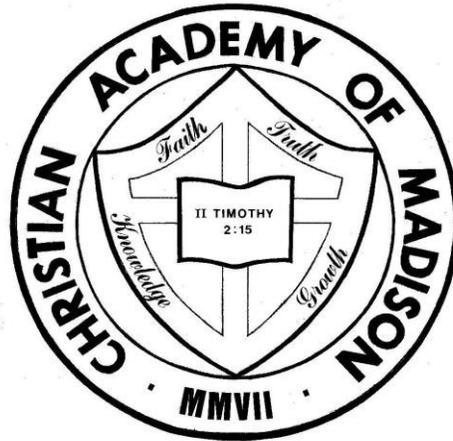


Christian Academy of Madison

2019-20 Family Handbook



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Introduction Section

Letter from Our Administrator

Dear Families,

Welcome to the Christian Academy of Madison! We are excited that you have chosen to be a part of our school family. We look forward to another year that is blessed by God, full of exciting learning and growing opportunities. We encourage you to become acquainted with our highly qualified, caring, Christian administration, faculty, and staff who are enthusiastic about teaching our students academically and leading them spiritually.

This Family Handbook is intended to serve as a convenient source of information about the Christian Academy of Madison. Please study it carefully together as a family upon receiving it and keep it ready for reference during the year.

The following policies and procedures represent the most recent expression of the leadership of the Christian Academy of Madison in order to provide for equitable and consistent treatment of students and families. To assure that CAM achieves and maintains the purpose of this policy manual and to assure CAM continues to be able to meet its needs and those of its students and families under changing conditions, Christian Academy of Madison reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

Questions about policies or procedures should be directed to the school administrator. We at CAM endeavor to create an environment where Christ is honored every day and where there are few distractions to learning. It is our goal to prepare students who are responsible citizens and growing Christians, desiring to serve God in all they do. Thank you for allowing us the opportunity to work with you as you train your children God's way. God bless you!

Sincerely,

Anna Gosman, M.Ed.

Administrator

School Leadership Roster

School Board

Mr. Chris Perry, President
Mrs. Denise Smedley, Vice President
Mrs. Carrie Hoskins, Secretary/Treasurer
Mr. Chad Renfro, Member
Mr. David Gosman, Member

Administration

Mrs. Anna Gosman, Administrator

Identification Section

Vision Statement

Students from the Christian Academy of Madison will acquire wisdom and knowledge through the lens of a Biblical worldview, which will be evidenced by a godly lifestyle of character, leadership, service, stewardship, and worship.

Mission Statement

The mission of the Christian Academy of Madison is to **PARTNER** with the student's home and church to **PROVIDE** a Christ-centered learning environment; to **PROMOTE** spiritual, academic and personal growth; and to **PREPARE** students for a lifetime of service to the Lord.

Philosophy of Education

The educational philosophy of the Christian Academy of Madison is based on a Biblical view of God, man, truth, and education. Since God created and maintains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is especially true of man, who was created in God's image, different in kind from all other creation, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, however, he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord and thus be enabled to do God's will, which is the ultimate purpose in life.

The entire process of education is seen as a means used by God to bring the student into fellowship with Himself, to develop a Christian mind in him, and to train him in Godly living so that he can fulfill God's total purpose for his life. He must be taught the Bible so he may understand God as well as his own nature and role as a person created in God's image. He must be developed and related to God as a whole person, spiritually, mentally, physically, and socially. He must learn to see all truth as God's truth and to integrate it with his own unique abilities and personality. He must interact with and be taught by parent and teacher models who are themselves born again and have this perspective of life. The authority for such an education comes both from God's command that the children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents' request, the Christian school, along with the church, becomes a partner in giving this education.

Statement of Purpose and Goals

The purpose of the Christian Academy of Madison is to provide a biblically-integrated instructional program in a disciplined, traditional learning environment that encourages spiritual commitment and growth as well as academic excellence.

We believe, therefore, it is the responsibility of the school to be dedicated to:

- Leading each student to a vital, personal relationship with God through faith in Jesus Christ;
- Assisting each student in the development of a Christian mind and a Christian lifestyle;
- Promoting a Biblical integration of faith and learning;
- Developing a comprehensive educational program that helps each student achieve full academic potential;
- Maintaining a diverse extracurricular program designed to assist each student in the development of social skills and the expression of individual personality;
- Preparing and encouraging each student for effective service for Christ in whatever career he/she chooses;
- Supporting and assisting the Christian home and the Bible-teaching local church.

Expected Student Outcomes

To fulfill these aforementioned responsibilities, it is the goal of the Christian Academy of Madison train and prepare its students.

1. As Bible believers...

- Students will profess and demonstrate a personal, growing relationship with Jesus Christ.
- Students will understand, exercise, and communicate the gospel and a Christian worldview in everyday life.

- Students will analyze, filter, and discern the world around them.
- Students will study, apply, and defend the Bible in their lives.

2. As persons of moral integrity...

- Students will utilize their Biblical worldview when making decisions.
- Students will respect persons of other faiths, cultures, and abilities as part of God's creation.
- Students will exhibit Bible-based attitudes and actions in decisions and relationships.
- Students will engage the culture without compromise of biblical values.
- Students will respond to societal ills as good stewards and conflict-resolvers.

3. As independent, critical thinkers...

- Students will analyze, investigate, and discern information as truth.
- Students will create authentic and meaningful work.
- Students will utilize problem-solving skills when applied to everyday scenarios.
- Students will utilize current, appropriate resources for problem-solving.
- Students will use self-reflection as a means of change.

4. As life-long learners...

- Students will demonstrate a broad range of mastery in core academic content.
- Students will use effective oral and written communication.
- Students will apply exposure to the arts and take opportunity to express creativity.
- Students will seek continued academic growth and career pursuits.

Statement of Faith

WE BELIEVE that the Bible is the only inspired, inerrant Word of God.

WE BELIEVE that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.

WE BELIEVE that Jesus Christ is God Himself, came to earth in the flesh, was born of a virgin, and lived a sinless life. He died a substitutionary and atoning death on the cross. He arose bodily from the grave and ascended into heaven where He sits at the right hand of God.

WE BELIEVE man was created in God's image and, being descended from Adam, inherited a sinful nature and is totally unable to save himself from the natural consequences of sin.

WE BELIEVE any individual can be saved and justified by faith in the shed blood of Jesus Christ, and by accepting Him as Lord and Savior is born again by the Holy Spirit and becomes a child of God. There is a spiritual unity of all believers in our Lord Jesus Christ.

WE BELIEVE Christian individuals should live in submission to the Bible and to biblical baptism.

WE BELIEVE in the biblical model for the family—that God wonderfully and immutably creates each person as either male or female; that marriage is the single, exclusive union of a man and woman for a lifetime; and that sexual intimacy should only occur between a man and woman who are married to one another.

WE BELIEVE the Bible clearly teaches the sanctity of human life—that God creates life at conception and has ultimate authority over all of life—from fertilization to death. Human beings are created in the image of God and are valuable to Him; therefore, every life deserves our respect and care.

Code of Ethics

At the Christian Academy of Madison, we will maintain a clear Christian testimony in all settings so that the name of Christ, the name of the school, and our witness in the community will not come into disrepute. We will be a living example, morally, spiritually, and ethically to the administration, staff, students, and parents, modeling what the school is seeking to produce in the lives of its students. We will speak and act with integrity, honesty, and confidentiality in every facet of our school, from business dealings to the handling of family and student information to the daily instructional, disciplinary, and extracurricular activities. In the accomplishment of this purpose, the Christian Academy of Madison, Inc. shall have as its aims and objectives the following:

- To provide for the students and faculty a classroom and campus environment commensurate with an institution having ultimate objectives which are Christ-centered, truly patriotic, and in obedience to God's Word.
- To teach all subjects in a manner to create in each student an awareness of God's supreme authority over all creation.
- To present the Bible, God's Word, as the only reliable and true revelation of God's nature and His redeeming purpose and will for mankind.
- To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins.
- To train and prepare youth to make worthy contributions to the cause of Christ in the home, church, and community.
- To instruct students in academic excellence, encouraging them to do their best for God and preparing them for their future.

School History

The Christian Academy of Madison was established in 2007. The vision of Anna Gosman and numerous families in the Madison area, the school was modeled after its sister school, Christian Academy of Carrollton in Carrollton, Kentucky, as well as schools in the Christian Academy of Louisville School System.

CAM's facility, originally the Wingham Paving Company, consists of a single building with two wings. The original building was renovated to house offices, a computer/assembly room, and one classroom; the back wing was added for five classrooms and additional restrooms. An addition to the classroom wing in 2009 provided seven new classrooms, allowing grades to be split into their individual levels to meet enrollment growth and to begin to add high school grades.

In 2012, we saw the addition of a middle/high school classroom building, meeting the needs of a burgeoning elementary as well as the addition of a three-year-old preschool class and growing high school. In the same year, we also added a gymnasium, providing for further physical education and sports opportunities.

In 2014, we held commencement exercises for our first twelfth grade graduating class. Another change came in 2017-18, which we moved the sixth grade back into the elementary building and created a 4th-6th grade departmentalized team.

It was a privilege to be awarded accreditation through the Association of Christian Schools International (ACSI) in December, 2017, which will be valid through 2022, and through AdvancEd (North Central Association Commission on Accreditation and School Improvement [NCA CASI]) in January, 2018, which will be valid through 2023.

In 2018, the school completed the Annex building, which provided a stage, opening into the current gymnasium, a classroom, restrooms, and a lunch room / concession area.

School Sponsorship and Affiliation

Christian Academy of Madison is independent in its ownership and is a member of the following associations:

- Indiana Non-Public Education Association

The school is accredited by the following entities:

- The State of Indiana, obtaining Freeway Status for the first time through the Indiana Department of Education's State Board in 2009 and completing its most recent renewal in 2015 (valid through 2020)
- The Association of Christian Schools International, obtained in 2017 (valid through 2022)
- AdvancEd (North Central Association Commission on Accreditation and School Improvement [NCA CASI]), obtained in 2018 (valid through 2023)

Admission Philosophy, Policies, and Procedures

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

Christian Academy of Madison desires to enroll students of parent(s) or guardian(s)/custodian(s) who hold a testimony of salvation experience, seek spiritual growth, and attend a Bible-believing church of like beliefs to the school's statement of faith. All students must be convinced they want to attend the Christian Academy of Madison and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Christian Academy of Madison's biblical role is to work in conjunction with the home and church to mold students to be Christ-like. Of necessity, this involved the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the students are counter to or are in opposition to the biblical lifestyle the school endorses. This includes, but is not necessarily limited to, participation in, supporting, or condoning sexual immorality (including adultery, fornication, cohabitation, homosexual behavior, bisexual behavior, bestiality, incest, and the use of pornography); promoting such practices; or being unable to support the moral principles of the school (see Leviticus 20:13 and Romans 1:27).

Christian Academy of Madison admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of this school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission policy, scholarship programs, athletic and other school-administered programs. Christian Academy of Madison reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with CAM's administration and to abide by its policies.

Procedures Section

Admissions

The procedures for admission to the Christian Academy of Madison include the following: (1) a parent or guardian must fill out an application and provide the current application fee; (2) parent(s)

or guardian(s)/custodian(s) must provide information regarding church attendance and at least one parent's or guardian's/custodian's salvation experience; and (3) the student must demonstrate personal spiritual commitment, potential for academic success in the CAM educational program, and a record of exemplary behavior at home, in school, and in the community. The administrator reserves the right to seek further information regarding a family's attendance at a specific church and/or regarding behavioral or academic issues if the student's application suggests any problems.

If the student is currently in the first grade or above, the administrator or a CAM teacher will meet with him/her to provide an admissions test. The student will complete this test, which will consist of information from the school's curriculum at the student's current grade level, in three sections: mathematics, phonics/grammar, and reading fluency/reading comprehension. If the student appears to struggle in specific areas on the test, the administrator may suggest methods for improvement prior to or at the beginning of enrollment, which may include but are not limited to tutoring or retention.

Students in grades 7-12 will be required to fill out a "Student Information and Commitment" of their own accord, attesting to their future career plans and current spiritual growth. The Student Commitment provides students an awareness of school rules and requires their signature as they agree to comply with the spiritual, behavioral, and academic standards of the Christian Academy of Madison. Further, we do request three references for students in those grades as well as a personal interview with an administrator.

All parent(s) or guardian(s)/custodian(s) and students in fourth grade or above will sign a "Family Handbook Agreement" annually, stating that they have read the current year's Family Handbook, which contains all school policies and expectations for the school year. This handbook shall serve as a legal and binding agreement between the families and the school.

Tuition and Fees

Tuition Policy

Tuition and other fees are necessary in order for the Christian Academy of Madison to successfully fulfill its mission. CAM encourages its families to remain committed to promptly meeting their financial obligations in accordance with Biblical stewardship.

The following is the tuition policy of the Christian Academy of Madison:

- The application fee, which includes a fee for the Association of Christian Schools International and the Indiana Non-Public Education Association (of which the school is a member) is non-refundable unless the school is unable to accept the enrollment of a child. The application fee is due at the time a registration is made. A registration is not official until the fee has been paid.
- Every family shall be responsible to pay the application and enrollment fee, even if they plan to apply for a School Choice or Tax Credit Scholarship, as we believe this shows the family's commitment to and vested interest in the school.

- Book, supply, and technology fees are included in the tuition cost.
- No matter what date a family enrolls a student, they will be responsible for the tuition costs of the full quarter the child enrolls in as well as any subsequent quarters for the current school year. Similarly, no matter the date of withdrawal, the family will be responsible for the tuition costs of the each quarter the student has been enrolled at CAM as well as the full quarter in which the child withdraws, but not subsequent quarters.
- Students that participate in extracurricular activities should expect to have a participation fee added to their family account; any extracurricular fees not paid for by the specific due date will prevent students from participating in those activities. Families will pre-pay for lunch orders; field trips will be charged as an incidental fee.
- Tuition and fees should be paid based on the payment plan a family chooses in FACTS. **Any late payments will incur a late fee of \$5.**
- When an account is 30 days past due, a reminder will be sent home that the account must be paid for the student to return to class the eleventh of the subsequent month. (If the eleventh falls on a weekend, the student will not be allowed to return the following Monday.)
- Tuition that becomes two months past due will prevent the student from being admitted to class and from receiving any schoolwork.
- A student may not receive his/her report card or participate in any applicable graduation ceremonies until the family's account is paid in full.
- Families may access their financial account information from the FACTS link through RenWeb. **There will be no monthly statements sent home.**
- Other fees may be added to the family's account each month, which may include but are not limited to field trip payments.
- Students who withdraw during the school year will only be refunded money if they have a credit balance on their account. Any tuition paid for previous months or for the current month in which the student is withdrawing is non-refundable.

Current Rates (2019-20)

Application & Enrollment Fees (New Student)

	End Date	Fee
Application Fee	Ongoing	\$75
Early Enrollment	April 30	\$50
Regular Enrollment	June 1	\$75
Late Enrollment	June 2 & after	\$100

Reenrollment Fees (Current Student)

	End Date	Fee
Early Enrollment	April 30	\$0
Regular Enrollment	June 1	\$75
Late Enrollment	June 2 & after	\$100

Tuition Rates (2019-20)

Grade	Annual	3 Quarters	2 Quarters	1 Quarter
K3/K4	\$3,960	\$3,045	\$2,130	\$1,215
K5-6th	\$4,728	\$3,671	\$2,614	\$1,557
7 th /8 th	\$4,908	\$3,806	\$2,704	\$1,602
9 th -12 th	\$5,448	\$4,211	\$2,974	\$1,737
Southeast Career Center	\$4,000	\$3,150	\$2,290	\$1,430
Grace College	\$4,000	\$3,150	\$2,290	\$1,430
International	\$6,000	\$4,625	\$3,250	\$1,875

Tuition Assistance and Scholarships

Tuition assistance awards are based on the following criteria, although no family may receive more than a 50% tuition discount:

- Parent is an employee of Christian Academy of Madison (up to 50%)
- Parent is involved in full-time Christian ministry (25%)
- Family has more than one student attending the school
 - ✓ Full price for oldest child
 - ✓ 10% discount for subsequent children
- Student is taking Ivy Tech classes **during school hours** (\$300 tuition discount per class)

CAM also participates in both the School Choice Scholarship and Tax Credit (SGO) Scholarship programs for eligible families. All families are responsible to pay non-refundable application or re-enrollment fees as a means to show commitment to the next school year at CAM, even if they plan to apply for the Choice or SGO scholarship.

