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Vision, Mission, & Values

Mission

Christ Academy will strengthen, empower, educate and disciple students by providing a unique, Christ-based educational experience.

Vision

Christ Academy will strive to build an enduring partnership between church, home, and school that will produce powerful and effective middle school leaders, who will impact their world for Jesus Christ through biblical thought and action, in obedience to the Great Commandment (Mark 12:30-31) and the Great Commission (Matthew 28:19-20).

Values

We are committed to
Strengthen character and integrity
Empower confidence and boldness
Educate academically and spiritually
Disciple future leaders for Christ

- **God and a Commitment to Following Christ**

We believe in the Creator, in the person of God the Father, the Son Jesus Christ, and the Holy Spirit and His love for us and all mankind. This revealed love compels us to trust and obey the Lord's teachings and to seek His will for our lives. We seek to view our world from a Christ-centered perspective.

- **Shared Faith and Missions**

We desire to share the good news of Christ by telling of God's love for us, loving others as God loves us, treating others as we want to be treated, and selflessly serving others and our Lord wholeheartedly. As followers of Christ, we are called to be leaders in our family, church and community.

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity."
– 1 Timothy 4:12

Statements of Faith

We believe the Scriptures, both Old and New Testaments, are the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of mankind, and the final authority for all Christian faith and life (John 1:1; 2Timothy 3:16-17; 2 Peter 1:20-21).

We believe the one true God exists eternally in three persons: Father, Son, and Holy Spirit. These three are equal in deity, power, and glory (Matthew 28:19; 2 Corinthians 13:14; John 14:26).

We believe Jesus Christ is God incarnate, fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, and offered himself as a substitutionary sacrifice for sinners. He was raised on the third day and ascended to the right hand of the Father. He makes intercession for the saints (Isaiah 7:14; Hebrews 7:25; Romans 8:34).

We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ. The Holy Spirit also convicts unbelievers of their need for Christ and imparts spiritual life through regeneration (the new birth). We believe that the Lord Jesus Christ baptized believers in the Holy Spirit (Matthew 3:11; John 15:26-27; 16:7,8).

We believe we are justified by grace through faith in Christ. No ordinance, ritual, work, or any other activity on the part of man is required in order to be saved. This saving grace of God, through the power of the Holy Spirit, also sanctifies us by enabling us to do what is pleasing in God's sight in order that we might be progressively conformed to the image of Christ (John 1:12-13; Acts 16:30-31; Ephesians 2:8).

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as a genetic male or genetic female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18, 7: 2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15: 18-20; 1 Cor. 6:9-10)

We believe that in order to preserve the function and integrity of Christ Academy School as part of the Body of Christ, and to provide a biblical role model to Christ Academy students, their families, and the community, it is imperative that all persons attending or employed by Christ Academy School in any capacity, or who serve as volunteers or wish to use the school facilities, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3: 19-21; Roman 10:9-10; 1 Cor 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual or groups are to be repudiated and are not in accord with Scripture nor the beliefs of Christ Academy School.

Chapel

All students at Christ Academy are required to attend chapel. In keeping with our non-denominational status, all chapel programs are geared toward biblical truths and principles, not specific denominational theology.

Teaching Staff

Our teachers are trained and equipped academically, as well as spiritually, to be Godly models for the students. Each teacher has at least an undergraduate degree and may hold a teaching license.

Parents who send their child to Christ Academy are in effect asking a group of teachers to help “train up” their son or daughter. The choice of teachers is, without a doubt, one of the most important parental decisions, because we know that God will ultimately hold parents accountable for the education of their children. We know that often life-long values and priorities are cemented during the crucial school years. We have adopted The Living Curriculum, designed by Dr. Frost of Wheaton Academy, at Christ Academy.

Keep in mind that our teachers come from all walks of life, and enjoy different styles of worship, but they are a wonderful mix of people rooted in evangelical Christianity but with different heritages and different experiences. We do believe, though, that Living Curriculum Teachers share a number of identifiable beliefs and qualities.

