



PARENT AND STUDENT HANDBOOK 2023-2024

*“In the same way, let your light shine
before men, that they may see your good
deeds and praise your Father in heaven.”
Matthew 5:16 (NIV)*

CHRISTIAN ACADEMY SCHOOLS INFORMATION

2151 W. Russell Rd. Sidney, OH 45365

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www.caseagles.org

School Day Schedule

8:20	8:20	School begins/Tardy	All
	8:20-8:28	Homeroom	Middle School High School
	8:30-9:15	First Period	Middle School High School
	9:18-10:03	Second Period	Middle School High School
	10:09-10:54	Third Period	Middle School High School
	10:57-11:41	Fourth Period	Middle School High School
	11:44-12:27	Fifth Period	Middle School High School
11:20-11:50		Lunch	Grades K-2
11:55-12:25		Lunch	Grades 3-5
	12:25-1:05	Lunch	Grades 6-8
	12:27-1:05	Lunch	Grades 9-12
	1:08-1:50	Sixth Period	Middle School High School
	1:53-2:34	Seventh Period	Middle School High School
	2:37-3:18	Eighth Period	Middle School High School
3:18		Bus Dismissal Bell	All

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Statement of Faith

1. We 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. We 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. We 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. We believe the Bible to be the inspired and the only infallible authoritative Word of God. (II Tim. 3:16; II Peter 1:21)
5. We 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. We believe in the resurrection of both the saved and the lost. Those who are saved unto eternal life and those who are lost unto eternal damnation. (Jn. 5:8, 29)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9; Gal 3:26-28)
8. We believe in the creation of man by the direct act of God. (Gen. 2)
9. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside or apart from marriage between a man and a woman.
10. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. (Genesis 1:26-27).

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 in 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 themselves in the 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

The CAS staff and families uphold the Covenant Agreement stated below to support and be accountable 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 at CAS.

- 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 at all times. It is important for our students and staff to remember they are representing our Lord on and off campus.

Church Affiliation

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

Church Relationship

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

Curriculum

CAS provides an excellent Christian curriculum and uses the following publishers: ABeka, ACSI, Bob Jones, Great Source, Houghton Mifflin, Positive Action, Purposeful Design, The Concerned Group, and Zaner Blosser. God's truth is integrated into each subject area. Through small class size, students receive individual attention. 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, gender, 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 that 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 CAS, located at 2151 W. Russell Rd. in Sidney, Ohio 45365, has adopted the following racial nondiscriminatory policies:

Christian Academy Schools, Inc. recruits and admits students of any race, color, or ethnic origin, to all rights, privileges, programs, and activities. The school does not discriminate on the basis of race, color or ethnic origin in administration or educational policies, scholarships, loans/fees/waivers/educational programs or athletic/extracurricular activities. Nor is Christian Academy Schools intended to be an alternative to court administrative agency- ordered or public school district-initiated desegregation. The school does not discriminate based on race, color or ethnic origin in the hiring of its certified or non-certified personnel.

Transfer of Records Policy

In the event that Christian Academy Schools would need to close, all students' records will be sent to their home districts.

Intervention Services at Christian Academy

Currently, Christian Academy falls under the umbrella of Sidney City Schools for all of the identification of their special education services. This is due to the fact that Christian Academy lies within the borders of the Sidney City School district. The intervention specialist at Christian Academy works closely with the special education director as well as the school psychologists at Sidney City Schools when the process of identifying students for special education services needs to be implemented. Sidney City Schools is in charge of the identification of students and following rules and regulations set up according to the guidelines established by the State of Ohio. Any paperwork that must be used in the identification process is what is used by Sidney City Schools. When questions arise about the identification process the special education director or one of the school psychologists at Sidney City Schools is contacted. Christian Academy Schools currently has two licensed intervention specialists in the building.

The formal evaluation process begins with the regular education teacher, special education teacher, and the student's parents filling out paperwork documenting information regarding the student's home life, vision and hearing ability, reading ability, mathematical ability, communication ability (including oral and written communication), social skills, vocational training ability (if the child is 14 years of age or older), fine motor skills, gross motor skills, and classroom behavior. Once that paperwork has been completed, the parents of the student are asked to give their written permission for their child to undergo formal testing by a school psychologist.

If it is shown that the child qualifies for special education services according to the I.D.E.A. laws, the special education teacher develops an individualized education program (I.E.P.) with input from the student's regular education teacher and the student's parents. The components of the I.E.P. are then carried out by regular education and special education teachers.

Interventions carried out in the regular education classroom may include:

- Close communication between parents and teachers, specifically related to homework assignments
- Having the regular education teacher check out the student each afternoon to ensure that he or she takes home the materials needed to complete that night's assignments
- Placing the student's desk in close proximity to the teacher in order that the student may remain focused during class time
- Reducing classroom assignments (for example, asking the student to complete only half of the day's math problems) in order that the student doesn't get overloaded with nightly assignments
- Allowing the student to have extended time to finish classroom tests and/or quizzes

Interventions carried out during special education tutoring sessions may include:

- Reading tests and/or quizzes to students who are struggling readers
- Writing down a student's response to a test question for students who have poor written expression skills
- Narrowing choices on multiple choice questions to two instead of the normal four choices
- Providing a word bank for fill-in-the-blank test questions
- Narrowing choices for matching questions
- Assisting students with homework assignments to be sure they understand the assignment and have the skills necessary to complete the assignment
- Teaching a lesson from the regular classroom to the student so he or she may remain more focused and process the information easier
- Teaching lessons to students who are below grade level (especially in the areas of reading and math)

The following categories are areas served at Christian Academy Schools:

- Specific Learning Disability (SLD)
- Intellectual Disability
- Other Health Impairment (minor)
- Autism
- Speech and Language
- Multiple Disabilities

In addition to serving students through IEPs, Christian Academy also places students on 504 plans. Students placed on 504 plans typically have some sort of medical diagnosis, with many students served through a diagnosis of ADD/ADHD. Students have also been placed on 504 plans when they undergo evaluation for special education services and don't meet those qualifications yet still need some type of support in the regular education classroom. Christian Academy also has placed students on what has been named a "Learning Covenant". Similar to the 504 plan in public schools, this document lays out responsibility for the student's academic success on several parties.

Who Are We?

We believe in providing a Christian education to all students. Those who truly desire a Christ-centered education will eagerly respond to changes in attitudes and behaviors as directed through Biblical principles. However, not every student who seeks enrollment is admitted because we believe that either we cannot provide services for a student, or 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 probable impact on the rest of the student body and the school. In working with the parents, we prayerfully consider whether we can 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 CAS to understand our philosophy. This will help parents decide 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?" Luke 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 one another (Jn. 13:1-6; Phil. 2:1-8). We need to express love through encouragement and sympathy especially when the person is discouraged. 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 ourselves by criticism and tale bearing.