School Choice Scholarship

Indiana's School Choice Scholarship is an income-based scholarship that allows students to attend the school of their parents' choice using tax dollars to pay for their tuition. This scholarship, which is for students in grades 1-12 coming from two previous semesters at a public or charter school (although students in kindergarten may qualify if a sibling is currently receiving the

scholarship), can pay for all tuition and book fees or up to 66% of those amounts, based on the household size and income.

A few policies to consider when applying for the School Choice Scholarship:

- ALL families are required to sign up through FACTS for an annual tuition and fees payment plan for any additional charges the School Choice Scholarship does not cover, including incidental fees, additional tuition fees charged due to a partial Choice Scholarship, or any fees due to changes in the state's final payment amounts.
- ALL families are responsible to pay the application or re-enrollment fee as a show of commitment to our school.
- A student must be accepted as a student at CAM before completing the School Choice Scholarship application through the Indiana Department of Education.
- Once a student has been accepted as a student at CAM, the school business administrator shall assess family financial documents, current scholarship information, and tuition/fee costs and provide the amount of scholarship dollars to request, including all sibling, employee, or Christian Ministry discounts. The school administrator shall complete the application process once all assurance forms and financial documents have been turned in to the school office.
- Students in grades 7-12 will have the option to purchase textbooks, e-books, or both. Please note that the School Choice Scholarship will only cover the cost of one type of book or the other; if parents choose to purchase both, they will be responsible for the cost of the other set.
- Scholarship money DOES NOT cover dual-enrollment classes taken online or on the campus of a nearby university. In an attempt to help a family not pay double tuition, any student planning to take a class off campus during the school week must submit a Dual-Enrollment Request Form before the first day of school in August. The tuition amount for that class period will not be included in the Choice Scholarship award amount. If for some reason, a student changes his/her plan and decides not to take an off-campus class originally requested, the family will be responsible to pay any additional CAM tuition for that class period.
- The Choice Scholarship DOES cover dual-credit classes taken on the CAM campus with CAM teachers teaching the class.
- Scholarship money does not cover meals, field trips, extracurricular fees, or uniforms.
- CAM caps its classroom size at 15 (K3, K4, K5) and 20 (1st-12th). If there are more potential Choice Scholarship recipients than available Choice Scholarship spaces for a particular grade level, then a random, public lottery drawing must occur.
 - CAM will choose a priority enrollment deadline upon which a determination is made as to whether or not a lottery is necessary for Choice students admitted by that date.

- If a lottery is held, the only students who may be excluded from the lottery process and given preference for enrollment are students who 1) have siblings enrolled at the school; or 2) students who attended the school in the prior year.
- CAM will choose a date for the lottery for all newly-enrolling Choice students and will use the lottery to fill the remaining seats in the specific classroom.
- If a student withdraws from CAM before the state's official student count date in September, parents will be responsible to pay all tuition and fees for the entire first quarter, but not subsequent quarters.
- Award amounts may change throughout the year because they are based on a percentage of public school per student allotments, something CAM has no control over. Because of this, families receiving the partial scholarship may or may not owe an additional amount at the end of the year.
- If a student has twenty consecutive days of absence, he/she will lose the School Choice Scholarship.

Tax Credit Scholarship

The Tax Credit Scholarship allows income-eligible students in K5-12 the opportunity to receive a scholarship at CAM. Unlike the School Choice Scholarship, these dollars are fundraised by CAM, allowing donors to receive a 50% state tax credit for their donation. CAM works with the Scholarship Granting Organization (SGO) Sagamore Institute, which manages our fundraised monies and awards scholarship amounts to students.

A few policies to consider when applying for the Tax Credit Scholarship:

- ALL families are required to sign up through FACTS for an annual tuition and fees payment plan for any additional charges the Tax Credit Scholarship does not cover, including incidental fees or any fees due to changes in the state's final payment amounts.
- ALL families are responsible to pay the application or re-enrollment fee as a show of commitment to our school.
- A student must be accepted as a student at CAM before completing the Tax Credit Scholarship application.
- The application is a two-step process, including an application through the Sagamore Institute as well as providing FACTS with all financial documents. FACTS verifies income eligibility based on these documents.
- Once a student has been accepted as a student at CAM, the school business administrator shall assess family financial documents, current scholarship information, and tuition/fee costs and provide the amount of scholarship dollars to request, including all sibling, employee, or Christian Ministry discounts.
- Based on the recommendations of the school business administrator, the school administrator and school board shall make a final decision on award amounts for each student who has applied for the scholarship.

- Award amounts and when they are awarded hinges on fundraised dollars available to CAM through the Sagamore Institute.
- Families are responsible to pay for all charges on their family account until awards are credited to their account as well as any charges exceeding their scholarship amount.
- Students planning to apply for the School Choice Scholarship in the following school year shall receive a minimum of \$500.
- Families receiving the partial School Choice Scholarship may apply for the Tax Credit Scholarship concurrently.
- No family shall receive more than they owe for tuition and fees.

Withdrawal

Parents who wish to withdraw a child from the Christian Academy of Madison should inform the Administrator of their desires immediately. No matter the date of withdrawal, the family will be responsible for the tuition costs, fees, and any outstanding balance of each quarter the student has been enrolled at CAM as well as the full quarter in which the child withdraws, but not subsequent quarters. The school shall refund parents if there is a current credit balance on their account.

If a student withdraws from CAM before the state's official student count date in September, parents will be responsible to pay all tuition and fees for the entire first quarter, but not subsequent quarters. Award amounts are given on a prorated basis. Therefore, a student who withdraws from CAM may/may not receive an amount from the state to cover the specific amount of days attended. Because of this, families may owe an additional amount not covered by the scholarship after the student's withdrawal.

Parents should have a student's new school request student records and/or transcripts from CAM. The Christian Academy of Madison reserves the right to withhold a student's records, final grade card, and transcript from a student's time at CAM if all tuition, book and supply fees, and other charges have not been paid in full on the student's account until all outstanding tuition and/or fees have been paid. CAM will verbally provide sufficient placement information to the student's new school if requested. Students will be able to keep any purchased textbooks but no quiz/test booklets.

Academics

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

Curriculum

The curriculum includes each of the following subjects:

Three-year-old Preschool

The K3 curriculum is a complete educational program in which children are taught language and skills development. They are introduced to letter recognition and phonetic sound, number recognition and number value concepts, poetry, music, Bible, art, community awareness and health, and developmental play through centers and social interaction.

Four-year-old Preschool

The K4 curriculum is a complete educational program in which children are taught skills development, letter recognition and phonetic sound, number recognition, number value concepts, cursive writing, poetry, music, Bible, art, computer skills, community awareness and health, current events, and science. Also, phonetic reading and arithmetic will be taught to the children excelling in these areas.

Five-year-old Kindergarten

The K5 curriculum is a complete educational program in which children are taught skills development, letter recognition and phonetic sound, number recognition, number value concepts, and phonetic reading. In addition to reading and phonics, the curriculum also includes cursive writing, arithmetic, science, poetry, art, music, computer lab, current events, science, and Bible.

Elementary

The Elementary curriculum includes reading, phonics, language arts, spelling, writing, arithmetic, science, health, physical education, history/geography, map and graph skills, art, music, computer lab, current events, science, and Bible.

Middle School

The Middle School curriculum includes grammar, composition, spelling, vocabulary, poetry, literature, mathematics, pre-algebra, algebra, science, geography/history, health, physical education, art, music, keyboarding and computer lab, music, home economics, drama, and Bible.

High School

The High School curriculum includes English 9, 10, 11, and 12 (including grammar, composition, spelling, vocabulary, poetry, and literature); mathematics (business math, Algebra 1 & 2, geometry, pre-calculus, and calculus); science (biology, chemistry, physics, and integrated chemistry/physics), foreign language (Spanish 1, 2, & 3), social sciences (world geography, world history, and U.S. history), and Bible. Electives include physical education, keyboarding and document processing, art and music appreciation, speech, family consumer science, and health. CAM also offers numerous dual-credit and dual-enrollment classes through Ivy Tech Community College.

Students planning to graduate from CAM will graduate with a state-recognized diploma, fulfilling the Core 40 requirements. Students will also have the opportunity to graduate with a Core 40

with honors diploma and/or the Core 40 with technical honors diploma. The school will hold an annual meeting for all eighth grade families (and as a refresher for any high school families) which explains graduation requirements and opportunities at CAM during the high school years in preparation for future college and career plans.

Students who participate in a varsity level sport during high school may have the opportunity to earn required physical education credits. These courses will be scored as “Pass” or “Fail” and will not count toward the student’s GPA.

During course registration for the coming school year, should fewer than ten students register for a class, the school reserves the right to not hold the class during that semester.

Bible/Chapel

We believe that the Bible is God’s direct revelation to man and contains the divine answers to man’s problems and needs. We teach the Bible both as a textbook and as a guide to enable students to develop a personal relationship with God. We encourage students to critically evaluate all of life’s situations by the standards set forth in the Bible so they can make proper decisions based upon biblical mandates and its examples. Therefore, the Bible is the center of our curriculum and the foundation for Christian education at CAM. A Bible lesson is taught each day in accordance with our curriculum. Scripture is committed to memory each week.

Students in all grades will attend a weekly chapel service. During chapel, students will worship through music and will learn from Christian speakers, including but not limited to local pastors and youth pastors. Chapel is a time of group worship; students are to be on their best behavior, participating appropriately in each portion of the service. Students in third through eleventh grade will be required to bring their Bible for chapel. Home room teachers will give students specific instructions for conduct relating to chapel services and assemblies and will remind them of such as necessary.

Materials

Basic materials such as pencils, crayons, notebook paper, glue, etc. will be furnished by Christian Academy of Madison, unless noted otherwise. Occasionally, a teacher may request that parents/guardians purchase special art/activity materials or specific items for the classroom. For example, families should plan to purchase a graphing calculator for students beginning in Algebra 1; the preferred calculator is the TI 84 Plus CE.

Further, a teacher may occasionally request that a student bring a specific item from home for show-and-tell. Other than these times, students should not bring toys from home, including electronic games and toys.

Special Education Services

Christian Academy of Madison believes that any Christian family who desires Christian education for their child should be able to provide it, and it also believes that every child should be able to learn and grow in a Christian environment, learning of the love of Christ in every subject area, regardless of learning struggle. Therefore, CAM's desire is to enroll students with a variety of special education needs, though it reserves the right to decide whether or not to offer admission to specific students based on the student's level of need; the school never wants to do the student a disservice by not being able to provide the specific services he/she needs.

Students holding current Individualized Education Plans (IEP's) in a local public school may transfer that IEP to Christian Academy of Madison, where it will become an Individualized Service Plan (ISP), as per state law for private schools in the state of Indiana.

CAM works with the Madison Consolidated School Corporation (MCSC) for Child Find procedures and academic testing to help determine eligibility for special education services. Students who are found to be eligible may receive direct speech/language services through MCSC on CAM's campus. Other services through MCSC are based on consultation only, whether through specific MCSC therapists or with an MCSC special education teacher of record, who will work with CAM classroom teachers and/or CAM's special education teacher to help students succeed through accommodations and modifications as necessary. In this case, MCSC shall hold the student's Individualized Service Plan (ISP).

Students with special education needs AND who are recipients of the Indiana School Choice Scholarship may choose if they would prefer for Madison to continue to hold the ISP upon enrollment at CAM or if they would prefer CAM to hold the Choice Scholarship Education Plan (CSEP) and provide all services. If they choose a CSEP, CAM shall receive special education funding from the State of Indiana and shall work with the family to provide direct services with this money, whether through CAM's special education teacher or through contract with local therapists, according to the level of student learning need. MCSC will still complete re-evaluations requested for a student with a CSEP. Any evaluations completed by MSCS mid-year, indicating a student needs an IEP for the first time will require that a student maintain that IEP through Madison until the following school year, at which time, the family may choose to keep the IEP or may choose the CSEP through CAM.

Families with specific medical needs may also choose to work with CAM to have a 504 Plan in place. A 504 Plan is a legal, binding document between the school and family that provides in writing the methods of accommodation and/or modification a student will receive in the classroom and/or on assessments based on a documented medical condition.

Although as a private school CAM does not utilize due process procedures, its desire is for families of special education students to maintain open lines of communication with classroom teachers, special education teacher, and administration to ensure that students are receiving the services they need in order to succeed in the classroom.

Homework

We believe that homework is an integral part of the school program, and the teacher is at liberty to give homework to help each student advance in his/her studies. The average student at CAM should expect to spend 10 minutes per grade level on homework assignments each evening.

Homework is assigned for the following reasons:

- To increase self-reliance and self-discipline
- To reinforce and extend classroom learning
- To provide practice in skills and problem-solving
- To provide opportunities for special projects such as book reports, compositions, and special research projects

Teachers reduce the amount of homework for Wednesday night because of church services that many students attend. However, assignments made in advance of Wednesday and due on Thursday may require some preparation on Wednesday night.

Assignments are to be complete, on time, and written properly. All teachers will expect appropriate grammar, neatness, and spelling accuracy. Teachers will not tolerate sloppiness, carelessness, and thoughtless content; they will return such work to the student for revision.

Homework should be an individual task, not one of sharing, unless specified by the teacher. While parents may assist by seeing that the work is done and by explaining work when necessary, the student must take responsibility for his/her homework assignments and complete the work. Parents are invited to discuss this phase of cooperation with the teacher.

Homework Offenses and Subsequent Consequences

A homework offense includes any of the following:

- Not bringing a book to class—this includes all textbooks, an assigned academic planner, Bible, and books requested by the teacher
- Incomplete homework
- Homework not done at all

Homework Policy: Grades K5-2

Teachers will assign small amounts of homework, which the student must complete. If a student does not complete this homework, the teacher reserves the right to choose an appropriate punishment for the student, which may include but is not limited to removing several minutes of recess or activity class to complete the assignment or lowering a homework grade. The student must complete any incomplete assignments.

Homework Policy: Grades 3-12

If a student does not complete his/her homework, the teacher or Administrator reserves the right to choose an appropriate punishment for the student. Students may expect the following actions regarding homework:

- Students will receive a 100% for on a homework assignment for turning it in on time.
- Students will receive a 0% on a homework assignment for failing to turn it in on time.
- Students will be allowed a **three-day period** to turn in a homework assignment late, at which time he/she will receive a 50% on that assignment.

Students who habitually fail to turn in homework assignments will face academic probation. Parents and teachers will work together to create a plan for turning in missing assignments and improving appropriate assignment completion. If the student continues to show lack of effort in regards to homework, he/she may face expulsion. A student will not be allowed to stay at CAM if he/she continues to disobey the teacher by not completing homework assignments.

Please be sure to also read the sections in this handbook entitled “Prescheduled Family Vacations” and “Make-up Work” for further information on homework.

Academic Probation and Dismissal

If a student shows no desire to learn, demonstrates little effort to learn, or has consistently low or plummeting grades, he/she will be placed on academic probation. During this time, the parents/guardians, teacher, and administrator shall work together to create a plan of improvement for the student for a set period of time, encouraging opportunities for academic assistance if necessary. If the student shows no improvement in attitude or effort, the administrator reserves the right to dismiss the student from the school.

Parent-Teacher Conferences

Shortly after the end of the first grading period, teachers will schedule a parent-teacher conference. Parents should, however, feel free to make an appointment with the teacher about any problem or question that concerns the welfare of their child.

Teachers are not permitted to conduct parent-teacher conferences during their class time. This interferes with the educational process of the entire class. Appointments may be made after school or during any other non-class time that may be agreeable with a specific teacher by leaving a phone message for the teacher with the school office or by sending a note with the child requesting a conference with the teacher.

Grading Scale

Students in K4 receive skill-related assessment report each nine weeks, while students in K5-12th grade are given grade reports every nine weeks in each subject for both academic achievement and conduct. Report cards will be emailed to parents/guardians after each nine week period. At the end of the school year, final report cards will be issued if parents have met all obligations. The percentage distribution for each letter grade is as follows:

A+ = 97-100
A = 93-96
A- = 90-92
B+ = 87-89
B = 83-86

B- = 80-82
C+ = 77 – 79
C = 73-76
C- = 70-72
D+ = 67-69

D = 63-66
D- = 60-62
F = Below 60

Students must be enrolled at CAM for a minimum of two years of high school in order to be considered for valedictorian or salutatorian upon graduation. All weighted classes must be taken at CAM, or CAM must have a comparable class in order to receive weighted points on the transcript.

Report Cards and Progress Reports

The purpose of our reporting system is to give parents and students an indication of student progress. A report card will be issued shortly after the close of each nine-week grading period.

We do not send progress reports mid-quarter, but we encourage parents to create an account in ParentsWeb, allowing them access to student grades and homework assignments 24/7.

Elementary students are required to bring their assignment notebook home each night. Parents should check to see if homework is completed for that day and that progress is being made on large projects with upcoming due dates. Parents may choose to write notes to the teacher in the assignment notebook regarding the student's homework.

