using the internet in a way deemed inappropriate by Christian Academy Schools.

Bullying Policy

Christian Academy Schools does not tolerate bullying in any of its forms. We define bullying as any intentional electronic, written, verbal or physical act; when the act:

1. Physically or emotionally harms a student or damages the student's property.
2. Has the effect of substantially interfering with a student's education?
3. Is so severe, persistent, or pervasive that it creates an intimidating or threating educational environment.
4. Has the effect of substantially disrupting the orderly operation of the school?

Harassment, intimidation, or bullying is conduct that disrupt both a student's ability to learn a school's ability to educate its students in a safe environment.

If it is determined that a student is engaged in bullying behavior, the school's Discipline Policy will be followed. If the behavior is extreme, at the discretion of the administration, the student may be removed from class, suspended from school for a given amount of time, or enrollment may be terminated without following the normal steps in the school Discipline Policy.

Please note: Sometimes students, especially when they are very young, have not developed the interpersonal skills necessary to express their needs and feelings. Therefore, sometimes students will be mean to each other or physically hurt each other occasionally. We do not consider this occasional misbehavior "bullying". In these instances, the teachers and staff will attempt to work with these students to help them express themselves with words and good choices when faced with an undesirable situation.

"*A good name is more desirable than great riches: to be esteemed is better than silver or gold.*"

Proverbs 22:1

Detention Policies—Thursday (3:30 p.m. to 4:30 p.m.)

Detention policies apply to both the elementary and the high school.

A. Students will be notified and issued detention by the principal. Parents will be notified of detentions through RenWeb.

B. Parents will need to confirm that they received notifications of detention by an e-mail and/or phone call to the principal. Parents are responsible to pick up student **NO LATER** than **4:30 p.m**.

C. Students report to detention on time and with sufficient schoolwork for one hour. If a student is late, he will be issued detention for the following week.

D. The cost is $5.00 for every detention after the first one in the school year. These fees will be added to the student's school fees if not paid at the time of the detention.

Saturday School—Saturday (9:00 a.m. to 12:00 p.m.)

A. The principal will notify parents by letter of assigned Saturday Schools.

B. Students are to:
   a. Be on time
   b. Bring pen or pencil and notebook paper
   c. Do assigned project(s)
   d. Bring school assignments or reading material to work on
   e. Stay quiet and on task

C. Failure in any of these areas will result in further discipline.

D. Every Saturday school has a cost of $15.00. Fees are payable on or before the assigned Saturday School. If the fee is not paid, further discipline may occur. These fees may be added to the student's school fees if they are not paid prior to serving the Saturday School.

Academic Abeyance and In/Out of School Suspensions

A. Suspension will be issued and it may be in-school or out-of-school depending on the circumstances and at the discretion of the superintendent. Suspension may be one to ten days depending on circumstances. Academic Abeyance will be issued in lieu of a suspension or expulsion depending on the circumstances and at the discretion of the superintendent. Academic Abeyance may be one to three days depending on circumstances.

B. Students in Academic Abeyance and suspended students will complete and turn in assigned projects before returning to classes.

C. Students in Academic Abeyance will serve their abeyance in the Principal's office or front desk area.

D. A conference with student, parents, teachers, and administrators will be conducted before suspended student is permitted to return to classes.

E. Grades:

1. The quarter grade of a student in Academic Abeyance will be penalized two percentage points at the end of the quarter in **each subject for each day of abeyance.**
2. A student who has received an in-school or out-of-school suspension will be penalized by receiving a **zero for each subject missed for each day of suspension.**

Expulsion

A. Serious offenses (Class III Infraction) may result in immediate suspension or expulsion at the discretion of the administration.

B. Attempts at rectifying a situation are not successful.

C. If a student is expelled, he/she may not be reinstated during that same school year. Reinstatement, if appropriate, will occur only after the student and parents satisfactorily meet with the Superintendent, Principal, and any other personnel deemed necessary.

Probation

A. A new student will have a probationary period of 45 days upon entering Christian Academy School for the purpose of establishing spiritual, academic, and social performances.

B. A student who develops serious problems in academics will be placed on probation. The length of this probation will be determined by the administration.

Dress Code

It is our desire at Christian Academy Schools that our students live and conduct themselves in a manner that is pleasing to God and glorifying to the name of Jesus Christ. The dress code serves as a tool in fostering academic and character development of the students as they participate in the learning environment. **It is the responsibility of the parents/guardians to make sure that the dress code standards are met.** The following guidelines are minimum standards. A student's dress should honor and glorify the Lord, reflecting modesty, reflect neatness and cleanliness and not be a distraction to the learning environment. Any specific issues not addressed in this policy are left to the discretion of the school administration. Situations concerning questionable clothing, the administration will make the final decision regarding the appropriateness of the item or situation. Apparel that distracts is of poor taste is not permitted (administration will determine).

General Guidelines

A. **Pants -** Pants are not to be tight fitting so that they draw attention to one's body. Pants are to be worn at the waist (no sagging), free of "holes" and "frayed" design, with no skin showing.

B. **Shorts -** Shorts may not be more than 3 inches above the knee cap (front and back)vwhen standing and not be skin-tight—an overall look of modesty should prevail. This rule applies at all times for gym and athletic teams. Shorts are permitted from the start of the school year until Oct. 31st and from May 1st through the end of the school year.

C. **Shirts -** All t-shirts / tops / shirts need to fit appropriately, no bare midriff clothing of any type. Students must be able to extend their arms straight above their heads and still have the top cover the midriff and underwear.

D. Any **distracting type of clothing** will not be permitted All school attire must be free of suggestive words or pictures, offensive advertisements, promotion of worldly or ungodly values. At CAS we want to avoid clothing/images that promote death (skulls, skeletons, weapons, etc.), magic/wizardry, and the like.

E. Any **distracting type of jewelry** will not be permitted. Facial piercings are not permitted. Other body piercings must be covered at all school-related activities (not including ear piercings for girls.)

F. **Tattoos** - Visible tattoos are not permitted.

G. **Hair -** Hair must remain one of the natural colors (i.e., brown, black, blonde, red). Attention drawing hairstyles are not acceptable. Unacceptable examples include styles that are highly spiked, mohawk, punk, etc. Hair cut should not include design patterns cut into hair.

H. **Hats -** Hats are to be removed when inside the building.

I. **Coats and jackets -** Outside coats and jackets are to be removed when inside the building. No Outerwear in Chapel.

J. **Names on clothes -** Children in grades K through 2nd grade should have their garments, shoes, and personal items labeled to help identify the owners of items left in the classroom or hallways.

K. **Sweat pants (**they **do not** have to have logo or be only an approved vendor **) will be allowed** as everyday wear at CAS (except for Chapel Days). Please be sure the sweat pants fit appropriately and are **not too thin or pajama like.**

L. Shorts and flip-flops/slides are permitted from the beginning of the school year until the end of October and from May 1st through the end of the school year. **Flip-flops and shorts are NEVER permitted on chapel dress days. Dress sandals (with back straps) may be worn to chapel.**

M. At all banquets and school performances, chapel dress code is in effect for those participating.

Female Dress Code Guidelines

A. No undergarments should be showing at any time.

B. **Tops** - Tops must fit properly with a modest, well-fitting neckline—no cleavage or bra straps should show at any time. Straps on any top must be at least 3 fingers in width. No bare midriff clothing of any type. Students must be able to extend their arms straight above their heads and still have the top cover the midriff and underwear. No strapless tops on blouses or dresses. All bra and camisole straps (or other underwear type clothing) must be covered. Appropriate undergarments should be worn and covered.