We 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 CAS, if a wrong harms another 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.

CAS has no rule 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. This takes tremendous courage. However, it does make 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 CAS is the Matthew 18:15-17 principle. In its practice, we are to only give a good report about another believer. If a bad report must be given, it should be done so only in the presence of that person.

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

The following are never acceptable at CAS:

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.” Proverbs 6:16 and 19

Addressing Concerns

When a conflict arises, the Matthew 18:15-17 principle will be followed for resolution.

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.”* Matthew 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.”* Matthew 18:16
3. If the issue remains unresolved, take the matter to a person in authority (School Administration). *“If he refuses to listen to them, tell it to the church.”* Matthew 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.”* Matthew 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.

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
ABC/Fox	24/7 Now TV	Dayton

Middle School & High School Delay Schedule

1 Hour Delay (no homeroom)	Schedule	2 Hour Delay (no homeroom)	Schedule
1 st Period	9:20-9:59	1 st Period	10:20-10:50
2 nd Period	10:02-10:35	2 nd Period	10:53-11:22
3 rd Period	10:41-11:13	3 rd Period	11:28-11:56
4 th Period	11:16-11:50	4 th Period	11:59-12:27
5 th Period	11:53-12:27	Lunch 6 th -8 th	12:25-1:05
Lunch 6 th -8 th	12:25-1:05	Lunch 9 th -12 th	12:27-1:05
Lunch 9 th -12 th	12:27-1:05	5 th Period	1:00-1:33
6 th Period	1:08-1:50	6 th Period	1:36-2:09
7 th Period	1:53-2:34	7 th Period	2:12-2:45
8 th Period	2:37-3:18	8 th Period	2:48-3:18

Middle School & High School—1:30 p.m. Dismissal Schedule

(no homeroom)	Schedule	(no homeroom)	Schedule
1 st Period	8:20-8:52	6 th Period	11:15-11:47
2 nd Period	8:55-9:27	7 th Period	11:50-12:27
3 rd Period	9:30-10:01	Lunch 6 th -8 th	12:25-12:55
4 th Period	10:07-10:37	Lunch 9 th -12 th	12:27-12:55
5 th Period	10:40-11:12	8 th Period	1:00-1:30

Board of Directors and Staff Information

Board of Directors

Mr. Andrew Rogers	President
Mr. Bruce Toal	Vice President
Mrs. Deborah Adkins	Treasurer
Mr. Rob Berryman	Secretary
Ms. Kelinda Crawford	
Mr. Jerome Keller	

Administration

Mr. Dick Dray	Head of School	dick.dray@caseagles.org
Mr. Rusty Kirkpatrick	Elementary/Student Services	rusty.kirkpatrick@caseagles.org
Mrs. Kristina Baughman	Director of Academics/ Accreditation /Advertisement	kristinia.baughman@caseagles.org

Support Staff

Mrs. Cindy Coverstone	Administrative Assistant	cynthia.coverstone@caseagles.org
Mrs. Denise McPheron	Executive Secretary	denise.mcpheron@caseagles.org
Miss Emma Michael	IT Department	emma.michael@caseagles.org
Mrs. Lisa Miller	Director of Finance	lisa.miller@caseagles.org

Teachers

Mrs. Jill Barger	Second Grade	jill.barger@caseagles.org
Mrs. Kristina Baughman	High School/Academics	kristinia.baughman@caseagles.org
Mrs. Jill Berning	MS/High School Science HS Head Teacher	jill.berning@caseagles.org
Mrs. Kendra Berryman	Phys. Ed./Health/Outreach	kendra.berryman@caseagles.org
Mrs. Susan Blackford	Computer	susan.blackford@caseagles.org
Mrs. Brenda Boss	MS/High School Math	brenda.boss@caseagles.org
Mrs. Kristina Baughman	Photography	kristinia.baughman@caseagles.org
Mrs. Kendi Dray	Kindergarten	kendi.dray@caseagles.org
Mr. Chris Heeter	MS/HS Bible	chris.heeter@caseagles.org
Mrs. Sarah Fryer	MS/HS English	sarah.fryer@caseagles.org
Mrs. Joyce Jacoby	Librarian	joyce.jacoby@caseagles.org
Mrs. Victoria Keller	Middle School Math	victoria.keller@caseagles.org
Mrs. Bethany Kirkpatrick	Middle School Teacher/6-7 Bible	bethany.kirkpatrick@caseagles.org
Mr. Dominic Lehman	K-12 Music	dominic.lehman@caseagles.org
Mrs. Kelly Mays	Fifth Grade/Elem. Head Teacher	kelly.mays@caseagles.org
Mrs. Deb Mertz	Orchestra Strings	
Mrs. Janay Michael	Intervention Specialist/I.E.P. Tutor	janay.michael@caseagles.org
Mrs. Sue Myers	7 th -12 th History	sue.myers@caseagles.org
Mrs. Debra Naumann	Fourth Grade	debra.naumann@caseagles.org
Miss Tina Rose	Third Grade	tina.rose@caseagles.org
Mr. John Streb	High School Orchestra	
Mrs. Karen Wiltheiss	First Grade	karen.wiltheiss@caseagles.org

Food Service

Mrs. Doris Abbott	Director of Food Service	doris.abbott@caseagles.org
Mrs. Linda Barhorst	Lunch Assistant	
Mrs. Theresa Baker	Lunch Assistant	
Mrs. Mindy Hiler	Elementary Lunch/ Recess Monitor	
Mrs. Amanda Morris	Elementary Lunch/Recess Monitor	
Mrs. Courtney Morrow	Lunch Assistant	
Mrs. Angela Woodward	Lunch/Recess Assistant	

Athletic Director

Mrs. Kendra Berryman kendra.berryman@caseagles.org

School Meals

School Lunches are available for purchase.

Kindergarten- 5 th Grade	\$3.25
6 th -12 th Grade	\$3.50
Water/Milk	\$.75
Sides	\$.75
Extra entrée	\$ 1.25

Families have lunch accounts in which they may deposit funds at any time. Students can stop by the office before school and deposit money into their lunch accounts. The cost of items purchased 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 lunch line, they will be notified if their lunch account is low. If students accounts are low or at zero balance, they will be allowed to charge lunch only (no extras). ***Total lunch charges should not exceed \$10.00.** If the account charge balance is more than \$10.00, the lunchroom 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.

Juniors & seniors have the opportunity to eat outside in the patio area.

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 should schedule kitchen use with Doris Abbott, Director of Food Service.