Retention

In order to progress to the next grade level, the student is expected to do at least passing work (a grade of *D*) in all subjects and to be recommended for promotion to the next grade by the teacher. If the student fails one or more subjects for the last semester or the entire year, and the teacher believes a student is capable of going on to the next grade, the teacher or administrator will consult with the parents about make-up work or tutorial help.

The administrator will work with the parents and teachers of high school students who have failed a class to decide if the best course of action for the student will be to complete credit recovery in a summer school setting or to re-take the class the next fall as a means to earn the missing credit.

Satisfactory progress and developmental readiness determine promotion of students to the next grade. A student may need to repeat a grade in order to master the material, or he/she may not be developmentally ready for the next grade. The administrator, after consultation with the teachers and parents, will determine whether a student is to be promoted or retained. No student shall be retained for the purpose of improving the student's ability to participate in extracurricular athletic programs.

Retaking Classes for Credit

Students who have earned a credit in a high school course, including middle school students, with a grade lower than a “C” or students who have failed a course during high school may retake the course to earn credit to better master its content or to meet minimum grade requirements to qualify for an Indiana Academic Honors diploma or a Technical Honors diploma. With permission of the school administrator, students who plan to retake the second semester of a year-long course may also retake the first semester. When retaking a course, the original grade and the grade earned when the class is retaken will both be on the student’s transcript. The higher grade will be associated with the credit and factored into the student’s GPA. The lower grade will remain on the transcript with a notation that the course was retaken, but will not be included in the calculation of the student’s GPA.

Schedule Changes

If a student would like to change their schedule or drop a class once the schedule has been finalized, the parent should speak the school administrator. The only reasons a student will be allowed to drop a class will be the following:

- Error made by the school in developing the schedule
- The need for the school to balance class sizes
- Medical reason with documentation
- Change in program placement for students with learning disabilities as documented in their IEP/CSEP/504
- A level change within a given course (honors to regular upon teacher recommendation)
- Request to take courses to qualify for the Indiana Core 40, Core 40 with Academic Honors, or Core 40 with Technical Honors Diploma
- Failure of a course required for graduation
- Failure of a prerequisite (e.g. anything that would prevent a student from going on to a course as required by the school’s curriculum or the state’s course descriptions/requirements)

A course dropped for other than the above reasons will receive an “F” for the class unless designated differently by administration.

Standardized Testing

All students in K5 through 12th grade are required to take a standardized achievement test each spring. The Christian Academy of Madison uses the ILEARN for students in grades 3-8. As required by the State of Indiana, students in third grade will take the IREAD-3 exam to determine placement in fourth grade. High school students will take ILEARN and/or ISTEP 10 in Algebra, biology, and English at the appropriate time as part of their graduation requirements. Students in grade 10 will also take the PSAT, and we encourage high school students to take the ACT and

SAT in preparation for the college application process. Parents should consult the administrator should they desire information regarding these tests and/or any scores.

Additionally, CAM uses formative assessments throughout the year to monitor student progress, including NWEA MAP testing (K5-10 reading, English language arts, and math assessment) and DIBELS (K5-5 reading assessment). Elementary students will also take iReady math assessments.

Christian Academy of Madison seeks to keep all testing materials secure and to maintain ethical testing practices and procedures. Parents should direct their concerns regarding what they consider irregular or inappropriate testing procedures or practices to the Administrator or a School Board member. The Administrator and School Board will investigate such complaints, ensuring the protection of both the rights of individuals and of the integrity of the assessment.

Final Grade Card and Transcripts

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

High school students seeking a transcript for college or scholarship applications should work with their families to set up an account using the Parchment website with the following link <http://www.parchment.com/u/registration/23247070/account>. Families can then request an unofficial self-view transcript or an official transcript. There is a slight fee for official transcripts.

Please allow up to two weeks for the school to upload the student's transcript to Parchment once their account is setup. Once the transcript is uploaded, requests for that specific transcript should be processed within a couple of days. Transcripts that need to be updated may also take up to two weeks. If the family needs a transcript sooner than two weeks, please contact the school's business office directly to let staff know when the transcript is due.

Seniors that have requested transcripts for college applications need to remember to request a FINAL transcript to be sent to the college of their choice.

Attendance

Christian Academy of Madison, in compliance with Indiana law, expects all students to attend school regularly. Regular and punctual attendance is essential for success as a student. Absences interrupt the smooth and complete process of learning. We urge students to be present every day. Proper education relies on continuity of instruction, classroom participation, learning experiences,

student-teacher interaction, and structured study. The administrator will monitor attendance records for students accumulating excessive absences.

Parent/Guardian Responsibilities

Encourage students to have prompt and regular attendance. Please schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.

When a child is absent, a parent/guardian must call the office before 9:00 a.m. to notify the school, give the reason for the absence, and give the anticipated length of the absence. At this time, we encourage parents to request a list of homework assignments from teachers. If a parent does not call, the school secretary will place a call seeking information regarding the child's absence.

Students who have obtained an absence will have the number of days absent plus one to hand-in make-up work. Regularly scheduled tests, such as spelling, vocabulary, or a test that had been announced prior to the absence will be given on the day the student returns to school or at the discretion of the teacher.

The School Day

The school day will consist of the following times:

- Half-day PreK: 8:00 a.m. – 11:30 a.m.
- Full-day PreK: 8:00 a.m. – 3:00 p.m.
- K5 – 12th grades: 8:00 a.m. – 3:00 p.m.

The school shall abide by the following Attendance and Tardiness Policy to determine a child's attendance status each day:

Half-day attendance (8:00 a.m. – 11:30 a.m.)

Arrive after or leave before 9:45 a.m. = half-day absence

Any other late arrival or early departure = tardy

Full-day attendance (8:00 a.m. – 3:00 p.m.)

Leave before 10:00 a.m. = full-day absence

Arrive or leave after 10:00 a.m. but before 1:00 p.m. = half-day absence

Any other late arrival or early departure = tardy

Secondary students will have their attendance taken at the beginning of the day as well as at the beginning of each period.

Drop-off / Pick-up

At the beginning of each school year, we ask that parents sign a “Permission for Student Pickup” form. **It is imperative that parents jointly compile and sign this list, regardless of their current marital status.** The list gives teachers and administration names of those people who should and should not be allowed to pick up students at the end of each school day.

Please note that in cases of parent divorce or separation, unless the custody agreement states differently or other legal concerns intervene, parents with joint custody have equal rights in the upbringing of their children. Consequently, the Christian Academy of Madison cannot favor the wishes of one parent over another concerning which names shall be included on the pick-up list. Furthermore, we cannot release a child from our care unless the person picking the child up is listed in our records. If parents cannot agree, please understand that the Christian Academy of Madison is not authorized to make such a decision. Thus, for the general safety of the children, we cannot release a child to an unlisted person unless we are provided with a court order to that effect.

Parents are responsible to ensure the prompt arrival of students via their own method of transportation, unless your child rides a bus through the Madison Consolidated School Corporation. If driving your own child, however, please follow the drop-off and pick-up procedures given during orientation.

Parents may drop off students at the school no earlier than 7:30 a.m. School will **not** be open before 7:30 a.m. each morning. Please note that before-school care is available for CAM students; please see school office staff for more information.

Upon arriving at school each morning, students are to use the restroom facilities, if necessary. All students should be seated in the gymnasium if they arrive before 7:50 a.m. After 7:50 a.m., all students will go to their classrooms and prepare for the beginning of the school day activities. Students will be counted *tardy* if not seated in their own classrooms at 8:00 a.m. each morning.

Please be considerate of your children and the faculty members by arriving on time for student pick-up. Also, please note that after-school care is available for CAM students; see office staff for more information. At the end of the day, teachers will have students ready with their books to be picked up promptly at the aforementioned times and no later than 3:15 p.m. (11:45 a.m. for half-day K4/K5 students).

If a student is not picked up by 3:15 p.m., we will place him/her in after-school care. Please note that if your child is not scheduled to be in after-school care for that day, we will charge your family account \$10 per child for every five minutes after the appropriate pickup time. Students regularly scheduled to attend after-school care will incur normal charges.

Any student wishing to ride home with another student must have written permission from a parent/guardian stating who the child will be allowed to ride home with as well as the date this is

acceptable. Please also see the section of this handbook entitled "Student Drivers" for more information.

Excused Absences

In order for a student to gain the most from school, he/she must be regular in attendance. Absences for the following reasons will be considered excused:

- Personal illness
- Medical appointments (All medical and dental appointments should be scheduled for non-school hours when possible. Please remember to stagger time of appointments so the student does not accumulate absences in the same classes.)
- Death in the family
- Emergency deemed excusable by the administrator
- College visits: Maximum number of two per semester (anything beyond that will be unexcused)
- Any other reason excused by the administrator before the absence occurs

Unexcused Absences

All absences for reasons other than those aforementioned shall be considered unexcused.

Extended Illness

When a student is absent for more than five days due to illness or hospitalization, parents/guardians must contact the school as soon as they become aware that the student will be absent for several days.

The school secretary or administrator will request the following information:

- Doctor's statement of reason for absence
- Location of the student (home, hospital, etc.)
- Approximate length of absence
- Schoolwork and materials needed

Parents should make every effort to pick up and drop off make-up work in the school office each day if possible.

Prearranged Absences

If parents/guardians know in advance that a child is going to be absent for any reason, they should clear it with the administrator before it occurs, regardless of whether that absence will be excused or un-excused. The parents should then notify the respective teachers with a written notice in

order to allow teachers to plan for the child's absence and to prepare any make-up work in advance.

Prescheduled Family Vacations

Christian Academy of Madison strongly discourages families from taking vacation days other than those listed in the current school calendar. Please be aware that any day a student is not at school by parent choice (other than for excused reasons listed above) is considered an unexcused absence. Unexcused absences do affect CAM's A-F Accountability Grade through the Indiana Department of Education.

If it is necessary for a family to keep a student from attending school for a family trip or vacation, parents must abide by the following procedure:

- Notify the teacher and administrator in writing at least two weeks in advance of the dates the students will miss.
- The administrator will contact the teacher and identify the impact of the student missing those specific dates. Please avoid scheduling vacations at the end of a grading period.
- **Students are expected to turn in ALL missed work within five days of return; any missing work upon that date will receive a zero. Students should be prepared to make up tests at the teacher's discretion.**

Excessive Absences

Christian Academy of Madison believes that punctuality and consistent attendance is necessary for student learning and growth. Further, the Indiana Department of Education uses school-wide attendance as a means of accountability for our school. Therefore, it is imperative that unless there is a legitimate, long-term illness or necessary repeated doctor's appointments that can be verified by doctor's note, students must be at school.

Parents and students should be aware that the State of Indiana considers a student with more than ten unexcused absences from school to be "chronically absent" and a "habitual truant" (IC 2033-2-11 [b][1]). Therefore, after a student's tenth absence, no other excuse will be admissible except for a death in the family, extreme emergencies, or if there is a doctor's excuse.

A student who has an excessive number of absences risks failure and/or grade retention, either of which the administrator reserves the right to use in such cases. Please note the following policies regarding excessive absences:

- The family of any Choice Scholarship recipient with 20 consecutive absences will lose the Choice Scholarship and will be responsible to pay for any prorated tuition amounts.
- Any student incurring 10 absences in a semester (excused or unexcused) must meet with the Administrator and his/her parents, at which time it will be at the discretion of the Administrator to dismiss the student from the school.

- Any high school student who has more than 10 absences (excused or unexcused) from a specific class in a semester will not receive credit for that semester's class.
 - When any student has accumulated 10 unexcused tardies in a semester, the Administrator will request a conference with the parents. Should the problem of tardiness persist, and the student reaches 15 unexcused tardies within the semester, the Administrator reserves the right to expel the student from the Christian Academy of Madison.
- The Administrator will take into account specific extenuating circumstances regarding attendance when making decisions about the consequences for excessive absences (for example, long-term illness).

Make-up Work

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

Students are eligible to receive full credit for make-up work. This work will be made up at the rate of days absent plus one day, not to exceed five school days. For example, if a student misses two days he/she shall have two school days plus one, for a total of 3 days, in which to make up the work. Students absent for more than five school days in a row will meet with teachers to plan a reasonable schedule for completion of the missed work.

If a student is absent on the due date of any long-term project, book report, term paper, etc., the assignment must be turned in on the day the student returns to school, regardless of the reason for the absence.

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

Any student who is absent or plans to be absent should request a homework assignment form from his/her teacher. Arrangements should be made to pick up the completed form in the office the same day it is requested.

Should a student have an extended absence due to illness or injury, although faculty will work with the family to extend due dates for missed work, the school will require medical documentation from a doctor explaining the injury/illness and what to expect with the healing process and ability to complete work. Further, please note that it is possible in extreme cases that work will extend into a summer school situation, and parents and administration may discuss dropping specific classes (etc.) to make extensive make-up work more manageable. Another

possibility is home-bound instruction if attendance is too difficult. Please see the Administrator for further questions and discussion of these options should they become necessary.

Late Arrival To or Departure from School

It is important for students to always be on time to school and class. Being prompt demonstrates self-discipline, responsibility, and maturity. These qualities are not only important for proper academic achievement, but they are essential for the development of good habits, which are characteristic of success and good citizenship in every walk of life.

Lateness is usually considered a form of rudeness and lack of adequate planning. Whenever a student enters a classroom late, the learning process is either interrupted or delayed for all students in the class. Since school years are the habit-forming years of life, it is crucial for attention to be given to the importance of promptness. By being prompt, students demonstrate and practice desirable behaviors of adult life. A good rule of thumb is to plan to be at school 15 minutes prior to start time. This plan provides a cushion for possible delays encountered en route.

Elementary students not in their classroom at the appropriate beginning of the school day (8:00 a.m.) will be considered late and counted as *tardy*. Secondary students must be in the school building by 8:00 a.m.; if not, they risk additional charges to their family account (see below). Secondary students not in their first class by 8:05 a.m. are considered *tardy* for class and risk detention.

Late students should never go directly to their classrooms: they should stop at the school office, where a parent/guardian will sign them in to school.

At the end of the day, parents should pick up their children promptly at the designated times and no later than 3:15 p.m. (11:45 a.m. for half-day Pre-K students). **If a student is not picked up by 3:15 p.m., we will place him/her in after-school care. Please note that if your child is not scheduled to be in after-school care for that day, we will charge your family account \$10 per child. Students regularly scheduled to attend after-school care will incur normal charges.**

The following list describes the penalties that will occur when students have excessive late arrivals or departures; these penalties will be applied quarterly, allowing the student to have a fresh start at the beginning of each quarter.

- When the student has accumulated three unexcused *tardies*, the Administrator will send a note home to the parents in an effort to resolve the problem and to remind them that any subsequent *tardies* will result in monetary charges on the family account.
- Each subsequent unexcused *tardy* will result in a \$10 charge on the family's account.
- Secondary students will incur a detention upon the third unexcused *tardy* for a specific period/class.
 - When any student has accumulated ten unexcused *tardies* in a semester, the Administrator will request a conference with the parents. Should the problem of tardiness

persist, and the student reaches fifteen unexcused tardies within the semester, the Administrator reserves the right to expel the student from the Christian Academy of Madison.

Early Dismissal

Early dismissals interfere with the continuity of learning and disrupt the class. Please keep early dismissals to a minimum and attempt to stagger their times (for example, if the student must leave for numerous doctor's appointments).

Students who must leave school early must present a note from their parents to the classroom teacher. The note is to include the student's full name, date, time of departure, estimated time of return (if returning that day), reason for leaving early, and the parent's signature. The teacher will send the student to the office at the appropriate departure time for the parent to sign him/her out of school. Students should never be picked up at the classroom.

Should sports teams be required to leave early to attend an away game, the entire team should leave at the same time (regardless of who is driving students), and the departure time should not be earlier than is reasonable, including 30 minutes for food consumption, appropriate drive time, and arrival one hour ahead of the scheduled game time.

Occasionally, the Administrator will give permission for seniors to leave early from school to go to work or to attend a class at a community college. Students must provide proof of these events in order to obtain permission, and the Administrator reserves the right to made decisions on a case-by-case basis. Seniors who plan to leave for a job or class off campus on a regular basis must fill out a "Perpetual Early Dismissal Form," which the Administrator must also approve and sign. All other students should assume that they must complete school work, including study halls, on the CAM campus.

Illness During the Day

The Christian Academy of Madison will provide first-aid care to students if necessary. The faculty and staff do not give shots, administer anesthesia, or do any other activity which goes beyond the scope of general first aid or CPR.

Students who become too ill to remain in class must report to their teacher, who will notify the office. The Administrator will decide if the student needs to leave school. A parent/guardian must sign the student out of school.