General Admissions

Christ Academy admits students of any race, color, and national or ethnic origin. Students have all the rights, privileges, programs, and activities made available through the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, athletic and other school-administered programs. Admission is open to students who:

1. Do not have a history of discipline/behavioral problems, including, but not limited to :
 - expulsion
 - violence
 - history of illegal activity
2. Have performed satisfactorily or above on standardized test or equivalent thereof
3. Perform satisfactorily on any pre-admission testing that could be required.
4. Will be attending Christ Academy as a full-time student

All students and parents must be willing to subscribe to the goals, philosophy, discipline, and academic standards of Christ Academy.

If a parent, guardian, or student applying for admission has been found to have falsified records or been dishonest in relating, student behavioral history, the student may be dismissed from Christ Academy.

Withdrawal/Transfer of Student Records

Parents/ guardians should come to the school office to sign a Notice of Withdrawal form several days prior to the planned withdrawal date. The student will present the form to all his/her teachers who will record the current grades, curriculum being used, confirm the return of books, etc., on this form. The form is to be returned to the school office on or before the last day of attendance in school. If a refund may be due to your family, no refunds will be made until all fees or fines have been paid. Student records will be mailed or faxed to the new school upon receipt of a records request of the new school.

Transfer Students

Students transferring into Christ Academy will be placed using the most current grades used from their previous school. If the 4 1/2 weeks point has passed during any nine weeks period, the average acquired in any transferrable subject will be used as a test grade.

Academy Hours

- Early morning drop-off begins at 7:30 a.m. Students arriving at school must stay with their parents/guardian until the building opens at 7:30a.m.
- The regular school day begins at 8:00am and lasts until 3:15pm Monday through Friday.
- Afternoon loading line is from 3:10pm to 3:15pm.

Arrival and Dismissal

The safety of our students and staff is priority; therefore, a 10 m.p.h. - speed limit is required while on the Christ Academy campus. Please note that cell phones are not permitted to be used in any Arkansas school zone.

Please note:

- Do not block driveway
- Do not leave cars in line unattended
- Do not leave children in cars unattended
- Do not pass another vehicle while in the line to drop-off or pick-up

Attendance

In order for students to gain the most from their educational experience, it is best if they arrive at school on time and attend all classes regularly. Daily attendance is a vital part of student success. Parents are encouraged not to plan vacations during the regular instructional days of school.

Students may miss up to (6) days per semester with a note from a parent or guardian. A phone call to the office does not substitute a note. Signing your student in/out in the office does not constitute a parent note. A note or email from a parent or guardian must be sent to the office to excuse an absence. Doctor's notes need to be turned into the office. All excuses for illness or medical appointments should be submitted from the doctor's formally printed office notepad or stationary.

An absence will be considered unexcused until a note/email is sent to the office within one week of the absence. One note may be written to excuse a period of consecutive absences; however, each day in that period of absences is counted as one of the 6 allowed days. For example, if a student missed Monday and Tuesday, he or she must bring a parent note on Wednesday to excuse the 2 absences. At that point, the student has used 2 of his or her 6 allotted days. For absences that occur after the 5 absences that do not have an appropriate note will result in "0" for all missed assignments.

After the 6 absences, only the following will be excused:

1. illness or unavoidable medical appointment with a doctor's note
2. death in family with documentation
3. required court appearance with judge's note unless the appearance is due to negligence/behavior
4. All other absences will be unexcused

Students will be denied credit for any assignments missed in which the student exceeds the allotted (6) days of unexcused absences, and does not present proper documentation upon the immediate return to school.

If a student fails 3 or more subjects, they may be retained in the same grade for the following year.

Parents or guardians will be notified by the administrator when a student has:

1. been absent 3 days: On the 3rd and 5th absence, a letter will be sent home notifying the parent or guardian of the student's absences
2. After the 6th absence an appeal letter will be sent to the parent informing them of appeal procedures.
3. or at any time when the student has accumulated an excessive number of days absent such that academic achievement is being adversely affected.

For absences due to suspension, truancy, or unexcused absence there is no opportunity to make-up. All assignments result in "0".

Tardy Policy

Being tardy to class hinders achievement for your student. It is the parent's responsibility to ensure their children arrive at school on time at 7:55 a.m. and stay until the dismissal bell rings at 3:10 p.m. Students signed in after 8:00 a.m. and out after 2:00 p.m. but prior to official dismissal time will be counted tardy.