C. **Skirt and dresses** - For skirts and dresses, hem length, slits in sides, front and back, must extend at least no more than 3 inches above the top of the kneecap. When volunteering at CAS please be considerate of these guidelines.

D. **Leggings/Jeggings** - If Leggings/Jeggings are worn the student's top must be not be more than three (3) inches above the knee cap in the front and back when standing. (or finger tips or cover the bum) Yoga pants or leggings must be accompanied by a shirt that covers your front and back entirely.

E. **Shorts** - Shorts may not be more than three (3) inches above the knee cap (front and back) when standing and not be skin-tight—an overall look of modesty should prevail.

F. **Chapel Dress** - Chapel day requires dresses (no more than three (3) inches above the knee cap in front as well as the back) or skirts (no more than three (3) inches above the knee cap in front as well as back) and blouses. Dresses that are in question one day shouldn't be worn again.

G. No t-shirts or sweatshirts, coats, or outside jackets are to be worn on chapel days. A sweater or dressy fleece is acceptable.

H. **Dress Shoes** - Dress shoes are required on chapel days. (No gym shoes, flip-flops or slides)

I. **Small Group Chapels** - For Small Group Chapels, students will wear Christian Academy School shirts (Walk-a-thon shirts, Polos or the CAS themed shirts with khaki pants or jeans).

Male Dress Code Guidelines

A. No undergarments should be showing.

B. Boys' hair shall be above the eyebrows, off the collar (this applies to any shirt the student is wearing), above the earlobe. These guidelines apply when a student's hair is pulled strait down by the student.

C. Boys shall be clean-shaven—no beards or mustaches. Sideburns will be above the bottom of the earlobe.

D. Earrings are not permitted for boys.

E. **Shirts** - Tank tops or sleeveless shirts must be worn with appropriate short sleeve undershirts. They may not be worn by themselves. Fathers of CAS students are asked to comply with these dress standards when volunteering at school.

F. **Chapel Dress** – On Chapel days, boys are required to be in chapel dress for the entire day which includes dress pants, and a tie, with dress shoes. A tucked-in button-up dress shirt and tie. Suit coats are optional. Dress socks should be worn with dress shoes. Tennis shoes will not be allowed.

   a. **Dress pants –**dress pants, this includes khaki (no jeans or cargo pants of any color)

   b. **Dress shirt –** button-up dress shirt (buttoned to the top button) Shirts are required to be tucked in on chapel days.

   c. **Tie –** tie under collar, top button buttoned, no cravat or ascot ties.

   d. **Dress Shoes -** Dress shoes are to solid colored. No athletic hybrids or hiking shoes or boots will qualify on chapel day. Dress socks must be worn.

   e. No t-shirts or sweatshirts, coats, or outside jackets are to be worn on chapel days.

   f. **Small Group chapels** - For Small Group chapels, students will wear Christian Academy School shirts (Walk-a-thon shirts, Polos or the CAS themed shirts with khaki pants or jeans).

*****Homeroom teachers will be checking for Dress Code compliance each morning in homeroom *****

High School Consequences-Dress Code

1st Offense: a warning and corrective measures may be required.
2nd Offense: detention is issued and corrective measures may be required.
3rd Offense: parent is called, corrective measures are required, and detention is issued.
4th Offense: a parent conference is scheduled and/or a possible Saturday school may be issued.

Elementary School Consequences-Dress Code

The Elementary Principal will handle elementary violations resulting in a need for consequences. **Please note: If economic hardships make it difficult to adhere to the dress code, please contact the superintendent for possible solutions.**

The following biblical guidelines were used to guide the student appearance policy.

Dress and appearance styles and standards are always changing and are often controversial. There are as many opinions about acceptable appearance as there are parents and students. The following biblical guidelines were used to guide the student appearance policy.

Moderation (Philippians 4:5, I Timothy 2:9-10) Avoid extremes in behavior and appearance so as to not draw attention toward us and away from Christ.

Jesus and Others (I Corinthians 10:31-33, Philippians 2:3-8, Romans 14:13-15:3) Honor Christ and be not a stumbling block to others who hold Christians to a high standard.

Brotherhood and Unity of Believers. (Psalm 133) As believers we should be unified and not be in competition or divided into cliques by clothing cost and style. **Example** (I Timothy 4:12) Older students have a responsibility to be an example to the younger students.

Safety (Proverbs 3:21-23) Shoes and garments shall insure student safety in labs and in the event of an emergency evacuation.

Gender Difference (Genesis 1:27, Deuteronomy 22:5) Boys and girls shall be distinguished by their appearance.

Clean (Ecclesiastes 9:8) Students and their clothing shall be clean and have no offensive odor. 16

Inward Adornment (I Peter 3:3-4) Students shall be encouraged to develop an aura of purity, modesty, and sweetness, not a tempting or sensual appearance.

Timing (Ecclesiastes 3) Appropriate appearance for appropriate times and activities. Appearance for business (academics) shall convey a sense of discipline, responsibility, and the seriousness of the thought and action of scholarship. Appearance for recreation may convey relaxation. Clothes for competitions should be appropriate and convey unity, resolve, and discipline.

Submission and Be Clothed with Humility (Romans 13:1-4, James 4:7, I Peter 2:13, 5:5) Students shall be encouraged to submit to their overseers who God holds accountable.

Appeal (Matthew 18:15-17) Students and or parents who believe that dress or enforcement expectations have not been appropriate may follow the Scripture model of resolving differences.

Christian Academy Schools' Website

Parents and students are encouraged to regularly use Christian Academy Schools' website, www.caseagles.org or RenWeb. These sites have significant information to keep families informed. The information includes some individual teacher pages, homework assignments, project due dates, classroom expectations, the master calendar for all activities, athletic information, policies and forms, and much more.

RenWeb

Instructions for setting up a new RenWeb Account

1. Log onto www.renweb.com
2. Locate Login tab at the far right and drop down to Parent Web login
3. Click at the bottom where it says "Create New Parents Web Account"
4. Fill in District Code: CA-OH, and your email
5. A link will then be sent to your email where you can create your own username and password for RenWeb

All families have access to RenWeb. If a family falls behind in their financial responsibility, access to RenWeb will be closed temporarily. Once the family has fulfilled their financial responsibility, RenWeb will once again be available.

Lesson Plans/Grades

Lesson plans and grades will be updated on RenWeb each week on Monday by 9 a.m.

Acceptable Use Policy for Technology

Christian Academy Schools offers internet access to students at the schools. This access offers vast, diverse and unique resources and is provided to students and school personnel to promote educational excellence. The use of the internet must be in support of educational and academic research and consistent with educational objectives of Christian Academy Schools.

Internet activities that are not permitted include, but are not limited to:

1. Searching, viewing or retrieving materials that are not related to school work, community service, employment or further education.
2. Copying, saving or redistributing copyrighted material.
3. Subscription to any services or ordering of any goods or services.
4. Sharing of the student's home address, phone number, or other personal information.
5. Playing games or using other interactive sites such as chats, unless specifically assigned by a teacher.
6. Any activity that violates a school rule or local, state or federal law.

Students must have a signed technology use agreement form on file before they are allowed to use **ANY** Christian Academy Schools' computer. This policy can be accessed at Acceptable Use Policy for Technology at www.caseagles.org.

Technology/Electronics

None of the following items can be used during school hours and therefore should not be brought to school: games, cameras, smart watches, smart phones, IPod, MP3 players, or any other electronic device without approval of a teacher. No texting or any other unauthorized use of computers or other devices (Smart Watches, Telephones, etc.) capable of Internet usage permitted during school hours. No pictures, audio recordings, or videos are to be taken during school hours unless permission is given by the principal.

