

CHRISTIAN ACADEMY SCHOOLS

2151 W. Russell Rd.

Sidney, Ohio 45365

Phone (937) 492 - 7556 Fax (937) 492 - 5399



2012-2013

PARENT AND STUDENT HANDBOOK

"Surely the arm of the Lord is not too short to save, nor his ear too dull to hear. But your iniquities have separated you from your God; your sins have hidden his face from you, so that he will not hear."

Isaiah 59:1-2

Welcome to Christian Academy Schools.

Your children receive the best education when you and our dedicated teachers work as a team. It is a parents enthusiasm, support and involvement that inspires children to do their best; and a teacher's ability to teach what they need to learn. Together we can achieve incredible things.

There's a lot of excitement ahead of us, including new teachers to meet, new books to read, new friends to meet and new skills to master. I look forward to you sharing in those exciting times. As a parent, I know how fast time goes. One year your child is in 1st grade and seemingly in the blink of an eye they are in middle school, or in their senior year of high school for that matter.

In closing, I encourage you to fully embrace the moment and urge you to take the time from your busy schedule to become familiar with our school, as well as create a homework-friendly home environment that will allow your children to excel.

Thank you for your commitment to your child's education.

Blessings this day,

Mary E. Smith

Superintendent



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CHRISTIAN ACADEMY SCHOOLS INFORMATION

Location

Administrative offices and grades K - 12 are located at:

2151 W. Russell Rd.
Sidney, OH 45365
Phone: (937) 492-7556
Fax: (937) 492-5399
www.christian-academy.pvt.k12.oh.us

School Day Schedule

8:20	School begins/Tardy	
8:20-9:05	First period	(high school)
9:08-9:58	Second period	(high school)
10:01-10:51	Third period	(high school)
10:53-11:38	Fourth period	(high school)
11:40-12:25	Fifth period	(high school)
12:25-12:30	Homeroom	(high school)
11:30 - 12:00	Lunch	(Grades K – 3)
12:00-12:30	Lunch	(Grades 4 – 6)
12:30-1:00	Lunch	(Grades 7 – 12)
1:02-1:47	Sixth period	(high school)
1:49-2:34	Seventh period	(high school)
2:36-3:21	Eighth period	(high school)
3:21	Student bus and parent pick up release	
3:24	Student drivers dismissed	

School Lunches

School lunches are available for students. School lunches are:

Kindergarten – 6 th grades	\$3.00
7 th – 12 grades	\$3.25

No microwaves will be available during the 2012-2013 school year.

*Total charges should not exceed \$10

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

Free & Reduced Lunches Available

Christian Academy offers the option of free and reduced lunches for our families. The free and reduced lunch forms are available at the office. The completed form is to be returned as soon as possible to the office and a letter of award will be issued in order to determine if your family will qualify.

School Closings and Delays

We will broadcast delays and closing on the following:

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

High School Delay Schedule

1 Hour Delay (no homeroom)		2 Hour Delay (no homeroom)	
1 st period	9:20-9:59	1 st period	10:20-10:50
2 nd period	10:02-10:36	2 nd period	10:53-11:23
3 rd period	10:39-11:13	3 rd period	11:26-11:56
4 th period	11:16-11:50	4 th period	11:59-12:30
5 th period	11:53-12:30	Lunch	12:30-1:00
Lunch	12:30-1:00	5 th period	1:00 – 1:33
6 th period	1:00-1:45	6 th period	1:36-2:09
7 th period	1:48-2:33	7 th period	2:12-2:45
8 th period	2:30-3:21	8 th period	2:48-3:21

1 p.m. Dismissal Schedule

1 st period	8:20-8:45
2 nd period	8:51-9:19
3 rd period	9:21-9:49
4 th period	9:52-10:20
5 th period	10:23-10:51
6 th period	10:54-11:22
7 th period	11:25-11:53
8 th period	11:56-12:27
Lunch	12:30-1:00

Board of Education

Mr. Todd Miller	President	Mrs. Kim Curlis
Mrs. Cathy Clayton	Vice President	Mr. Roger Grinstead
Mr. Tony Young	Treasurer	Mr. Ed Miller
Mrs. Edwinna Thomas	Secretary	Mr. Dave Schwieterman

Administration

Mrs. Mary Smith	Superintendent	mary.smith@caseagles.org
Mr. Brody Rike	High School Principal	brody.rike@caseagles.org
Mr. Rusty Kirkpatrick	Elementary Principal	rusty.kirkpatrick@caseagles.org

Support Staff

Mrs. Lisa Heckaman	Administrative Assistant/Receptionist	lisa.heckaman@caseagles.org
Mrs. Julie Marcum	Librarian	julie.marcum@caseagles.org
Mrs. Denise McPheron	Administrative Assistant	denise.mcpheron@caseagles.org
Mrs. Lisa Miller	Bookkeeper	lisa.miller@caseagles.org

Teachers

Mrs. Davida Amsden	High School	oma.und.opa@sbcglobal.net
Mrs. Jill Barger	Second Grade	jill.barger@caseagles.org
Mrs. Kristina Baughman	High School/Guidance Counselor	kristina.baughman@caseagles.org
Mrs. Jill Berning	High School	jill.berning@caseagles.org
Mrs. Susan Blackford	Third Grade	susan.blackford@caseagles.org
Mr. Jay Carlisle	High School	jay.carlisle@caseagles.org
Mrs. Nikki Coberly	Kindergarten	nikki.coberly@caseagles.org
Mrs. Sheryl Ditmer	Elementary & High School	sheryl.ditmer@caseagles.org
Mrs. Kelly Edwards	High School	kelly.edwards@caseagles.org
Miss Tori Faulder	Fifth Grade	tori.faulder@caseagles.org
Mr. David Heintz	High School	dj.heintz@caseagles.org
Mr. Kyle Inman	Sixth Grade	kyle.inman@caseagles.org
Mrs. Janet Jackson	Elementary & High School	janet.jackson@caseagles.org
Mrs. Maureen Joines	Elementary & High School	maureen.joines@caseagles.org
Mrs. Marsha Kindig	Third Grade	marsha.kindig@caseagles.org
Mrs. Char King	High School	char.king@caseagles.org
Mrs. Janay Michael	Elementary & High School	janay.michael@caseagles.org
Mrs. Debra Naumann	Fourth Grade	debra.naumann@caseagles.org
Ms. Lynne Papenfuss	High School	lynne.papenfuss@caseagles.org
Mrs. Andrea Smith	High School	andrea.smith@caseagles.org
Mrs. Karen Wilthesis	First Grade	karen.wilthesis@caseagles.org
Mrs. Amy Young	High School	amy.young@caseagles.org

Bus Drivers

Mr. John Lowther	Building Maintenance/Substitute Bus Driver
Mr. Jeff Pepiot	Bus Driver
Mr. Randy Boersma	Bus Driver

Food Service

Mrs. Doris Abbott	Kitchen Supervisor/Cook	doris.abbott@caseagles.org
Mrs. Ann Fields	Cook	
Mrs. Krista Hesselbein	Cook	
Mrs. Ronda Inman	Elementary Lunch/Recess Monitor	

Christian Academy Schools Statement of Faith

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

Mission

Our mission is to Equip and Inspire Students to be a New Generation of Christ-Centered Leaders.