A student will be considered tardy if he arrives in the classroom after the tardy bell has rung. ***Penalties for tardiness each 9-weeks:***

1st tardy: Teacher warning
2nd tardy: Teacher warning/Notify parent
3rd tardy: Lunch Detention/ Notify parent
4th tardy: After School Detention/ Parent Conference with Administration
5th tardy: 1 Day of In School Suspension
(progressive disciplinary policy to continue)

A tardy with extenuating circumstances (i.e., dr. appt., traffic accident) may be excused with administrative approval. Students who miss more than half a class period will be counted absent for that period.

Leaving School Campus

Christ Academy observes a "closed campus" policy including lunch and break times. Students are not allowed to leave campus without permission. Any student leaving campus without permission is considered truant and will be placed in In School Suspension or Out of School Suspension.

Academic Placement

Classroom placement is a cooperative effort with teachers and administrators to place students in a balanced learning environment. CA offers a challenging curriculum. Your child's teacher may feel that it is necessary to re-evaluate the student as to grade placement or grade level testing.

Class Offerings

Christ Academy is available to all families interested in receiving a Christian-based private education for their children in 6th-8th grade.

Curriculum

At Christ Academy we will use the Abeka christian curriculum for all subjects. you can count on high academics and biblical worldview so your child isn't left half prepared to make a difference in the world.

Every subject is approached from a Christian perspective, and you'll find Scripture and biblical principles used to emphasize or illustrate concepts. Jesus is at the center of all their educational endeavors with Bible and Scripture memorization incorporated, as well as a lot of love! Your child will be engaged daily with grade level math, science, history, language arts, S.T.E.M learning labs and bible foundation courses. This curriculum is designed to help your child find success in anything God asks them to do in this world.

Assignment/Due Date Policy

In accordance with the goals and mission to equip students with life skills for a successful future, students are encouraged to develop responsibility and time management skills avoiding procrastination. When assignments are made with extended due dates (i.e. major projects, research papers, etc.), students are expected to complete and/or turn projects in by the pre-announced time or in advance of the date/time regardless of the circumstances. Exceptions related to sports, field trips, extra curricular activities, etc., are unacceptable. Minor illnesses lasting 1 to 2 days are unacceptable. If there are extenuating circumstances with regard to illness, a petition for leniency may be requested with teacher approval based upon the student's work ethic, history, diligence of study, and absentee rate in the class.

Make-Up Work

The number of days absent determines the number of days given to turn in completed assignments/tests. This policy is in regard to illness or other absences of personal nature. Students missing class due to school sanctioned activities must complete classwork by original due dates as assigned by the teacher.

Homework

Any work sent home with the student is expected to be completed and returned by the designated due day. Homework is assigned for the purpose of keeping parents current of their child's progress and to reinforce concepts taught in the classroom. Because of local church worship services, there will usually not be homework assigned on Wednesday nights. However, work assigned earlier in the week may be due on Thursday. Absent or late assignment policies will be enforced by each respective teacher under his or her discretion.

Grading

Christ Academy will issue formal report cards quarterly. This report is an assessment of progress made toward meeting the outcome objectives as set forth in the curriculum. The purpose is to give the parents, the student, and the teacher a more complete picture of progress made and progress yet to be achieved. Teachers and parents will meet approximately (2) times a year to discuss progress made.

Incomplete (I) is given when a student has been absent from school for an extended period of time just prior to the issuing of report cards. All students must have a 60% or higher in core subjects to pass. Students must average a 60% for both semesters in the core subjects to be promoted to the next grade. If a student averages 59% or below for both semesters in (2) or more core subjects, the student will be retained in their current grade level.

Grading Scale			GPA Equivalents:
A	90-100	Excellent Work	A= 4.00
B	80-89	Above Average Work	B= 3.0
C	70-79	Average Work	C= 2.0
D	60-69	Below Average Work	D= 1.0
F	0-59	Unsatisfactory	F= 0

Academic Awards

Academic awards will be given for end of the year letter grades.

Students with all A's for the semester will be on honor roll and students with all A's and B's for the semester will be on the merit roll. A student may have a C for a quarter grade and be on the honor or merit roll if the semester grade is an A or B.

