



STUDENT-PARENT HANDBOOK
Effective August 14, 2018 (revised Sept. 25, 2018)

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We are pleased to present the Student-Parent Handbook for Christian Academy of Knoxville ("CAK"). This Student-Parent Handbook should serve as a resource for our families. The contents of this Handbook provide students/parents with helpful information that will serve as a guide to a successful school year. This is a Student-Parent Handbook; therefore, both students and parents are expected to read it carefully and discuss its contents in order to understand CAK's expectations for its educational programs as well as the policies and rules for student conduct and required procedures for parents. Further, this outlines the CAK's spiritual goals and many aspects of campus life that are vital to the growth of our students and the operation of our school.

This Student-Parent Handbook supersedes all previous policy manuals and memos that may have been issued from time to time on subjects covered herein. The Administration and Staff reserve the right to waive or modify the policies set forth in this Handbook as the situation may permit or require in their informed judgment and at their sole discretion. This Handbook does not contractually bind CAK.

In order to serve the families of CAK and keep up with the changing culture of CAK and the world, the handbook is updated accordingly. It is the expectation that all students and families will carefully read everything in this handbook to prepare for a successful year at CAK. **Changes will be effective on the dates determined by CAK, and after those dates all superseded policies will be null. Acceptance by students and parents with the provisions of this Student-Parent Handbook is deemed to have occurred upon the enrollment of a student at CAK.** Failure to know the rules will not serve as a defense.

I. HISTORY, BELIEFS AND MISSION

History of CAK

After years of prayer by several families in the West Knoxville area, in March 1976 the dream of a formation of a Christian school was realized by the formal organization of CAK. By the Lord's blessing, in September 1977, CAK welcomed its first class of 96 students in grades kindergarten through 6th grade enrolled for the first classes held at Cedar Springs Presbyterian Church.

Since those first classes in September 1977, CAK has seen both its enrollment and impact in the Knoxville community expand. Quickly additional grades were offered. By the start of the 1982-83 school year, CAK had grown to a K-12 school complete with various extra--curricular activities. At the end of the 1982-83 school year, the first commencement ceremonies were held, honoring the first two CAK graduates.

In the spring of 1987, CAK was honored to become the first school in Tennessee to simultaneously be accredited by two educational organizations: the Southern Association of Colleges and Schools (presently known as AdvancEd) and the Association of Christian Schools International (ACSI).

CAK has continued to expand its size and, more importantly, it's impact of its community. The reach of CAK is seen in many areas but none more so than the fact that more than 147 churches are represented by the families that have entrusted CAK with assisting them with the education of their children. Today, God has blessed CAK with the opportunity to touch all aspects of its students' lives. Partnering with its families, CAK is providing a sound Christian education for students in preschool-12 that both challenges and rewards its students. Coupled with its numerous co-curricular arts, athletic, clubs and other offerings, CAK provides to its students the opportunity to grow and develop in an environment where His Word is the foundation of all that is done and accomplished.

Mission Statement

Our Mission

CAK's mission is to partner with Christian families to provide a comprehensive college preparatory education from a biblical worldview in a Christ-centered environment.

Our Vision

To honor and serve God by providing a Christ-centered educational environment that is an extension of the Christian home, that is accessible to a broad cross-section of the Christian community, that meets the needs of students with varying scholastic aptitudes through a balanced emphasis on academic excellence and continuous spiritual growth and service, and in so doing is widely recognized and respected.

Statement of Faith

We, the Board of Trustees, administration, and staff of CAK are mindful of God's will that children should be taught the content and practical applications of His Word in every aspect of learning and in every activity of life (Deut. 6:4--9). We firmly believe that a Christian school is essential to the successful completion of these child-training responsibilities. It is the purpose of CAK to establish an educational institution where students may obtain a sound Christian education that allows students to know that God is the central source of all knowledge, attitudes and skills.

CAK adheres to the following Statement of Beliefs in guiding the actions of the school:

- We believe the Bible to be the inspired, inerrant, and authoritative Word of God and the standard by which all knowledge is judged and taught (II Timothy 3:16-17).
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (I Peter 1:1b-2; Luke 3:21-22).
- We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (I Corinthians 15:3-4; Hebrews 1-3).
- We believe that the salvation and redemption of lost and sinful man is possible only through faith in the Lord Jesus Christ as Savior and Lord (Romans 3:21-26).
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life (Galatians 5:22-23; Romans 8:4-9).
- We believe that God has given a variety of spiritual gifts (I Corinthians 12:4) to all believers according to His sovereign will (I Corinthians 12:11) for the building up of the body of Christ (I Corinthians 14:12). Believers are to be diligent to preserve the unity of the Spirit in the bond of peace (Ephesians 4:3) that there should be no division in the body (I Corinthians 12:25). All believers are baptized by the Holy Spirit into the body of Christ (I Corinthians 12:13) and are indwelt by the Holy Spirit from the moment of salvation (Romans 8:9).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:29; Acts 24:15; Matt. 25:46).
- We believe that all believers of our Lord Jesus Christ are united in the Body of Christ (I Cor. 12:12-13) and are eternally secure in this relationship (John 10:28; Romans 8:35-39).
- We believe that children and adolescents should be disciplined in Christian love (Hebrews 12:6; Rev. 3:19).
- We believe that teaching and learning should be accomplished through the cooperative effort of teachers and parents, for the Bible places primary responsibility for this total education.
- We believe that the support of the local church is vital to growth of our students and families (Acts 2:42-47).
- We believe that we live with the sex and gender that God chose for us because we believe that God wonderfully and immutably created us as male or female and that these two different, complementary genders together reflect the image and nature of God. (Genesis 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 biological man and a biological woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that the Scripture dictates standards of sexual behavior. The unique roles of the male and female are clearly defined in Scripture. Any promiscuity, homosexuality, gender identity issues or other deviations from Biblical principles is a sin that is offensive to God (Matt. 5:18-19; 1 Cor. 6: 9-10, 19-20; Eph. 5:3-5; 1 Thess. 4:3-8).
- We believe that in order to preserve the function and integrity of CAK as a local Body of Christ, and to provide a biblical role model to the Knoxville community, it is imperative that all persons employed by CAK in any capacity, or who serve as volunteers, 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; Rom 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 are to be repudiated and are not in accord with Scripture or the doctrines of CAK.

Educational Goals

CAK is dedicated to academic excellence in a Christian environment. The founders of CAK have developed high scholastic standards and a well-balanced program of traditional courses and co-curricular activities.

The Bible is the foundation of our faith and serves as the basis for all learning and activities at CAK. God's Word is taught as the ultimate source of truth through the guidance of the Holy Spirit. We strive to develop the wholeness of the student and to encourage a close working relationship between the home, the church, and the school. Opportunities are provided for each student to reach his/her full potential - physically, intellectually, and spiritually.

From its roots, CAK has been singularly focused on partnering with its parents to provide its students the highest of quality in Christian education. To reach this goal, CAK, in harmony with its Mission, Vision and Statement of Faith, steadfastly strives to reach the following goals in educating its students:

- To establish and carry on an educational institution where the students may obtain a sound Christian education which allows children to know that God is the central source of knowledge, attitudes, and skills;
- To provide a Christ-centered school experience for children in which a high-quality academic result is achieved;
- To provide an atmosphere where children, teachers, and parents can work together in Christian love, submission, and openness;
- To provide programs in which the Word of God is studied and spiritual growth is given its proper

place in the total development of the child; and

- To lead the child, under the guidance and power of the Holy Spirit, to an experience of being born of the Spirit through personal faith in the Lord Jesus Christ.

It is desired that CAK be an extension of the Christian home and that the unity and peace in the following of God's people be encouraged. It is not the intention of the Board to cause division within the Body of Christ by insisting that a student adhere to a particular interpretation of minor doctrines which may be open to various interpretations. When confronted with these doctrinal issues, major viewpoints held by evangelical Christians shall be given, and the students are encouraged to seek counsel from their parents and pastor on these issues.

II. GOVERNANCE

Board of Trustees

CAK is a parent-sponsored, Board-governed school. CAK is not operated by a specific church or attached to a specific denomination. CAK does receive support in the form of prayer and gifts from area churches. Authority and responsibility for governing and operating the school are placed with the Board of Trustees which establishes policy within which the Head of School functions.

The Board of Trustees is a self-perpetuating body of members, which operates under the CAK bylaws. Each member of the Board of Trustees must be a born-again Christian; exhibit spiritual growth and maturity in his or her daily walk; have vision for and commitment to Christian education; have his or her home in order, and meet the New Testament standards for a Godly man or woman; and, be willing and able to make CAK a high priority in his or her ministry.

Duties of the Board of Trustees

The Board of Trustees is entrusted with the responsibility for the spiritual oversight of the school, its faculty, staff and its families. The Board of Trustees perform many vital functions at CAK, including but not limited to, defining and developing policies under which the administrative staff and programs of the school shall operate; approving family admissions; serving as the final authority for student dismissals, and approving and overseeing CAK's budget, tuition, fees fundraising, and facilities.