Christian Academy School is not liable for the loss of property whether in school or on buses.
If a teacher or individual in charge sees a student with unapproved electronics, it will be taken from the student and not returned until a parent picks up the item.

Graphic calculators (IT-84, etc.) will be used during math class with expressed permission of the teacher.

Cell Phones are not to be used for any reason (including texting) during school hours. **Cell phones are to remain turned off and in the student's locker during school hours.** Teachers will take possession of phones of students who display or use them during school hours and will give them to the principal. The principal will return the cell phone to a parent only. The front desk phone is available for students to use before school, during lunch, and after school when necessary. Emergency calls will be handled at the front desk.

School Issued Computers

All 6th-12th grade students will be provided a school laptop. The laptop can be signed out for overnight and weekend uses.

Laptops/Computers, IPad, electronic notebooks/tablets, etc. may be used for educational purpose with expressed permission of the IT Department. No headsets may be used with computers (except during language classes). Students may lose the privilege of computers, if used inappropriately. **Christian Academy Schools is not liable for the loss of property either in school or on buses.**

Form available at www.caseagle.org

Hall Passes

High school students are not to be in the hall during class time without a pass/planner. A student must report to his teacher to request a pass (teacher signs the planner) for any reason to be in the hallway (i.e., to see another teacher, restroom, principle or office). If a teacher detains a student after class, the teacher will give the student an excused or unexcused pass to the student's next class. Students will be given planners at the beginning of the year. It is their responsibility to have the planner with them at all times—**No planner means no privileges**. He/she may not use another student's planner as his hall pass. A replacement planner may be purchased for $5.00.

Elementary students will be given a hall pass by their teacher.

Home School/Part-Time Students

- Please wait in the office area before and after classes
- Sign in and out at the main desk area
- All handbook and dress code requirements must be followed. If these items are not followed, the student could be asked to leave the program with no refund granted.

Boy/Girl Relationships

Christian Academy Schools seeks to provide an environment for student relationships that is morally healthy, wholesome, and God-glorifying. We adhere to Scriptural principles. To encourage right conduct in boy/girl relationships, the following policies have been established:

1. Students must avoid physical contact that is generally associated with boyfriend/girlfriend relationships. This includes holding hands, hugs, or any public displays of affections.
2. Students are not to be alone or unsupervised in a classroom or hidden area of school.
3. Couples are discouraged from traveling alone to or from school or school function.
4. Christian Academy Schools reserves the right to advise and/or discipline the student with regard to any relationship for the following reasons:
    a. A relationship violates these policies.
    b. A relationship is inconsistent with Christian conduct.
    c. A relationship affects academic performance.

Student/Student Relationships

Students are to show respect and friendliness to fellow students. No "put downs" or disrespect will be permitted. Students are encouraged to manage themselves and be responsible for their actions and words toward other students. Politeness and good manners are expected of students. Rudeness is never acceptable.

"Finally, all of you, be like-minded, be sympathetic, love on another, and be compassionate and humble." 1 Pet. 3:8

Student/Faculty Relationships

Students are to develop and maintain an attitude of respect for teachers and staff, and address them as "Miss", "Mrs.", or "Mr.".

"Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you." Heb. 13:17

Student Phone Privileges

PARENTS, please do not text your student. If a parent calls the school for a student, the secretary will be happy to deliver a written message to the student. Students are not permitted to take phone calls unless it is a clear emergency. Please make all after school arrangements prior to the student's arrival at school. Students are not allowed to use the classroom phones. Office phones are only for students use before school, during lunch and after school.

Lost and Found

Lost and found items will be placed in a marked box at the school office. Christian Academy Schools recommends the labeling of all clothing, lunch boxes, supplies, and items brought to school for "sharing" time. Items not claimed by the **end of the quarter** become property of the school and are donated to a local charity.

Locker

Lockers are the property of the school, and the administration reserves the right to inspect the lockers at any time it is deemed necessary: however, we do recognize and respect a student's right to privacy. Lockers are furnished to all students in grade 1-12. Students must use only their assigned locker throughout the year. They are not to use an empty locker nor are they to share lockers with another student. Students should never open or bother another student's locker or book bag without permission. The tops of lockers, as well as the inside and outside of lockers, must be kept clean and neat. Avoiding stickers and tape can greatly reduce locker clean-up time at the end of the school year. Magnets and sticky tack are recommended. No items or book bags are to be left on lockers overnight.

All materials left outside the locker overnight will be moved to the lost and found.

Bookbags are not to be brought to the classroom.

Visitors

Parents are always welcome to visit! The school office hours are from 8:00 a.m. to 4:00 p.m. Parents or visitors must sign in at the front desk. Please do not go directly to the student's classroom.

Students are welcome to bring **visitors on scheduled chapel days**, but must receive approval 24 hours prior to visit from the principal. **Parents and other visitors are to follow the school conduct codes when on school grounds.**

The principal must grant permission to all visitor speakers, performers, or presenters. This includes guest speakers and lecturers in the classroom. **All visitors must sign in and out at the front desk before leaving the front area.**

Students wishing to have visitors to the Homecoming activity or the Junior/Senior event must complete and return a visitor form to the principal 24 hours prior to the event.

Change of Policies and Procedures

The Christian Academy Schools Board of Trustees reserves the right to change any policy or procedure at any time at its sole discretion. When this happens, written notice will be given via the school newsletter and/or website.

Grading Scale

Academic progress is reported on a grading period basis.

Grade Scale	**Grade**		**Grade Scale**	**Grade**
98-100	A+		78-79	C+
92-97	A		72-77	C
90-91	A-		70-71	C-
88-89	B+		68-69	D+
82-87	B		62-67	D
80-81	B-		60-61	D-
			Below 60	F

Point Value for Grades

Grade	Points		Grade	Points		Grade	Points		Grade	Points		Grade	Points
A+	4.33		B+	3.3		C+	2.3		D+	1.3			
A	4.0		B	3.0		C	2.0		D	1.0		F	0.0
A-	3.7		B-	2.7		C-	1.7		D-	0.7			

First and second quarter grades will be averaged to determined first semester grades. Third and fourth quarter grades will be averaged to determine second semester grades. The final year grade is the average of all quarters, plus final exam grades.

Graduation Requirements for a Christian Academy Diploma:

Curriculum Requirements—24 Credits Needed for Graduation

Students must pass all parts of State testing required (to be determined by the State of Ohio)

Subject	**Units Required**	**Specific Requirements**
English	4	3 credits must be earned through CAS classes.
Mathematics	4	1 unit of Algebra II or the equivalent of Algebra II. 3 Mathematics units must be earned at CAS.
Science	3	1 unit of Physical Science, 1 unit of Life Science, 1 unit of advanced study (Chemistry, Physics). 2 Science units must be earned at CAS.
Social Studies	3	½ unit of Economics; ½ unit of Government; 1 unit of American History can be taken as a duel enrollment course through an accredited Christian College. 2 units must be earned at CAS. *The class of 2021 will need ½ unit in world history and civilizations.*
Physical Education	1/2	Must be taken as CAS.
Health	1/2	If taken outside of CAS, must be through an accredited Christian College.
Electives	9	Life-calling—can be used as a Social Studies unit. Bible—4 units must be taken at CAS Economics—1 unit Financial Literacy—1 unit Fine Arts—All students complete at least 2 semesters Electives can be any combination of the above **and** foreign language, technology, **or** Vo Ag.