End of year awards are based on the student's performance both semesters.

Each teacher will give individual subject awards. Students with the highest numerical average in each class at a specified cut off date will receive an award.

Perfect attendance awards will be given as well for all grade levels.

Reporting of Student Achievement

We understand the importance of parent/teacher communication. Christ Academy teachers are committed to communicating with families weekly regarding grades, and assignments. Parents are also encouraged to email teachers or call the school office. Teachers will return phone calls during their break time. If a face to face conference should be needed, parents can set up an appointment to meet with their child's teacher.

Students will have four reporting periods on their progress in each subject area. Report cards will be available with your child's teacher. End of year packets will not be released to a student if any fees, fines, or books are not returned at the time report cards are issued.

Achievement Testing

Christ Academy will participate in a standardized achievement testing program each spring. Students in grades 6-8 will take the Stanford 10. Parents will be notified of test results as soon as results are returned to the school.

Communication With Parents

Christ Academy teachers understand the importance of parental involvement in their student's education experience. Below are a few ways our dedicated teachers try to keep parents informed about learning experiences in the classroom:

- **E-mails**

Much of our school's calendar and activity information is communicated in emails. parents should provide an email address that they check on a daily basis.

- **Parent Text Alerts**

We will send text alerts to each parent/guardian to communicate essential information. Text alerts are usually reserved for unusual circumstances such as school closings.

- **Parent-Teacher Conferences**

Parent -Teacher conferences are held twice a year to enable parents and teachers to fully discuss the development of each student. Conferences provide an opportunity for parents and teachers to strengthen the ties between the home and school.

- **Other**

Parents are welcome to contact the classroom teacher anytime they have a question about their child's educational experience. Teachers will be glad to return phone calls or email after school or even schedule an informal conference to help keep parents informed of their child's progress.

Inclement Weather

In the event of inclement weather or other perils, an announcement will be carried over the following media outlets:

Kait8.com

Christ Academy Facebook page

Remind 101 text message app

When school is dismissed early during a regular school day, a mass email and /or text will be sent to parents who included their email addresses on their information sheets.

Alternative Work Day

Alternative Work Days for inclement weather make-up will not exceed five school days. Christ Academy teachers will prepare virtual assignments through google classroom for students to work on during days of inclement weather and/or school closing. You will be notified via email, phone call, or other media venues. All virtual learning assignments are due according to the set due date assigned in google classroom. It is the student's responsibility to notify the teacher via school email or google classroom if there are difficulties with turning in work on time. Virtual work can be assigned as a grade or practice work. No assessments will be sent home in conjunction with google classroom assignments.

Telephone/Electronic/Digital Devices

The telephone in the office is a business phone and should not be used by anyone other than authorized personnel. In the event that a student needs to call home, a phone will be provided and a teacher or other staff member will assist the student as needed. Students are not allowed to use any cellular type telephones for communication purposes on campus during the day. Because of our cell phone policy for students, parents must direct all calls through the office.

Students may not use electronic or digital devices for calls, texts, or email at Christ Academy between the hours of 7:30 a.m. and 3:10 p.m. for personal or entertainment purposes. Devices include, but are not limited to cellular phones, I-pods, pagers, CD players, cameras, video equipment, etc. When students are in possession of these devices, the devices must not be visible and must be turned off during school hours. If a student is caught using an electronic or digital device during school hours for any reason other than educational purposes, the device will be confiscated. The following steps will be followed for repeated offences:

1st offence- warning and parent will be notified

2nd offence- phone/device will be turned into the office for the parent to pick up

3rd offence- Phone/device will be kept in the principal's office until the end of the week and the student loses the privilege of bringing the phone/device to school.

4th offence- 2 days of in-school suspension and a parent conference.

Traffic Safety

Traffic rules are in place to protect our students from injury, and for the flow of traffic to run smoothly.