Head of School

The Head of School is the chief administrator of the school. The Head of School is responsible to the Board and is an ex-officio member of the Board. The Head of School assumes numerous responsibilities including, but not limited to, carrying out the policies and procedures established by the Board of Trustees; oversight of the day to day school operations, guiding the efforts of the administrators, staff and students; advising the Board of Trustees on the performance and operation of the school, and handling discipline and grievance matters in accordance with Matthew 18.

Principals and Program Directors

Principals and program directors are selected by mutual agreement between the Head of School and the Board. These persons will assist in the administration of the school as deemed appropriate and are responsible to the Head of School.

III. ENROLLMENT AND ADMISSIONS

CAK's Non-Discrimination Policy

CAK admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. CAK does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic, and other school-administered programs.

Admissions Process and Information

The admission process requires submitting all required documentation and recommendations set forth and required by the CAK Admissions Office, which can be accessed online at www.cakwarriors.com or contacted directly at (865) 690-4721, Ext. 190. Following any required testing and when the applicant file is complete, parents will be invited for a family interview as part of the admission process. Middle and high school students will also participate in interviews.

The privilege of attending CAK is also based upon evidence that the parent(s) are committed to serving the Lord Jesus Christ, adhere to the principles of Christian education, and seek to support the programs offered at CAK. Consistent with the commitment to Christ as Lord and Savior are evidenced by (1) one parent being a born-again believer; (2) parent(s) being affiliated with an established local church where there is reasonable observance of the responsibilities which such membership entails; and (3) parent(s) endeavoring to maintain a Christian home where Biblical principles are nurtured.

Moreover, the biblical and philosophical goal of CAK is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at CAK, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by CAK and to refrain from certain activities or behavior. Thus, CAK retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual (Leviticus 20:13, Romans 1:27).

CAK does reserve the right to accept, deny or withdraw admission to students and their families based on religious differences, academic issues, behavioral issues, willingness of family to participate within school guidelines and policies, classroom space, student's abilities, and willingness to support the CAK's Mission, Goals, and Statement of Faith. Further, the Board of Trustees and the Admissions Committee have the responsibility to consider continuing families relative to their commitment to CAK's Mission, Goals and Statement of Faith.

Admission of Additional Students from Current CAK Families

CAK families of current students are required to apply for admission for an additional student. A new student application can be accessed via the electronic process as outlined on the CAK website (via RenWeb software). All sibling additions are treated as new students and are equally evaluated regarding scholastic performance, behavioral issues, and medical conditions should they be beyond our means of accommodation.

Tuition Assistance

A limited amount of tuition assistance is available to families who need assistance in sending their children to CAK. Questions concerning tuition assistance should be directed to the Director of Admissions at (865) 690-4721, ext. 190 or the Director of Finance & Operations at (865) 690-4721, ext. 153.

CAK follows the guidelines of the TSSAA regarding tuition assistance to athletes.

Returning Students

Students planning to return to CAK for the next academic year are required to pay all applicable fees and meet all acceptable conduct and academic performance requirements. Upon these requirements being met, the student is reserved a space for the next school year. A student for whom the continuous enrollment and facility fees have been paid may still be denied re-admission. A child's academic and discipline history, as well as the family's interactions with the school – will be reviewed annually for continued enrollment in the school.

Withdrawal Procedures

In the event that a parent finds it necessary to withdraw a student, the following requirements must be satisfied:

- The parent must notify the Principal and the Business Office a minimum of two weeks prior to the proposed withdrawal date. Reason(s) for withdrawal shall be stated in writing addressed to the student's principal with copies to both the Admissions and Business Office.
- Withdrawal of a single child in a family with two or more children in CAK is expected to be discussed with the Administration and may require special consideration by the Head of School and/or the Board of Trustees regarding retention of remaining child/children.
- Application and all other fees, including enrollment fees/continuous enrollment, and facility previously paid, are not refundable or transferrable if a student is withdrawn from the school. When a student is voluntarily withdrawn from school for any reason, tuition and all charges due must be paid in full for each month that the student was in attendance.
- On the last day of attendance when a student is withdrawing, the student or parent must obtain a checkout form from the Principal of the school attending and acquire the initials of the student's teachers to verify that all books and school property have been returned in good condition. The final settlement of the financial account will not be processed until the checkout form is completed.
- Grades and records will not be released until all financial obligations have been paid and verified by the Business Office.

IV. ACADEMICS AND ACADEMIC PROGRAMS

Accreditation

CAK is fully accredited by AdvanceEd (formerly known as the Southern Association of Colleges and Schools), the Association of Christian Schools International (ACSI), and is a member of TAIS (TN Association of Independent Schools). CAK is also a member of CESA (Council on Educational Standards and Accountability).