Vision Statement

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

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

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

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

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

Church Affiliation

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

Church Relationship

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

Curriculum

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

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

The Bible is at the center of our curriculum. Each day includes prayer as well as weekly chapel services students attend.

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

--George Washington

Statement of Nondiscrimination

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

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

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

Who We Are

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

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

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

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

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

Attendance Procedures and Policies

In order to keep accurate records and to comply with state regulations, the following guidelines have been adopted:

Attendance

Promptness and regular attendance are a vital part of an education and prepare a student for his work life, his personal life, and his social life. A poor attendance record may hinder those seeking jobs after graduation. Parents' cooperation is essential in eliminating excessive absences and tardies.

- A. A student who misses (excused or unexcused) 15 periods of a class in a semester will not receive credit for that class unless unusual circumstances warrant.
- B. A student who wants to appeal the loss of credit has 14 days after the end of the semester to notify the principal in writing, citing the unusual circumstances.

Arrival/Dismissal Procedures/Leaving the Building PLEASE READ CAREFULLY

- C. Students who arrive after the beginning of school or who leave before the dismissal of school **MUST** sign in or out at the front desk.
- D. Any student (regardless of age) who intends to ride home on a bus with another student must present a signed written note from his/her parent as well as a note from the parent the student he/she intends to ride home with to **the office by 1 p.m. The secretary will notify the bus driver.**
- E. **VERY IMPORTANT:** Please make pick-up arrangements with your child before school. This will minimize office congestion and phone calls after school.
- F. All students leaving the building for appointments are to sign out and sign in upon returning the same day. In the event a student's dismissal plans are changed by the parent during the day (i.e., the student is to get off the bus at another location or is to remain at school for pick up), the parent **MUST** call the office as soon as possible to ensure that the message is delivered to the appropriate person. **Students who have an early dismissal should remain in class until paged by the office.**
- G. **Students must not leave the building during school hours (including study hall) except by permission of the principal.**
- H. Students may call home only before school, during lunch, and after school.
- I. PSEOP students must sign in when arriving at Christian Academy.
- J. Any student remaining after school must be under the supervision of an adult. **Students must be picked up by a parent as soon as a school activity is finished.**

Tardiness

- A. A student is tardy after 8:20 a.m. for 1st period. Being tardy on a habitual basis sets a poor example. It is important for students to learn the value of being on time. This creates difficulties for us in teaching the value of punctuality. If a parent has difficulty getting a student here on time, the parent should call the principal.
- B. If a student comes to school late, the student is to report to the front desk for a tardy slip to class. If a student is tardy (unexcused) to classes during the day, he **should** report to the front desk. The teacher will also record the tardy. Each three unexcused tardies to a class, including the first class period, within a grading period constitutes a detention after school.

Absence Times

- A. *Elementary students* absent one to four hours will be counted absent for ½ day. Students absent more than four hours will be counted absent for the entire day. This may be adjusted for early dismissal days. *High school students* absent less than four periods will be counted absent for ½ day. Students absent more than four periods will be counted absent for the entire day. This may be adjusted for early dismissal days.
- B. Extracurricular Activities: A student must be present more than the last half of the school day to participate in extracurricular activities after school (Practice, choir, concert, athletic events, etc.). No exceptions will be made unless **prearrangements** have been made with the principal.

Absence Procedures

- A. A student absent without prior approval, the parent should call to **notify the school before 9:00 a.m.** so we can account for each student and ensure his safety.
- B. If a student will be leaving school for an appointment, i.e. doctor, dentist, funeral, the parent is to notify the office prior to the appointment. **We encourage appointments to be made other than during school hours.**

Excused Absences

- A. Illness
- B. Death in the immediate family.
- C. Medical or dental appointment. If possible, we recommend medical and dental appointments be made for times after academic hours.
- D. Outside activities and outings. A “gold form” is required and should be completed 24 hours prior to absence. Examples of these activities would include family vacations, college visits, mission trips, and church youth group activities.

The home is the center of a child’s educational program. The administration encourages family activities, which involve worthwhile learning experiences. Students may be excused from school at the written request of parents to go on family trips or church outings. Requests must be submitted prior to the absence; otherwise, the absence will be considered unexcused.

Make-Up Work for Excused Absences

- A. It is a student’s responsibility to work with teachers to get assignments made up.
- B. A student will be permitted **one** makeup day for each day of an excused absence. **This does not apply to gold form absences. (Exception: see F)**
- C. Typically, when a student is ill but able to work at home, parents may request assignments or check RenWeb so that the student doesn’t fall behind in classes. Parents are to call before 10 a.m. to request homework for the missed day. The homework will be available at the front desk after 3:15 p.m. For extended serious illnesses, students will be permitted appropriate, reasonable time to make up missed work.
- D. It is the student’s responsibility to complete required assignments on time.
- E. Full credit will be given for makeup work turned in on time—no credit for late work.
- F. A student absence on a test day or a day a project is due is expected to take the test or present the project when he returns (i.e. If a student is absent on Tuesday, the day of a test or project is due, the student is expected to take the test on Wednesday when he returns). However, if a student is absent not only the day before the test, but also the day before that day, he shall have the appropriate time to make up the work.

Gold Forms

Students should obtain a **Planned Absence Excuse Form** (GOLD FORM) from the office for all planned absences.

- A. The form must be completed and signed by teacher(s) and principal prior to the absence.
- B. Assignments must be completed and returned to teachers as stated on the form.
- C. Any exceptions must be cleared with the principal.
- D. It must be recognized that absences are detrimental to a student’s academic progress.

School Attendance is Essential

Unexcused Absences

Absences for any reason other than those listed in “Excused Absences” shall be considered unexcused. (Ex. missing the bus, shopping). Unexcused absences will result in no credit for missed work the day of the absence. Nothing can replace time spent in the classroom.

Work/School Co-op

With the approval of the principal, students in grades 11 and 12 are eligible to co-op in a work program. A supervisor’s signed statement of the working schedule is required.