1. **Drop off- is at 7:40a.m. -7:55 a.m., and pick up is 3:10 p.m.- 3:25 p.m.**
2. All parents must enter and exit through the rear parking lot.
3. All students must wait in the breezeway for parent pick up.
4. All students who are walking to and from school must enter and exit on Walnut street. (*Parent letter of agreement must be signed and kept on file for students to walk to and from school.*)
5. Licensed drivers only on school property.
6. All visitors between 7:30 a.m.-8:30 a.m., and 2:30 p.m. -3:30 p.m., must park in the front parking lot.
7. Be respectful and considerate of those behind you in line by having students prepared to exit the vehicle promptly (backpacks, money, notes, goodbyes, etc.)
8. Parents should not summon students from their parked cars in the parking lot area. All students should be picked up through the car line.
9. In accordance with the Arkansas State Law # 27-51-1609, wireless telephone use restrictions in school zones-(a) except as provided under subsection (b) of this section, a driver of a motor vehicle shall not use a handheld wireless device telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building. (b) A driver of a motor vehicle who is passing a school building or school

zone during school hours when children are present and outside the building may use a handheld wireless telephone while operating a motor vehicle for an emergency purpose.

Field Trips

Throughout the school year, classes will take field trips to enhance the educational experience. The trips are carefully planned to give students educationally enriching experiences that are not available in the classroom. Parents serving as chaperones are not to bring any other children/siblings on the field trip.

Field trip forms must be signed by parent/guardian for the current school year.

Videos & Movies

Only G-rated movies/videos will be shown at school unless a permission slip is issued and signed by parents.

Custodial/Non Custodial Parent Information

Unless provided legal documentation, the school will assume that the parents have joint custody. For the purposes of notifying parents about students, Christ Academy School shall assume that notifying either parent with custodial rights shall be the same as providing notice to both parents unless either parent makes a written request to the contrary. The custodial parent, not the non-custodial parent, has the right to make educational decisions for affected children unless extraordinary and highly unusual circumstances present themselves or a court order grants such rights in full or in part to the non-custodial parent. If joint custody has been awarded, each parent will have equal rights unless restricted by a court order or other legal document.

Unless a court order or other legal document prohibits the following actions and the school has been provided with a copy of the order/document, the non custodial parent may:

1. review his/her child's educational records;
2. attend regular parent-teacher conferences and may arrange for additional conferences;
3. visit the school as custodial parents do unless such visits are deemed disruptive to the school routine; and
4. request general school information such as district newsletters and lunch menus.

Christ Academy will not knowingly release a child to a non custodial parent or other individual prior to the end of the school day unless the custodial parent has granted written consent. If custody has not been decided, a child may be released to either parent unless legal documentation states otherwise. Christ Academy reserves the right to request identification when picking up a child if the individual is unfamiliar to the staff.

Illness/Immunizations/Medication

If your child becomes ill while at school, you will be notified by the office. It is essential that you keep all health records, as well as emergency phone numbers, current in the office.

Students with symptoms such as the following will not be admitted to class or will be sent home should these symptoms develop during the day:

1. Fever of 100 degrees or more within the last 24 hours
2. Nausea/Vomiting/Diarrhea within the last 24 hours
3. Contagious Rash
4. Head Lice

Christ Academy has a “no nit” policy in dealing with head lice. Any student with head lice or nits will be sent home and not allowed to return until all nits have been removed. Should the same student have recurring instances of head lice, proof of treatment will be required. All returning students must be cleared through the school office before being re-admitted to class.

If your child is seriously injured while at school, you will be notified immediately. If the injury is serious enough, he/she will be taken to the hospital.

When your child has prescription or over the counter medication to be taken at school, we have an authorization form you must fill out and sign. This simply gives us permission to administer that medication to your child. The medication must be in the original container. These forms will be kept in the office. Parents should turn in all medication in the office for administration immediately upon arrival to school. When no form is on file, the parent must come to school to administer the medication. Verbal permission over the phone by a parent to school personnel will not be accepted. Students are prohibited from having any drugs or medication in their possession. Emergency medications such as inhalers and Epi-pens will be kept in the classroom.

Immunization Policy

According to state law, all students should be in compliance with immunization requirements within 30 days after the beginning of the school year. They will not be allowed to attend class after that 30 day period until all immunizations are up to date. This includes parents seeking exemption status for their students as well. All exemption paperwork must be turned in to the state health department and be in process for Christ Academy to verify within the 30 day period.