Expected Student Outcomes

Mission Statement:

At Christian Academy Schools our mission is “To equip and inspire students to be a new generation of Christ-centered leaders.” We believe that as we better understand and practice a biblical worldview, we can effectively love, serve, and minister to people. Therefore, we believe our expected student outcomes will cultivate a conducive environment for students developing a relationship with Christ. (2 Timothy 4:2, Matthew 28:19)

Expected Student Outcomes

Spiritually:

- ❖ Students will be able to articulate the plan of salvation and the core tenants of the Christian faith and defend their beliefs with grace and compassion.
- ❖ Students will be able to explain, and put into practice a biblical worldview, applying it to personal decision-making and when countered with secular worldviews.
- ❖ Students will develop the spiritual disciplines of prayer, Bible study, service, and worship.
- ❖ Students will effectively love, serve, and minister to people from all walks of life due to exposure to various beliefs, practices, and cultures.
- ❖ Students will model a life that exemplifies appropriate social behaviors, flexibility, consideration of others, and leadership skills.

Academically:

- ❖ Students will develop the skills necessary to be motivated, independent, and successful learners in all content areas both academically and biblically.
- ❖ Students will develop strong writing skills for clear communication.
- ❖ Students will systematically qualify for graduation under the State of Ohio and Christian Academy Schools guidelines.
- ❖ Students will be prepared for higher education or a career path with an understanding of how to follow the Lord’s leading in life.

Holiday Celebration Policy

CAS 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 or costumes unless preapproved by the School Administration. The following principles will serve as our school guidelines in celebrating and decorating for holidays.

1. *Halloween*—CAS 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. (Deut. 8:10 & 11, Psalm 104, 1 Jn. 4:18, 1 Jn. 1:5-7)
2. *Christmas and Easter*—CAS 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 compliment 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 to not interfere with your family traditions.
3. *Other Holidays*—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 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 CAS and beyond.

It is the responsibility of the parent/guardian to notify the school as early as possible if your child will be absent from school. If there is no communication from the parent/guardian by 9:00am, an attempt will be made by the receptionist to contact 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 elementary school, the note is to be given to the classroom teacher. In grades 6th-12th, the note is to be given to the front desk. Failure to bring 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 CAS for classes.

Absence

1. Doctor or dental appointments (Please schedule appointments after school.)
2. Extraordinary traffic conditions at the discretion of the school administrator
3. Motor vehicle tests
4. Inclement weather
5. An emergency in the student's family
6. Illness
7. Bereavement for an immediate family member
8. Pre-approved school sponsored activities

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 include family vacations, mission trips and church youth group activities.

Assignments can be found on RenWeb, and the student will be responsible for having all assignments turned in by the date they are given on the form prior to them leaving.

Make-Up Work for Absences

- A. Students 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 **missed** assignments on time. Students have one day for each day of absence to complete and submit their work. If the above guidelines are met, full credit will be given for the assignments. If the above guidelines are not met, policies for late work will apply.
Example: A student misses school on Monday and Tuesday. The student returns to school on Wednesday. Students are responsible for obtaining all their missed assignments from Monday and Tuesday. Students who 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**.

Late or Missing Assignments

Middle school students who do not turn in assignments on time will have 5 days to complete the work and turn it in. Each day the assignment is late 10% will be deducted from the total score. After the 5th day, the assignment will be recorded as a zero (0) in RenWeb.

High School students turning in late assignments will have 20% deduction for each day the assignment is not turned in. On the fifth day, the assignment will be registered as a zero (0) in RenWeb.

Absent the Day of Student Activities

Elementary students absent for more than one hour but less than 2 ½ hours will be counted absent for ½ day. Elementary students absent for more than 2 ½ hours will be counted absent for the entire day.

High school and middle school students absent for more than one full period, but less than four periods will be counted absent for ½ day. High school and middle 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. This includes practices, choir, concerts, and athletic events. No exceptions will be made unless prearrangements have been made with the School Administration.

Excessive Absences

Middle and High school students who miss ten periods in a semester of a full credit course may not receive credit for that course. If a student misses five periods in a semester of a .5 credit course, he/she may 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 have not 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 8:20am. 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 getting a student to school on time, please call and talk to the School Administration.

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 at the front desk. The parents 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 change during the day, the parent **must call the office** as soon as possible to ensure the message is delivered to the student.

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 p.m.

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

Students must not leave the building during school hours (including study hall) except by permission of the School Administration.

If a student will be leaving school for an appointment, the parent is to notify the office **prior** to the day of the appointment.

College Visit Procedures

Juniors and seniors can take two college visits per year. They are to fill out a **College Visit Form** and have it returned to the Academic Advisor 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.

Staying After School

Any student staying after school for practice or games must be under the supervision of an adult. The student must always be in a classroom with an adult. If provisions have not been made for the student to be supervised after school, then the student must go to Eagle's Nest to wait for parents. There will be a \$2.50 charge for each half hour that the student is waiting in the Eagle's Nest.

Before/After School Entry/Exit Procedures

Before school entry procedures- Students will be dropped off at the front main entrance doors between **7:50 a.m.** and **8:20 a.m.** Student drivers and passengers must also enter the front main entrance doors between **7:50 a.m.** and **8:20 a.m.** After 8:20, all students will enter the front doors to receive a tardy slip before going to class. All bus riders will be dropped off at the front doors.

All students arriving between **7:50 a.m.** and **8:10 a.m.** will go directly to the gym where an adult monitor will be present. **After school exit procedures** – Students riding the bus will be dismissed by bus beginning at **3:18 p.m.** Student drivers and those pre-approved to ride with them will be dismissed through the front doors **after** the buses leave. Students will use the monitored, designated crosswalk to the parking lot. After the student drivers have left the parking lot, the student riders will be dismissed through the front door. Cars will line up in two lines at the west end of the building and pull forward to form one line after the buses leave. (There will be cones and a staff member to guide the traffic flow.)

Students will be directed to their ride by a CAS staff member. Drivers will be given a CAS placard with the name of the student(s) to be picked up. This should be placed on the dash or held up for the staff members to see. For the safety of our students, only adults on the pre-approved after school pick up list posted on RenWeb will be able to pick up students. Adults wishing to enter the building to pick up their students may use the designated crosswalk and enter through the front doors after the buses leave. There will be no access to the building through the west end doors after school.

PLEASE NOTE: These procedures will apply to early dismissal days as well.

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. Always obey the bus driver.
2. Sit back-to-back, seat to seat, feet to floor.
3. Nothing is placed in aisle
4. No food or drink is allowed.
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 buses or personal property will be permitted.
12. Leave all dangerous items at home. (knives, water pistol, lighters, and matches)
13. Cell phones are to remain off while on the bus unless supervisors direct otherwise.