Disciplinary Procedures

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

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

The following are never acceptable at CAS:

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

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

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

Addressing Concerns

1. Go to the individual you have a conflict with and discuss a solution.

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.” (Matt. 18:15)

2. Go to the individual accompanied with others who are witnesses or who have first hand knowledge.

“But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses.” (Matt. 18:16)

3. If the issue remains unresolved, take the matter to a person in authority (superintendent, principal).

“If he refuses to listen to them, tell it to the church.” (Matt. 18:17a)

4. If no resolution can be reached, the individual should prayerfully consider removing himself/herself from the situation.

“And if he refuses to listen even to the church, let him be to you as a heathen and a tax collector.” (Matt. 18:17b)

Code of Conduct for Students

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

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

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

These general guidelines for student conduct are listed below:

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and 1 Thessalonians 5:12-13.)
3. Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20.)
4. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
5. Refrain from a public display of affection on campus. Students are expected to conduct themselves in a discreet and Christian manner. Therefore, while on campus, students should follow a "hands off" policy.
6. No texting permitted during school hours.
7. Do your own work; do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.
8. Avoid plagiarism, which is also a serious offense. The definition of *plagiarism* is "the use of another writer's ideas or words without giving the writer credit for them."
9. All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

Behavior That Results in Discipline, Detention, Saturday School, Suspension or Expulsion

Christian Academy Schools use the following steps in resolving discipline problems.

1. The teacher may give a warning, and talk to, counsel or may pray with student.
2. The teacher gives a consequence according to the discipline code, informs the principal, who may call the parents and/or mail the referral. A conference is held between the parent and the teacher.
3. The student is referred to the principal/administrator who may schedule a conference to include the student, parents, teacher and principal.
4. Suspension and/or expulsion may be recommended and discussed at board level.

It is recognized that there are major differences between elementary, junior high and high school students with respect to attitudes toward discipline. How far we proceed through the steps of discipline depends upon the severity, persistence, and intensity of the situation, so some infractions may be handled differently than spelled out in the discipline procedures; i.e. timeout, lunch detention or a writing assignment.

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

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

CAS recognizes that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or offensive to others. Practices detrimental to a Christian’s character and body are not permitted and may subject the student to immediate dismissal. Exposure to movies, videos, music, television, and literature should be carefully guided and supervised by parents in accordance with Philippians 4:8 – “Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.” (KJV) Christian conduct is a way of life that is expected of students at all times, both in and out of school. A student who uses the internet at home in a way that reflects negatively on the student or the school system will be disciplined.

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

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

Class I Infraction

1. Late to class
2. Not having supplies needed for class
3. Disruptive talking in class after previous warning
4. Disrupting class in other way than talking after previous warning
5. Bringing prohibited food or drink items to class. These items include: any food without permission or any carbonated or colored water (including Propel). Water is the only drink that is permitted in the classroom.
6. Bringing and/or using prohibited electronics in class. These items include: electronic games, CD players, iPods, mp3 players, cameras, Nintendo DS and handheld computers or any other electronic device without teacher permission
7. Taking another students supplies and/or property without permission
8. Using teacher/classroom supplies without permission
9. Throwing objects in class
10. Refusing to obey a teacher’s directive after previous warning
11. Running and/or horseplay in halls or classroom
12. Class 1 insubordination (defiant, talking back)
13. Writing and/or passing notes
14. Skipping detention

Class 1 infractions can be given to a student by any teacher and or staff member of Christian Academy, whether the student is in class or out of class. The following protocol will be executed for accumulated infractions within an academic quarter.

1 st Infraction	Warning – No Consequence
2 nd Infraction	Warning – No Consequence
3 rd Infraction	Teacher or Principal Conference
4 th Infraction	Detention
5 th Infraction	Teacher or Principal Conference
6 th Infraction	Detention
7 th Infraction	Parent Conference
8 th Infraction	Saturday School
9 th Infraction	Suspension
10 th Infraction	Consideration for Expulsion

The infraction protocol begins and ends with each quarter. Each student will be placed at zero infractions at the beginning of a new quarter.

Teachers will not give more than one infraction per class period, but rather remove the student from the classroom and send them to the principal if the student continues to disrupt class and initiate class 1 offenses.

Class II – Saturday School (high school)

1. Deception, lying, plagiarism, cheating*
2. Defacing school or private property
3. Fighting
4. Leaving school without authorization
5. Verbal abuse of staff or student
6. Motor vehicle guideline violation
7. Inappropriate boy-girl relationship
8. Obscene gestures or behaviors (vulgarity, profanity, obscenities)
9. Skipping classes
10. Repeated violations of a class one offense

Class III – Suspension/Expulsion

1. Assault or attempted assault/violence
2. Making false alarms, serious threats of violence, or inducing panic
3. Forgery
4. Possession of knives or weapons
5. Immorality
6. Sexual harassment
7. Inappropriate boy-girl conduct
8. Use, possession, distribution or sale of drugs, drug-like substances, drug paraphernalia, alcohol, tobacco, or tobacco products
9. Vandalism
10. Aiding and/or abetting any of the above
11. Internet (MySpace, Facebook, etc.) misuse, inappropriate use, use for immoral purposes, or use in any way that conflicts with the principles and values of CAS or in any way compromises the school's testimony. Students forfeits use of school computers
12. Repeated violations of a class one or two offense

Please note that this is not an all-inclusive list. The administration, at its discretion, may forego any of these procedures when a situation arises that necessitates a different response than the ones described herein.

“A good name is more desirable than great riches; to be esteemed is better than silver or gold.”

Proverbs 22:1

Detention Policies

Detentions applies to the elementary and the high school

Thursdays (3:20 p.m. to 4:20 p.m.)

- A. Students will be notified and issued detentions by the principal. Parents will be notified of detentions through RenWeb.
- B. Parents will need to confirm that they received notifications of detention by an e-mail and/or phone call to the principal. Parents are responsible to pick up students **NO LATER** than **4:20 p.m.**
- C. Students report to detention on time and with sufficient schoolwork for one hour. If a student is late, he may be issued detention for the following week.
- D. Cost is \$5 for every detention after the first one.

Saturday School (9 a.m. to 12 p.m.)

- A. The principal will notify parents by letter of assigned Saturday schools.
- B. Students are to:
 - 1. Be on time
 - 2. Bring pen or pencil and notebook paper
 - 3. Do assigned project(s)
 - 4. Bring school assignments or reading material to work on
 - 5. Stay quiet and on task
 - 6. Failure in any of these areas will result in further discipline
- C. After the first assigned Saturday school, the cost is \$15.00. Fees are payable on or before the assigned Saturday school. If the fee is not paid, further discipline may occur.