AND

In addition to meeting the curriculum requirements of the student's high school, complete one of the following:

1) Earn a remediation-free score on a national college admission test. CAS has chosen to offer the ACT. Scores are as follows: English—18, Mathematics— 22 and Reading—22.

OR

2) Accumulate 18 graduation points based on scores of the seven "end-of-course" alternative tests approved by Ohio Department of Education. Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies. CAS has selected the Terra Nova 3.

Reading requirements and community hours must be completed prior to graduation.

Academic Diploma with Honors

Students need to fulfill only 7 of the following 8 criteria:

Subject	**Criteria**
English	4 units
Mathematics	4 units including Algebra I, Geometry, Algebra II (or equivalent), and another higher level course or a four-year sequence of courses that contain equivalent content.
Science	4 units including Physics and Chemistry
Social Studies	4 units
Foreign Language	3 units (must include no less than 2 units for which credit is sought; i.e. 3 units of one language or 2 units each of two languages)
Fine Arts	1 unit
Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score	27 ACT/ 1210 SAT (excluding scores from the writing sections)
Career/Technical	Not counted toward requirements and may not be used to meet requirements
Electives	Not counted toward requirements
Additional Assessment	None

Diplomas with Honors require pre-supposed completion of all high school diploma requirements in Ohio Revised Code including:

- ½ unit of Physical Education (may substitute 2 seasons of athletics)
- ½ unit of Health
- ½ unit of American History
- ½ unit of Government

Requirements from the Ohio Department of Education

Adding and Dropping Classes

Students will be given ten (10) days to add or drop a class at the beginning of a new semester. If the student chooses to be removed from a class after the ten (10) day period, they will receive a failing grade for the course. Students desiring to add or drop a class must meet with the principal/guidance counselor within the ten (10) day period. Students must fill out add or drop class request form which will require a parent signature.

Community Volunteer Service Hours for Grades 9-12

All community service hours are to be completed and turned into the principal by the end of the 3rd quarter grading period or the student is subject to disciplinary action as outlined below.

Community service hours should be signed by the person supervising the activity (parent can only sign if they are supervising the activity for the overseeing organization).

Students in grades 9-12 are required to do a minimum of ten (10) hours of community service per year. These volunteer hours are important to the development of a connection with their community and identify areas of service to fulfill the GREAT COMMISSION. Regardless of reaching this minimum of volunteer hours, students are encouraged to continue to serve inside their church and school community. The community service hours are to be done within the following three categories per year:

- **Community (minimum 4 hours no maximum)**: Example of acceptable programs would include community charity groups, social services groups, nursing homes, mentoring programs, programs for the disadvantaged or homeless. Example of local organizations that you could contact to assist you in completing these hours are Agape, Alpha Center, Big Brother Big Sister, and Dorothy Love.
- **Church (maximum 3 hours credit):** This category is reserved for any church sponsored events that are done to serve and/or reach out to your community. This would not include any general church service hours that a student may complete regularly such as worship team, Sunday school teacher, church leadership, etc. We recommend that all church hours be pre-approved by the principal before claiming the hours for credit.
- **School (maximum 3 hours credit):** This category of service hours is reserved for any school sponsored event (outside of school hours) that a student may volunteer to participate in, such as faith banquet, prayer breakfast, Gideon Dinner, Art from the Heart, kindergarten assessment, spaghetti dinner, summer camps, student council leadership projects (such as the chili cook-off and lock-in), and selected athletic events.

To get credit for your service hours, the supervisor or person in charge of your volunteer hours must sign a form indicating that you served your hours (form is found in handbook). **Completion of these hours is required by the end of the 3rd quarter grading period of each school year. All forms must be turned into and approved by the high school principal. If 10+ hours are not turned in by the due date, the student will be subject to the following disciplinary action.**

Consequences for Not Meeting Community Volunteer Service Hours

Students who do not complete their Community Volunteer Service Hours(CVSH) by the end of 3rd quarter will receive Saturday Schools until requirements are met. Final transcripts for seniors will not be released until the CVSH requirement is completed.

Reading Requirements

All reading requirements are to be completed and turned into the student's English teacher by the end of the 3rd quarter grading period or the student is subject to the disciplinary actions outlined below.

Our philosophy is to expose students to some of the most common titles of classical literature considered essential for a well-rounded education. The books contain both literary quality and common cultural heritage. It is our desire to challenge students to become life-long readers. Through reading, students will be exposed to moral excellence, universal themes, and common conflicts. The list includes titles from a variety of genres.

Each student in grades 9-12 is required to read **one** book from the required reading list **each year**. An updated reading list is available from the school secretary. Upon completing the book and writing assignment, each student must complete a form which they and their parents must sign. All students in grades 9-12 must read and complete the writing assignment by the end of the 3rd quarter and turn in to their English teacher. After the 3rd quarter, students who have not met this reading requirement will be subject to disciplinary actions. Students can meet this requirement early by reading more than one book each year.

We realize that some titles may be controversial and suggest that parents evaluate and discuss with their children which books will be appropriate for them. The list includes various themes and character studies, as well as various reading levels. Students will select suitable titles that meet their individual interests and reading levels. A list of book titles and the form are found at the end of the manual.

Plagiarism will not be tolerated. Plagiarism is defined by Webster as "to steal and pass off the ideas or words of another as one's own without crediting the source." We feel plagiarism is an act of stealing and a serious academic offense. Plagiarism is also copying and pasting more than 20% of a paper even if it is sited.

Consequences for Not Meeting Reading Requirements

Students who do not complete their reading requirements by the end of 3rd quarter will receive Saturday Schools until requirements are met. Final transcripts for seniors will not be released until their reading requirement is completed. .

Senior Mission Trip

The purpose of the senior mission trip is for the senior class to have the opportunity to go out into society and make use of the knowledge and skills that they have learned at Christian Academy to proclaim God's good news through their spiritual gifting's. All graduating seniors are expected to participate and attend all activities pertaining to their senior mission's trip. All seniors will participate in the culminating mission trip unless they have a valid doctor's excuse. All students who are not participating in the senior mission trip will be reviewed by Christian Academy School administration.

Valedictorian/Salutatorian

The Board of Directors of Christian Academy Schools, with the goal of establishing spiritual and academic excellence in our school system, utilizes the school management software system in computing grade point averages and class ranking. One outcome of this is to identify graduating class Valedictorian and Salutatorian. The below policy is adopted starting with the class of 2017. Christian Academy's method of determining graduating class Valedictorian and Salutatorian, as well as their public recognition, is as follows:

• The Valedictorian is the graduating Senior who has the highest-class rank based on accumulated grades through all eight semesters of high school. Any high school credit-bearing course taken prior to 9th grade will be calculated into each student's Grade Point Average (GPA). The GPA will be determined through the school's management software. The GPA will be carried out five places beyond the decimal point and will include weighted accepted college courses and AP courses. The Salutatorian is the graduating Senior who has the second highest GPA based on previously mentioned criteria. In case of a tie for the highest rank (five places beyond the decimal), all students sharing the GPA will be named Valedictorian. The student with the next highest GPA will be Salutatorian. If there is a tie for Salutatorian, multiple students will receive this recognition.

• The applicable course grades of students transferring to the Christian Academy High School from an accredited school system will become a portion of their final GPA.

• To be considered for Valedictorian or Salutatorian, students must have been considered full time students during both their Junior and Senior Years at Christian Academy Schools. Students recommended for Valedictorian or Salutatorian must receive a minimum of four credits on campus during both their Junior and Senior years; this does not include on-line college courses.