If a child must have prescription medication while at school, a parent/guardian must sign an "Authorization for Administration of Prescription Medication" form. All medicine will be kept locked in the school office, unless the student is authorized to carry the medication for a chronic illness. The office will have the following medications on-hand:

- Tylenol

- Children’s Tylenol
- Junior Tylenol
- Caladryl
- Neosporin

A parent/guardian must sign an “Authorization for the Administration of School-Supplied OTC Medications” form regarding permission for the school secretary to dispense the aforementioned medicines to a student. The school secretary or administrator will call the parent/guardian before dispensing such medicine, and she will send home a note describing the time and dosage given.

The school secretary or administrator will also administer all other over-the-counter medications provided by the parent. The parent should bring the appropriate over-the-counter medication to the office and sign an “Authorization for Administration of Non-Prescription Medication” form.

A student will be sent home if he/she has a temperature 100 degrees or higher, if he/she vomits anything other than phlegm, if he/she has a communicable disease, if he/she has head lice or scabies, or if the school secretary, teacher, or Administrator suspect the child has an injury such as a broken bone, or some other injury that may require medical attention. In such cases, the school secretary or Administrator will call the parents/guardians of the child. However, if a student is seriously injured, such as a life-or-death situation, the school secretary or administrator will call an ambulance as well as the parents/guardians.

Leaving School Grounds

Once a student has arrived at school in the morning, the student is not permitted to leave the school grounds until dismissal at the end of the day. Any exceptions to this must be approved in advance by the administrator. Seniors who plan to leave for a job or class off campus on a regular basis must fill out a “Perpetual Early Dismissal Form,” which the Administrator must also approve and sign.

Evening Events

The attendance of all students will be required at certain evening events throughout the school year. These events will include but are not limited to the Christmas Program and Spring Program. If a student is not present at a required event due to an unexcused reason, the teacher or Administrator reserves the right to dock a student’s grade in the appropriate class (e.g. music).

Student Activities

Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to the student’s involvement in school activities. Opportunities for students to participate in extra activities are

outlined below. Please note that some options have cost involved, including fees to participate. Further, secondary students must maintain a 2.0 GPA in core classes to be able to participate; the guidance counselor will check grades weekly and will inform both students and parents when they cannot participate due to insufficient GPA and when they may begin participating again. Please note that most extracurricular activities do have additional fees tied to them that are not included in tuition cost, and participation does require that those fees be paid.

Service

Christian Academy of Madison endeavors to teach its students to recognize the importance of humbly serving God and others (Matthew 25:24-40). This may be done by sharing the Gospel within our community and around the world or by serving those around us in some tangible way. Even children can share the love of God with others! Students will participate in service and ministry opportunities at least once per quarter. Some of these optional opportunities will be school-wide, and some will be completed by specific classes or groups of students.

Students in grades 10-12 who have been selected by a faculty council to participate in the National Honor Society will also participate in a specified number of hours per month of community service.

ACSI Student Activities

Students will have numerous opportunities to compete against other Christian school students through academic and fine arts competitions such as: Math Olympics, Creative Writing, Spelling Bee, Speech Meets, Geography Bowl, Piano Festival, etc. CAM also holds a school-wide spelling bee each year.

Families whose children wish to participate in these activities will be held responsible to pay any related fees. Should students commit to participate in a specific activity, they will be responsible to attend/participate as planned.

Music

Students in K3-6th grade will participate in several music programs, including one for Grandparents' Day, one at Christmas time, and one in the spring. During these performances, students will demonstrate academic proficiency, spiritual growth, and creative ministry. Students may recite Scripture, poetry, and other academic knowledge; sing songs; and/or perform small skits.

Sports

A student who wishes to participate in sports programs at Christian Academy of Madison must maintain at least a 2.0 GPA during the sports season in which he/she is playing. Students currently on academic or disciplinary probation may not participate in CAM sports until that probation is over. Further, students whose grades fall below a 2.0 will be placed on academic warning and will not be allowed to participate in games and/or practices, will have their grades monitored, and will be allowed to return to the team when grades sufficiently meet the 2.0 requirement.

Any student who wishes to participate in CAM sports must have a sports physical completed before he/she begins practices and/or games; this physical must be completed within the current school year (not just within the calendar year) and before the sports season of choice begins. Families will be expected to pay a fee for each sport a student desires to participate in and attend any mandatory meetings related to that sport. Fees may vary.

Students who cannot come to school or who leave school due to illness should not participate in any practices or games held that evening. Students who are scheduled to serve a detention will not be allowed to participate in afterschool practices. If the detention is scheduled to be served during a game, the Administrator will make decisions on a case-by-case basis.

CAM expects students and parents to display appropriate behavior and attitudes when participating in or observing sports activities. Any student or parent displaying unsportsmanlike behavior or ungodly attitudes will be asked to leave the premises.

Please see the current CAM Athletic Handbook for more information.

Clubs

Secondary students have the opportunity to participate in various extra-curricular clubs. Participation is a privilege; therefore, students must have family accounts up-to-date, maintain a GPA of a 2.0 or higher, and pay all dues/fees required by the club. Club sponsors expect those students involved in clubs to attend a specified number of club meetings in order to attend additional activities and field trips.

Student Drivers

Any student of legal age who intends to drive to Christian Academy of Madison, either on a regular basis or occasionally, must comply with CAM's Student Driver Policy and is required to complete and have his or her parent(s) or guardian(s) complete the necessary forms. Student drivers must fill out and sign the Driver Registration Form. Parent(s) or guardian(s) must fill out and sign the Student Driver Parent Permission Form.

Student drivers must drive in a safe and reasonable manner and must abide by all traffic laws and all regulations of the Bureau of Motor Vehicles regarding their driver's education, learner's permits, probationary licenses, and cell phone usage. CAM assumes no liability for the student's driving. Vehicles parked improperly may be towed away at the owner's expense. CAM also assumes no responsibility to liability for any damage received to the vehicle while being driven, parked, or towed. Students may only use their cars to travel to and from school and may not drive from school grounds during the day without the permission of the school and the student's parent(s) or guardian(s). Students may not return to their cars for any reason once on campus without permission. Sitting in or loitering around cars in the parking lot will not be permitted. Students are not permitted to carry other students to and from school without the written permission of their parent(s) or guardian(s). Students may not transport themselves or passengers to off-campus, school sponsored activities.

Students may not display stickers or other decorative markings on their vehicle on the CAM campus that dishonor the Christian identity of CAM or the standards of Christian integrity it teaches. The school reserves the right to inspect or have inspected any vehicle driven to school. Students should not bring items to school in their vehicles that would not be permitted in their lockers. Any infraction of this policy may result in the suspension of the student's driving privileges. Any violation of traffic laws or BMV regulations may result in the suspension of the student's driving privileges and/or a report to the local police.

Student drivers are expected to remain at school until 3:15 p.m. in order to avoid parents in the pick-up line. Seniors and those that have permission to ride with a senior may have leave the school premises at the 2:50 p.m. bell.

Student Work Permits

Teen students who desire to hold a job during the school year must abide by Indiana labor laws in place for them. Christian Academy of Madison is able to issue work permits for teen workers who hold at least a 2.0 GPA and who have missed fewer than ten days of school per semester. As allowed by the Indiana Department of Labor, CAM reserves the right to deny work permits to students whose academic performance and attendance are not held to CAM's previously-stated standards. Home school students who request a work permit must provide proof of current GPA and attendance and will be held to the same CAM standard. Please see the Guidance Counselor for the appropriate forms.

Lifestyle Expectations

Student Conduct

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below.

Behavior Guidelines

Discipline at the Christian Academy of Madison is a process by which students are guided to develop Christ-like characteristics. Each teacher maintains classroom behavior in accordance with Christian principles as set forth in Scripture.

After exhausting all efforts within the classroom, a teacher may find it necessary to send a student to the Administrator for one or more of the following actions:

- Discussion of the problem

- Development of a contract
- Lunch or after-school detention
- In-school suspension
- Conference with teacher, parents and principal

The teacher and administrator will decide what corrective measure should be taken. This action will involve parent contact.

Parents and teachers need to cooperate with one another. Anything said or done which destroys mutual respect and confidence will harm the student. When parents have questions, they should contact their student's teacher immediately. Often, a conference or note can eliminate problems. Should the problem continue, parents may choose to consult the Administrator.

The Administrator, after consulting with all parties involved, has the right to evaluate any unacceptable behavior and to determine and administer the appropriate disciplinary action. Persistent unacceptable behavior could result in the student being placed on disciplinary probation, with the ultimate possibility of expulsion from school.

Classroom Standards

Students are expected to be on time and properly prepared for each day. Each teacher will establish the rules for classroom behavior that will prevail in his/her classroom. Students shall heed these expectations, both academically and in their conduct. Teachers will communicate to students how grades will be determined.

Discipline Philosophy

The discipline philosophy of the Christian Academy of Madison is based on Proverbs 4:23, which states, "Above all else, guard your heart, for it is the wellspring of life" (*NIV*). We desire for students to grow "in wisdom and stature, and in favor with God and man" (Luke 2:52, *KJV*) as Jesus did. This implies that we must partner with the home and church to train students to guard their hearts from sin and instead model through their speech, actions, and attitudes a godly lifestyle.

It is our belief that Biblical discipline:

- Reflects the character of a creative and redemptive God
- Considers the heart as the root of all behavior
- Sees the child as created in God's image and as a fallen sinner
- Understands the importance of relationships
- Grows and matures the student from the inside out
- Teaches the child to make wise choices in response to a loving God
- Does not ignore misbehavior
- Issues just rewards and punishment

- Affirms the child unconditionally
- Partners with parents
- Is based on Biblical principles
- Addresses the “what” and “why” of a child’s behavior

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

- ORDER is the organization which provides a good environment for learning.
- TRAINING is the process of practicing what is right.
- CORRECTION is the discouragement of wrong behavior.
- PRAISE or AFFIRMATION is used to encourage students to continue in obedience.

We at the Christian Academy of Madison desire to train students to manifest the following Biblical principles in their lives, both inside the classroom and out. All of these principles are accompanied by a definition, are supported by specific Scriptural references, and include examples of appropriate behaviors for students practicing such principles.

SEVEN GODLY PRINCIPLES

PRINCIPLE	DEFINITION	SCRIPTURE	BEHAVIOR
Honesty	Speaking and living truthfully, even when it is hard	<p>“. . . Speak the truth to each other . . .” Zechariah 8:16a (NIV)</p> <p>“Therefore each of you must put off falsehood and speak truthfully to his neighbor . . .” Ephesians 4:25 (NIV)</p> <p>“The Lord detests lying lips, but he delights in men who are truthful.” Proverbs 12:22 (NIV)</p> <p>“No one who practices deceit will dwell in my house; no one who speaks falsely will stand in my presence.” Psalm 101:7 (NIV)</p>	<p>Speaking truthfully, not deceptively</p> <p>Answering honestly, even when it is hard</p> <p>Accepting responsibility for wrongs</p> <p>Speaking the truth in love</p> <p><i>Any other behavior as deemed appropriate by faculty or administration</i></p>
Order	Keeping our body, our space, and our heart clean	<p>“But everything should be done in a fitting and orderly way.” 1 Corinthians 14:40 (NIV)</p>	<p>Walking quietly in a line when in the hallway and stays with the class</p>

		<p>“I . . . delight to see how orderly you are.” Colossians 2:5 (NIV)</p>	<p>Sitting in seat during instruction</p> <p>Following classroom procedures (lining up, turning in papers, etc.)</p> <p>Using an inside voice in the building</p> <p>Keeping their area neat and clean (desk, cubby, bathroom, gymnasium, etc.)</p> <p>Striving to achieve excellence in completing work</p> <p>Leaving all toys and electronic equipment at home</p> <p><i>Any other behavior as deemed appropriate by faculty or administration</i></p>
Respect	<p><i>Showing by word and actions that you care about all people</i></p>	<p>“Obey your earthly masters with respect . . .” Ephesians 6:5a (NIV)</p> <p>“. . . he who respects a command is rewarded.” Proverbs 13:13b (NIV)</p> <p>“Show proper respect to everyone . . .” 1 Peter 2:17a (NIV)</p>	<p>Listening when others are speaking</p> <p>Sitting properly in seat (good posture, feet on the floor, etc.)</p> <p>Following directions</p> <p>Speaking kindly</p> <p>Sharing</p> <p>Putting others first</p> <p>Accepting direction without talking back</p> <p>Cooperating</p> <p>Accepting others as they are</p> <p><i>Any other behavior as deemed appropriate by faculty or administration</i></p>
Joyful Spirit	<p><i>Showing others we trust God no matter what happens</i></p>	<p>“A cheerful look brings joy to the heart . . .” Proverbs 15:30 (NIV)</p> <p>“The Lord has done great things for us, and we are filled with joy.” Psalm 126:3 (NIV)</p> <p>“Be joyful always.” 1</p>	<p>Obeying without complaining</p> <p>Practicing courtesy (using please, thank you, yes ma’am, etc.)</p> <p>Forgiving</p>

		Thessalonians 5:16 <i>(NIV)</i>	Resolving conflict Encouraging other students <i>Any other behavior as deemed appropriate by faculty or administration</i>
Obedience	<i>Trusting those that lead you by doing what they ask you to do</i>	<p>“. . . whoever heeds correction is honored.” Proverbs 13:18b <i>(NIV)</i></p> <p>“Children obey your parents in the Lord, for this is right.” Ephesians 6:1 <i>(NIV)</i></p> <p>“Submit yourselves for the Lord’s sake to every authority . . .” 1 Peter 2:13a <i>(NIV)</i></p> <p>“As obedient children, do not conform to the evil desires you had when you lived in ignorance.” 1 Peter 1:14 <i>(NIV)</i></p>	<p>Obeying the first time</p> <p>Following directions of all teachers</p> <p>Making eye contact when teacher speaks</p> <p>Following the school and classroom rules</p> <p><i>Any other behavior as deemed appropriate by faculty or administration</i></p>
Responsibility	<i>Doing what is expected of me</i>	<p>“Brothers, each man, as responsible to God, should remain in the situation God called him to.” 1 Corinthians 7:24 <i>(NIV)</i></p> <p>“Fear God and keep his commandments, for this is the whole duty [responsibility] of man.” Ecclesiastes 12:13 <i>(NIV)</i></p>	<p>Hands work in on time</p> <p>Strives to achieve excellence in his/her work</p> <p>Does own work</p> <p>Uses time wisely</p> <p>Completes all assigned work</p> <p><i>Any other behavior as deemed appropriate by faculty or administration</i></p>
Self-control	<i>Being in charge of your actions by making the right choices</i>	<p>“Like a city whose walls are broken down is a man who lacks self-control.” Proverbs 25:28 <i>(NIV)</i></p> <p>“Therefore, prepare your minds for action: be self-controlled . . .” 1 Peter 1:13 <i>(NIV)</i></p> <p>“. . . let us be self-controlled, putting on faith and love . . .” 1 Thessalonians 5:8 <i>(NIV)</i></p>	<p>Keeping hands to self</p> <p>Working quietly when appropriate</p> <p>Using kind words</p> <p>Raising hand to speak</p> <p>Not interrupting</p> <p>Waiting for his/her turn</p> <p><i>Any other behavior as deemed appropriate by faculty or administration</i></p>

Specific Playground Regulations

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

Bullying Policy

Christian Academy of Madison seeks to educate our students from a biblical perspective, which teaches us to love one another as Christ has loved us (1 John 4:11). Bullying is not a behavior which reflects Christ-like love or respect; therefore, we prohibit any incidents of it.

Definition

Bullying is defined as an instance in which a person(s) uses power in a willful, deliberate manner, bringing repeated hurt or harm to another individual.

- Bullying needs to be evaluated upon intentional harm to the victim, and the frequency of occurrences.
- It is a pattern of repeated behavior rather than a single act.
- Bullying is targeted at a specific victim or victims.

Description

Bullying generally falls into one of four categories: physical, verbal, emotional/mental, and social.

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

Procedure

When a report of bullying comes to the attention of the school (teacher, administrator, etc.), the following will occur:

1. A school official will investigate the report of bullying by:
 - Talking with the student(s) being bullied.

- Talking with teacher(s).
 - Talking with student(s) accused of bullying.
2. Based on the information gathered, the administrator and teacher will meet to determine action to bring appropriate resolution to all parties involved. If bullying is found to be present, consequences will be determined (see below for disciplinary action).
 3. The administrator will notify parents of both parties regarding the situation and the steps that will be taken for resolution. This may take place via phone or in person.
 4. School officials will monitor the situation to ensure that resolution has occurred. A continued offense will be handled according to the disciplinary actions listed below.