Suspension

- A. Suspension will be issued by the superintendent and may be in-school or out-of-school depending on circumstances and at the discretion of the superintendent. Suspension may be one to three days depending on circumstances and at the discretion of the superintendent.
- B. A suspended student will complete and turn in an assigned project before returning to classes.
- C. A conference with student, parents, teachers and administrators will be conducted before student is permitted to return to classes.
- D. A student's quarter grade will be penalized two percentage points at the end of the quarter in **each subject for each day of suspension.**

Expulsion

- A. Serious offenses (class III) may result in immediate suspension or expulsion at the discretion of the administration.
- B. Attempts at rectifying a situation are not successful.
- C. If a student is expelled he/she cannot be reinstated during that same school year.

Probation

- A. A new student will have a probationary period of 45 days upon entering CAS for the purpose of establishing spiritual, academic, and social performances.
- B. A student who develops serious problems in academics will be placed on probation.

Dress Code

General Guidelines

- A. Jeans should fit correctly and be in good repair. All garments are to have a traditional fit. Oversized styles and excessive tightness are not permitted. Pants are to be worn at the waist (no sagging). Clothing should be neat and well fitted. **No undergarments or bare skin should be showing through frays.**
- B. Lettering or designs on the seat of clothing are not permitted
- C. Shorts and flip-flops are permitted from the beginning of the school year until the end of September and start again May 1. **Flip flops are NEVER permitted on chapel dress days.**
- D. Clothing with slogans, logos, and designs cannot communicate a message that conflicts with school standards, (e.g. Abercrombie and Fitch, Bud Lite, AC/DC).
- E. Any distracting type of clothing or jewelry will not be permitted, (ex. gothic).
- F. Visible tattoos and body piercing are not permitted.
- G. Hairstyles are to be neat, clean, moderate, combed and in good taste. Hairstyle extremes, non-traditional or unnatural hair colors are not permitted.
- H. At all banquet and school performances, chapel dress code is in effect for those participating.
- I. No caps or hats are permitted during the school day except on special occasions.
- J. **Sweat pants are not permitted.** Warm up pants made of nylon may be worn.
- K. Apparel that distracts or is in poor taste is not permitted (administration will determine).
- L. No coats or jackets are to be worn in class.

Female Guidelines

- A. There is to be no midriff showing at any time: Tops must fit properly with a modest, **well-fitting neckline-no cleavage should show at any time.**
- B. Leggings can not be worn as pants, if worn with a dress the dress must be the appropriate length.
- C. **Shorts may not be more than 5 inches above the knee cap when standing** and not be skin-tight—an over-all look of modesty should prevail.
- D. Gym shorts should be modest (decent and appropriate length)
- E. Chapel day requires dresses (**no more than 3 inches above the knee cap**) or skirts (**no more than 3 inches above the knee cap**) and blouses.
- F. No t-shirts or sweatshirts, coats, or jackets are to be worn on chapel day. A sweater or dressy fleece is acceptable.
- G. Dress shoes are required on chapel day. (No gym shoes or **flip flops**)

Male Guidelines

- A. Boys' hair shall be above the eyebrows, off the collar, above the earlobe, and well groomed. Boys shall be clean-shaven, no beards or mustaches. Sideburns will be above the earlobe.
- B. Chapel day will require dress pants, dress shirts and ties. Ties must be neatly knotted under the collar.
- C. Shirt tails are required to be tucked in.
- D. No t-shirts or sweatshirts, coats, or jackets are to be worn on chapel day.
- E. No lettering or writings on shirts on chapel day.
- F. Earrings are not permitted for boys.
- G. Dress shoes are required on chapel day. (No gym shoes or **flip flops**)

High School Consequences

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

Elementary Consequences

The elementary principal will handle elementary infractions resulting in a need for consequences.

“Everything is permissible-but not everything is beneficial. Everything is permissible- but not everything is good.”

(I Cor. 10:23)

General Information

Technology/Electronics games/Cameras/Cell phones/IPods/CD players/ MP3 players/or other electronic devices

Each of the above items can not be used during school and should not be brought to school. **Christian Academy Schools is not liable for the loss of property wither in school or on buses.** If a teacher or individual in charge sees a student with electronics, it will be taken from the student and not returned until a parent picks the item up. Graphic calculators (TI-83, etc.) may be used during math class with expressed permission of the teacher.

Cell Phones

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

Personal Computers

Laptops/computers, IPods, itouch, notebooks may be used for educational purposes with expressed permission of the teacher in charge. No headsets may be used with a student's personal computer (except during Spanish). Students may lose the privilege of computers if used inappropriately. **All personal electronics used during school hours must be registered with Christian Academy Schools personnel.**

Christian Academy Schools is not liable for the loss of property either in school or on buses.

Hall Passes

Students are not to be in the hall during class time without their planners. A student must report to his teacher to request a pass (teacher signs handbook) for any reason to be in the hallway (i.e., to see another teacher, restroom, principal, office). If a teacher detains a student after class, the teacher will give the student an excused or unexcused pass to the student's next class. A student's planner is to be used for all hallway passes, and a student is not permitted to leave class without his planner—no planner, no privileges. He may not use another student's planner as his hall pass.

Home School/Part-time Students

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

Boy/Girl Relationships

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

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

Student/Student Relationships

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

Student/Faculty Relationships

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

Students are to respond respectfully to adults. Polite expressions such as “Please”, “Thank you”, and “Excuse me” are to be used, especially at the front desk when addressing the secretary.

Phone Privileges

If a parent calls the school for a student, the secretary will be happy to deliver a written message to the student. Students are not permit to take phone calls unless it is a clear emergency. Please make all after school arrangements prior to the student’s arrival at school. Students are not allowed to use the classroom phones. Office phones are available for student use before school, during lunch, and after school.

Lost and Found

Lost and found items will be placed in a marked box at the school office. If the items are not claimed by the end of the quarter, they become the property of the school and donated to a local charity.

Lockers

Lockers are the property of the school, and the administration reserves the right to inspect the lockers at any time it is deemed necessary; however, we do recognize and respect a student’s right to privacy. Lockers are furnished to all students in grades 1 - 12. In some cases, students may share a locker with another student. Students should never open or bother another student’s locker or book bag without permission. The tops of lockers as well as the inside and outside of lockers must be kept clean and neat. No items or book bags are to be left on lockers over night. **Consequences may be given to the discretion of the administration.**

Visitors

Students are welcome to bring visitors on scheduled chapel days, but must receive approval from the principal at least one day in advance.