Security

Christ Academy seeks to provide a secure and safe learning environment. After office personnel have permitted access into the office, visitors and volunteers will sign in and will be expected to wear a lanyard tag. Upon signing in, the individual will be given a tag that says “Visitor” or “Substitute.” This must be worn in an easily visible spot and at all times while on the school grounds. All school staff members have been instructed to send all persons without a tag to the office immediately. All tags will be returned to the office upon signing out. Parents should not seek school personnel or accompany students in the

hall/classroom areas before, during, or after immediate school hours. If a teacher conference is required, parents should call the office leaving a message or send an email with requests.

Emergency Procedures

Emergency Drills

As a part of a crisis management plan, students and faculty regularly practice earthquake, fire, intruder, and tornado drill procedures. All students are expected to follow the instruction and direction of their classroom teacher(s). Students are expected to take all drill procedures seriously and obey in a cooperative manner.

Inclement Weather/Closure

In the event of inclement weather or any other unforeseen event in which school must dismiss/close at an unscheduled time, parents will be notified through parent text alerts, emails, and the local news station.

Accident Insurance

Christ Academy does not provide insurance for students.

Food in Classrooms

Due to severe food allergies of our students, no peanut products are permitted at school. Students may bring unopened water or gatorade bottles to have at their desks. Special snacks or refreshments are only allowed at the discretion of the teacher. No gum or candy is allowed without the classroom teacher's permission.

Dress Code

Students may wear casual clothing during school hours. Clothing must adhere to the following:

Christ Academy does not require students to wear uniforms, but does require that students wear clothing appropriate to the learning environment and appropriate for the season.

The following guidelines apply:

1. Students should not wear clothing that is immodest, disruptive, unsanitary, or unsafe. This includes revealing clothing, t-shirts with irreverent music groups, television/movie characters, alcohol and tobacco advertising, or questionable logos.
2. Any teacher who feels a particular article of clothing is not appropriate will have the authority to contact parents for a change of clothing.
3. Students are encouraged to dress nicely for chapel on Mondays.

The following items of appearance and wearing apparel will not be permitted:

1. Shorts more than a dollar-bill length above the bend of the knee
2. Skirts/dresses more than a dollar-bill length above the knee
3. Bare feet
4. Bare midriff-blouse or shirt or sweater must cover midriff and back when arms are raised straight above the head or when a student is bending at the waist.
5. Students are expected to wear age appropriate clothing. Inappropriate tops (i.e, halter tops, strapless tops, muscle shirts, backless tops) Straps should be at least 2 inches wide on allowed apparel.
6. Inappropriate low cut blouses or tops or dresses showing cleavage and no undergarments showing.
7. Facial piercings including, but not limited to: nose, eyebrow, surface piercings, etc., will not be permitted.
8. Tights/leggings worn without shorts or a dress, must be covered by a shirt or dress that meets the "fingertip" rule.
9. Shorts and/or pants may not have visible holes at or above the student's knees.

Dress For Extracurricular Activities

Students will be expected to dress appropriately in a modest way when attending extracurricular school functions. Students should remember that they are representing Christ Academy at all events. Students dressed inappropriately or immodestly will be asked to leave the event.

The following are the approved guidelines for formal and semi-formal functions:

- Dresses should be modest and not tight-fitting.
- Dresses should not show cleavage.
- Dresses should not have cutouts or sheer fabrics except on the sleeves or shoulders.
- Dresses should fall no lower than the middle of the back.
- Bare midriffs should not be visible.
- Dresses may be no shorter than two and a half inches above the knee or have slits higher than the top of the knee.
- Boys should make their dates from other schools aware of this policy.

When students are out of dress code during school hours for special events, they should be dressed in the spirit of the dress code. Skirt and short length should follow regular guidelines. No spaghetti straps, tank tops, tube tops, halters, short tops, excessively tight clothing, etc., will be permitted.

Consequences For Dress Code Violations

All dress code violators will be sent to the office to receive appropriate action from the administrator. Students will not be allowed to leave campus to go home and get clothes. Parents will be contacted to bring appropriate clothing.