Disciplinary Action

Bullying is a serious offense and will be treated as such. If the administrator determines the action to be bullying, he/she will decide appropriate disciplinary action. Consequences may include parent meetings, detention, suspension, or expulsion.

Cyberbullying

Students are prohibited from using the school computers or personal computers or other personal electronic devices **at school or away from school** for creating, viewing, downloading, storing, or re-transmitting sites, messages, or images that contain or promote inhumane or immoral material such as (but not limited to) sites, messages, or images that contain or promote pornographic, gratuitously violent, racist, or hate-motivated material; that denigrate or defame others; that are primarily oriented around gambling; that promote the use of illegal drugs; or any site, message, or image whose primary intent and message is contrary to the mission and principles of CAM.

Cruel, inhumane, or immoral material such as that noted above is a violation of the biblical commands to turn away from evil and think about things that are good (1 Peter 3:10 and Philippians 4:13) and is against CAM's school mission and policy.

Such inappropriate use will subject the student to disciplinary action. Students' **personal devices are included in this prohibition**, since it is assumed that students and parents have been honest in their commitment (signed upon application or reenrollment) to support the mission and intent of the school. Students who are found to be engaging in these activities from their personal or family devices whether in or out of school are subject to school disciplinary action. It should be noted also that public laws governing the distribution of pornography and defamation or harassment of others have been applied to students' personal devices, and that students who engage in such activity may be subjecting themselves to civil or criminal penalties as well.

We wish to specifically note that students who use technology devices and means in or out of school to bully, threaten, harass, defame, insult, slander, or otherwise harm another student, staff member, or parent from the school are subject to school disciplinary procedures and may be subject to civil or criminal penalties as well. Students should be careful to be encouraging,

uplifting, and discreet with emails and posts on social networking sites. Any student or staff member who believes they are the victim of such use should report the matter to the administrator immediately with applicable evidence if possible.

Finally, students may only capture images or video at school if they have permission from any persons who will be in the image or video, except when the student is functioning in an official capacity in connection with a class project assigned by the teacher, the school yearbook, or a school development project. Surreptitious or “surveillance” image or video capture without staff or fellow student knowledge or consent is expressly prohibited.

Technology

Responsible Use Policy

God has blessed CAM with a tremendous amount of technology resources. We must continue to be good stewards of these resources. Students are responsible for good behavior on computers and mobile devices, just as they are in the classroom. Access is a privilege – not a right.

Files and messages stored on CAM-owned/managed systems are not private. Authorized individuals within CAM may review files and messages to ensure student safety and systems reliability.

Access to the Internet will enable students to use countless web sites, which can change frequently and without notice. Although our Internet access is filtered, no filter is 100% effective in blocking all objectionable content. Parents should be aware that material accessible via the Internet may contain content that is potentially offensive to some people.

Due to limits of bandwidth, using streaming audio/video or other network-intensive content must be limited to activities that directly support the instructional process.

Christian Academy of Madison has established a campus computer network with Internet access to enhance the school’s curricular and co-curricular programs. The network has not been established as a public access or public forum, and the school retains the right to place restrictions on the use of the school’s computers and printers, on material accessed or posted, and on the training required for using different components of the network.

This document is the Responsible Use Policy for the Christian Academy of Madison’s computer network. This policy outlines behaviors that Christian Academy of Madison expects students to follow when using school-owned or personally-owned technologies (including iPads) on any school campus.

1. Christian Academy of Madison provides computer and video equipment and services and Internet access to support the school’s educational and co-curricular programs. Acceptable use is limited to those programs unless there is explicit prior approval by those

responsible for administering these resources. No private use— entertainment, commercial or other—is allowed without such explicit prior permission.

2. Printing on the school's network is a privilege and subject to the restrictions and policies established by the school. Students have general permission to print only material related to acceptable use as defined above. Students must follow the Christian Academy of Madison print policy in terms of quantities allowed.
3. Users are responsible for all computer activity that occurs under the use of their password. The owner of the password will be the one disciplined if a violation occurs while their password is being used. Passwords are to be strictly respected. If a student uses someone else's password without that person's consent, this would be considered theft.
4. All users on the computers, the campus networks, and the Internet are expected to act in a manner that is properly representative of the school and its mission. Care should be taken to observe proper "etiquette" at all times.
5. No one may reconfigure or tamper with the system files, security system, or operating system on any computer or attempt to access or alter such files without proper authorization.
6. No one may copy software or information to or from the school's computers without proper authorization. This would be considered copyright infringement.
7. Users may not use the network to access material or sites that advocate illegal acts or violence or discrimination. If there are any questions about educational projects that would involve possible access of such material, students must have prior explicit permission from an assistant dean/assistant principal.
8. Users may not use the network to access material or sites that are profane or obscene as defined by the school. If there are any questions about educational projects that would involve possible access of such material, students must have prior explicit permission from the responsible teacher.
9. All inappropriate uses of school computers including, but not limited to, using or printing vulgar or obscene language, visiting sexually explicit sites, posting private information about others, engaging in personal attacks, or being disrespectful of other individuals, schools, or cultures are explicitly prohibited. If there are any questions about educational projects that would involve possible access of such material, students must have prior explicit permission from the administrator.
10. Students will receive a school provided email account. This email is to be used for curricular and co-curricular use only. The school owns any communication sent via this email and that which is stored within school computers. Administration has the right to access any material in your email. Students should also refrain from any email that discriminates against a community member including race, gender, nationality, religion and so forth. Any violation will be dealt with as a form of harassment.
11. Users are expected not only to be representative of the school when on the Internet and with the use of the school provided email, but also to use common sense to protect themselves.

12. Usage of social media by a CAM student should reflect the general behavioral standards set forth in the student handbook. Any content, including pictures and video, posted online or social networking sites should reflect positively on the student and Christian Academy of Madison.
13. The school reserves the right to monitor all use on the network. Storage areas on the computers and network will be treated in the same manner as other school-owned storage areas; school administrators reserve the right to inspect these areas to ensure proper use. Users should not expect the information kept in those areas to be private, nor can the school guarantee the integrity or backup of those files.
14. The Acceptable Use Policy includes the misuse of the internet in school and, when related to any facet of the Christian Academy of Madison, out of school.
15. Slander/disrespect toward anyone in the CAM community will result in disciplinary action.
16. In the event that content is blocked, students are not permitted to use any workarounds. They should work with the teacher or administrator in deeming whether the content is appropriate for the educational aspect.
17. In courses and activities which support the loan of technology equipment, students and parents must complete an additional usage agreement (for iPads etc.) to check out equipment. The student is financially responsible for any negligence or damage to the equipment. In addition to the CAM's policies, students will obtain permission before filming in any non-public location and obtain an appearance release from subjects whenever appropriate. In order to ensure that Acceptable Use is followed, Christian Academy of Madison:
 - a. Reserves the right to randomly check any computer or video equipment, as it deems necessary.
 - b. Has the right to restrict or terminate network or internet access at any time for any reason.
 - c. Has the right to further monitor network activities, student files, and student email in any form that it sees fit to maintain the safety and the confidentiality of the computer facilities and to enforce the provisions of this policy including cooperation with law enforcement agencies.
18. Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the school, the student may be disciplined in accordance with school policy and Student Code of Conduct.
19. Using school system computers for illegal, harassing, or inappropriate purposes, or in support of such activities, is prohibited. Illegal activities are any violations of federal, state, or local laws and include, but are not limited to, copyright infringement and/or illegal file sharing; committing fraud; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying,

harassing, or embarrassing another person. Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations. Inappropriate use is any violation of other provisions of this policy and includes, but is not limited to, using another person's ID or password; plagiarizing; accessing, producing, storing, posting, sending, displaying, or viewing inappropriate or offensive material, including pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, or images of exposed private body parts; and accessing material advocating illegal acts or violence, including hate literature.

Failure to comply with these acceptable use policies may result in any or all of the following:

- a. The suspension or withdrawal of computer, network, and Internet privileges including the privilege of registering for courses using those technologies.
- b. Disciplinary action through CAM's administration office.
- c. Financial responsibility for any damage done to the school's resources including the financial responsibility for a consultant's time to analyze and repair any such damage.

Chromebook Policy

All students in grades 7-12 are required to participate in the Chromebook program as part of their educational process at Christian Academy of Madison. CAM students and their parent/guardians must sign the Chromebook Agreement and return the completed form in order to receive a Chromebook device, Chromebook case, and power cord. These items will not be issued without a student and parent/guardian signature. Inappropriate use of CAM technology may result in limited or banned computer use and or disciplinary action, as outlined in the CAM Family Handbook.

The Chromebook learning device is the property of Christian Academy of Madison. CAM has the right to collect, inspect and/or alter the device at any time. Students may not use a personal computing device in lieu of CAM's provided Chromebook. Users of CAM technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on a Chromebook, school network, or any school issued applications. There are no guarantees that said data will be retained, and it may be destroyed. Student data is hosted in the Google cloud. CAM is not responsible for data loss.

It is important to note that Chromebook usage will be disrupted during the first 1-2 weeks of school to prepare setup for students.

Chromebook Care

GENERAL PRECAUTIONS:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher
- Chromebooks should be shut down when not in use to conserve battery life
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the Chromebook
- Do not place anything near the Chromebook that could put pressure on the screen
- Do not put anything on the keyboard before closing the lid (pencils, pens, notebooks).
- Clean the screen with a soft, dry antistatic or microfiber cloth. Do not use window cleaner or water. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

School Use

The Chromebook is intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the Chromebook. Chromebooks will also be used for student state assessments (ILEARN, WIDA, IAM). Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Home Use

All students are required to take their Chromebooks home each night throughout the year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge the Chromebooks each evening and bring them ready for use daily. Repeat violation of the policy will result in referral to administration and possible disciplinary action. Remember your Chromebook is considered part of your classroom curriculum.

Christian Academy of Madison uses several forms of protection while students access internet during school hours. It is the responsibility of the parents to take a proactive approach in safeguarding their children in regard to the internet while at home. Parents may choose to implement some of the following:

- Install controls on the router of your home network. Internet providers and your computer browsers offer some safeguards regarding your personal devices.
- Allow computers to only be used in common areas of your home (living room/kitchen)
- Explain what personal information is and why students should not to give it out to anyone.
- Remind students never to give their name, phone number, e-mail address, password, postal address, school, or picture without your permission.
- Remind students not to open e-mail from people they don't know.
- Remind students not to respond to hurtful or disturbing messages.

- Remind students not to get together with anyone they "meet" online.
- Read books and articles about internet safety; an example would be *Equipped: Raising Godly Digital Natives*.

Sound

Sound must be muted at all times during school unless permission is obtained from the teacher for instructional purposes. Students are encouraged to bring earbuds or headphones to school for use at appropriate times.

Printing

- ***At School:*** Printing functionality will be available on a limited basis at school and subject to classroom requirement. Teaching strategies will facilitate digital copies of assignments.
- ***At Home:*** The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be responsibility of the student to maintain the integrity of their files and keep proper backups.

Personalizing the Chromebook

Chromebooks must remain free of any decorative, writing, drawing, stickers, paint, tape, or labels that are not the property of Christian Academy of Madison. Spot checks for compliance will be done by CAM teachers and staff at any time.

Software on Chromebooks

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, may be available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will be removed by the school as well.

Virus Protection

Virus Protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by CAM.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for the inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Chromebook Protection & Storage

Chromebooks will be labeled and identified in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and CAM label.
- Individual's Google Account username.

Under no circumstances are students to modify, remove, or destroy identification labels.

Repair or Replacement

Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the technology department at CAM. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook. Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage.

Accidental Damage Repair/Deductible Charges

- 1st Occurrence - cost of actual repair
- 2nd Occurrence - cost of actual repair
- 3rd Occurrence - \$250.00 or cost of repair whichever is less.

If a student's Chromebook is lost or stolen the replacement costs are as follows:

- Charger - \$50
- Cracked or damaged screen - cost of repair up to \$300
- Total device loss/unrepairable - \$300

Return

Student Chromebooks and accessories will be collected at the end of each school year for maintenance over summer vacation. Any student who transfers out of CAM will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned the parent/guardian will be held responsible for payment in full.

Chromebook Acceptable Use Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at CAM. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of CAM
- Access to CAM technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Corporation's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by CAM's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of CAM's technology resources and/or school network must sign the Acceptable Use Policy and abide by the rules defined in the Acceptable Use Policy. This is in addition to the rules and policies that this document Chromebook Policy contains.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. Christian Academy of Madison's Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the CAM's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety:

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of CAM's discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by CAM. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Private chatting during class without permission is not allowed.
- Email is subject to inspection at any time by school administration.

Consequences:

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or CAM's Acceptable Use Policy will result in disciplinary action as outlined by the Family Handbook and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. CAM cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Plagiarism

Plagiarism is a serious violation of the student discipline code. The abundance of reference materials in hard and electronic media presents a great temptation to students. The following information will be useful in teaching students how to avoid misusing the work of others.

Plagiarism is using someone else's words or ideas in your writing without proper acknowledgement and documentation.

Examples:

- Having another person write a paper for you and turning it in as your own work
- Turning in another student's work as your own
- Copying a paper from a source without proper acknowledgement
- Copying materials, words, or ideas from a source, supplying the proper acknowledgement, but not in quotation marks
- Paraphrasing materials, words, or ideas from a source without using proper documentation
- Buying a paper from a research service or term paper mill
- Turning in a paper from a "free" term paper website

How to avoid plagiarism in your writing:

- Document all direct quotations. Make sure that you have copied each quotation word for word and that the punctuation is the same as the original.

- Document information you have paraphrased or summarized. This includes all ideas and expressions that you adapted from your sources.
- Follow documentation style (MLA, APA, Chicago Manual, etc.) required by your teacher.
- Consider Biblical instruction: “Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”(2 Timothy 2:15, *KJV*)

Note: Sources include periodicals (magazines, journals, newspapers), Internet sites, databases, CDs, books (all types), brochures, television programs, films, artwork, musical compositions, speeches, charts, maps, organizations, individuals, and any additional printed or unprinted forms of communication.

The only information not requiring acknowledgement and documentation is common knowledge. Common knowledge is information that can be found in several different sources, usually exists in more than one subject area, and is knowledge that many people possess.

Students who choose to plagiarize will receive a one-hour disciplinary detention. Unlike other discipline issues, there will be no other “chances.” Students who plagiarize a second time during the same school year will be dismissed from the school.

Sexual Harassment

(Employee-Student and Student-Student)

Student Sexual Harassment Policy

Christian Academy of Madison is committed to maintaining a Christ-centered academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Christian Academy of Madison is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

Employee-Student Sexual Harassment

Employee-student sexual harassment is prohibited.

Student-Student Sexual Harassment

Student-student sexual harassment is prohibited.

What to Do If You Experience or Observe Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a teacher, the school Administrator, or (should the sexual harassment include the Administrator), a School Board member.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to a teacher, the school Administrator, or (should the sexual harassment include the Administrator), a School Board member.

All complaints will be promptly investigated.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint and for Taking Corrective Action

When a school official receives a complaint, he or she shall immediately inform the Administrator, or if it involves the Administrator, a School Board member. The Administrator will direct an investigation, unless it involves him/her, in which case a School Board member shall direct the investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination or expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Methods of Discipline

It is the desire of the Christian Academy of Madison to provide grace with discipline, seeking the restoration of relationships and providing instruction, peacemaking, and forgiveness. We desire to see the offender demonstrate humility, confession, repentance and submission to discipline, which may affect how the Administrator chooses to provide discipline. However, even with repentance and grace, consequences may be necessary.

The Christian Academy of Madison reserves the right to reasonably discipline students that fail to comply with any of the rules and regulations of the school or that engage in any other behavior that is less than desirable. Various forms of discipline will be administered depending on the nature of the offense, the frequency of commission, and the attitude of the student. When inappropriate student words, actions, or attitudes take away from classroom instructional time, disciplinary action may include but is not limited to a simple reprimand, sitting in a "think about it" chair, losing recess, a writing assignment, detention, parent-teacher or parent-administrator conference, suspension, expulsion, etc.

Students in grades 5-12 who receive three disciplinary detentions for the same offense in one quarter will be given a suspension for an amount of time that shall be at the discretion of the administrator. The student shall be placed on disciplinary probation for the remainder of the quarter or for a period of six weeks, whichever contains more time. If the student receives another detention for the same offense during the probationary period, the administrator reserves the right to expel the student.

Decisions regarding punishments such as probation, suspension, and expulsion are the exclusive authority of the administrator. A decision to administer any of the above would come only after one or more conferences with the student, his/her parents, and the teacher.

At the end of each quarter, each teacher will provide a mark on students' report cards (*E* for "excellent," *S* for "satisfactory," or *N* for "needs improvement") to represent his/her overall behavior for each of the Biblical principles the school desires to train students to live by.