Academic Schools

CAK offers academic programs from preschool-12th grade. The various policies, procedures, and requirements pertaining to the academic offerings and curricula of each of the respective schools and/or programs offered at CAK are described and set forth in the following specific handbooks for CAK's Elementary School (preschool-5th grade), Middle School (6th-8th grade) and High School (9th-12th grade).

The Academic Center

CAK offers an Academic Center to serve all CAK students, whether through academic acceleration or academic support. The Academic Center continues to develop ways for students to express their knowledge as well as to assist them in acquiring additional skills when needed. A variety of services are offered on each campus, ranging from group assistance to individualized programs. Students do not need to have academic or physical challenges to receive assistance.

A full offering of the Academic Center's services and personnel can be found on the CAK website (www.cakwarriors.com) under Academics and Academic Center. Additional information can be obtained from the Director of Academic Center at (865) 690-4721, ext. 199.

Aftercare

CAK offers an Aftercare Program to provide a quality Christian after-school program with a loving and caring atmosphere for children of working parents.

The Aftercare Program provides service to CAK families and students in Pre-K - 8th grade. Hours of operation are from 3-6 p.m. An extended preschool option exists for our preschool students who dismiss at 1 p.m. Aftercare is open only on days when CAK is conducting classes. In cases of scheduled early dismissals, notices regarding Aftercare will be in the Friday emails. It is important to note that Aftercare will not be offered on the early dismissal days immediately preceding a school holiday break. The Aftercare program is closed when CAK does not conduct classes. This includes snow days, parent-teacher conference days, and full day in-service for faculty. The registration fee and completed registration form (with emergency medical care permission signed) must be turned in to the director before the child can be enrolled in the program. For more information, contact the Director of Aftercare, ext. 164.

Academic Evaluation

CAK utilizes RenWeb (Student Information System) to provide parents access to grades for their children in grades 1-12. Parents and students are provided the RenWeb login and access codes at the beginning of their school year and will keep the same username and password unless notified otherwise. In addition, report cards will be available each semester. Teachers may also indicate student behavior by marking an "S" (**S**atisfactory), "N" (**N**eeds Improvement), or "U" (**U**nsatisfactory) on semester report cards.

Parents of elementary school and middle school students will receive evaluation of their child's academic

accomplishment through report cards via RenWeb each nine weeks, using a system of grading which is reviewed in its respective sections of this Handbook.

Academic Expectations

Each of CAK's schools has set forth in its respective handbooks the detailed expectations for its students in terms of academic progress, course load, honesty, tests, penalties, examinations and graduation requirements. In particular, the promotion policies are defined separately for grades K-5, 6-8, and 9-12, respectively. Please refer to handbooks for these particular grade levels so as to be informed of the particular academic requirements for each grade.

Notwithstanding the requirements expected in each school, CAK has broad general academic expectations of its student body that, in addition to being set forth below, are encompassed in the specific handbooks.

Academic Honesty

Students are expected to be honest in all their actions and words (Matthew 5:37; Ephesians 4:25). Students should complete all assignments, papers, and tests from their own knowledge or, when appropriate, give credit to outside sources of information. Academic dishonesty will result in a failing grade (0 points) on the assignment or test. Further action may be taken by the administration as warranted by the specific situation.

In the event that any academic dishonesty occurs teachers will:

- Conference with the student
- Notify the principal
- Notify parents of the academic dishonesty including information that the same has been reported to the school's principal

Administration may:

- Conference with student
- Contact parent
- Assign disciplinary action as appropriate

Academic Penalties

Parents and educators recognize the fact that there are appropriate academic penalties. Grade reduction (loss of points) for late work, incomplete work and assignments not done per instructions are all legitimate reasons for academic penalties.

Attendance

CAK is required, at a minimum, to adhere to Tennessee educational requirements for student attendance. Set forth in each of our three schools' handbooks are the specific attendance policies for each student. Certain attendance rules exist pertaining to participation in co-curricular activities that can be found in the respective Middle School and High School Handbooks as well as in the Athletic Department Handbook.

Curriculum Night

A curriculum night is held for parents early in the school year as indicated on the calendar. This evening provides the opportunity for teachers to present an overview of grade-level objectives and a preview of the upcoming school year. It is designed to promote the partnership between parent and teacher.

Conferences and Contacting Teachers

Appointments for conferences between parent and teacher are encouraged. These offer an excellent way to exchange information that will provide a greater understanding of the student. The administrators and teachers welcome the opportunity to confer with parents to assist in the development and guidance of young people. Conferences may be arranged by contacting the teacher or guidance counselor directly or by telephoning the school office. Parents are requested to contact their child(ren)'s teachers through the school's email system.