Discipline Conduct

Student Expectations

Christ Academy sets a high priority on training students in personal manners and character development. A consistent Bible-based discipline standard, loving correction, and cooperative parent-teacher relationships will enable your child to develop self control, accept responsibility, and mature socially.

Our goal is to train your child to govern his/her own conduct according to the principles in the Scriptures. We believe that parents and teachers are set in authority by God to train children until they learn how to act correctly on their own.

Students at Christ Academy are expected to conduct themselves with self-control in a respectful manner that is glorifying God.

Students are expected to:

- Show respect to adults and peers
- Quickly obey their authority figures (teachers, school, administration, school staff)
- Submit to those in authority
- Always be honest
- Take responsibility of their own actions
- Exhibit manners at all times
- Use language and bodies in ways that exalt the Lord

While we do not administer corporal punishment, we do believe this responsibility falls upon the parent. It is possible that a parent may be contacted to come to the school to reprimand their student. Failure to do so may result in out of school suspension of the student for a number of days to be determined by the administrator relative to the misconduct.

Students will always be treated with dignity, respect, fairness, and love during the entire disciplinary process. If the disobedience involves conflict with another child, the teacher will guide the students to forgive and reconcile.

A sense of the needs for spiritual growth in the light of these principles has led CA to adopt the following standards which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. Therefore we request each student, whether at home, school, or elsewhere:

1. To refrain from participating in activities such as profane and/or indecent language, smoking, possession or use of liquor, drugs, or tobacco, gambling, pornography, premarital sex, homosexuality, or other sexual perversions.
2. To maintain Christian standards in courtesy, kindness, honesty, morality, and modest attire.
3. To refrain from verbal, sexual, physical harassment, and/or bullying, etc.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere.

We firmly believe that the most important keys to a successful disciplinary process are (1) the heart attitude of the child and (2) the degree of cooperation and support given to the school by the parents.

When students know that the parents and teachers are working as a unified team, they tend to quickly respond to discipline. Your child's teacher will contact you regarding any problems with your child. We ask that you support us in our discipline process, and we encourage you to call if you have any problems.

The following are a list of actions that are considered inappropriate and will receive a consequence per the handbook. This list includes but is not limited to:

1. Any disruptive behaviors in class, chapel, assembly, or field trips.
2. Tardies
3. Cheating/Plagiarism
4. Profanity
5. Intentional destruction of school property
6. Theft
7. Fighting
8. Defiance
9. Insubordination
10. Truancy
11. Consumption/possession of drugs un-prescribed by a doctor
12. Consumption/possession of alcoholic beverages
13. Immorality
14. Public Display of Affection
15. Violation of dress code
16. Possession of pocket knives, matches, lighters, firearms, or any objects that could be considered a weapon or dangerous
17. Gambling
18. Bullying
19. Willful and deliberate slander of others
20. Misuse of electronic devices and cell phone
21. Students should not utilize social media including but not limited to Facebook, Twitter, Instagram, etc. for the distribution of negative comments or photographs directed toward individuals, schools, or other entities of any sort. This includes any form of pornography, sexting, sexual perversions, or homosexuality.
22. Students should be conscious of and avoid any statements, actions, drawings, or illustrations involving threats, the use of weapons, or any form of violence toward another individual, groups, or the school. Excuses of unintentional thought, jest, teasing, etc. will not be allowed and students will be subject to disciplinary action. These may include but are not limited to indefinite Out of School Suspension (OSS), recommendations of expulsion, and/ or contacting governing authorities.
23. Unauthorized entry into buildings and facilities after school hours is prohibited.

Disciplinary Actions

The discipline code has been put in place to guide students when an infraction has been made. Disciplinary actions will vary depending on the severity of the infraction and may include:

- Loss of privilege
- Isolation from other students
- Parent conference with administration
- Extra work
- After school detention
- Sent home

- In School Suspension
- Out of School Suspension- (*maximum 2 days*)
- Expulsion- Board decision, a student not allowed on campus for any reason or activity.

****The Board reserves the right to deal with any behavior that would prove detrimental to the school and its witness to the community.***

Bullying

In accordance with **Arkansas state law, Act 681 of 2003 and Act 115 of 2007**, Christ Academy prohibits acts of bullying, harassment or intimidation.