Parents and visitors are to follow the school dress codes when on school grounds.

All visitors must report to the school office and sign in upon arrival. After signing in, visitors will receive a badge to wear while in the building. Visitors are to sign out and return the badge upon departure from the building.

Parents are always welcome to visit! **Remember to sign in at the front desk.**

Grading Scale

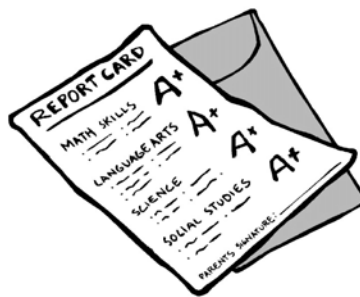
Academic progress is reported on a grading period basis.

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

Point Value for Grades

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

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



Graduation

Graduating Classes Through 2013 <i>Curriculum Requirements</i>	Graduating Classes of 2014 & Beyond <i>Curriculum Requirements</i>
English language arts 4 units	English 4 units
Health ½ unit	Health ½ unit
Mathematics 3 units	Mathematics (a) 4 units
Physical education ½ unit	Physical education (b) ½ unit
Science 3 units*	Science (c) 3 units
Social studies 3 units**	Social Studies (d) 3 units
Electives (e)-4 years of Bible 6 units***	Electives (e)-4 years of Bible 9 units
*1 unit of biological sciences and 1 unit of physical science	Other requirements (f) Economics and financial literacy Fine Arts
**1/2 unit of American History, ½ unit of American Government	(a) 1 unit of algebra II or the equivalent of algebra II
***Elective units must include 1 unit or 2 half units of Business, Technology, Fine Arts or Foreign Language.	(b) school districts may have a policy to exempt students in athletics, marching band, cheerleading
	(c) 1 unit of physical science, 1 unit of life science, 1 unit advanced study (chemistry, physics, advanced biology, astronomy, earth or space
	(d) ½ unit of American History, ½ unit Government
<i>Graduation Tests Requirements</i> Pass the Ohio Graduation Test	(e) must include one or any combination of fine arts, foreign language, business, career tech, family & consumer sciences, technology, Vo. Ag,...
Total of 22 Credits needed for Graduation	(f) All students must receive instruction in economics and financial literacy during grade 9 - 12 and must complete at least two semesters of fine arts taken any time in grades 7 - 12
	Total of 24 Credits needed for Graduation

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

**High School Academic Diploma with Honors
for Graduating Classes**
Students need to fulfill only 7 of the following 8 criteria

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

*Writing sections of either standardized test should not be included in the calculation of this score.

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

- ½ unit physical education**
- ½ unit health
- ½ units in American history
- ½ units in government

**SB 311 allows school districts to adopt a policy exempting students who participate in athletics, marching band or cheerleading for two full seasons from the physical education requirement.

Requirements from the Ohio Department of Education

High School Eligibility Criteria for Award of Merit

The requirements listed below have been adopted for the Award of Merit. This certificate will be awarded by the State Board of Education to all those who meet the criteria specified in A and C or B and C below.

NOTE

Courses completed prior to ninth grade, taught by a teacher licensed to teach high school, and recognized as high school level work by the local school district board of education. Courses that are part of the Post Secondary education Options Program also apply to the criteria for the Award of Merit.

College Prep Requirements – complete the following minimum requirements;

Subject	Criteria
English	4 units (may include 1 unit of fundamentals of speech)
Mathematics	3 units (must include 1 unit of algebra and 1 unit of geometry)
Science	3 units (must include 2 units from among biology, chemistry and physics)
Social Studies	3 units (must include 2 units of history And ½ unit of civics or government)
Foreign Language	3 units (must include no less than 2 units of any language for which credit is sought. i.e., 3 units of one language or 2 units of each of two languages)
Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas listed above	a. Business b. Computer Science c. Visual or Performing Arts

Adding and Dropping Classes

Students will be given 10 school days to add or drop a class at the beginning of a new semester. If the student chooses to be removed from a class after the 10 day period, they will receive a failing grade for the course. Students desiring to add or drop a class must meet with the principal/guidance counselor within the ten school day period. Students must fill out add or drop class request form which will require a parent signature. If the course is an AP or dual credit course **NO** refund will be made after the 10 day period.

Volunteer Service Hours for Grades 9-12

Students are required to do a minimum of 10 hours community service per year. These hours must be done outside of school hours. The community service hours are to be done within the following three categories per year:

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

To get credit for your service hours the supervisor or person in charge of your volunteer hours must sign a form indicating that you served your hours. * Form attached in handbook. **Completion is required by May 1st of graduation year.**

Reading Requirements

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

Beginning with the 2012-13 school year, each student in grades 9-12 are required to read one book from the required reading list each year. An updated reading list is available from the school secretary. Upon completing the book and writing assignment, each student must complete a form which they and their parents must sign. All students in grades 9 - 12 must read and complete the writing assignment by the end of the 2nd quarter and turn in to their English teacher.

We realize that some titles may be controversial and suggest that parents evaluate and discuss with their children which books will be appropriate for them. The list includes various themes and character studies, as well as various reading levels. Students will select suitable titles that meet their individual interests and reading levels. *Book Titles and form attached. **Completion is required by May 1st of graduation year.**

Consequences

Grades 9 – 11 Consequences: Students in grades 9 – 11 who do not complete their reading/writing requirement by the end of the 2nd quarter will receive notification on their grade card. After this parent notification, if students do not complete their reading/writing requirement, 3rd and 4th quarter grades will not be released until the reading/writing requirement is completed.

Grade 12 Consequences: Students in grade 12 who do not complete their reading/writing requirement by the end of the 2nd quarter will receive notification on their grade card. After this parent notification, if students do not complete their reading/writing requirement, 3rd and 4th quarter grade cards will not be released until the reading/writing requirement is completed. In addition, seniors will lose ALL privileges including leaving for lunch. Transcripts WILL NOT be released and seniors WILL NOT walk for graduation or receive their diploma until the reading/writing requirement is completed.

Valedictorian/Salutatorian

1. **Valedictorian**—The student who attains the highest GPA and whose character is in good standing in and out of CAS will be the valedictorian.
2. **Salutatorian**—The student who attains the second highest GPA and whose character is in good standing in and out of CAS will be the salutatorian.
3. A student must attend CAS High School for at least three full years to be considered for valedictorian or salutatorian.