Two dates are regularly scheduled on the school calendar for parent-teacher conferences. All parents of elementary school students are expected to participate in the first regularly scheduled conference. Conferences in the High School and Middle School are scheduled as needed by the school or parents.

V. CONDUCT AND DISCIPLINE

Philosophy and Responsibility

One major element of a Christ-centered educational process is the achievement and maintenance of levels of conduct and discipline which are consistent with God's standards as revealed through His Holy Word. The following provides the background, standards, and procedures for this area.

The Christian concept of discipline involves discipling – the process of helping one to adopt values that are internalized so that character is shaped rather than behavior merely controlled. Christian discipline is the process of bringing one to maturity in Christ so that the qualities of "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" (Galatians 5:22--23) are increasingly evident in daily living.

Behavior Standards

In order to provide the academic excellence desired and an atmosphere where the student can grow and become more Christ-like, we have set standards for behavior for CAK students. The general philosophy of discipline at CAK is to create a genuine desire to emulate Christ in all that we do. This is accomplished by creating self-discipline in every CAK student. Each school at CAK sets forth specific rules and policies, in addition to the general policies set forth herein, concerning behavior standards that must be complied with. The standards promote the health and safety of each student and others on the campus, the ability of CAK to maintain an orderly learning environment and for the moral development and purity of CAK's students.

In the world in which we live, consequences are a natural part of our lives. CAK students need to learn that choices they make are important and can affect their lives in many ways. Negative choices which are made will have consequences. By infusing Biblical principles in the lives of each student and providing a discipline program based upon the use of natural and logical consequences, CAK hopes to provide opportunities for students to learn from their mistakes. By dealing with consequences, students will learn that they are responsible for their actions. While discipline policies are not infallible, and while there will be differences of opinion at times, CAK's administration and faculty request and expect students and families to abide by the standards of behavior set forth in this handbook.

CAK reserves the right to dismiss a student if the actions of the student, the parents, or guardians, in the sole opinion of the school, interfere with the school's ability to accomplish its educational purposes or its ability to advance the Missions, Goals or Statement of Belief of the school.

Resolution of Conflicts at CAK

During the course of the year, a parent may disagree with a policy or procedure concerning his/her child. Open communication is important in every successful endeavor. Efforts have been made to improve the flow of information and communication at CAK at all levels, including, but not limited to, the Administrative and Board levels. Though we do not want to discourage or impede this progress, special measures should be followed when individuals are involved in a conflict. As Christians, biblical resolution to conflicts should be sought when such situations arise at CAK. It is inappropriate to gossip, to bypass a teacher to approach a principal, to criticize a teacher in front of a child, or to vent frustrations to a Board member. However, as Christians, we have the Holy Spirit enabling us to turn conflicts into learning and growing experiences for our children and ourselves.

Respect for authority and maintaining appropriate relationships are two important keys to Christian maturity. Handling conflict effectively in a Christian school setting allows parents and administrators to further students' growth in both areas.

CAK's policy for dealing with these situations and complaints is consistent with the principles found in Matthew 18.

- Any disagreements or differences of opinion should be taken first to the individual involved. Those meeting to resolve a conflict or confront a problem should agree to pray diligently prior to the meeting.
- Allow the child to be involved in the process as appropriate to his/her age. Older students may need to be part of the conference. Be cautious in taking a child's side against a teacher.
- Go to the meeting prepared to negotiate. Remember that it is possible for Christians to have differing, yet still biblical, viewpoints.
- If the conflict cannot be resolved as outlined above, one may move up the chain of communication to the principal, and on to the Head of School. Unresolved conflicts may be addressed in writing to the Board of Trustees, which has the final authority.

VI. UNIFORM POLICY

At CAK, the Administration believes that there is a close correlation between the attitudes conducive to good scholarship and responsible citizenship with the neatness and suitability of clothing worn by its students. The Bible tells us that "man looks at the outward appearance, but the Lord looks at the heart" (1 Samuel 16:7). God knows our spiritual condition by our hearts, but men can initially see only the physical body and how it is clothed. Therefore, it is necessary for those who attend CAK to present a neat, attractive appearance as a testimony of God whom we serve.

CAK has thus implemented a comprehensive dress code for all grades and students. The dress code applies to the school day and all field trips. CAK's administration and faculty reserve the right to require inappropriately dressed students to change clothes or leave the school or event, whether it be on-campus or off-campus. During after school hours when students are on campus or at school-related activities, school staff members are authorized to advise students when dress is inappropriate and to require that the problem be corrected.

In matters of dress, the Administration will always be the final judge as to compliance during the school day as to the uniform policy, and for modesty and/or appropriateness in any other on-campus or off-campus events. Regarding

personal appearance, please note that a male's hair length should not fall below the bottom of a dress shirt collar, hair should not cover the eyes, nor is facial hair allowed. No extreme hairstyles or unnaturally-colored hair for males or females. While students are on campus, tattoos must be covered, and body piercings removed at all times. Females may wear moderate earrings.