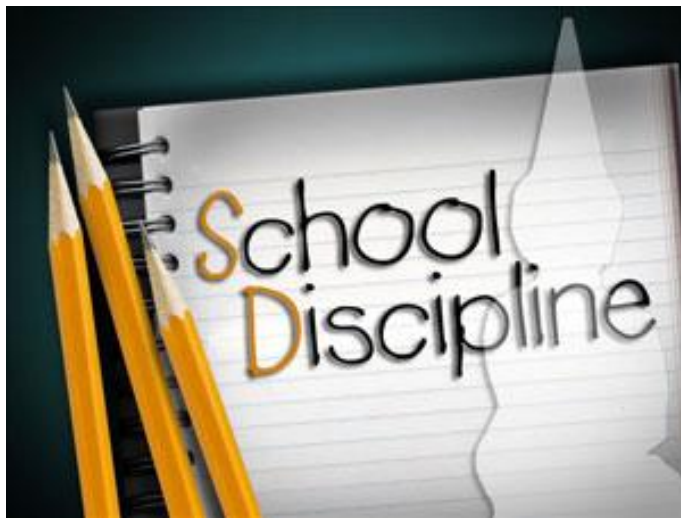
Changes in Bus Pick-up/Drop-off Locations

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 Driving Privileges

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

1. Student drivers must register with the School Administration each school year.
2. Students must complete the driving form and file a copy of their driver's license and insurance policy by **September 15** when wanting driving privileges at the beginning of the year. If a student gets his/her driver's license after **September 15**, 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 the 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 School Administration.
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 **10 MPH** speed limit.
9. Edison students who ride together must have written permission from their parents.
10. No student may drive another student's car.
11. Violation of these policies may result in loss of driving privileges.



Framework for Discipline

CAS uses the following steps to resolve situations involving discipline.

1. The teacher talks to, counsels, and prays with the student.
2. Teacher confers with parent over phone or in person.
3. Disciplinary actions are taken in keeping with the offense.
4. Parent-Teacher-Student meet for conference.
5. Student is referred to School Administration.
6. Parent-Teacher-Student-Administrator meet for conference.
7. Suspension and/or probation (conditional status) is given and/or a recommendation to the head of school for dismissal is suggested.

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 (Luke 2:51; Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 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 (I Corinthians 10:30; Ecclesiastes 9:10; Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for students of CAS, 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 homework 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 the principles taught at school. We can instill in students a proper Christian education with moral principles only through a program that includes clear disciplinary procedures. Parents' and students' cooperation in this program are crucial. (Please be aware that the administration reserves the right to make disciplined 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"* (Colossians 3:17 NIV). In the best interest of the entire school community, certain guidelines of conduct, both on and off campus, must be maintained by all students of CAS so that we might all live and work happily together.

The 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. (Eph. 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 **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 one's health and Christian character.** (I Cor.6:19-20)
4. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and actions are harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (Eph. 4:29)
5. Refrain from public displays 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 School Administration.
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, plagiarism, ChatGPT, or any AI software. 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, smartwatches, desks, etc.). Smartwatches may be asked to be removed for quizzes and tests.

Middle School and High School (6-12th Grade) Consequence: The student who cheated will be given a grade of **zero** for the assignment or the exam in which cheating took place. The other student's grade will be determined by the teacher.

Plagiarism involves copying or paraphrasing the idea and/or words of another person without proper acknowledgment and presenting this material as one's own original work, including ChatGPT or any AI software. Rules and guidelines regarding plagiarism are regularly covered as part of the curriculum. The ease with which information can be copied and pasted from digital sources makes plagiarism more problematic than ever, especially now with AI and ChatGPT. Students should consult with their teachers regarding questions regarding whether the use of certain materials would be considered plagiarism. Assignments can only have up to 25% come from a resource, which must be properly cited with in-text citations and a reference page.

Middle School (6-8th) consequence: First offense: 10% deduction in the grade; rewrite and resubmit the paper; infraction issued. Second offense: 20% deduction in the grade; rewrite and resubmit the paper; infraction issued. Third offense: 30% deduction in the grade; rewrite and resubmit the paper; detention issued. Any further offenses will result in a meeting with the administration.

High School (9th-12th) consequences: First offense: 30% deduction in the grade; rewrite and resubmit the paper; infraction issued. Second offense: 40% deduction in the grade; rewrite and resubmit the paper; infraction issued. Third offense: 100% deduction; 0 points for the project; detention issued. Any further offenses will result in a meeting with the administration.

9. All school rules and guidelines apply on field trips, all school-sponsored events both on and off campus and after school hours.

Discipline Procedures

CAS recognizes that there are major differences between elementary, middle school and high school students with respect to an attitude toward discipline. The steps of discipline that are followed depend upon the severity, persistence, and intensity of the situation. **The 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 inappropriate behavior.
2. The teacher/adult will issue a consequence which may be an infraction.
3. The School Administration will be notified of the infraction.
4. If an infraction is issued, the School Administration will notify the parent/guardian via RenWeb. (If needed, a phone call will be made.)
5. The accumulated number of infractions will determine the severity of the consequence and the parents will be notified of the consequence via RenWeb and/or a 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.”*

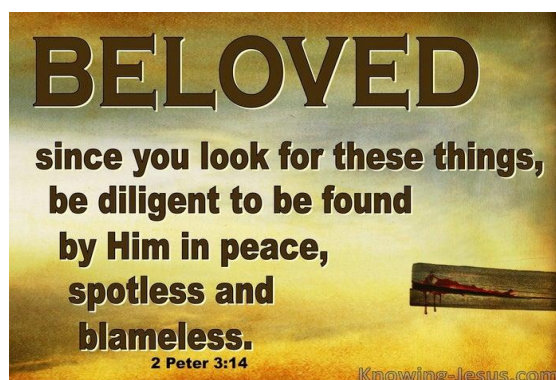
The Christian life is one of not merely self-control, but CHRIST-CONTROL. True joy is found in submitting to Him and taking His yoke (Matt. 11:28-30). It is by outward control that we learn self-control. By submitting to the authority of home, school, and church, we learn to yield to Christ. Each student’s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

CAS recognizes that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or 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 always expected of students, both in and out of school.

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

Please note that the following are not all-inclusive lists. 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.