Transfer Students

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

Early Graduation

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



Transportation

Bus Transportation

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

Bus rules include, but are not limited to:

1. Obey the bus driver at all times
2. Back to back, seat to seat, feet to floor
3. Nothing in aisle
4. No food or drink
5. Be quiet at railroad tracks
6. Use indoor voices
7. No standing when the bus is in motion.
8. Enter and exit at the bus driver's signal
9. No heads, hands, or feet shall be outside of windows
10. Students are not allowed to enter the bus until driver is present
11. No vandalism of property will be permitted
12. Leave all dangerous or like items at home. For example, knives, water pistol, lighters, and matches.
13. Cell phones are to remain off; they must be placed in your lockers between the hours of 8:20 a.m. and 3:20 p.m.

Changes in Bus Pick-Up/Drop-Off Locations

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

*All transportation follows state of Ohio laws and regulations.

Student Driving Privileges

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

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

Volunteering at Christian Academy Schools

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

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

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

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

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

Volunteer Opportunities

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

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



Kroger Rewards Program

With this program you can sign up online and assign your Kroger Plus Card to Christian Academy. Kroger is going to a quarterly distribution of funds instead of a monthly distribution. The schedule is:

Quarter 1: May 1 – July 31: Statements and Donations sent to CAS by August 31

Quarter 2: Aug 1 – Oct 31: Statements and Donations sent to CAS by November 30.

Quarter 3: Nov 1 – Jan 31: Statements and Donations sent to CAS by February 28.

Quarter 4: Feb 1 – Apr 30: Statements and Donations sent to CAS by May 31.

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

Follow the following steps to register online:

1. Go to www.krogercommunityrewards.com
2. Click on Sign In
3. At the bottom right hand side of the screen click on "Get started. Sign up today!"
4. Enter your email and create a password.
5. Enter the requested information.
6. You will then get an email with a link. Click on the link.
7. Click on "Log in to your account".
8. Click on Community Rewards and then Edit Community Rewards.
9. Fill out the screen and save your changes.
10. Use 80151 as the organization number and click Search.
11. Click to select Christian Academy Schools and save your changes.
12. Go back into the Community Rewards info and make sure you see Christian Academy is assigned to your Plus Card.

Within 7 to 10 business days you will see at the bottom of your Kroger receipt: "At your request, Kroger is donating to Christian Academy Schools". You can earn rewards on almost anything, every time you shop. However there are specific purchases that **cannot** be included: Alcohol, Tobacco, Government Assisted Pharmacy Expenses, Postage Stamps, Kroger Co. Family of Stores Gift Cards, Green Dot Prepaid Reloadable Products, MoneyPaks, 1-2-3 Rewards Reloadable Visa PrePaid Debit Card, ReCharge Cards, American Express Variable Load Gift Cards, Visa Variable Load Gift Cards, MasterCard Variable Load Gift Cards, Bottle Deposits, Lottery and Promotional tickets, Money Orders, Western Union, Fuel and Fuel Center purchases, and Sales Tax are excluded from eligible purchases. Eligible pharmacy purchases include out of pocket co-pays for non-government assisted pharmacy programs.

IMPORTANT: The statements that CAS receives from Kroger should have a name and Plus card number on them to identify them with your family. If you have asked others to register their cards for your tuition **you must notify Mrs. Miller of their names and number** so that she can give the proper tuition credit to your family. Rewards for any names that Mrs. Miller does not recognize will go to the school's general fund.

Scrip

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

Examples:

Store For a complete list, go to www.glscrip.com & click on "Retailer List"	Gift Card Amount	"Reward"	Applied to CAS* (1%)	Applied directly to YOUR Tuition (Balance of Reward)
Clothing (use for Christmas, birthday, or anniversary gift cards or your own shopping – just plan ahead!)				
Advanced Auto Parts	\$25	6.74%	\$.25	\$1.44
Bath & Body Works	\$10 \$25	12.74% 12.74%	\$.10 \$.25	\$1.17 \$2.94
Fashion Bug	\$25	5.74%	\$.25	
Gasoline (with gas prices as they are, you may be able to offset your tuition just with these cards!)				
Marathon	\$25 \$100 \$250	2.74% 2.74% 3.74%	\$0.25 \$1.00 \$2.50	\$0.44 \$1.74 \$6.85
Speedway	\$25 \$100	3.74% 3.74%	\$0.25 \$1.00	\$0.69 \$2.74
Restaurants (use for Christmas, birthday, or anniversary gift cards or your own shopping – just plan ahead!)				
Bob Evans	\$10	9.74%	\$0.10	\$0.87
Logan's Roadhouse	\$25	7.74%	\$.25	\$1.69
Home Improvement (use for Christmas, birthday, or anniversary gift cards or your own shopping – just plan ahead!)				
Lowe's	\$25	3.74%	\$0.25	\$0.69
Home Depot	\$100 \$500	3.74% 3.74%	\$1.00 \$5.00	\$2.74 \$13.70

Tornado Drills

State law requires periodic tornado drills. At the sounding of the alarm, students and teachers are to walk quietly and quickly in a single file to the designated area. Quiet **MUST** prevail during the entire drill. Students are to remain in their designated group area until dismissed by their teacher. Attendance will be taken.

Fire Drills

State law requires monthly fire drills. At the sounding of the fire alarm, teachers and students will walk quickly and quietly to the designated area outlined in the classroom evacuation plan. All doors and windows should be closed. Attendance will be taken and reported to the principal. The principal will dismiss classes to return to the building.

Code Red Drills

State law requires yearly code red drill. When notification is given for code red, teachers are to close, lock and cover the door windows. Quiet **MUST** prevail during the entire drill. Students are to remain with their designated group until otherwise notified.

Medication

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

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

Communicable Diseases

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

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

Am I My Brother's Keeper?

The Bible's answer to this question is "Yes." For example we are warned that we should discipline our own actions so we do not cause others to stumble. We are called to follow the example of Christ and to be servants of one another (John 13:1-16; Philippians 2:1-8). We need to express love through encouragement and sympathy especially when the person is "down". We ought to help others solve their problems and go out of our way to give friendship, particularly to the lonely.