Dress code violations that can be corrected immediately, such as tucking in shirts, will be corrected. In the event a student is inappropriately dressed for the day and the student does not have the appropriate clothing items available in the extra set of uniform clothing provided by parents at the beginning of the year, parents may be called to bring items to school. When a student has a dress code violation and is sent home, corrections need to be made before the student returns to school.

The school reserves the right to determine if a student's dress follows the spirit of the dress code.

THE REQUIRED UNIFORM FOR ALL STUDENTS CAN BE ACCESSED AT THE FOLLOWING LINK:
<http://www.cakwarriors.com/academics/uniforms.cfm>.

Uniform items are to be purchased solely from:

Educational Outfitters - <http://www.educationaloutfitters.com/>

Lands' End - <http://www.landsend.com/>, preferred school number 900026261.

CAK Outfitters – <http://www.cakoutfitters.com/> (uniform-approved outerwear only)

Non-uniform items sold by CAK Outfitters do not comply with the dress code and should not be worn to school except on announced dress down days.

Approved outerwear, including sweatshirts, may be purchased from CAK Outfitters. Both Lands' End and Educational Outfitters offers sales and specials throughout the year. We recommend signing up via their website so you receive advance notice of sales and discounts.

Parents or students who have questions regarding the uniform policy should first contact their school principal for guidance.

VI. FINANCIAL INFORMATION

Enrollment Changes for 2018-2019

Beginning in 2018-2019, CAK rolled out a Continuous Re-enrollment and Facility Fee structure. The \$300 continuous enrollment fee and the \$200 facility fee is added into your monthly tuition payments for the following academic year. If you do not plan to attend CAK the following school year, you must submit a Future Withdrawal Form to the Business Office prior to January 31. If you withdraw prior to January 31st, the payments received for your Continuous Enrollment Fee will be credited towards your final tuition payment. For withdrawals received after January 31, payments of the Continuous Enrollment Fee will be forfeited. The facility fee is non-refundable and non-transferrable.

Continuous Enrollment Agreement

- We/I agree that the term of my child's continuous enrollment begins with this signed Continuous Enrollment Agreement and, thereafter, continues automatically for each academic year through the completion of Grade 12 or, if necessary, until the official CAK withdrawal procedures are completed.

- We/I understand that any change in plan of enrollment for my child(ren) requires me to submit a Future Withdrawal Form. We/I further understand this form must be received by the CAK Business Office before January 31 of every year.
- We/I understand that a lump sum Re-enrollment/Enrollment Fee of \$500 is due for the upcoming school year at the time of packet submission. We/I further agree that in subsequent years, beginning July 2018, the Continuous Enrollment Fee of \$300 will be incorporated into a monthly payment plan. Families must submit a Future Withdrawal Form prior to the annual January 31 deadline. Families who fail to notify CAK's Business Office by this date will forfeit all Continuous Enrollment payments collected up until this date as payments will not be refunded after this time.
- We/I understand that a lump sum facility fee is included in the current fee for the upcoming school year. We/I further agree that in subsequent years, beginning July 2018, the facility fee of \$200 will be incorporated into a monthly payment plan. This fee is non-refundable, non-transferable and is due in full in the event of withdrawing from CAK.
- We/I agree to keep our child's demographic information updated in RenWeb.
- We/I agree to maintain a current and valid FACTS agreement with the payment plan created during the enrollment process. A valid FACTS agreement includes submitting a valid bank account or credit/debit card. Any changes to the terms of the payment plan must be communicated in writing to the CAK Business Office.
- We/I agree to the policies set forth in this agreement as well as the Tuition and Delinquency Policy and acknowledge that we will review the Parent-Student Handbook each year for any changes to those policies.
- We/I agree to fulfill all financial obligation promptly.

Your electronic signature is on file in the CAK Business Office and acknowledges that you have read, understand, and agree to CAK's Continuous Enrollment and Facility Fee Policy. Any questions or concerns regarding this policy may be directed to the Director of Finance and Operations, ext. 153.

Tuition

Tuition for the 2018-2019 academic year is set forth at www.cakwarriors.com.

Tuition and Delinquency Policy

CAK strives to offer affordable tuition options. It is imperative that families honor their financial obligations to CAK in order for the school to maintain financial stability.