• The recommendation for Valedictorian and Salutatorian speakers will come from the Superintendent, High School Principal and High School Guidance Counselor. The Board of Directors reserves the right to deny the privilege of speaking at the graduation ceremony for living or behaving in a manner that does not reflect the Expected Student Outcomes and/or the Mission of Christian Academy Schools.

Students deemed by the school administration to be in contention for Valedictorian and Salutatorian status will be directed to write speeches for potential delivery at the graduation ceremony. Those speeches will be submitted to the High School Principal on the Monday prior to Senior Chapel. The final determination of Valedictorian and Salutatorian will be computed prior to the Senior Awards Chapel on the Wednesday prior to graduation, with the final announcement made at this event. Graduation is held on the Friday of Memorial Day weekend.

Transfer Students

1. Grades transferred from either public or non-public accredited chartered schools will be transcribed as received.
2. Home school transferees will be accepted individually at the discretion of the administration. Documented records are required for transfer credits.

Early Graduation

Any student desiring to graduate in less than four years should meet with the high school principal before the beginning of his 11th grade year for approval. Approval will be based on current graduation requirements being met, current grade point average 3.7 or above, and a score of 26 or above on ACT. Students must be able to meet their graduation credit requirements based on classes offered. Exceptions to this policy may be made on an individual basis.

National Honor Society

An induction ceremony to the National Honor Society (NHS) is held each year in February. Membership in National Honor Society is based on four pillars: Character, Scholarship, Leadership, and Service. At Christian Academy Schools, there is an application that must be completed and returned to the NHS coordinator by the assigned date each year.

For students to qualify for eligibility for selection into the National Honor Society, sophomore students must have completed 15 hours of community service, junior students must have completed 25 hours, and seniors must have completed 35 hours of service by semester break. Students must have a 3.5 GPA. The Faculty Council will evaluate the requirements of scholarship, leadership, service, and character for each eligible candidate according to the information listed in the student's application, as well as faculty observation. Final selection of the National Honor Society is the responsibility of the Faculty Council.

All National Honor Society members are expected to maintain membership requirement of the National Honor Society, including GPA, and to take part in National Honor Society service projects. The Faculty Council may dismiss any member failing to fulfill these obligations. Dismissal will result in the removal of the NHS designation from school records and depending on the severity of the infraction, possible notification of colleges to which a student applied.

Academic Probation Policy

A student at Christian Academy Schools will be placed on academic probation at the end of each quarter if any of their core classes (Math, Science, English, Social Studies) grade fall below 60%.

The following conditions apply to students on academic probation:

1. Parents will be notified that their student is on academic probation.
2. The probationary period will be for the duration of the next 9-week grading period.
3. Removal will occur at the end of a 9-week grading period when grade cards have been reviewed and confirmed by the principal. Parents will be notified when their student is removed from academic probation.
4. If a student is on academic probation for a second consecutive quarter, the initiation of the dismissal process from Christian Academy Schools will be considered.
5. The student must attend at least one of the two study sessions offered each week from 3:30-4:30 on Tuesday and Thursday.
6. Any student being dismissed from Christian Academy Schools due to academics may reapply two quarters after dismissal. The normal admissions procedures apply, along with academic testing.
7. During the probation time, student athletes must meet the following criteria to participate in their sport
    a. *Regain a grade of 70% or above in each class.*
    b. *Attend a weekly study table.*
    c. *Get and complete a grade/performance accountability sheet, show it to the principal at the end of the day on Friday, and give it to the advisor. If grades are 70% or better, the student may participate in the activity.*
    d. *If student should skip study tables, the student remains ineligible until after attending study tables the following week.*

The student on academic probation must strive for perfect attendance and no tardies to school. If a child is sick, a phone call by the parent to the school office must be made that morning by 8:30 a.m. All homework must be completed by the date and time the teacher has assigned without excuse. Parents will be notified by the teacher via RenWeb if homework is not completed. RenWeb must be checked daily to ensure strong communications between school and the student's family. Parents are responsible to make sure their child understands what is expected of him/her as a student of Christian Academy Schools.

Should a student remain on academic probation for two consecutive grading periods, the administration will meet with the student, parents, and the Guidance Office. It is our desire to give students on academic probation support and encouragement. Our goal is to see each student restored to good academic standing. Academic probation is intended to be a warning to the parents and the student that there is a serious problem which needs to be addressed.

Math Fluency Testing

By fact fluency, we mean knowing a math fact with automaticity. How fast? -- is often the question. Per Fast math by Scholastic, students show they know it within .8 seconds. 3 seconds is recommended by government. Very much like students know their sight words without thinking about them...that is how we want students to know their math facts. By knowing facts fluently, students free up their working memory to work on more difficult steps and tasks. Rather than recreating 8 X 6 in their mind and using a strategy every single time they see this fact, students must have fact fluency. The FIRST step to fact fluency is having a strong conceptual understanding of the fact strategies (doubles, doubles + 1, using combinations of 10, etc.).

At Christian Academy Schools we would like for all students in grades 4-6 need to know (have memorized) their math facts. K**now from memory all sums of two one-digit numbers in under 3 seconds. Know from memory all products of two one-digit numbers in under 3 seconds.**

Testing will take place as follows:

- Students will be tested once a week after the 1st semester.
- Students passing 3 weeks in a row will no longer have to take the test.
- Students failing 2 weeks in a row will be placed on academic probation.
- IEP students' progress will be looked at on a case to case basis and will be asked to work to the best of their ability.

Transportation Procedures

All bus transportation procedures follow State of Ohio laws and regulations.

Bus Transportation

Bus transportation is available to students in Shelby County and surrounding areas. Bus rules and regulations will be reviewed with the students at the annual Bus Safety Assembly each fall. Students are expected to conduct themselves per these rules and regulations. Violations of the rules listed below may result in suspension or expulsion from riding the school bus to and from school.

Bus rules include, but are not limited to:

1. Obey the bus driver at all times
2. Back to back, seat to seat, feet to floor
3. Nothing in aisle
4. No food or drink
5. Be quiet at railroad tracks
6. Use indoor voice
7. No standing when the bus is in motion
8. Enter and exit at the bus driver's signal
9. No heads, hands or feet shall be outside of windows
10. Students are not allowed to enter the bus until the driver is present
11. No vandalism of bus or personal property will be permitted
12. Leave all dangerous or like items at home: for example: knives, water pistol, lighters and matches
13. Cell phones are to remain off on busses, unless supervisors direct otherwise

Changes in Bus Pick-up/Drop-off Locations

Any changes in bus pick-up/drop-off locations need to be presented to the office in written form—signed by the parent—with the new address and date desired to start. Parents also need to inform the bus driver/transportation department of their given district. **IF THIS DOES NOT HAPPEN,** the child will be required to go to his/her normal drop-off location.

Student Driver arrival and departure procedures

Student drivers arriving *before* school will enter through the Elementary End door (West End) prior to the 8:20 AM tardy bell.

Student drivers arriving *after* 8:20 AM bell will enter through the Main Entrance doors to sign in and be issued a tardy pass.

Student drivers *departing* at the end of the school day will use the Elementary End door (west end) until 3:30 PM.

Car rider arrival and departure procedures

Car riders arriving *before* school will enter through the Elementary wing door (West End) prior to the 8:20 AM tardy bell.

Car riders arriving *after* 8:20 AM bell will enter through the Main Entrance doors to sign in and be issued a tardy pass.

Car riders *departing* at the end of the school day will use the Elementary wing door (west end) until 3:30 PM.