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

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

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



Philosophy

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

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

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

Eligibility Rules

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

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

Regain Eligibility Rules

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

Attendance

Any student missing more than ½ day of school is not allowed to practice or compete in athletic contests on that day. (11:15 a.m. is the ½ day marker)

After School Activities

Students staying for approved after-school activities must have adult supervision and are to remain on the premises until picked up by their parents. Parents are to pick up the students **immediately** after the activity ends. **All athletes planning on staying after school and needing to wait more than 30 minutes before a scheduled practice or contest, must notify school administration before the conclusion of the school day and follow any further instructions given to them by the school administration. WILL BE CHARGED A FEE OF \$5 HOURLY FOR THIS SUPERVISION SERVICE.**

Unexcused Absence from Practice or Contests

All Christian Academy coaches will be responsible to turn in a typed practice policy before the pre-season parents and players meeting. This policy will be distributed and explained at the pre-season parents and players meeting. All parents and athletes will be expected to sign this policy as a requirement to participate on a sports team. Our coaches will uphold the practice policy for their team and consequences will be executed when the policy merits. We ask that all our Christian Academy athletes consider practice as a mandatory event and communicate with your coaches when rare unexpected, events occur that cause you to miss practices.

Expectation of Student Participants

Winning and Losing. We all like to win, but it is important to keep the winning versus losing in proper perspective. A team that plays its best, gives 100%, listens to coaches, displays Christian character and attitude, never truly loses in the end. However, even though a team may actually win, it “loses” if it shows poor sportsmanship and a conceited attitude.

Playing Time Issues. As much as possible, all athletes will have opportunity to play. Considerations will be based on but not limited to the following: practice time, effort, attitude, willingness to learn and skill. It must be recognized that athletes are to be team players. We win as a team and we lose as a team. Parents may enquire of the coach in a time and manner that is appropriate – not during or after a game. Matthew 18 should be followed.

Safety. Unnecessary rough play, carelessness by players or spectators may lead to injuries. Every precaution should be exercised to prevent injuries.

Conduct unbecoming of a Christian. The skill and quality of play deteriorates when players engage in thrash talking, showboating, taunting opponents, profane language, or gestures and will not be tolerated. It is the responsibility of referees, coaches, and parents to discourage such behavior. Coaches and players should avoid inappropriate gestures of encouragement. For example, patting on the rear end of the players.

Officials. We must respect the calls of officials even when we disagree with the calls. The coaches will address these issues in a proper and respectful manner.

Appearance/Dress Code. On the day of the game, away or home, dress will be Christian Academy athletics polo shirt, khakis and dress shoes. No jeans, sweats, or athletic shoes are allowed. Noncompliance warrants a detention for dress code violation. Game day dress will be worn on buses for travel.

Commitments. Athletics calls for a commitment from coaches, teams and players to keep scheduled games. Cancellations and undermanned teams hurt school programs and tournaments. It is each player’s job to stay academically eligible, to be present on time, and to be ready to play; otherwise, we all suffer.

Communications. Good communication is vital to running a school program or tournament. Be honest and straightforward in your communications. Don’t make promises you can’t keep. Coaches must be sure that their manner of speech to players is always seasoned with grace. Parents and fans are not to berate or holler offensive things to players, coaches or referees. As Christians, we must always be sober, honest, and self-controlled in our language so that Christ will be honored and others will benefit.

Students must always address the coach in a respectful manner by using appropriate titles (Coach, Mr. Mrs. Miss, Sir or Ma’am).

Physicals. Athletes are required to have a physical prior to the start of conditioning and practice. Forms are available at the school. Any athlete who has a medical condition must inform the coach and take appropriate measures to care for this condition (asthma, allergies) while at practices or games.

Detention/School Discipline Issues. Athletes have a responsibility to maintain the highest standards of behavior and academics because they serve as role models to other students. Detention takes priority over study tables. Arrangements for make-up study tables must be made with the principal. Assigned detentions on game day may be served during study tables on Wednesday.

Substance Use, Abuse, or Misuse. Use, possession, distribution or sale of drugs, drug-like substances, drug paraphernalia, alcohol, tobacco products, as well as abuse of legal medications, will result in suspension or expulsion from school.

Expectations of Parents and Fans

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

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

Pre-Season Parents and Players Meetings

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

Sports Awards

1. Athletes who participate in a sport, complete the season, have sports fees paid and uniforms returned in good condition will receive certificates of participation.
2. Requirements for varsity letter will vary according to the sport. In most sports (baseball, softball, basketball, volleyball and soccer) the requirement is that, the athlete has participated in 50% of the available playing time.
3. Any athlete who quits the team at any point in the season or is dismissed from the team is not eligible for any award. Any athlete who chooses not to participate in the season end tournament will be treated as quitting the team and ineligible for any award or recognition. Examples of exceptions to tournament play would be illness with a doctor's excuse or family emergency.
4. Any senior who has participated in the same sport for two years and has not lettered will receive a varsity letter upon season completion.

Iron Eagle Award

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

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

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

Transportation

Students are expected to use school provided transportation, which may include a bus or carpool. **Students are not permitted to drive or ride with friends.** Only parents or school staff is permitted to transport students to events. If a student rides the bus to an event but wishes to ride home with a parent, he/she must report name to the coach or the coach's representative a day prior to the game. A student not traveling with the team needs to complete a permission form (attached to handbook) or provided at the front desk. The student's need for alternate transportation should be explained and the form signed by a parent, and is turned in prior to the day of travel. Forms are on the www.caseagles.com website under links/forms.

Policy for Athletes Staying After School

All athletes planning on staying after school and needing to wait more than 30 minutes before a scheduled practice, contest, or ride home **MUST** notify school administration **BEFORE** the conclusion of the school day and follow any further instructions given to them by school administration.

Uniforms

School issued uniforms are school property and must be cared for accordingly. They are to be worn only for games unless the coach gives permission otherwise. Uniforms must be kept clean and in good repair. All school issued uniforms **MUST** be turned into the head coach on the schedule uniform turned in day. If the school issued uniform is not turned in by the athlete before the sports banquet a \$100 fee will be added to the athlete's tuition.

N.C.A.A. Eligibility Requirements for Scholarships

Please visit the N.C.A.A. web site at www.NCAA.org and access the section on Academics and Athletics for information on eligibility.

Home School Students

Students are required to take a minimum of one class on campus.

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





Christian Academy Schools
2151 W. Russell Rd. Sidney, Ohio 45365
Phone: 937-492-7556 Fax: 937-492-5399

Sports Permission to Travel Form

Students are expected to travel to and from games with the team or as arranged by the coaches. We realize that it may be a necessity for students to make other arrangements. Students are required to get coaches' permission to travel with a parent by completing this request form and submitting it to the school before the day of the game. Thank you for your cooperation.