- Family agrees to pay tuition and incidental fees by electing one of the following payment methods: (a) one lump sum payment due July 2018, (b) per semester due July 2018 and January 2019, or (c) monthly installments spread over 12 months beginning July 2018 (excluding seniors who will remain on an 11-month payment plan).
- Family agrees to pay incidental charges (such as Aftercare, Learning Center, Dual Enrollment, extra-curricular, etc.), as these costs are incurred.
- Enrollment/Re-enrollment fee is due at the time of submission. This fee is non-refundable.
- Monthly tuition payments and incidental fees are considered delinquent if not paid by the 20th of the month. *A finance charge of 1% will be assessed on any balance not paid by the due date.*
- Any student withdrawn or dismissed from CAK, for any reason, will be expected to pay all outstanding financial obligations. Parents are still expected to pay for the full month of tuition in which a student withdraws, which includes a two week notice period. In the event CAK received advanced payment, a pro-rated refund will be issued.
- Any student, whose financial accounts fall 60 days into arrears, and who does not have a written and approved alternative payment plan with the Business Office, may be dismissed from class enrollment. CAK's Business Office will notify the family and specify the date on which the student will no longer attend classes.

- Student records (transcripts, diplomas, etc.) will not be released to parents or any other person or party, including employers or other educational institutions, until all outstanding financial obligations are satisfied related to the student's enrollment.
- At the school administrator's discretion, students who have a delinquent account balance may not be able to participate in a graduation ceremony and/or receive their diploma.
- A student will not be finalized for re-enrollment until all outstanding financial obligations have been met or a written alternative payment plan has been approved.
- Any students with past-due financial obligations, and who does not have a written and approved alternative payment plan with the Business Office, will not be allowed to participate in extra-curricular activities sponsored by CAK, such as Jr. Praise, musicals, school trips, athletics, etc.
- The Tennessee Secondary School Athletic Association (TSSAA) require schools to remove any high school student from athletic eligibility whose financial account with the school is sixty (60) days past due, even in cases where there is an approved alternative payment plan in place.
- Financial obligations that are delinquent and where a written and approved alternative payment plan has not been established with CAK's Business Office may be transferred to a collection services agency. CAK reserves the right to recover any costs for attorney fees or other charges incurred to collect past due balance.
- Returned checks (NSFs) are assessed a fee of \$30.00.

If an alternative payment plan is needed, the family must contact CAK's Business Office - Director of Finance and Operations to make arrangements. Any alternative payment plan must be written and approved by the Head of School. If the alternative payment plan is not honored, the student/family will be subject to the consequences described above, including losing their class enrollment, being ineligible for extra-curricular activities, having their account transferred to a collection services agency, etc.

Your electronic signature is on file in the CAK Business Office and acknowledges that you have read, understand, and agree to CAK's 2018-2019 Tuition and Delinquency Policy. Any questions or concerns regarding this policy may be directed to the Director of Finance and Operations, ext. 153.

Fees and Charges

During the course of the school year, certain activities and events are not covered by tuition. Additional fees and charges that may be assessed are included below. Although the list is not all-inclusive, this does provide an idea of our rate structure.

- Fees include: lunch, electives, yearbook, specific grade-level trips, retreats, required workshops, year-end banquet (8th), in-class technology, back-to-school supplies (Pre-K - 5th), and class t-shirt (Pre-K - 5th).
- Fees do NOT include: parking passes, AP course fees, dual enrollment, senior trip, driver's education classes, Aftercare, Academic Center fees, and extracurricular activities such as athletics, musical theatre, Jr. Praise, mission trips, etc.
- Athletic Fees are \$150 for participation in each sport. Fees are billed to the students FACTS account at the beginning of each sport practice season. Athletic Fees are non-refundable after the student has attended three practices and/or first game, whichever occurs first. Failure to make this payment will preclude the student from being eligible to participate in that sport until the fee is paid.
- In the event an athletic team advances to its state tournament and is required to spend one or more nights in a hotel, CAK requires that parents pay for their student's hotel cost.

FACILITIES

CAK Facilities include all buildings, athletic facilities, and playgrounds.

1. The use of CAK facilities is by permission only.
2. Parents, students, or constituents are not, under any circumstance, permitted or authorized to construct, build, or hire any contractor to complete work on CAK's campus. Physical alterations to CAK's campus landscape, athletic facilities, or campus buildings must be approved **before any work is started** by the Head of School and Director of Facilities, and/or the Director of Athletics.

TRANSPORTATION

- Prayer is encouraged at the beginning and end of every trip.
- No student will be allowed to ride to or from any CAK event with anyone other than those authorized by the parent/guardian. A **Transportation Permission Release** is completed by the parent and is kept on file with the teacher and or coach.
- Teachers and/or Coaches will not transport a student to and from any venue unless given specific permission in writing by a parent/guardian.
- All persons riding school transportation shall abide by the dress code established by the school for that particular activity.