Student Driving Privileges

Driving to school is a privilege granted by the school to student drivers. These drivers must adhere to the guidelines set forth by the school.

1. Student drivers must register with the principal each school year.
2. Student must complete the driving form and file a copy of driver's license and insurance policy by **September 15th** when wanting driving privileges at the beginning of the year. If a student gets his/her driver's license after September 15th, this form must be completed and turned in before driving to school.
3. Student drivers must submit parent permission for fellow students who ride as passengers in the car. Students must follow state laws in transporting passengers.
4. Any student passenger who rides to or from school with an approved driver, except for siblings, must submit a parent signed permission form.
5. Students are not permitted in parking area or in vehicle during school hours and must receive permission to go to their cars during school hours.
6. Students are not to use vehicles during school hours without permission of parents and the principal. Going out for lunch will be limited upon approval by principal.
7. Student vehicles are to be locked.
8. Student drivers, realizing that school grounds present an element of greater risks, are expected to use caution and drive in a mature, responsible manner. There is a 5 MPH speed limit.
9. Edison students who ride together must have written permission from parents.
10. No student may drive another student's car.
11. Violation of these policies may result in loss of driving privileges.

Christian Academy Parking Passes must be displayed in student's car. Violators are subject to tow. This is a security measure. If a student drives a car other than the registered vehicle, he/she should give the make, model, and license plate number to the receptionist.

Volunteering at Christian Academy Schools

At Christians Academy, we believe it is important to be involved in the total life of your child. When the entire family is actively involved in the child's school and extracurricular life, there are more investments in the child's education.

To encourage parent involvement, as well as to help maintain low costs, each family is **required** to complete 20 hours of volunteer work in the school each year. Upon enrollment of student, volunteer forms are distributed to parents, requesting their assistance in many areas.

When parents volunteer for parties, walk-a-thon, spaghetti dinner, etc. **Please call the office** and the secretary will put the date, description, and hours in RenWeb. Parents can check volunteer hours in RenWeb.

If parents find their schedule too full to assist, they may pay $100.00 in lieu of the 20 hours of volunteer time.

If hours are not completed and documented, **PARENTS WILL BE BILLED AT $5.00 FOR EACH VOLUNTEER HOUR NOT COMPLETED BY THE END OF THE SCHOOL YEAR.** Updates will be given with the report card at semester and a final bill at the end of the school year. Report cards and access to RenWeb will not be available until the balance is paid in full.

Volunteer Opportunities

Volunteer opportunities will be announced by e-mail and newsletters. Some of the volunteer hours will be available by participating in different activities. For example:

- Classroom party volunteer
- Ground Upkeep
- Little Shepherds Shoppe
- Love to Read Week
- Painting
- Reading Volunteer
- Spaghetti Dinner
- Teacher Appreciation Week
- Much more…..

Help Reduce Tuition with Kroger Rewards and Scrip

Kroger Community Rewards

Kroger offers a "Community Rewards Program" where you can earn money to go towards your tuition based upon your purchases at Kroger. You can sign up online and assign your Kroger Plus Card to Christian Academy Schools. The reward earned will be based on a percentage of spending as it relates to the total spending of all participating Kroger Community Reward organizations.

They will send a check to the school on a quarterly basis:

Quarter 1: May 1-July 31: Statements and donations sent to CAS by August 31.
Quarter 2: Aug 1-Oct 31: Statements and donations sent to CAS by November 30.
Quarter 3: Nov 1-Jan 31: Statements and donations sent to CAS by February 28.
Quarter 4: Feb 1-Apr 30: Statements and donations sent to CAS by May 31.

If you don't have a Kroger Plus card, you can get one at the Kroger Customer Service desk. You can register your card anytime.
Register online:

1. Go to www.krogercommunityrewards.com
2. Click on "Create an Account"
3. Enter the requested information
4. You will then get an email with a link. Click on the link.
5. Click on "Log in to your account"
6. Click on Community Rewards and then Edit Community Rewards
7. Fill out the screen and save your changes
8. Use 80151 as the organization number and click Search
9. Click to select Christian Academy Schools and save your changes
10. Go back into the Community Rewards info and make sure you see Christian Academy is assigned to your Plus Card.

Within 7 to 10 business days you will see at the bottom of your Kroger receipt: "At your request Kroger is donating to Christian Academy Schools". **You must re-assign your card to Christian Academy Schools every year in April to continue receiving credit.**

You can earn rewards on almost everything, every time you shop. However there are specific purchases that **cannot** be included: Alcohol, Tobacco, Government Assisted Pharmacy Expenses, Postage Stamps, Kroger Co. Family of Stores Gift Cards, Green Dot Prepaid Reloadable Products, MoneyPaks, 1-2-3 Rewards Reloadable Visa Prepaid Debit Card, ReCharge Cards, American Express Variable Load Gift Cards, Visa Variable Load Gift Cards, MasterCard Variable Load Gift Cards, Bottle Deposits, Lottery and Promotional tickets, Money Orders, Western Union, Fuel and Fuel Center purchases, and Sales Tax are excluded from eligible purchases. Eligible pharmacy purchases include out of pocket co-pays for non-government assisted pharmacy programs.

You will need to contact school office each quarter by email or phone to let her know how much was donated to the school on your behalf. You should be able to find this online under your Kroger Community Rewards account. If you have any question or concerns, please contact the school office.

Scrips

Scrips is a term that means "substitute money". When parents purchase scrips, they're purchasing negotiable gift certificates that are used just like cash. (Similar to the Kroger program but the cards come with the money already loaded onto them and are not re-usable.) The scrip is issued by national and local retailers where many families shop. These merchants want to support non-profit organizations, and in return ask you to support them by shopping with scrip at their stores. **CAS families can use Scrips to purchase everyday expenses like gasoline, clothing, and other essentials. With every purchase, you earn revenue for tuition and the school.** Order forms can be obtained from the CAS office.

Examples:

Store **For a complete list, go to www.glscrip.com & click on "Retailer List"**	**Gift Card Amount**	**"Reward"**	**Applied to CAS* (1%)**	**Applied directly to YOUR Tuition (Balance of Reward)**
Miscellaneous	*Use for Christmas, birthday, or anniversary gift cards or your own shopping –just plan ahead*			
Advanced Auto Part	$25	6.74%	$0.25	$1.44
Bath & Body Works	$10 $25	12.74% 12.74%	$0.10 $0.25	$1.17 $2.94
Gasoline	*You are going to use it—why not help pay your tuition as well.*			
Marathon	$25 $100 $250	2.74% 2.74% 3.74%	$0.25 $1.00 $2.50	$0.44 $1.74 $6.85
Speedway	$25 $100	3.74% 3.74%	$0.25 $1.00	$0.69 $2.74
Restaurants	*Keep some on hand for thank you gifts or last minute blessings*			
Bob Evans	$10	9.74%	$0.10	$0.87
Logan's Roadhouse	$25	7.74%	$0.25	$1.69
Home Improvement	*Use of Father's Day, graduation, wedding presents, housewarming gift or your own shopping.*			
Lowe's Home Depot	$25 $100 $500	3.74% 3.74% 3.74%	$0.25 $1.00 $5.00	$0.69 $2.74 $13.70

Safety and Health

****Safety Plan Available upon Request****

Medication Policy

We strongly encourage that, whenever possible, medication be taken at home. ONLY when necessary and with the following requirements should students bring and use medication at school:

1. It is our policy that no prescription medication is given at school without a written request from the **student's parent and physician.**
2. We strongly encourage that only those medications that are necessary to be given during school hours. If possible, attempts should be made to time medication so that they can be given before and after school. We realize, however, that this is not always possible. The appropriate forms are available from the school secretary and on the CAS website (www.caseagles.org).
3. All non-prescribed and prescribed medications must be in their original container, **must be labeled with the student's name, name of medication, dose of medication, time medication is to be given and permission of parent.**
4. We **cannot** accept medication sent to school in unmarked containers, etc.
5. If there is a medication that your child needs occasionally such as Tylenol for a headache, you may send a supply of the medication to the office. The medication must be in its original container and properly labeled with your child's name.
6. When medication requests are submitted to the office, they will be reviewed and medicine will be administered and recorded on the student's file.
7. Students are **NOT** to carry medicines in their purses or pockets, or keep medicines in their desks or lockers. All medicines that are to be taken at school are to be turned in to the office in the morning. Students are then to come to the front desk when the medicine is needed. Students who must have their inhalers with them for asthma are required to have written permission of parents and physician.
8. If a student should need medication during the day (for example, Tylenol or Ibuprofen) the parent will be contacted prior to administering medicines if it is not listed on their medical form.
9. The school assumes no responsibility for liability in association with administering medications to students.

Communicable Diseases

The following is a list of regulations adopted for the control of contagious diseases. These regulations are for your protection and are derived from the recommendation of the Ohio Department of Health. Please give full compliance.

1. **Chicken Pox**: Exclude until all lesions are crusted.
2. **Common Cold**: Exclude children with a fever and those that feel sick.
3. **Conjunctivitis**: Isolate if eye discharge noted. Exclude until 24 hours of antibiotics.
4. **Croup**: Exclude until sever symptoms are gone.
5. **Diarrhea Diseases**: Exclude children and staff with acute diarrhea. Thorough hand washing by children and staff after toileting.
6. **Fifth Disease**: Exclude not appropriate once diagnosis is known, unless child is sick.
7. **Flu**: Exclude children with fever and those who are sick. (For example: stomach cramps, diarrhea etc.)
8. **German Measles:** Exclude for at least 5 days following onset of symptoms.
9. **Hand, Foot and Mouth Disease:** Reduce person-to-person contact by crowd reduction and ventilation. Reinforce the importance of good hand-washing and disinfecting of soiled objects.
10. **Head Lice:** Exclude until treated absence of nits, or marked reduction in number found, is the only good indicator that treatment has taken place. "Nit-free" return policy aids in finding re-infestations. After three days missed school will be considered an unexcused absence. Students must have a Health Department letter or phone call stating that student is "nit-free". **A student diagnosed with lice is expected to return within three days. The student must be clear of lice/nits by the office prior to returning to school.**
11. **Hepatitis A:** Exclude for at least 10 days following onset of jaundice. Should be under physicians care.
12. **Hepatitis B:** Exclusion not appropriate, not transmitted by casual contact such as occurs in a school setting.
13. **Herpes** (cold sore virus): Exclusion not appropriate. Not transmitted by casual contact.
14. **Impetigo**: Excluded until 24 hours of treatment are completed and sores are beginning to heal.
15. **Measles (Rubella)**: Exclude at least 5 days after rash appears.
16. **Infectious Mononucleosis**: May return when feeling well enough.
17. **Mumps**: Exclude for 9 days after onset of swelling.
18. **Pinworms**: Exclude until adequately treated. Requires medical attention.
19. **Ringworm**: Exclude scalp and skin cases until 24 hours of appropriate treatment completed. Continue to exclude from contact sports until lesions are gone to prevent spread.
20. **Scabies**: Exclude until student and all their household are treated once. Symptoms generally do not resolve immediately after treatment. Should not worsen.
21. **Strep Throat/Scarlet Fever:** Exclude until 24 hours of antibiotic therapy.
22. **Whooping Cough:** Exclude until 5 days after onset of antibiotic therapy, or until symptoms have cleared.

Athletic Handbook

Philosophy

Christian Academy Schools are a proud member of the Independent Christian Schools of Ohio Conference (ICSOC). The goals of this conference's members are to honor Jesus Christ in everything we do; as well as to maintain the highest possible standards in conduct and practice for school, athletes, coaches and fans. Integrity and character will be honored in all activities.

We believe in maintaining the highest standards of Christian conduct and sportsmanship and that the Bible is our ultimate manual for Christian character and integrity. Our goal is for coaches, students and parents to demonstrate the highest ideals of sportsmanship. Therefore, this manual offers the following guidelines:

Fall Sports	**Winter Sports**	**Spring Sports**
Volleyball- Girls	Basketball- Girls	Softball- Girls
Soccer- Boys & Girls	Basketball- Boys	Track- Boys & Girls

(Archery and swimming are school activities and are not necessarily accountable to all items in athletic handbook.)

Pre-Season Parents and Players Meetings

All Christian Academy athletes, along with at least one parent/guardian, are EXPECTED to attend the per-season parents and player meeting for their sport. If the parent and/or athlete do not attend this meeting, they will need to attend a brief meeting with the head coach of their sport, signing a practice policy, before they are permitted to practice. The pre-season parents and players meeting is the official start of an athletic season. Therefore, all practices after this meeting are mandatory and all physicals must be up-to-date by this meeting.

Expectations of Parents and Fans

1. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
2. Respect decisions made by contest officials
3. Respect fans, coaches and participants.

Parents and fans play a vital part in the success of our program by working concessions, working the doors, transporting players, providing a positive environment, and setting a good example. When parents respect the guidelines set down, on and off the field, they teach their children to do the same. Remember that the Christian Academy Schools mission is to "*Equip and Inspire Students to be a New Generation of Christ-Centered Leaders.*" Avoid the use of gossip and having a critical spirit concerning the games and officials' calls. Parents must keep a positive attitude and avoid a critical spirit. If you wish to discuss an issue in person with the coach, please make an appointment or make a phone call. Coaches are more than willing to talk to parents.

Eligibility Rules

In order to participate in interscholastic athletics at the middle school (grades 6-8) or high school level, young men and women must comply with the following eligibility rules. **The high school principal will determine eligibility based on academic performance.**

1. Students must maintain a "C" average of 70% or above, in all subjects to be eligible.
2. Students must maintain required standards of performance in homework, effort, cooperation, good attitude, and behavior to be eligible.
3. Academic eligibility is determined on the day mid-term grades are posted and the day end-of quarter grades are posted.
4. Ineligible students are not to participate in competition beginning the Monday following the grade distribution through Monday of the following week provided they then meet eligibility requirements.
5. Scrimmages are treated as games pertaining to eligibility requirements. Ineligible students may not play.

Regaining Eligibility Rules

1. Regain a grade of 70% or above in each class
2. Attend a weekly study table
3. Get and complete a grade/performance accountability sheet, show it to the principal at the end of the day on Friday, and give it to the coach. If grades are 70% or better, the student may practice and compete in games. If grades are below 70%, the student should practice and dress for games but will not be allowed to participate.
4. If student should skip study table, the student remains ineligible until after attending study tables the following week.

Iron Eagle Award

This award began in 1999 by Bruce Toal to recognize outstanding performance. The award will be given to a high school junior or senior with recognized outstanding effort and exhibiting the following attributes:

1. **Commitment**- Bound to perform the actions and requirements necessary to complete the task. A commitment to academics as well as athletics is important.
2. **Sportsmanship**- Displays a consistent respect for teammates, opponents and coaches. The ability to win or lose graciously.
3. **Performance**- Demonstrates a high skill level and drive to reach the next level.
4. **Spirituality**- Understands and demonstrates the priority of God first in their lives.
5. **Character**- Above reproach.