Detention

Disciplinary detentions may be used as a means of discipline for students in the 2nd –12th grade. Detentions may be assigned for the student to serve during recess, lunch, or after school. If a student is given an after-school detention, it will begin at 3:00 p.m. and continue no later than 4:00 p.m. Parents will be notified of an after-school detention at least one day in advance, and transportation shall be their responsibility. Any student not present for detention without a valid excuse will be given an added detention. Three missed detentions will result in an in-school suspension.

Disciplinary Probation

If a student has demonstrated difficulty complying with the discipline principles, he/she may be placed on probation for a minimum six-week period. The student, during this time, will receive support, instruction, and feedback in the development of appropriate patterns of behavior from his/her teacher and the administration. A program will be designed to ensure that the student earns his/her release from probation by demonstrating good behavior while at school.

Probation gives the student an opportunity to correct a serious problem. If he/she does not improve his/her attitude and/or behavior to a satisfactory level, the consequences will be expulsion or forced withdrawal from the school.

Suspension

Suspension, which the administrator may choose to be in-school or out-of-school, is a disciplinary action taken in an attempt to help the student involved. A student may be suspended for one to three days, or longer, depending on the offense. A student given an out-of-school suspension from school will not be allowed to attend school for a determined period of time. Each absence during a suspension is excused; however, all academic work must be made up without credit. Students completing their suspension will henceforth be placed on probation for a minimum of six weeks.

Expulsion

Expulsion will occur if a student's conduct, attitude, or lack of effort make it inadvisable for them to remain. Expulsion is for the remainder of the current school year. Expelled students may be allowed to re-enter school the following year if they have demonstrated a marked improvement

in their behavior. The Administrator reserves the right to seek evidence of and counsel on any improvements the student has attempted to make in an effort to reenroll.

Reasons for Probation, Suspension, and/or Expulsion

Reasons for probation, suspension, and expulsion may include but are not limited to:

- Insufficient academic progress, as a result of the student's deliberate refusal to make a conscientious effort to learn
- Continued and deliberate disobedience
- Behavior that continually disrupts the classroom, so much so that other students' academic, emotional, or spiritual needs are being neglected or so that the student is spending more time in the office than in the classroom, causing a deficit to his/her own academic progress
- A rebellious spirit which is unchanged after counseling and prayer with the parents and teacher
- A continued negative attitude and bad influence upon other students
- Committing a serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school
- Inappropriate sexual misconduct
- Failure of the parents to comply with the disciplinary procedures of the school
- Possession of or use of alcohol or any drugs not prescribed for the student
- Possession or use of any weapon
- Verbal threat and harassment (if administration and teachers deem necessary)
- Physical violence against another student or a faculty/staff member
- Charge or conviction of having committed a misdemeanor or felony

Procedures for Probation, Suspension, and/or Expulsion

The procedures for probation, suspension, and expulsion are as follows:

- A. When a faculty member and administrator feel that a student is headed for probation for other than a serious overt act worthy of immediate probation or suspension, a written discipline notice will be given to parents. The administrator will hold a conference to include the student, parents, and the concerned teacher in order to define the problems and to warn of impending action unless immediate corrective action is forthcoming.
- B. If consultation between the administrator, parents, teacher and student does not stop the problem, the student will be given in-school suspension. If this does not handle the problem; he/she may be given an out-of-school suspension. At this time the administrator will hold a conference with the teacher, parents and student letting them know the next step is expulsion from CAM.
- C. Upon the decision of the administrator, a student may be expelled immediately for a serious, overt act.

- D. A student on probation will have a personal conference each school week with the Administrator or a faculty member.
- E. A student on probation may not participate in extra-curricular activities while on probation. They must also relinquish all positions of leadership and responsibility for the remainder of the school year.
- F. Probation will last a minimum of six weeks.
- G. When the probationary period expires, the student may be removed from probation if satisfactory improvement is evident. If sufficient improvement has not been shown, the Administrator reserves the right to extend the probation, expel the student, or ask the student to withdraw from school.
- H. If sufficient progress is still not shown during the extended probationary period, the Administrator reserves the right to expel the student or ask him/her to withdraw from school.
- I. It will be the exclusive decision of the administrator to suspend, place on probation or expel any student at any time with due cause.

Seclusion and Restraint

As part of the emergency procedures in place in our school, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to himself/herself or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible, after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident, including circumstances that led to the use of restraint and/or seclusion.

Student Dress and Grooming

The goal of our dress code is to establish high Christian standards for our school and our students. The code is meant to foster a student's self-respect, to maintain an atmosphere consistent with instructional goals, and to provide an opportunity for students to make a positive statement in our community.

Some ask why we require our students to wear uniforms. The following are a few answers:

- Uniforms allow every student to look the same, placing them on equal footing.
- Uniforms prevent students from feeling left out for not having a particular brand or style of clothing because they can't afford it.
- Uniforms help avoid dress code "issues," such as pants that are too tight or too baggy, skirts that are too short, inappropriate t-shirts, etc., which makes the teachers' and the principal's jobs easier and happier.
- Uniforms help avoid unnecessary distractions so students can focus on learning.

- Similar to sports teams, uniforms create an atmosphere of spirit and pride in the team, or in this case, our school!
- In real-life, many jobs require dress codes; since CAM is preparing students for real-life, this is a good start!
- Uniforms set us apart. Our school is different from other schools; why not dress like it?

To achieve such standards, a specific uniform will be required for all students. To the greatest extent possible, uniform guidelines will be applied consistently. It is the responsibility of parents and students to understand and comply with the uniform code guidelines.

Dress Code Guidelines

1. Students are expected to dress according to the dress code from the time they arrive at school. Students are expected to use good judgment in dressing for extracurricular activities, in a manner that reflects modesty, neatness, and cleanliness. Although the rule of the uniform dress code may not be enforced for extracurricular activities, students' appearance should reflect its spirit.
2. All garments must be neat, clean, and pressed when wrinkled.
3. All garments are to have a traditional fit. Traditional fit is appropriately fitted in the shoulders, waist, leg, seat, bodice and length. No tight-fitting, clinging, low-cut, or high slit garments will be allowed. Oversized styles are also not permitted.
4. Dresses, skirts, skorts, jumpers, and shorts should be no shorter than 2” inches above the top of the knee. We ask that girls wear some type of shorts under skirts, dresses, and jumpers for modesty.
5. Garments that are made of very thin fabric, semi-transparent, or “see-through” are not permitted. Girls in grades 7-12 should wear a plain white tank top or camisole when appropriate with dress uniform blouses. Dri-fit polo shirts are acceptable if they are from the correct brands (e.g. no Under Armour).
6. No undershirts with lettering or designs that show through the uniform shirts are acceptable. Undershirts, which may be plain white, navy, gray, or black in color, should be tucked in. Also, no long-sleeved shirts may be worn under short-sleeved shirts.
7. Fleece jackets or sweatshirts with the CAM logo or other CAM designation and sweaters purchased from J.C. Penney, French Toast, Shaheen’s or the CAM office are the only sweatshirts and sweaters allowed during class time. Jackets, sweaters, or sweatshirts that are not part of the uniform should not be worn during the school day. On the morning of chapel day, students may wear sweaters or approved CAM fleece or letterman jackets, but not CAM sweatshirts; they may wear CAM sweatshirts after lunch.
8. While students do not have to tuck in their shirts or wear belts on casual uniform days, we do ask that gentlemen tuck in their dress shirts and wear a belt on chapel days. Belts must be plain brown, black or navy and without any ornamentation.
9. Solid navy ties or a navy tie with a subdued design are required for chapel day. Ties are to be worn until noon on chapel day.

10. During physical education classes, secondary students may wear athletic clothes. However, T-shirts should have a message appropriate for the Christian school setting; shorts should be no shorter than 2” above the knee; and athletic pants/shorts should not be tight-fitting, and students should have the back covered by a t-shirt.
11. On casual uniform days, students may wear any color or style of sock. Boys’ socks for chapel must be navy or black, while girls’ socks for chapel must be white or navy. Socks must be void of any emblems, decals, stripes, etc. Girls may also wear black, navy, or white ankle-length leggings or tights.
12. Traditional jewelry may be worn in moderation and in good taste. No metal studded jewelry, tongue rings, nose rings, eyebrow jewelry, gauges, accessories, or chains are allowed.
13. No fake or real tattoos or marking on the body or apparel will be permitted. Boys may not wear earrings, tongue rings, spacers, or any device resembling earrings at school or at school functions.
14. Logos, slogans, or any designs that are contrary to Biblical principles are not permitted on any item. Any manner of grooming or dressing that imitates a subculture opposed to Christian principles is not permitted.
15. Hairstyles are to be neat, clean, moderate, combed and in good taste. Non-traditional or extreme hairstyles or unnatural changes in hair color are not permitted. Boys’ hair length should not touch the top of the regular shirt collar or come over any portion of the ear. Students must obtain a haircut if a teacher or the administrator notifies them of need.
16. Boys are to be clean-shaven with no beards or mustaches, and sideburns may not be lower than the bottom of the ear.
17. No make-up or glitter may be worn by students in K4-5th (other than lip gloss). Girls in grades 6-12 may wear light, natural-looking make-up with parent permission. Please do not wear heavy, thick make-up.
18. Students may wear oxford (lace-up), loafer (slip-on), or athletic shoes of any color or style on casual uniform days. Velcro is acceptable, but zippers, lights, roller skates, and cartoon characters are not. Boots, hiking boots, or shoes of hiking boot appearance are not acceptable. Sandals, defined as open-toe and open-heel shoes, are not permitted. On chapel days, girls may wear open heel shoes with a heel strap. Dress shoes for chapel must be a solid color (brown, black, or navy) for both boys and girls. Shoelaces should be black or white.
19. All Fridays, except the last Friday of each month, have been designated as dress uniform day due to chapel services on that day. Therefore, on Fridays, all students are required to wear their dress uniforms, with the exception of an optional Jeans Day on the last Friday of each month. Students will be notified if dress uniform or casual uniform is to be worn on special Jeans Days or for other special events. On “Jeans Days,” the jeans must meet the following requirements:
 - a. T-shirts and/or sweatshirts must have the Christian Academy of Madison logo or designation or have a Christian theme.

- b. Jeans must be neat and have a hem with no frayed ends or seams.
 - c. Jeans must be in good repair with no holes or patches.
 - d. Jeans must have a traditional style and fit (appropriately fitted at the waist, seat, legs and length).
 - e. Jeans must have a solid, consistent color (not streaked or faded).
 - f. No colored jeans are allowed.
 - g. All other dress code guidelines are to be observed.
20. Backpacks and lunchboxes should have no cartoon characters; wheels on backpacks will be allowed in specific instances only (for medical reasons, for example) and must be approved by the administrator.

Apparel

The following is information regarding this year's student dress code:

- Please purchase all items from Shaheen's, J.C. Penney, or French Toast (see flyer and catalog for these products) or through the school for CAM polos or for t-shirts, and sweatshirts, which are **optional for casual uniform days**.
- Note that belts, ties, socks/tights, and shoes may be purchased at any store.

Casual Uniform (Monday-Thursday):

- Students may choose any items that are navy or khaki (i.e. pants, shorts, skorts, skirts, jumpers, etc.) and wear them with polo shirts (red, white, navy, light blue, or black). Girls may also choose a navy blue dress. Students may choose to wear polo shirts that are moisture wicking, but only if they are from J.C. Penney or French Toast.
- Sweaters, sweater vests, crew sweatshirts, fleece jackets, and/or hoodies are also optional.
- Students may wear any portion of their chapel uniform on casual uniform days if they choose to. Both boys and girls may choose light blue and white oxford/peter pan shirts as well as polos on casual uniform days.

Dress Uniform (Friday only—must have!):

- Boys:
 - ✓ Navy pants, **white** oxford shirt, navy tie, black or navy socks, dress shoes
 - ✓ Navy/red sweater or sweater vest as well as CAM fleece or letterman jacket are optional
- Girls:
 - ✓ K3: Optional to participate; French Toast begins chapel skirt sizes at size 4
 - ✓ K4-6th: Green plaid skirt, **white** peter pan blouse, white or navy socks or tights, dress shoes; navy/red sweater or sweater vest as well as CAM fleece or letterman jacket are optional

- ✓ 7th-12th: Above choices OR other options include navy skirt, **white** oxford shirt, nylons

Important Notes:

- Jackets or sweatshirts worn during the school day **must have** the CAM logo on them.
- We encourage you to purchase a CAM t-shirt or sweatshirt and/or a black polo shirt with the school's logo. Having a shirt with the school's name on it is helpful for teachers when they take students on field trips.
- We encourage girls to wear some type of shorts under skirts, jumpers, and dresses for modesty.
- Backpacks and lunchboxes should have no cartoon characters on them, though simple shapes like dinosaurs or butterflies are fine.

Dress Code Non-Compliance

During the beginning days of school, (usually through the Labor Day holiday) teachers will give verbal reminders to students out of compliance with the dress code. Thereafter, students in violation of the stated dress code will receive a "Gentle Reminder" note that will be sent to the parents. In the event a student commits the same offense for dress code non-compliance, consequences will increase in severity. A "Not-So Gentle Reminder" may be sent home which warns the parent that they may be charged a fee if the student does not rectify the dress code situation within a reasonable amount of time. Further, the school secretary or the administrator may call parents to bring appropriate apparel.

Absolute defiance of the uniform dress code policy will be considered a violation of the discipline principles of the school. The Administrator reserves the right to handle each situation of non-compliance individually. Final determination of appropriate dress is the responsibility of the CAM teachers and administration. In the event a student or his/her parents refuse to comply with the dress code, the student will be dismissed from CAM.

Student Relationships

The Christian Academy of Madison desires that its students maintain relationships that are pure and honorable before the Lord (1 Corinthians 6:18-20, 1 Thessalonians 4: 3-4). As mentioned in the section "Admission Philosophy, Policies, and Procedures," the Christian Academy of Madison reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the students are counter to or are in opposition to the biblical lifestyle the school endorses. This includes, but is not necessarily limited to, participation in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school (see Leviticus 20:13 and Romans 1:27).

In matters regarding male-female relationships, we encourage nothing more than strong friendships in order to avoid unnecessary opportunities for temptation and/or heartache as well as to prevent such relationships from interfering with student learning.

Students shall refrain from inappropriate displays of affection, such as holding hands, hugging, or kissing, and shall refrain from inappropriate sexual misconduct, any of which shall incite punishment at the appropriate level of the infraction.

Opportunities for Parent Involvement

Parent involvement is critical to the Christian Academy of Madison's overall effectiveness. We encourage parents to be involved with . . .

Parent-Teacher Fellowship

The purpose of the Parent Teacher Fellowship is to provide communication, cooperation, as well as prayer and financial support to the students, faculty, and administration of the Christian Academy of Madison. The following are the goals of the PTF:

1. To prayerfully encourage and support our teachers, administration and staff
2. To raise funds for school projects, field trips, fellowship activities and teacher encouragement projects
3. To promote fellowship between parents, teachers, administration and staff

All parents and staff are a member of the PTF because they have a vested interest in the success of their children and the school. Parents are encouraged to be an active participant by attending meetings and volunteering when possible for specific events.

Room Parents

One of the PTF's duties includes encouraging several of its members to serve as "Room Parents." Generally, one or two parents volunteer to serve each grade/classroom. Duties of Room Parents include but are not limited to helping teachers organize classroom parties, securing volunteers to provide needed classroom items, and bringing teacher and classroom prayer requests before PTF members during monthly meetings in order to provide prayer support.

Fundraising

The costs involved in operating the Christian Academy of Madison significantly exceed the amount charged in tuition and fees. Therefore, CAM encourages its families to do their Fair

Share to bridge the gap between costs and tuition. Parents should prayerfully consider supporting the ministry of the school. This Fair Share can be met through voluntary tax-deductible gifts to the Christian Academy of Madison and through participation in fundraising activities. Families may also consider donating to the Sagamore Institute on behalf of Christian Academy of Madison, which will provide needed Tax Credit Scholarships to CAM students; there is an additional state tax credit incentive for donors of 50%, which makes this a “win-win” donation for the donor, the school, and the recipient of the scholarship.

Fundraising activities may include but are not limited to helping students sell items, returning J.C. Penney receipts for uniform orders to the school and/or ordering French Toast uniform items using the school’s specific source code, purchasing Kroger cards through the school, or saving items such as Box Tops for Education, all of which will earn a percentage of income for the school. Finally, at this time, the school participates in a Fishing Frenzy, which includes a letter campaign to raise money for the school. We encourage every family to be involved in this fun event and effort to fundraise for the school.