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 permitted in the classroom. The water must be in **your 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 the lockers must always be in closed containers. Any food in the classroom must be approved by the School Administration.
9. Cheating/Plagiarism

Class I Infraction Consequences

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

- 1st Infraction Warning- No Consequence
- 2nd Infraction School Administration Conference
- 3rd Infraction Detention*
- 4th Infraction School Administration Conference
- 5th Infraction Detention (\$10 charge)
- 6th Infraction Parent Conference/Behavior Plan
- 7th Infraction Saturday School (\$20 charge)
- 8th Infraction Parent Conference
- 9th Infraction Saturday School (\$20 charge)
- 10th Infraction Parent Conference to discuss next steps

**Note: There is no charge (Grace) for the first detention of the school year. There is a \$20 charge for Saturday School.*

Detentions are held on Tuesday & Thursday's from 3:30 p.m. – 4:30 p.m.

The discipline protocol begins and ends each semester. Each student will have zero infractions at the beginning of each new semester. Teachers will not give more than one infraction per class period. If the student's behavior continues, the student will be referred to the School Administration. The School Administration 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 (Middle/High School)

1. No chewing gum during school hours
2. Bringing and/ or using disruptive 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 School Administration*).
3. Using teacher/classroom supplies without permission
4. Inappropriate public display of affection
5. Refusing to obey a teacher's directive
6. Insubordination (defiant, talking back)

7. Taking pictures, making audio recordings, or taking videos during school hours without permission
8. Detention is issued to the student by the School Administration after the 4th tardy
9. Cheating/Plagiarism

Class III Behavior- Saturday School (Middle/High School)

1. Deception, lying, plagiarism, cheating
2. Defacing school or private property
3. Fighting involves 2 or more people who are both being the aggressor. When determined that one person is the aggressor and one person is defending himself/herself, it is then 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 audio recordings, or taking videos during school hours without permission from the School Administration
12. Skipping/missing detention
13. Bullying
14. Cheating/Plagiarism repeat

Class IV Behavior- Suspension/Expulsion (Middle/High School)

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, vape products, or any product containing nicotine
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 depend 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 CAS.

Bullying Policy

CAS does not tolerate bullying in any form. We define bullying as any intentional electronic, written, verbal or physical act. The following classify the grounds for bullying.

1. Physically or emotionally harms a student or damages the student's property.
2. Substantially interferes with a student's education.
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
4. The effect of bullying has substantially disrupted the orderly operation of the school.

Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and 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, 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

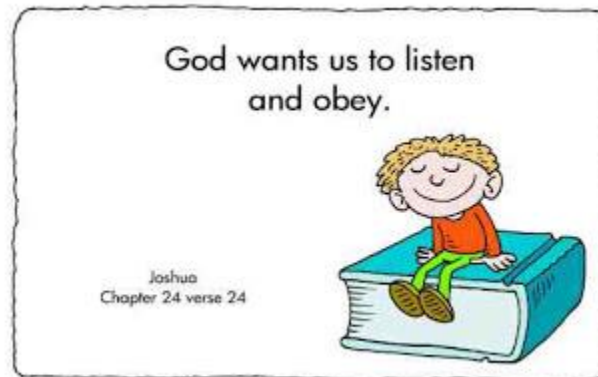
Detention Policies—Thursday (3:30 p.m. to 4:30 p.m.)

Detention policies apply to both elementary and the high school.

- A. Students will be notified and issued detention by the School Administration. 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 School Administration. Parents are responsible to pick up students **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 \$10 for every detention after the first detention served in the school year. These charges 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 School Administration 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 materials.
 - e. Stay quiet and be on task.
- C. Failure in any of these areas will result in further discipline.
- D. Every Saturday school is \$20. 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. In school/out of school suspension will be issued depending on the circumstances and at the discretion of the School Administration. Suspension may be one to ten days depending upon circumstances. Academic Abeyance will be issued in lieu of a suspension or expulsion depending upon circumstances and at the discretion of the School Administration. Academic Abeyance may be one to three days depending upon circumstances.
- B. Students in Academic Abeyance and suspended students will complete and turn in assigned work before returning to classes.
- C. Students in Academic Abeyance will serve their abeyance in the School Administration 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. If a situation cannot be rectified successfully, an expulsion may be given.
- 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 School Administration and any other personnel deemed necessary.

Probation

- A. A new student will have a probationary period of 45 days upon entering CAS for 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 CAS 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, 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. In situations concerning questionable clothing, the administration will make the final decision regarding the appropriateness of the item or situation. Apparel that distracts or is of poor taste is not permitted.

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 (front and back) when standing and not be skin-tight. An overall look of modesty should prevail. This rule always applies for gym and athletic teams. Shorts are permitted all year. Shorts are NEVER considered acceptable attire for chapel dress days.
- C. **Shirts** - All t-shirts, tops and shirts need to fit appropriately with 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, or promotion of worldly or ungodly values. CAS wants to avoid clothing or images that promote death (skulls, skeletons, weapons, etc.), magic or wizardry and any item worn out of rebellion.
- 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 be a natural hair color. Attention-drawing hairstyles are not acceptable. Examples include highly spiked, mohawk, punk, man buns, and butch cuts on ladies, etc. Haircuts should not include designed patterns cut into the 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, except pre-approved CAS wear.
- J. **Names on clothes** - Children in grades K through 2nd grade should have their garments, shoes and personal items labeled to help identify items left in the classroom or hallways.
- K. **Sweatpants do not** have to have a logo or be only from an approved vendor. Students **will be allowed to wear sweatpants** every day except for Chapel Days. Please be sure the sweatpants fit appropriately and are **not too thin or pajama-like**.
- L. Flip-flops or slides are permitted from the beginning of the school year until the end of October and from May 1 through the end of the school year. **Flip-flops, slides, and crocs are NEVER permitted on chapel dress days. Dress sandals 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, blouses, or dresses. All bra and camisole straps (or other underwear type clothing) must be covered. Appropriate undergarments should be worn and covered.
- C. **Skirts and dresses** - The hem length and/or front and back slits in the sides of skirts or dresses must extend at least no more than 3 inches above the top of the knee. When volunteering at CAS, please be considerate of these guidelines.
- D. **Form Fitting Pants** - If "Form Fitting Pants" (leggings, jeggings, etc.) are worn, the student's top must not be more than three (3) inches above the knee in the front and back when standing. Pants without zippers, pockets, and buttons fall in this category. Any pants with zippers, pockets, and buttons are considered jeans.
- E. **Shorts** - Shorts may not be more than three (3) inches above the knee (front and back) when standing and not be skin-tight. An overall look of modesty should prevail.
- F. **Chapel Dress** – Dress pants are acceptable for chapel. No t-shirts, sweatshirts, coats, or outside jackets will be worn to chapel. A sweater or dressy fleece is acceptable. No neckties are to be worn by ladies. Dresses or skirts with blouses are optional dress for chapel. On chapel days, girls are required to be in chapel dress for the entire day.
- G. **Dress Shoes** – Shoes are to be clean and in good repair on chapel days. (No flip-flops, slides, or crocs)
- H. **Small Group Chapels** – For Small Group Chapels, students will wear CAS 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 not obscure the eyes, off the collar (this applies to a non-colored shirt that the student is wearing) and above the earlobe.
- C. Boys shall be clean-shaven with no beards or mustaches. Sideburns will be above the bottom of the earlobe. Boys in the 11th & 12th grade may have facial hair. It is to be clean, neatly groomed, and no more than ½"-3/4" in length. The administration has the final say for any area of concern.
- 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. All males on campus, whether a student, volunteer, or visitor, are asked to comply with these dress standards.
- F. **Chapel Dress** – On chapel days, boys are required to be in a chapel dress for the entire day. Ties, suit coats and button-up shirts are optional.
 - a. **Dress pants** – This includes khakis (no jeans or cargo pants of any color)
 - b. **Dress shirt** – Any collared shirt is acceptable and must be tucked in.
 - c. **Tie** – Ties are optional.
 - d. **Dress Shoes** – Shoes are to be clean and in good repair on chapel days. (No flip-flops, slides, or crocs.)
 - e. No t-shirts, sweatshirts, coats, or outside jackets are to be worn on chapel days. Only pre-approved CAS wear.
 - f. **Small Group Chapels** – For Small Group Chapels, students will wear CAS shirts (Walk-a-thon shirts, polo shirts, or the CAS themed shirts) with khaki pants or jeans.