Definition: Bullying, harassment or intimidation like other disruptive or violent behaviors is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment. Bullying includes but is not limited to any written or verbal expression or physical act or gesture or a repeated hurtful behavior pattern directed toward another person. This behavior may include physical, verbal, written, and/or emotional abuse intended to be harmful to another person.

This policy includes cyber-bullying which is the use of technology to systematically harass or bully a person or persons on or off school premises with the result or intention of substantial disruption of the orderly operation of the school or educational environment.

Students in violation of this policy will be subject to the following consequences:

1. Disciplinary actions from a minimum of a warning to the maximum of expulsion.
2. Referral to a conflict resolution or peer mediation session/materials with a trained adult or peer mediator.
3. Notification of local police authorities

Any person or persons who file a complaint about bullying or harassment will not be subject to retaliation or reprisal in any form.

Any individual found to have made a false charge of bullying will be disciplined by an administrator.

Expulsion Process and Policy

Expulsion is defined as immediate termination of school attendance due to extreme and blatant disregard for school rules. With the final decision being determined by the Christ Academy School Board, expulsion is the highest level and most extreme measure of discipline. The circumstances and details of an act or acts leading to recommended expulsion are prayerfully evaluated and considered carefully.

Expulsion can result from the culmination of serious offenses over a period of time in which it is determined the student cannot conduct him or herself in the manner that promotes a positive learning environment for other students, does not display respect and esteem for faculty and staff, or does not represent Christ Academy in the community. In some cases, it may be appropriate to consider the age of the students and the attitude toward correction. Expulsion can also result from an immediate, serious offense which requires instantaneous review and evaluation which could be considered a detriment to the

safety and security of the school, or other legal and /or moral ramifications. More serious offenses include but are not limited to:

- Possession and or consumption of drugs; possession of drug paraphernalia; selling drugs
- Possession and/or consumption of alcohol
- Possession and/or use of tobacco related products
- Possession of firearms, weapons, or any threat of violence whether intentional or not that creates campus disturbance, unrest, or fear
- Destruction/ vandalism of school property
- Any act that intentionally promotes discrimination in any form or incites racial tension
- Theft

Expulsion Process:

1. Review of previous disciplinary referrals
2. Review of nature and seriousness of the offense
3. Notification of parent
4. Number of offenses
5. Age of student
6. Indefinite Out of School Suspension
7. Review of School Board

Upon determination of expulsion, the Board will determine that indefinitely or for a specific period of time, the student will not be allowed on campus for any reason.

Grievance Policy

Christ Academy has a set of guidelines for the handling of situations involving a grievance that may arise between parents and school personnel.

Step 1. Schedule an appointment to discuss the issue with the homeroom teacher or the teacher most directly involved with the conflict.

Step 2. If the conflict is not resolved through Step 1, the parties should schedule an appointment to discuss the matter with the administrator.

Step 3. If the matter is not resolved through Steps 1 and 2, the issue should be addressed at the next scheduled meeting of the CA Board of Directors. Please contact the school office at least one week prior to the Board meeting so that your grievance might be added to the agenda for the next meeting.

Firearms/Weapons

If a student is found to have in his or her possession a firearm or illegal weapon on the campus, the student will be expelled from school and turned over to local police authorities. The student guilty of such an offense may not be allowed to reapply for admission in the future.

Drugs/Alcohol

If a student is guilty of possession of unauthorized or illegal drugs or is found selling drugs to others, he or she will be expelled from school immediately and turned over to local authorities. A student guilty of such an offense will not be allowed to reapply for admission in the future.

Vandalism Policy

It is expected that any damage to school property be acknowledged and paid for by the student or students involved. End of year packets or current records will not be released to a student if damages have not been paid in full.

Student Report Forms

Student report forms will be issued if certain infractions have been made. These infractions include, but are not limited to:

- Disrespectful to an authority figure
- Disrespectful to a peer
- Excessive talking during class
- Roughhousing
- Disobedience
- Improper conduct on campus or while under the direct supervision of Christ Academy
- Uniform violation

In the instance of a report being issued, the teacher (or authority figure) will contact the parent directly to let them know a report form is being brought home that day.