Selection process: The Iron Eagle Award will be awarded based on the recommendations of the coach, superintendent, school administrators, teachers, and athletic director.

Transportation

Students are expected to use school provided transportation, which may include a bus or carpool. **Students are not permitted to drive or ride with friends.** Only parents or school staff are permitted to transport students to events. If for some reason the student is unable to travel with the team, but instead travels with a parent, he/she must complete a "Permission to Travel" form signed by the parent a coach the day prior to travel. Forms are available on the www.caseagles.org website under Athletics/Downloadable Forms, at the front desk or from the coaches.

Staying After School

Any Student staying after school for practice or games must be under the supervision of an adult. They are to be in a classroom with that adult and not to be roaming the halls or going to other classrooms. If provisions have not been made for the student to be supervised after school, then that student will not be able to stay on school grounds or they must go to the Eagle's Nest and they will be charged $2.50 for a half hour.

Uniforms

Uniforms will be issued by the sport's coach. It is the athlete's responsibility to maintain that uniform during the course of that sport's season. If the uniform is damaged, then the athlete should notify the coach so a replacement can be procured. The coach will collect all the uniforms at the end of the season. If an Athlete does not return his/her uniform, or if the uniform is in such disrepair that it cannot be used next season, then the student will be charged for replacing the uniform at current prices. This cost will be added to the athlete's school costs.

Vocational and Home School Students

Students may participate in athletics at Christian Academy Schools with the recommendation of the administrator, athletic director and the coach. Vocational and Home School students must meet the same requirements to play as Christian Academy students and must meet and follow all the expectations regarding school policy as any full-time student.

Reading List

Author	Title
Alcott, Louisa May	*Little Men*
Alcott, Louisa May	*Little Women*
Austen, Jane	*Emma*
Austen, Jane	*Pride and Prejudice*
Bradbury, Ray	*Fahrenheit 451*
Bronte, Charlotte	*Jane Eyre*
Christie, Agatha	*And Then There Were None*
De Cervantes, Miguel	*Don Quixote*
Dickens, Charles	*A Tale of Two Cities*
Doyle, Sir Arthur Conan	*The Hound of the Baskervilles*
Dumas, Alexander	*The Count of Monte Cristo*
Hawthorne, Nathaniel	*The Scarlet Letter*
Hinton, S.E.	*The Outsiders*
Keller, Helen	*The Story of My Life*
Knowles, John	*A Separate Peace*
Lee, Harper	*To Kill a Mockingbird*
London, Jack	*The Call of the Wild*
Rawlings, Marjorie Kinnian	*The Yearling*
Shelley, Mary	*Frankenstein*
Steinbeck, John	*The Pearl*
Stevenson, Robert Louis	*The Strange Case of Dr. Jekyll and Mr. Hyde*
Stevenson, Robert Louis	*Treasure Island*
Twain, Mark	*The Prince and the Pauper*
Verne, Jules	*Journey to the Center of the Earth*
Wharton, Edith	*Ethan Frome*
Whitman, Walt	*Leaves of Grass*
Wyss, Johann David	*The Swiss Family Robinson*

Christian Literature

Author	Title
Alcorn, Randy	*Courageous*
Blackaby, Henry	*Experiencing God*
Bonhoeffer, Dietrich	*The Cost of Discipleship*
Bunyan, John	*Pilgrim's Progress*
Chan, Francis	*Crazy Love*
Chantry, Walter J.	*David*
DeYoung, Kevin	*Just Do Something*
Edwards, Jonathan	*Religious Affections*
Elliot, Elisabeth	*Through the Gates of Splendor*

Hall, Ron; Moore, Denver	*Same Kind of Different as Me*
Harris, Alex and Brett	*Do Hard Things*
Heath, Chip & Dan	*Switch*
Herriot, James	*All Things Bright and Beautiful*
Hollingsworth, Amy	*The Simple Faith of Mr. Rogers*
Idleman, Kyle	*Not a Fan*
Lewis, C.S.	*Mere Christianity*
Lewis, C.S.	*The Screwtape Letters*
Little, Paul	*Know What You Believe*
Packer, J.I.	*Knowing God*
Piper, John	*Don't Waste Your Life*
Piper, John	*Future Grace*
Rivers, Francine	*Redeeming Love*
Schaeffer, Francis A.	*The God Who is There*
Steer, Roger	*George Muller*
Strobel, Lee	*The Case for Christ*
Turek, Frank; Geisler, Norman	*I Don't Have Enough Faith to be an Atheist*
Welch, Ed	*When People are Big and God is Small*
Wellman, Sam	*David Livingstone*
Yancey, Philip	*What's So Amazing About Grace*

Political and Historical Literature

Author	Title
Ambrose, Stephen E.	*Undaunted Courage*
Conrad, Joseph	*Heart of Darkness*
Cooper, James Fenimore	*The Last of the Mohicans*
Gatto, John Taylor	*Dumbing Us Down*
Gladwell, Malcolm	*Outliers*
Hillenbrand, Laura	*Unbroken*
Mandino, Og	*The Greatest Salesman in the World*
Orwell, George	*Animal Farm*
Paton, Alan	*Cry, the Beloved Country*
Postman, Neil	*Amusing Ourselves to Death*
Potok, Chaim	*The Chosen*
Richer, Conrad	*The Light in the Forest*
Stevenson, Robert Louis	*Kidnapped*
Stowe, Harriet Beecher	*Uncle Tom's Cabin*
Wolfe, Tom	*The Right Stuff*

Index

Academic Abeyance and In/Out of School Suspensions 30
Academic Diploma with Honors 42
Academic Probation Policy 48
Acceptable Use Policy for Technology 35
Adding and Dropping Classes 43
Addressing Concerns 11
Am I my Brother's Keeper 10
Athletic Handbook 57
Board of Education and Staff Information 13
Boy/Girl Relationships 38
Bullying Policy 28
Bus Transportation 50
Car rider 51
Change of Policies and Procedures 39
Changes in Bus Pick-up/Drop-off Locations 50
Christian Academy Schools' Website 35
Church Affiliation 7
Church Relationship 8
Classifications of Student 20
Code of Conduct 23
Communicable Diseases 56
Community Volunteer Service Hours 43
Curriculum 8
Detention Policies 29
Dress Code 31
Early Graduation 47
Expulsion 30
Family Covenant Agreement 7
Female Dress Code Guidelines 32
Framework for Discipline 22
Good Report 11
Grading Scale 40
Graduation Requirements 41
Hall Passes 37
High School Delay Schedule 12
Holiday Celebration Policy 15
Home School/Part-Time Students 38
Kroger Rewards and Scrip 53
Locker 39
Lost and Found 39
Male Dress Code Guidelines 33
Math Fluency Testing 49
Medication Policy 55
Mission 6
National Honor Society 47
Point Value for Grades 40
Probation 30
Reading List 60
Reading Requirements 45
RenWeb 35
Safety and Health 55
Saturday School 29
School Closings and Delays 12
School Issued Computers 37
School Meals 14
Senior Mission Trip 45
Statement of Nondiscrimination 8
Student Driver 50
Student Driving Privileges 51
Student Phone Privileges 39
Student/Faculty Relationships 38
Student/Student Relationships 38
Technology/Electronics 37
Transfer Students 46
Transportation Procedures 50
Valedictorian/Salutatorian 46
Vision Statement 7
Visitors 39
Volunteer Opportunities 52
Volunteering 52
Who we are 9
Work/School Co-op 19