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

Middle School/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 Dress Code Consequences

The School Administration 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 Head of School for possible solutions.**

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 are used to guide the student appearance policy.

- a. **Moderation** (Philippians 4:5, I Timothy 2:9-10) Avoid extremes in behavior and appearance to not draw attention toward us and away from Christ.
- b. **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.
- c. **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.
- d. **Safety** (Proverbs 3:21-23) Shoes and garments shall insure student safety in labs and in the event of an emergency evacuation.
- e. **Gender Difference** (Genesis 1:27, Deuteronomy 22:5) Boys and girls shall be distinguished by their appearance.
- f. **Clean** (Ecclesiastes 9:8) Students and their clothing shall be clean and have no offensive odor.
- g. **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.
- h. **Timing** (Ecclesiastes 3) Appearance should be appropriate for the occasion and activity. 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.
- i. **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.
- j. **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.

CAS Website

Parents and students are encouraged to regularly use the CAS website www.caseagles.org or RenWeb. These sites have significant information to keep families informed. The information includes individual teacher pages, homework assignments and 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 will be updated on RenWeb each week on Monday by 9 a.m.

Grades will be updated on RenWeb every Tuesday by 9 a.m. Teachers will be asked for athletic ineligibility grades on Friday.



Acceptable Use Policy for Technology

CAS offers Internet access to students at the school. 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 CAS.

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

1. Searching, viewing, or retrieving materials that are not related to schoolwork, 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.

Middle and High School students must have a signed Technology Use Agreement form on file before they can use **ANY** CAS 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 capable of Internet usage are permitted during school hours. No pictures, audio recordings, or videos are to be taken during school hours unless permission is given by the School Administration. **NOTE: CAS is not liable for the loss of property within the school or on school 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** during school hours. **Cell phones are to remain turned off and in the student's locker during school hours.** Teachers will take possession of student phones being used during school hours and give them to the School Administration. The School Administration 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.

Students who choose to wear a **smartwatch** to school will be asked to remove the watch during quizzes and tests. They will place the watch in the designated location at the beginning of the class period and will be able to retrieve it after all quizzes or tests have been turned in. In addition, teachers may ask a student to remove their watch if it is being used inappropriately (texting, emailing, etc.) during the school day. If the student is addressed multiple times, additional measures may need to be taken.

School Issued Computers

All 6th-12th grade students will have access to a school laptop. The laptop can be signed out for overnight and weekend uses. Elementary students will use classroom computers throughout the school year. If **ANY** student is negligent with the care of a computer, the student's family will be responsible for the cost of repairs.

Laptops/Computers, iPads, electronic notebooks/tablets, etc. may be used for educational purposes 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.

Acceptable Use Policy for Technology and Technology Use Agreement Form available at www.caseagle.org

Hall Passes

High school and middle school students are not to be in the hall during class time without a planner/hall pass. A student must report to his/her teacher to request a signature in his/her planner for any reason to be in the hallway. 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 always their responsibility to have the planner with them. He/she may not use another student's planner as his hall pass. A replacement planner may be purchased for \$5. 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

CAS 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 affection.
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 functions.
4. CAS 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 towards other students. Politeness and good manners are expected of students. Rudeness is never acceptable.

“Finally, all of you, be like-minded, be sympathetic, love one another, and be compassionate and humble.” I Peter 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.” Hebrews 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. CAS 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.

Lockers

Lockers are the property of the school, and the administration reserves the right to inspect the lockers at any time. 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.

Book bags are not to be brought to the classroom.

Visitors

The school office hours are 8:00 a.m. - 4:00 p.m. Parents or visitors must sign in at the front desk and receive a visitor's badge. Please do not go directly to the student's classroom. All visits are to be prearranged and approved by the office. The School Administration must grant permission to all visiting speakers, performers, or presenters. This includes guest speakers and lecturers in the classroom. **All visitors must sign in and out at the front desk.**

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

Change of Policies and Procedures

The CAS Board of Directors 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 determine 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 CAS Diplomas:

Curriculum Requirements state that 24 credits are need for graduation. Students must pass all parts of required State testing. (This is 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 dual enrollment course through an accredited Christian College. 2 units must be earned at CAS. <i>The class of 2021 will need ½ unit in world history and civilizations.</i>
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, students must 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.

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

All High School 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. High School students desiring to add or drop a class must meet with the Academic Advisor within the ten (10) day period. Students must fill out add/ drop class request form which will require a parent signature.

High School Community Service Hours

CAS believes (Matthew 28:19-20; Acts 1:8) young people need to receive experience and training in service/outreach in order to:

1. Gain a better understanding of how to be the hands and feet of Jesus,
2. Put into practice how to love as Jesus loves,
3. Be introduced to potential career fields,
4. Become involved in ministry within a local church.

Our desires, through this requirement, are to assist students in gaining a Christian worldview, experiencing a closer walk with God, and bringing glory to Him through service. Twenty (20) hours of service/outreach are required for 9th-12th grade students each year. Students are required to have ten (10) hours completed by the end of 1st quarter; the next five (5) hours by the end of 2nd quarter, and the final five (5) hours by the last school day in April. **SENIORS** must have all their hours completed by the end of 3rd quarter.

Part time students and athlete only participants must complete five (5) hours of service at the end of the first semester or end of the athlete's sport season. A sport season concludes the date of the sports banquet.