Any group wishing to fundraise for an item that will benefit the students, program, or facility of the Christian Academy of Madison must adhere to all school fundraising policies. Please see the CAM Business Office to request a Fundraiser Information Request Form and a copy of current school fundraising policies.

Lunch Program / Lunch Parents

Parents can volunteer to help with the lunch program as well as to sit as “Lunch Parents” during lunch and the recess that follows.

Chaperones

Parents can volunteer as a chaperone and/or driver for field trips. Chaperones are needed to provide a valuable service by supervising a group of students under the direction of the teacher. The following regulations apply to all field trip chaperones:

- Teachers are at liberty to decide the number of chaperones that will be needed on each trip. Parents who wish to attend a field trip or help drive students to or from the field trip site must first complete a background/BMV check. Chaperones should not presume that they may just “show up” to go on a field trip, as the background check process takes 48-72 hours. Chaperones who do not have a completed background/BMV check the day of the field trip may not attend. Parents who wish to drive on field trip must also provide the school with valid proof of automobile insurance each year. Please see the school office for more information.
- Younger siblings may not attend field trips.
- Parents are expected to dress modestly and appropriately on school trips.

- Parents who will chaperone are expected to be insured, responsible drivers if driving CAM students.
- Parents should ensure that students stay with the group, whether driving in the car or walking at the field trip location, unless specified otherwise by the teacher.
- Students may not bring or use any form of electronic device, including digital game systems, iPods, iPads, etc. Any elementary students whose parents wish for them to have a cell phone for communication purposes must give that phone to the chaperone to hold throughout the entire day—unless it is for an emergency phone call.
- While driving, parents must only allow students to listen/watch Christian music or CDs and Christian or G-rated DVDs.
- Students and any adults riding in a parent’s car must wear seat belts and/or sit in appropriate booster seats at all times.
- Students riding in a parent’s car must participate in quiet, courteous conversation while in the vehicle so as not to distract the driver.
- All students are required to ride with a teacher or parent to and from the destination.
- Parents who wish to have their students leave with them after the trip should notify the teacher in writing prior to the field trip. Chaperones may ride together in one car if there is room.

Classroom Activities

Parents can volunteer to help a teacher prepare for the beginning of the school year by helping to decorate the room or to rip tests and quizzes out of test booklets. Teachers must organize and oversee all parent volunteers.

Office Help

Parents can volunteer to help the school secretary in the area of fund-raising. Record-keeping, promotion, and collection can be time-consuming, and any help parents might offer is beneficial to the office staff. Parents may also consider volunteering with group mailings. Office staff must organize and oversee all parent volunteers. Please note that any volunteer who serves on a regular basis must have a background check on file with the school.

Health and Safety Issues

Student Illness and Return to School

Children must not come to school if their temperature is above 100 degrees. Children who have been ill should not return to school until their temperature has been below 100 degrees for 24 hours or until 24 hours has passed since the last episode of vomiting and/or diarrhea. Parents should check with a physician regarding a child’s return to school after communicable diseases.

Distribution and Consumption of Medication

Administration of medication is the responsibility of the parent/guardian unless it is absolutely essential to the well-being of the student to receive medication during the school day. The following regulations must be observed when medication (prescription or non-prescription) is to be administered in the school:

1. An Authorization for Prescription Medication Administration Form must be on file for each prescribed medication. The form must be completed in its entirety and signed by the physician and the parent/guardian. This form is valid for one school year or earlier stop date.
2. An Authorization for Non-Prescription Medication Administration Form must be on file for each FDA approved, non-prescription (over-the-counter) medication to be administered at school if taking the medication is necessary for the student to remain in school. The form must be completed and signed by the parent/guardian. This form is valid for one school year, or earlier stop date.
3. Medication must be in the original labeled container. A supply of medication provided may be kept at school. For student safety, the parent/guardian or a responsible adult should deliver the medication to the school.
4. The school office routinely monitors medication administration and documentation. Questions regarding the purpose effect, expected results, and untoward effects of a medication should be referred to the child's physician.
5. Prescription medication must be supplied in the original container labeled by the pharmacist. The prescription label must be consistent with the medication authorization form. The physician's name appearing on the label may be different from the physician's name on the original medication authorization form. No other changes will be allowed.
6. Changes in medication require a new medication authorization form.
7. Upon receipt, medication will be counted and documented on a Student Medication Record. Medication will be stored under lock and key.
8. Medication dosage must be age-appropriate as stated on the label.
9. Each dose of medication administered will be recorded on a Student Medication Record.
10. In cases where a student is able to medicate himself or herself (according to the physician's statement), school personnel will store the medication and generally supervise the student's self-medication. Excluded are students authorized to carry medication for a chronic disease or medical condition (IC 20-33-8-13). These students may possess and self-administer medication if the parent has annually filed an authorization that includes a doctor's signed statement that the student has the condition that requires self-administration, has the prescribed medication on his/her person, and that the student had been instructed on how to self-administer.
11. All medication being transported to and from the school must be done so by an adult, 18-year-old student, or with written permission for any student over the age of 13. Any medication found on a student's person or belongings will be immediately

destroyed (i.e. flushed), and the school nurse will contact the parents to explain the reason. The school may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent/guardian provides written permission for the student to receive the medication.

12. Medication will be destroyed if not picked up within one week following termination of the medication authorization form or one week after the close of school, whichever occurs first. Medication will be destroyed in a manner which it cannot be retrieved (i.e. flushing). Disposal will be witnessed by two persons designated by the principal and documented on the Student Medication Record.

All student medication records will be handled in a confidential manner.

Immunizations

Indiana State Law requires all children to be immunized. The State requires that a birth certificate and immunization record must be on file with the school no later than thirty days from the date of enrollment. We request that parents obtain a copy of a student's immunizations from the doctor or health department as a newly enrolled student at CAM and upon the receipt of updated or new immunizations, which shall include the child's date of birth and the date of each immunization.

As part of the application and enrollment process, parents must sign that they give permission for the school nurse to access their child's immunization record through CHIRP, the state's system of immunization record. She shall use this to monitor and report student immunization compliance.

If a student is not in compliance on his/her annual immunization requirements, the parents shall provide a written schedule for the completion of the immunizations from the local health department or doctor. Should the school discover that a student is not in compliance, the school nurse will send a letter home stating the missing immunizations, and the family will have twenty days from the date of the letter to obtain the said immunizations and provide the school with an updated immunization record.

By state law, parents are allowed to provide a religious or medical objection with appropriate signatures annually, stating that a child has a valid reason to be out of compliance in relation to his/her immunization requirements.

Bed Bug Policy

If a bedbug is found on a student or his/her belongings, faculty will discretely remove the student from the classroom and examine the student's clothing and other belongings. It is important to remember that it is possible the bug did not originate from the student's home and may have crawled from another student's items. Faculty will store the student's personal items in a garbage bag or plastic bin in the school nurse's office until the student leaves the school.

The school nurse or office staff will contact the parent/guardian of the student by telephone or through a notification letter to let them know a bug was found on the student's belongings and recommend a home inspection by a licensed professional. The school will also provide the family with information regarding bed bugs, treatment of bites, and control of infestation through the use of a professional exterminator.

Office staff will collect any bugs found for identification from a local pest control company. The pest control company will inspect the classroom to verify there is no infestation within the school building. Should such infestation be found, the pest control company will treat the school as necessary. At that time, the school nurse will also send an undesignated notification to parents regarding the infestation and the school's plan for action.

It is imperative that parents communicate with office staff and the school nurse if they are treating their home for bed bug infestation. If this is the case, when the student arrives at the school, all coats, clothing, backpacks, and lunchboxes must be inspected and stored in a sealed bin or garbage bag in the school nurse's office; the student will be required to change into a freshly washed uniform for the day and then will change into the other set of clothing before returning home, where parents should launder the items in hot water and dry in high heat for a minimum of 20 minutes. This routine must be carried out until parents can provide the school with a letter from a licensed, professional pest control service that the infestation in their home has been eradicated.

Lice Policy

A child may not return to school while live, adult head lice may be found on the scalp. While a child is not required to be "nit-free" in order for him/her to return to school, we encourage parents to manually check and remove as many nits as possible to prevent the return of adult head lice. We encourage parents or caregivers to clean and well-launder all clothing and bedding/sheets of the infected person and all the members in their household. Bed mattresses and upholstered furniture should be vacuumed thoroughly.

CAM requires that if a parent finds more than five nits on a child's head, the child should remain home. Upon his/her return to school, a child must be checked by the office before returning to class to ensure that no more than five nits are present on the scalp.

Scabies Policy

In accordance with recommendations from the CDC, a child/student may not return to the school until 24 hours after treatment for scabies. In order to return to school, he/she will require a physician's note and signature with both date and time of treatment.

We encourage parents or caregivers to clean and well-laundry all clothing and bedding/sheets of the infected person and all the members in their household. Bed mattresses and upholstered furniture should be vacuumed thoroughly.

Suicide Prevention Policy

It is the responsibility of the Christian Academy of Madison to provide a safe, supportive, and culturally responsive school environment for all students. CAM's School Board believes that suicide is a preventable public health problem and acknowledges that all students have the right to be protected from those indicators that put students at higher risk for suicide. The board thus acknowledges the necessity of this policy to ensure school personnel are able to recognize and report students at risk of suicide.

Students at risk for suicide include students who have made a previous suicide attempt; has the intent to die by suicide or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition; has thought about the potential means of death and may have a plan; may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain; has had a parent/guardian or other close family member die by suicide.

All CAM faculty have been trained in the suicide prevention training Question, Persuade, Refer (QPR) and will continue to be on a 3-year cycle of re-training, as required by state law. If it comes to the attention of school staff that a student is struggling with suicidal thoughts or desires, school staff may ask some initial screening questions, listening to the student with open and non-judgmental stance, not dismissing or undervaluing what is being shared, and being supportive and offering hope. Staff will not leave the student unsupervised, will notify the school administrator regarding the potential risk, and will document individuals involved and a summary of the conversation. Staff will always take the threat of harm seriously and may be required to take immediate action, which may include calling 911 and/or local law enforcement if the student is in imminent danger. Once imminent risk to harm oneself or others is shared, confidentiality is not maintained (no longer considered privileged communication). The school administrator will contact the parents immediately and may provide additional secular and/or faith-based resources for the parents as they seek help for the student.

As part of the follow-up procedures, the school administrator will address the seriousness of the situation with parents and request a release of information form so communication between the school and outside health provider can take place to best support the student. The school administrator will also request for the parent/guardian to stay in contact with the school regarding any specific concerns for the student's health and well-being. The school administrator will work collaboratively with the student, parent, and any other individual(s) determined to be appropriate to establish a re-entry plan, to document the intended follow-up services, and to develop a safety plan for the student. Failure on the part of the family to take seriously and provide for the safety of the student may be considered emotional neglect and reported to the Indiana Department of Child Services.

Tobacco-Free Campus Policy

The Christian Academy of Madison is a tobacco-free campus, which means that tobacco use and promotion are prohibited by students, faculty/staff, and visitors on the school property. No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours in any building, facility, or vehicle owned, leased, rented, or chartered by CAM; on school grounds, athletic grounds, or parking lots; or at any school-sponsored event off campus.

Further, no student is permitted to possess a tobacco product, which includes e-cigarettes. Tobacco promotional items, including clothing, bags, lighters, e-cigarettes, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events. Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events.

No student may leave the school campus during breaks in the school day to use a tobacco product. School authorities shall consult with local law enforcement agencies to enforce laws that prohibit the possession of tobacco by minors within the immediate proximity of school grounds. It is the responsibility of all students, employees, and visitors to enforce this policy through verbal admonition. Any tobacco product found in the possession of a minor student shall be confiscated by staff and discarded. Students and employees also may be subject to germane sanctions, which shall be determined by written school policy, including disciplinary action.

Safe School Commitment

The Christian Academy of Madison is committed to establishing and maintaining a safe learning environment for its campus. Therefore, CAM reserves the right to routinely inspect and specifically search school buildings and grounds and anything brought onto school property (including vehicles) or school facilities in accordance with the laws of the state.

Security

The only access into the school building during school hours is through the front office entrance. All other doors are locked. Please buzz the school secretary at the front entrance and state your name and reason for visiting through the intercom system. All parents, guests, and other visitors to school must sign in at the office. Visitors must sign out and leave the facility/school campus through the front entry door.

The Christian Academy of Madison uses surveillance cameras in its monitoring of the facility. These eight cameras (four outside and four inside) are used for security purposes. These cameras run continuously on a 30-day cycle, after which the last day is automatically rewritten. The only persons with access to the video are the Administrator, office staff, and/or the technology director.

BMV / Background Checks

Any adult who wishes to serve as a volunteer or chaperone for CAM must have a BMV and background check completed. He/she may pick up a form from office staff to apply for the check. Please keep in mind that background checks take at least 48-72 hours; plan accordingly for the date of event to ensure you may attend. **CAM will provide each family with one free background check every five years, but any additional family members wishing to receive a background/BMV check will be required to pay for it.**

Checks that come back flagged may mean that a person cannot serve as a volunteer or chaperone for CAM. While it would be impossible to create policies to cover every civil or criminal offense, the school board reserves the right to discuss inconclusive results of such checks on a case-by-case basis. The school also reserves the right to deny a parent or other volunteer access to specific activities at the school based on the results of the check.

Generally, the school abides by the policies of our insurance company in response to these results. There are a few guidelines parents or other volunteers can expect in relation to such results:

- Anyone considered a sexual offender, including crimes of sexual abuse or molestation, or who has been convicted as a sexual offender or molester may not serve as a volunteer or chaperone at CAM.
- Individuals convicted of assault and/or battery may be a visitor at the school as a participant or spectator of a school event (for example, at a school program) but may not serve as a chaperone or be held responsible for students.
- Individuals with a DUI, serious speeding violation or multiple speeding violations, citation for no insurance, or citation for reckless driving may not drive on a field trip but may chaperone, riding with another adult.

Emergency Procedures

Personal

Every student is to have emergency information on-file in the CAM office, making it possible for the school to contact someone in the family or other designated adult at any time.

Fire/Tornado/Disaster/Intruder Drills

The aforementioned drills are serious, and CAM expects students to treat them as such. Classroom teachers will be sure all students know and understand the procedures for all drills. Procedures are posted in each classroom, and drills are conducted periodically.

Parent Procedures in Case of Emergency

If the following emergency situations occur, parents are asked to follow the procedures below to help with parent-student reunification and aid with traffic flow. (Be sure to listen to local radio

stations for specific information and directions.) Further, we will send Parent Alerts to parents to inform them of information and/or directions.

Fire, Earthquake, or Tornado

- All school personnel have been trained in earthquake and tornado procedures. They have assigned roles and will be doing their best to safely care for your student(s). Our goal is the care, custody, and accountability of all children.
- Assume that the phone lines and cell phone lines will either not be working or will be busy.
- Please give school authorities at least one hour to evacuate the classrooms, conduct building searches, and account for all people before calling the school.
- Our reunification system is designed to maintain order and provide for the care and accountability of all children. We will follow this plan methodically and document all students who are released.
- Parent-student reunification will be in the front of the school parking lot. A staff member will be directing traffic if emergency personnel are not available to do so. Be aware that you may or may not be able to drive near the school, depending on the nature of the disaster and/or the amount of emergency vehicles in the parking lot or on Hutchinson Lane. Also, note that the front of the school parking lot is reserved for emergency vehicles.
- If emergency personnel will allow it, you may stand on the lawn at the edge of the school parking lot and participate in the reunification process, but you may not enter the parking lot.
- When you arrive at the parking lot, give your name to the school secretary, who will serve as Student Release Coordinator, and a “student runner” will bring your child to you.
- While you are waiting for the student runner, you will be required to sign a parent release form for each student you will be picking up. The secretary will have the form for you to complete.
- Please reunite with your child and leave the parking lot quickly, allowing other parents to also reunite with their children.

Lockdown (Intruder on Campus or Police Order)

- All school personnel have been trained in lockdown procedures. They will be doing their best to ensure that all students are being held in a safe location on campus. Our goal is the care, custody, and accountability of all children.
- In a lockdown, we will not be able to answer incoming phone calls or to make outside calls. Within minutes, the police, who will secure the neighboring streets and the building perimeter, will assist us. Parents will not be allowed near the school during a lockdown.
- Students will be kept inside locked classrooms with the blinds drawn, unless it becomes necessary for a class or individual to self-evaluate. No one will be allowed to leave the classrooms/secure rooms on campus until the lockdown is lifted.

- All students and faculty/staff will remain in the lockdown mode until the police department lifts the lockdown.
- Should the situation warrant, when the lockdown is lifted, parents may come to school to pick up their student(s); students who drive will be allowed to drive home.