Date _____

Student _____

Game Date _____

Reason for Request _____

Parent/Guardian signature _____

Date _____

Coach's signature _____

Selected Essays

TITLE	AUTHOR
A Farewell to Arms	Ernest Hemingway
A Midsummer Night's Dream	Shakespeare
A Separate Peace	John Knowles
A Tale of Two Cities	Charles Dickens
Adventures of Huckleberry Finn	Mark Twain
Alice in Wonderland	Lewis Carroll
All Things Bright and Beautiful	James Herriot
Amusing Ourselves to Death	Neil Postman
And Then There Were None	Agatha Christie
Animal Farm	George Orwell
Anna Karenina	Leo Tolstoy
Antigone	Sophocles
Cost of Discipleship	Dietrich Bonhoeffer
Courageous	Randy Alcorn
Cry, the Beloved Country	Alan Paton
Cyrano de Bergerac	Edmond Rostand
David Livingston	Sam Wellman
Deadline	Randy Alcorn
Deception	Randy Alcorn
Dominion	Randy Alcorn
Don Quixote	Miguel de Cervantes
Don't Waste Your Life	John Piper
Dr. Jekyll and Mr. Hyde	Robert Louis Stevenson
Dumbing Us Down	John Taylor Gatto
Edge of Eternity	Randy Alcorn
Emma	Jane Austen
Ethan Frome	Edith Wharton
Experiencing God	Henry Blackaby
Fahrenheit 451	Ray Bradbury
Faust	Johann Wolfgang von Goethe
Frankenstein	Mary Shelly
Future Grace	John Piper
George Muller	Roger Steer
God's Smuggler	Brother Andrew
Great Expectations	Charles Dickens
Hamlet	Shakespeare
Heart of Darkness	Joseph Conrad
I Don't Have Enough Faith to be an Atheist	Frank Turek & Norman Geisler
Jane Eyre	Charlotte Bronte
Journey to the Center of the Earth	Jules Verne
Journey to the Mysterious Island	Jules Verne
Kidnapped	Robert Louis Stevenson
Kim	Rudyard Kipling
Know What You Believe	Paul Little
Knowing God	J.I. Packer

Leaves of Grass	Walt Whitman
Little Women	Louisa May Alcott
Magna Carta	
Mere Christianity	C.S. Lewis
Murder in the Cathedral	T.S. Eliot
Murder on the Orient Express	Agatha Christie
Mythology	Edith Hamilton
Not a Fan	Kyle Idleman
Oliver Twist	Charles Dickens
Othello	William Shakespeare
Pilgrim's Progress	John Bunyan
Pride and Prejudice	Jane Austen
Redeeming Love	Francine Rivers
Religious Affections	Jonathan Edwards
Robinson Crusoe	Daniel Defoe
Same Kind of Different As Me	Ron Hall and Denver Moore
Selected Essays	Ralph Waldo Emerson
Selected Tales	Edgar Allen Poe
Tess of the D'urbervilles	Thomas Hardy
The Call of the Wild	Jack London
The Case for Christ	Lee Strobel
The Chosen	Chaim Potok
The Civil War	Shelby Foote
The Count of Monte Cristo	Alexander Dumas
The Crucible	Arthur Miller
The Divine Comedy	Dante Aligheri
The Glass Menagerie	Tennessee Williams
The God Who is There	Schaeffer
The Good Earth	Pearl S. Buck
The Hound of the Baskervilles	Sir Author Conan Doyle
The House of Seven Gables	Nathaniel Hawthorne
The Hunchback of Notre Dame	Victor Hugo
The Imitation of Christ	St. Thomas Aquinas
The Inferno	Dante
The Invisible Man	H.G. Wells
The Last of the Mohicans	James Fenimore Cooper
The Light in the Forest	Conrad Richer
The Man in the Iron Mask	Alexander Dumas
The Martian Chronicles	Ray Bradbury
The Mayor of Casatorbridge	Thomas Hardy
The Old Man and the Sea	Ernest Hemingway
The Pearl	John Steinbeck
The Power and the Glory	Graham Greene
The Prince and the Pauper	Mark Twain
The Right Stuff	Tom Wolfe
The Scarlet Letter	Nathaniel Hawthorne
The Screwtape Letters	C.S. Lewis
The Simple Faith of Mister Rogers: Spiritual Insights from the World's Most Beloved Neighbor	Amy Hollingsworth

The Space Trilogy	C.S. Lewis
The Strange Case of Dr. Jekyll and Mr. Hyde	Robert Louis Stevenson
The Story of My Life	Helen Keller
The Swiss Family Robinson	Johann David Wyss
The Taming of the Shrew	William Shakespeare
The Three Musketeers	Alexander Dumas
The Time Machine	H.G. Wells
The Yearling	Marjorie Kinnian Rawlings
To Kill a Mockingbird	Harper Lee
Through Gates of Splendor	Elizabeth Elliot
Treasure Island	Robert Louis Stevenson
20,000 Leagues Under the Sea	Jules Verne
Uncle Tom's Cabin	Harriet Beecher Stowe
Undaunted Courage	Stephen E. Ambrose
What's So Amazing About Grace	Philip Yancy
White Fang	Jack London
Wuthering Heights	Emily Bronte



Christian Academy Schools

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Our Mission is to Equip and Inspire Students to be a New Generation of Christ-Centered Leaders

Reading Requirement Form

Student _____

Date _____

_____ read _____
Student Title

between _____ and _____
Date began Date finished

Signature of student

By signing this I verify that I have completed the reading requirement.

Signature of parent

My child completed the reading assignment.

Reading Requirement Directions

Upon reading the book from the book list, students are to select one representative quote which they feel best captures the book's theme. Not only will students have to read carefully to select this quote, but they will also have to explain why they chose the quote, explain the meaning/significance of the quote, and discuss how this particular quote best illustrates the theme. Expected length is one typed page, 12 point font and students must use the reading requirement form from RenWeb which contains the title of the book, the title of the author, and the student's name, grade, and date turned in. All students in grades 9 – 12 must read and complete this writing assignment by the end of the 2nd quarter and turn it in to their English teacher.

***NOTE: Students will be given at least 3 in-class workdays to work toward completing the reading/writing requirement. English teachers will work closely with students during this time.



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Community Volunteer Service Hours

Name of student

performed _____ hours of volunteer service on _____
Date

Signature of supervisor or person in charge

Definition of Community Service

Students are required to do a minimum of 10 hours of community service per year. These hours of volunteerism must be done for the benefit of the community and done outside of school hours. Examples of acceptable programs would include community charity groups, social services groups, nursing homes, mentoring programs, programs for the disadvantaged or homeless. Some mission trips and summer camp counselor programs where a student works without pay might also be included. Not included will be hours spent working in your church or church youth group unless it is specifically designed to benefit the community such as a soup kitchen operated out of your church. School or school related activities that benefit the school will not count. The supervisor or person in charge of your volunteer hours must sign a paper indicating you served your hours.