HOURS ARE DEFINED AS:

- Active participation in a service/outreach activity. Listening, watching, or observing an activity will not qualify.
- Training will qualify if done as preparation for an activity (e.g., training to volunteer at a camp for disabled children).
- A total of ten (10) hours must be completed by the end of the first quarter. However, the entire year may be completed in advance.
- A service/outreach activity is giving oneself to others. If compensation of any kind is received, the hours will not qualify.
- The service/outreach activity must be supervised directly or indirectly by an adult.
- Service hours must be completed outside of the school day.
- Assisting one's own family will not qualify towards service hours.
- The areas of service cannot be carried over into subsequent years.
- Students can submit a service/outreach ministry opportunity once during their high school career.

Students may begin to accrue service hours to apply to the next year's requirement beginning the first day of summer break.

APPROVED SERVICE MINISTRIES LIST

1. Special church projects
2. Hospital volunteer
3. CAS events (Spaghetti Dinner, Faith Banquet, etc.)
4. Nursing Home
5. Resident Home
6. Crisis Pregnancy Center
7. Vacation Bible School
8. Bethany Center Soup Kitchen
9. Bible Clubs
10. Literacy Programs
11. Big Brother/ Big Sister
12. Camp Staff
13. Missions Trips
14. Sunday School Teacher or Aide
15. Church Visitation
16. Sidney Gateway Arts Council-setup and tear down for events
17. Church Choir



18. Youth Group Leadership
19. Church Maintenance
20. Local Library
21. Church baby-sitting
22. Sidney Theatre-setup and tear down for events
23. Tutoring
24. AWANA/Royal Ranger Groups Leadership
25. Operation of Church Sound or Video System
26. Helping Senior Citizens
27. Thrift Store
28. Playing a Musical Instrument at Church or a Church Sponsored Event
29. Evangelism Program
30. Agape
31. Alpha Center
32. Restore—Habitat for Humanity
33. Salvation Army Bell Ringer

This list is not exclusive. If a ministry is not listed, prior approval from the Academic Advisor is required.

Students will submit a Student Service Hours Form with appropriate information completed and signed by the individual supervising the activity. This **cannot** be a parent **unless** the parent is the individual in charge of the event.

Consequences for Not Meeting Community Volunteer Service Hours

Students who do not complete their Student Service Hours by the last school day in April will be expected to meet at CAS every Saturday (starting the first Saturday in May) until all requirements are completed at the cost of \$20 a Saturday. Final transcripts for seniors will not be released until the Student Service Hours requirements are completed.

Senior Mission Trip

The senior mission trip is for the senior class. It allows this class to have the opportunity to go out into society and make use of the knowledge and skills that they have learned at CAS. It is an excellent way for them to proclaim God's Good News through their spiritual gifts. All graduating seniors are expected to participate and attend all activities pertaining to their senior mission 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 designated senior mission trip will be reviewed by the CAS administration, and alternate requirements will be assigned.

GRADUATION

Valedictorian/Salutatorian

The Board of Directors of CAS, 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. CAS determines the graduating class Valedictorian and Salutatorian, as well as their public recognition, in the following manner:

- 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 CAS 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 their Junior and Senior years at CAS. Students recommended for Valedictorian or Salutatorian must receive a minimum of four credits on campus during their Junior and Senior years. This does not include on-line college courses.
- The recommendation for Valedictorian and Salutatorian speakers will come from the School Administration and Academic Advisor. 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 CAS.

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 School Administration 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.

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, a current grade point average 3.7 or above, and a score of 26 or above on the

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 CAS, 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 NHS is the responsibility of the Faculty Council.

All NHS members are expected to maintain membership requirements of the NHS. This includes GPA and taking part in NHS 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

CAS students, grades 4-12, will be placed on academic probation at the end of each quarter if any of their core class (Math, Science, English, Social Studies and Bible) grades 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 School Administration. 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 CAS will be considered.
5. The student must attend at least one of the two study sessions offered each Tuesday and Thursday from 3:30-4:30 p.m.
6. Any student being dismissed from CAS 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 tardiness to school. If a child is sick, a phone call by the parent to the school office must be made 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 CAS student.

Should a student remain on academic probation for two consecutive grading periods, the administration will meet with the student, parents, and the academic advisor. 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 that needs to be addressed.

Math Fluency Testing

Math fact fluency, by definition, is knowing a math fact automatically. Per Fast Math by Scholastic, students know facts within .8 seconds. The government recommends a math fact recognition of 3 seconds. Just as students know their sight words without thinking about them, math facts should also be recalled quickly and effortlessly. By knowing facts fluently, students free up their working memory to accomplish more difficult steps and tasks. Rather than recreating 8×6 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 CAS, we would like for all students in grades 4-5 to know (have memorized) their math facts. Our goal is that each student would **know from memory all sums of two one-digit numbers in under 3 seconds and 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.
- IEP students' progress will be looked at on a case-by-case basis and will be asked to work to the best of their ability.

Volunteering at CAS

At CAS, 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 a student, volunteer forms are distributed to parents requesting their assistance in many areas. *CAS will run a simple background check for anyone who volunteers in these occasional unpaid roles.*

When parents volunteer for parties, walk-a-thon, spaghetti dinners, etc. **please call the office** and the executive secretary will put the date, description, and hours on Renweb. Parents can check volunteer hours on Renweb. **If parents find their schedule too full to assist, they may pay \$200.00 in lieu of the 20 hours of volunteer time.**

If hours are not completed and documented, **PARENTS WILL BE BILLED AT \$10.00 FOR EACH VOLUNTEER HOUR NOT COMPLETED BY THE END OF THE SCHOOL YEAR.** Updates will be given with the report card for the 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
- Teacher Appreciation Week
- Workdays
- Teacher assistance
- Walk-a-thon
- Other opportunities may be considered
- Athletics
- Special events
- Mum sales

Reduce Tuition with Kroger Rewards and RaiseRight Gift Cards

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 CAS. 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 do not 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 that CAS 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 CAS”. **You must re-assign your card to CAS 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, MoneyPak’s, 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 the school office each quarter by email or phone to let the office 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.

RaiseRight Gift Cards

RaiseRight is a company that sells gift cards 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 purchasing gift cards through the RaiseRight website or app. **CAS families can use these gift cards for everyday expenses like gasoline, clothing, food, and other essentials. With every purchase, you earn revenue that can be applied towards your tuition and other school fees. Our Enrollment Code is C6L48B8316L45.** Order forms can be obtained from the CAS office or you can shop online or through the RaiseRight app.

Examples:

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



Safety

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

Health Guidelines

If a student develops a fever of 100 degrees or higher, he/she may not attend school until their temperature remains under 100 degrees without the aid of medication for 24 hours.