Evacuation (Bomb Threat and/or Police Order)

- All school personnel have been trained in evacuation procedures. They will be doing their best to ensure that all students are being held in a safe location. Our goal is the care, custody, and accountability of all children.

Immediate:

- If we need to evacuate the building for any reason, the immediate evacuation location will be the parking lot of Jefferson County Office of the Division of Family and Children (next door to the school), 481 West Hutchinson Lane, Madison (265-2027).
- If the situation warrants, parents may pick up their student(s) in the DCFS's parking lot using the reunification procedures mentioned above. Students who drive will be allowed to drive home.

Long-Term:

- If we will be evacuated for longer than 30 minutes or if the situation warrants, we will walk with the students to the Madison Township Volunteer Fire Department, 3413 North Michigan Road, Madison (273-4100).
- Parent-student reunification will be in the back parking lot of the fire department using the reunification procedures mentioned above.
- Please be aware that it is imperative that parents do not park in such a way that will block emergency vehicles from coming to or going from the fire department.

Other Evacuation Locations

- Should a ***major*** emergency occur, such that students must evacuate not only the school property but also the immediate area, it is possible that CAM faculty or city employees will evacuate students to a nearby location using cars or buses.
- The two ***planned*** evacuation locations are as follows (please note that emergency personnel and county crisis management personnel may override the planned locations and send students to another shelter):
 - ✓ Office of Madison Metals, 5854 North US 421, Madison (812-273-5214)
 - ✓ Home of Dave and Judy Gosman, 5426 North Olive Branch Road, Madison (812265-4432)
- Be sure to listen to local radio stations for further directions.

Important State and Federal Regulations/Information

Parental Access to Student Records

According to Indiana state law, both public and non-public schools must provide both custodial and non-custodial parents direct and equal access to a child's school records unless "a court has issued an order that limits the noncustodial parent's access to the child's education records; and the school has received a copy of the court order or has actual knowledge of the court order" (IC 20-33-7-1, 2). Further, a parent shall not interfere with the right of the other parent to communicate directly with school personnel concerning a child.

FERPA Regulations

On August 21, 1974, the United States Congress adopted an amendment of the General Education Provisions Act called "Family Educational Rights and Privacy Act of 1974" dealing with student records. In broad outline, this Act provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parents' rights under this Act extend until the student is 18 years of age or is enrolled in a post-high school institution; thereafter, only the student himself may exercise the right.
3. Parents have a right to examine their children's records at reasonable times.
4. The parent has a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the student.
5. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination.
6. Certain persons may examine students' records without a parent's consent. These include school officials, including teachers who have "legitimate educational interests," officials of other schools or school systems where a transfer is made, and certain representatives of the state and federal government with various limitations.
7. Any person may receive the records if the parents execute a written consent specifying the records to be released, the reason for such release, and the persons to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advanced notice.

In accordance with FERPA, Christian Academy of Madison will provide the following as directory information:

- Student's name

- Student's grade level

This information may be given to anyone inside or outside of the school, at the discretion of the faculty, staff, and administration. Should parents wish to refuse any directory information be given, they must do so in writing no later than the second week of school.

Within the school, parents may be asked if they wish to participate in a school directory, which may include such information as student name and grade level, parent names, phone numbers, and e-mail addresses. This is completely optional, and parents may choose not to provide such information.

General and Miscellaneous Information

Campus Hours

The office hours during the regular school year will be from 8 a.m. – 3 p.m., Monday through Friday. Summer office hours will be 9 a.m. – 1 p.m. Tuesday, Wednesday, and Thursday.

Campus Visitors

Christian Academy of Madison encourages visitors, particularly parents of current students. Visitors must park and enter through the visitor's entrance at the front of the school. All other doors are locked and no admittance will be allowed. Visitors must sign in at the office and sign out before leaving. Visitors should never go directly to the classroom without permission in order not to disturb the classroom instruction. Parents who plan to visit the classroom on a consistent and/or regular basis should verify that fact with the child's teacher and should also obtain a background check through the school office.

Christian Academy of Madison strives for academic excellence and a superior Christian environment in our learning process. For this reason, we invite only students who are interested in attending CAM to visit our classrooms once they have been cleared by the office. For those who want to keep in touch with our students, we invite them to connect with their friends at our sporting events or extra-curricular activities.

Change of Name, Marital Status, Guardianship or Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. Further, it is the responsibility of parents/guardians to inform the school of any changes in their names or marital status as well as any changes (and applicable documentation) in the guardianship

of students involved. If a parent wishes to add or remove a person's name from a child's "Pick-up Permission Form" at any time, he/she should provide the school office personnel with that request in writing.

Field Trips

Field trips are an extension of the classroom learning environment and are often a time of culmination for a unit of study.

Please note the following guidelines pertaining to field trips:

- Parents who wish to attend a field trip or help drive students to or from the field trip site must first complete a background/BMV check. Chaperones should not presume that they may just "show up" to go on a field trip, as the background check process takes 4872 hours. Chaperones who do not have a completed background/BMV check the day of the field trip may not attend. **CAM will provide each family with one free background check every five years, but any additional family members wishing to receive a background/BMV check will be required to pay for it.** Please see the school office for more information.
- Parents/guardians must provide the school with valid proof of automobile insurance each year.
- Parents/guardians will cover the cost of the field trip and/or lunch for their child unless otherwise noted.
- All field trips will begin and end at the school.
- All students are required to ride with a teacher or parent to and from the destination. Parents who wish to have their student leave with them after the trip should notify the teacher in writing prior to the field trip. Chaperones may ride together in one car if there is room.
- Classroom behavior is expected of all students.
- Students will wear casual uniforms unless advised otherwise by the supervising teacher or the Administrator. If possible, students should wear the same color polo shirts or CAM t-shirts or sweatshirts.
- Written parental permission must be received for each trip in order for students to participate. No student is allowed on an off-campus trip without specific written parental permission on the form distributed by the school.
- All field trip participants are expected to listen quietly to tour guides and instructions.
- An adult must supervise all restroom usage.
- **All chaperones must read a Field Trip Participation and sign a Chaperone Agreement before being allowed to attend a trip.**

Any parent or student who fails to comply with the policies regarding field trips will be denied access to future field trips.

The school office will send home a field trip permission slip prior to when the field trip is scheduled. Parents must fill this out completely in order for a child to attend. The form will offer parents the option of paying for the student and adult chaperone(s) (if applicable) with cash or check or by having office staff credit the family's account.

We believe field trips are an extension of the classroom, and we aim for field trips to enhance the current content a class is studying. Should a family choose for a child not to attend a field trip (other than a long-term trip, such as to Washington, D.C. or a senior missions trip) for any reason other than one approved by the administrator, the child must remain at home and accept an unexcused absence, as CAM is not always able to provide care for students when teachers are gone on the field trip.

Lost and Found Items

Please bring all articles with an unknown owner to the school office. Please see the school secretary or a student's classroom teacher for any inquiries regarding lost items. At the end of the year, all lost and found articles not claimed will be taken to a consignment shop or sold at CAM to help cover some of the supply expenses for the year.

Library

Students will have the opportunity to utilize the school library's resources each week. The librarian will help students choose a book if necessary and will provide students with a record of book titles borrowed and due dates for those items. Elementary students will only be allowed to borrow one book per week unless the teacher and librarian have previously made other arrangements.

Books not returned by the due date will incur a 50¢ per week charge. The librarian will also send a note home, requesting that parents help the child return the book. If the book is not returned within one month, a charge for the price to purchase a new copy of the book will be placed on the family account. Students who have not returned a book may not borrow another book until the first is returned. Students may not receive their report card at the end of the current quarter until all books have been returned and/or any library charges incurred have been paid.

Lunch Program

The Christian Academy of Madison does not provide a hot lunch program because it does not have a cafeteria as part of its facility. Therefore, we encourage families to pack healthy snacks and lunches for their children each day. CAM does provide, however, the option of milk throughout the week and hot lunches several days a week. With the volunteer assistance of the parents, local restaurants will provide, for a fee, hot meals for students several days a week. Also, for a fee, milk will be available each day for students. Students who choose not to participate in the lunch program will need to bring their snack, lunch, and drink with them each day. Microwave ovens are available only to students in middle school and/or high school to heat lunches, so please send items accordingly.

Parents need to order lunches via RenWeb by the end of the day on Sunday of each week, at which time they must also pay for lunches. Parents may also choose to pay by check ahead of time. There will be no refund for the cost of milk or meals, as the school must purchase them in advance. If there is a snow day, the student will receive a credit to the family account. **Families may not continue to charge the family account for field trips or other student activities if a balance remains on the family account that is more than 30 days past due.**

CAM greatly discourages parents from bringing hot lunches to a child (unless for a special occasion) due to the short time frame for the lunch period. If a parent does bring lunch for a student at lunch time, the lunch will need to be left at the school office. Lunchboxes accidentally left at home must be left in the school office prior to the student's lunch time; lunches brought after that time will not be given to the student, as it takes away from his/her class time or recess time.

Marketing / Publicity

Parents/guardians provide written permission for the use of a student's name, photograph, or video for any lawful publication or marketing purpose. A parent/guardian has the option to notify the Administrator in writing that permission is denied.

Recess

Pre-K and K5 students will participate in several recesses each day (if they attend the full day). Elementary students will participate in a fifteen minute recess twice a day. Most recess times will be held outside except for days of inclement weather. Students should come prepared with proper clothing. This would include warm coats, hats, boots, and gloves or mittens.

Students will be allowed outside during recess if the temperature is 32 degrees Fahrenheit or above. Students must have appropriate jackets to wear outside if the temperature is below 40

degrees Fahrenheit, or they will be asked to remain inside with another teacher for recess and may participate in “indoor recess activities.”

Further, girls wearing jumpers or skirts should wear shorts underneath for modesty. A student may be detained from going outside if not dressed appropriately. All students are expected to participate in any outdoor recess; however, in the event of illness or severe allergies, a student will be allowed to stay inside with written parental permission. A student may be excused from outdoor recess for up to one week with this note. If the illness or allergies persist, the parent must send a new note to extend the excused period.

Telephone Use / Messages

Please do not request a message be delivered to a student unless it is an extreme emergency. In the case of an emergency, parents should call the school office and give the student’s name, grade, and a concise message. The student will be given the message at the earliest convenient time. Except in cases of extreme emergency, classes will not be interrupted to deliver a message or to have a student return a phone call to the parent. Students may not make or receive cell phone calls or texts during the school day unless by permission of the teacher or principal.

Students in grades 4-12 who bring cellphones to school may keep them in their lockers during the school day. In between classes they will be allowed to access their phones, but it is the responsibility of those students to be on time for each class, and if they are caught with their cell phones in classrooms, teachers will confiscate the cell phone for the rest of the day. If there are continued issues with inappropriate cell phone use, the administrator will confiscate the student’s phone each morning, and parents will have to personally pick it up from her office for the rest of the current quarter.

Parties and Party Invitations

Each class is allowed three in-school parties each year: Thanksgiving, Christmas, and Valentine’s Day. Parent volunteers and teachers cooperate in planning parties. It is the policy of the school to avoid any decorations, snacks, customs or events related to Halloween, Santa Claus, and the Easter Bunny. A Christian theme should be evident. Specific guidelines will be provided for individual occasions.

Party invitations for out-of-school parties may not be distributed or verbalized in school unless there is an invitation for each child in the class. Parents are also asked to consider the impact of picking up some children and not others for a party after school.

Birthday celebrations may be held at lunch time. The “birthday child” is encouraged to bring either home-made or store-bought treats. Please discuss with the classroom teacher the allergies of any classmates and take those into consideration.

School Calendar

CAM holidays/vacations will be similar to the Madison Consolidated School Corporation with a few exceptions, especially in the area of professional development days. A school calendar will be issued to all students prior to the beginning of the school year. Extra school calendars will be available at the school office. Parents will be notified of any changes or modifications to the school calendar.

School Closure Information

Communication of School Closures

In the event of hazardous weather conditions, school may be closed. In some instances a one- or two-hour delay may be used, which will allow conditions to improve sufficiently for school to begin at 9:00 or 10:00 a.m.

Most of the time, CAM will follow the same closing schedule as the Madison Consolidated School Corporation. This is not always the case, however, so we encourage parents to specifically look or listen for “Christian Academy of Madison” information on local television and radio stations.

Please listen to or watch the following stations for such information:

Local Radio Stations: **WKID 95.9 WIKI 95.3 WORX 96.7**

Louisville Television Stations: **WAVE 3 WHAS 11 WLKY 32 WDRB 41**

Cincinnati Radio Stations: **WLW/AM 700 WAKW/FM 93.3 WOFX/FM 92.5
WNKR/FM 106.5 WCKY/AM 1530 WKID 95.9**

Cincinnati Television Stations: **WLWT 5 WCPO 9 WKRC 12
WSTR 64 WXIX 19**

Other: **CINCI.COM WKMNEWS.COM FACEBOOK**

In the event of one or two hour delay, students in the half-day Pre-K program will have their classes cancelled. Students who attend for the full day will come to school at the appropriate time after the delay.

E-Learning Days

Christian Academy of Madison has the approval of the Indiana Department of Education to provide e-Learning Days throughout the school year. E-Learning Days allow teaches to cover academic content that would have been addressed if school were in session in a traditional setting.

Generally, the school will choose one “practice” e-Learning Day in the fall time and will use all other e-Learning Days for inclement weather days.

Please note the following policies regarding these days:

- The school will use no more than four eLearning Days per school year.
- There will be no more than two eLearning Days in a row (for the purpose of inclement weather).
- Students will demonstrate time on task and/or equivalent learning growth for the e-Learning Day. **KEY: Completed assignments equals attendance for the day.** Students who do not turn in assignments or complete required learning projects (with a date stamp as evidence) will not be counted as present for the day.
- Faculty will work with parents ahead of time to ensure that every student has access to digital learning and internet in preparation for any e-Learning Days. Outside accommodations will be made if internet access is a foreseeable issue.
- Teachers will utilize a variety of online platforms digital resources for learning. They will communicate assignment requirements no later than 9 a.m. the morning of the e-Learning Day and preferably the day before, if possible.
- Students and parents will be able to reach teachers to facilitate and support instruction throughout the e-Learning Day. Teachers will communicate their available hours for communication.
- Teachers will provide students with disabilities or with language learning issues accommodations, modifications, and resources as documented in their IEP/CSEP/504. Additional resources, accommodations, flexible due dates, etc. may be necessary to meet their needs and allow them to successfully complete assignments.
- If the weather makes the roads too dangerous, teachers will not be required to be at the school during the e-Learning Day. Planned e-Learning Days will be professional development days for teachers. We will have staff present in computer labs and classrooms during specified hours on those days.

School Pictures

A photographer will take pictures each fall and spring. Photos will be offered for sale to each family. All students should have their pictures taken even if the family does not intend to make a purchase, providing the school with a picture for cumulative files and for the yearbook. Any pictures purchased provide the school with a 20% benefit.

Transportation

The Christian Academy of Madison does not provide transportation for its students. The responsibility of transportation to and from the CAM campus is that of the parents or legal

guardian of each student. CAM does have a working relationship with the Madison Consolidated School Corporation for the transportation of students through their bus route system. Parents should contact the school office during the summer if they are interested in participating in this opportunity. Any questions regarding specific bus routes and pick-up times should be directed to the Madison Consolidated School Corporation’s Transportation Office.

Website / Social Media

The Christian Academy of Madison can be found on-line at www.camdefenders.com. This website provides access to student applications, tuition information, and up-to-date information about events at the school. Also, we suggest “liking” the school’s Facebook page under Christian Academy of Madison for some great pictures of students, happenings around the school, and basic updates and information.

Current information regarding student grades, behavior, homework, lunch orders, school calendar, etc. is also located through the school’s RenWeb software system, accessed through the school’s website or via smart phone app.

Who to Call

Please keep in mind that CAM’s desire is to resolve conflicts using the Matthew 18 Principle, which, in the school setting, means that a parent with a problem with classroom procedures should first go to the student’s teacher. If the problem is not resolved after that meeting, the parent should then ask the school’s administrator to mediate between parent and teacher, attempting to provide a solution to the problem and reconciliation between the parties involved. We ask that you please adhere to this procedure.

Please see the chart below regarding who to call for specific questions:

Question	Call
Attendance Issues	School Secretary
Homework Concern	Student’s Teacher
Calendar (Holidays/Vacation)	School Secretary
Billing or Family Account	Business Administrator
Academic Requirements / Curriculum	Administrator (elementary) or Guidance Counselor (secondary)
Sports-related Issues	Athletic Director
Discipline Issue	Student’s Teacher first; later, <u>if not resolved</u> , Administrator (elementary) or Secondary Principal (secondary)