If a student vomits, regardless of the presence of a fever, he/she is not permitted to attend school until 24 hours after the last vomiting event.

If a student has a fever or has vomited while at school, they must be picked up from school within an hour to avoid spread.

If a student misses 3 or more days a doctor's excuse must be given to the front office.

Medication at School

Medication administration at school is discouraged. Please consult the prescribing physician, nurse practitioner or dentist to ascertain if the medication can be administered at times when the child is at home.

Medications will only be administered during school hours when it is essential to do so: allows return to the classroom; minimizes missed school days; improves student functioning; as part of treatment plan for management of a complex disability or illness; or may be necessary for life-threatening emergencies.

Students needing to take medication during school hours must follow these guidelines:

- Provide the school with a completed Medication Authorization Form signed by both the parent/guardian and the healthcare provider. The form is located on the CAS Website and the front desk.
- No prescribed medication will be given at school without the completed Medical Authorization Form.
- A new Medication Authorization Form must be completed each school year AND when the medication or dose has changed.
- All medication must be in the original container in which it was dispensed by the healthcare provider or pharmacy and be labeled with the correct dose and instructions.
 - The label must match what is on the Medication Authorization Form.
 - Students taking a medication at both school and home can request 2 separate labeled bottles from the pharmacy to divide the pills to have some at home and school.

↗ Students using an inhaler, epinephrine pen or other emergency medications at school can request 2 prescriptions from the healthcare provider in order to have a supply at home and school.

- If medication must be taken with food, it is the responsibility of the parent to provide food, as well as any necessary utensils.
- 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 given to the front desk receptionist 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 the physician.
- The school assumes no responsibility for liability in association with administering medications to students.
- In order for school personnel to administer non-prescription medications at school, the following procedure must follow: the parent **MUST** complete and sign the Christian Academy Schools Parent's Permission for Students Taking Over the Counter Medication form: For example, Tylenol, Tums, Cough drops, Advil, etc. This form is located on the CAS website or at the front desk.

All unused medication MUST BE picked up by the parent/guardian on the LAST day of school or it will be discarded.

Head Lice Guidelines

The school nurse, or person designated by the head of school may do examinations for lice infestation.

Whenever a student is found to be infested with head lice, he/she will be sent home for treatment and not re-admitted until the student is free of all *live* lice and a marked reduction of nits are found.

If the student has siblings or other household members in the school system, they will be checked for evidence of lice.

The student will not be permitted to ride the school bus until the designated school personnel determine he/she is free of live head lice. After completion of head lice treatment regimen at home (including removal of live lice and any nits), it is the parent/guardian's responsibility to transport the student to school for an examination.

Athletic Handbook

Philosophy

CAS is a proud member of the (OVCC) Ohio Valley Christian Conference. 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. 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
Soccer-Coed	Basketball- Girls	Archery—Coed
Volleyball- Girls	Basketball- Boys	Volleyball-Boys

Pre-Season Parents and Players Meetings

All CAS athletes, along with at least one parent/guardian, are EXPECTED to attend the pre-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. This includes 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 these guidelines on and off the field, they teach their children to do the same. Remember that the CAS 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

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 School Administration 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 in scrimmages.

Regaining Eligibility Rules

1. Regain a grade of 70% or above in each class
2. Attend a weekly study table
3. Complete a grade/performance accountability sheet, show it to the School Administration 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 athlete has 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, school administration, teachers, and Athletic Director.

Transportation to Athletic Events

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 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 and given to the 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.

Uniforms

Uniforms will be issued by the sports coach. It is the athlete’s responsibility to maintain the uniform during that sports’ 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 fees.

Vocational and Home School Students

Students may participate in athletics at CAS with the recommendation of the School Administration, Athletic Director, and the coach. Vocational and Home School students must meet the same requirements to play as CAS students. They must also meet and follow all the expectations regarding school policy as any full-time student.



Withdrawal From CAS

The Board of Directors affirms that, while statute requires attendance of each student until eighteen (18) years of age. It is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chance for a successful and fulfilling life beyond the schools.

The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such actions and the resources of the district should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State law.

Whenever a student under the age of eighteen (18) withdraws from school without moving out of state, transferring to another school, or enrolling in and attending an approved program, Christian Academy Schools shall immediately notify the Superintendent of the school district in which a child's parent or guardian resides; the Superintendent of that school district shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of state.

The Christian Academy Schools Head of School shall develop administrative guidelines for withdrawal from school which:

1. Ensure that proper procedure is established so that the Superintendent of the school district in which the child's parent or guardian resides is notified immediately when such a withdrawal occurs.
2. Ensure that proper procedure is established so that notification of the Registrar of Motor Vehicles and the Judge of the Juvenile Court complies with the provisions of O.4.C. 3321.13 (1).

The Christian Academy Schools Head of School shall be encouraged to:

1. Make counseling services available to any student who withdraws.
2. Inform the student of alternative programs.
3. Inform students of their right to return to school prior to their 22nd birthday.

R.C. 3321.13; A.C. 3301-41-01, 3301-43-01, 3301-35-03

Admissions

CAS Admissions Process for New Students:

A new student is someone who has not taken classes at CAS

1) Inquiry

- a. Families contact the school and indicate an interest in knowing more
- b. Provide the application packet and additional information needed

2) Review

- a. Paperwork
 - i. Administration will review the application and additional paperwork requested with the application upon completion
- b. Family
 - i. There will be an interview with the family

3) Acceptance

- a. Letter of acceptance will be sent to the family inviting them to become part of the CAS family.
 - i. Receive additional required paperwork (i.e. birth certificate, deposit, etc.)

4) Enrolled

- a. Student is enrolled in classes

To be considered for acceptance:

- 1) In agreement with Statements of Faith
- 2) At least one parent a born-again Christian
- 3) Attending local services somewhere
- 4) If middle/high school student, they have a desire to attend

If student is on IEP/504:

- 1) The intervention specialist reviews all paperwork before any meetings to ensure we are able to meet the needs of the student to the best of our ability.
- 2) She provides feedback
- 3) Final decision is confirmed with administration

Confidentiality

One basic rule of school ministry is confidentiality. **It is imperative that all staff members, regardless of their position, always respect the privacy of others.** No conversation, counseling session, correspondence, file material, or any internal transaction of the school may be discussed or made public in any way. Knowledge gained about people due to staff relationships shall be closely guarded. Any release of personal information to unauthorized persons/agencies without the expressed written/verbal consent of that person will be considered a violation of privacy. Anyone found violating this policy will be subject to disciplinary action and/or discharge. Please keep this policy in mind when holding conversations in the hallways or offices.

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