VI. GENERAL INFORMATION

Athletics

CAK High School participates in the TSSAA. CAK has a variety of high school and middle school athletic opportunities. You may visit www.cakwarriors.com/athletics for a complete listing of all teams and sports offered. Please refer to the athletic section of this handbook for more information.

Cell Phones

Use of personal communication devices in school can disrupt the educational process. The specific policies related to personal communication devices are set forth in the handbooks for each of our schools. Further, any type of cellular/data device is further governed by the *Technology Responsible Use Agreement* provisions contained in this Handbook.

Change of Personal Information

Parents are to make all changes to their personal information, including addresses, in ParentsWeb. Parents may also contact the Business Office at (865) 690-4721, ext. 141.

Chapels and Assemblies

Regular chapel periods are scheduled for all grades. Chapel services are to provide an opportunity to listen to special speakers, hear musical groups, and view films. Students in grades 3-12 should bring their Bibles to chapel but no textbooks or class work. Parents are invited to attend chapel.

Communications

In addition to weekly emails from each building principal, the following means are used to keep parents and friends informed of the ministry of CAK:

Inside CAK Magazine features articles highlighting news and events of special interest to the CAK family. It is printed twice a year, winter and summer, and mailed to all CAK parents, grandparents, alumni and others interested in the Christian Academy of Knoxville.

CAK's website (<http://www.cakwarriors.com>) is a great way for parents, students, grandparents, alumni, and prospective families to receive up-to-date information about the school. Visitors to the website can find information ranging from school and athletic calendars to summer reading lists and even the latest news and happenings around campus.

Social Media - "follow" or "like" CAK on:

- Facebook: (www.facebook.com/cakwarriors; www.facebook.com/cakathletics; www.facebook.com/cakarts; www.facebook.com/cakovertheyears),
- Twitter: @cakwarriors, @cakathletics, @cakalumni, @cak_arts
- Instagram: www.instagram.com/cak_warriors

Please send story ideas for all of the above to communications@cakmail.org.

RenWeb

CAK's Student Information System is the way to stay up-to-date with all upcoming events and announcements that directly pertain to your student. This database can be accessed through a computer (links directly from our website's homepage, www.cakwarriors.com or through mobile apps (iPhone, iPad, and Android). Apps are free to download and \$4.99/year to subscribe. Subscriptions allow access for your entire family. Each school will post announcements under the "school" tab of RenWeb's ParentsWeb. Parents can also access billing information, grades and contact information through this system.

Emergency Closing Procedure

Decisions to close school due to adverse weather conditions are made by the school administration. In all instances, due to the diverse safety conditions during inclement weather, parents may decide to keep their student at home without penalty if weather conditions are dangerous in their area. Please be aware that whenever there is a delayed start or cancellation due to winter weather, CAK will notify its parents in a variety of ways:

- **Radio stations** (WRJZ and WIVK)
- **TV stations** (WATE 6; WBIR 10; WVLT 8)
- **Email blast**
- **Website** (www.cakwarriors.com)
- **Phone recording** will be changed to reflect status (865-690-4721)
- **Text message** through RenWeb's Parent Alert system
- **Facebook** (Main CAK Page -- <https://www.facebook.com/CAKwarriors>)
- **Twitter** -- @cakwarriors

Many of the above methods can be accessed via cell phone, enabling you to get the news almost immediately.

Please **do not** call teachers and administrators regarding school closings. Individuals may call the school offices for updates or visit the CAK webpage for information at www.cakwarriors.com.

Emergency Drills

Fire, severe weather, and lockdown drills are practiced at regular intervals as an important safety precaution. Emergency plans are written and provided to all faculty and staff members and on file in all

school offices.

Food Services

SAGE Dining Services prepares and provides lunch for students when school is in session for a full-day. Vegetarian and gluten-free options are also offered at every lunch. Registered dietitians review and approve each menu to ensure that each meal meets SAGE's high standards.

Fundraising/Gifts

The generosity of our families and others through financial and in-kind gifts assists in the operating and maintenance of keeping Christian education affordable for our families. Many extracurricular programs cannot be provided without these additional gifts. CAK challenges each of its parents, grandparents and friends of CAK to, "Just as you excel in everything - in faith, in speech, in knowledge, in complete earnestness, and in your love for us - see that you also excel in this grace of giving" (2 Corinthians 8:7).

All fundraising activities must be approved by the CAK Advancement Office. New fundraising ideas and volunteers are always welcome. As a general guideline, CAK does not participate in "student sales" of merchandise. In lieu of holding multiple "sales" (such as cookie dough, wrapping paper, car washes, baked goods, etc.), parents are asked to participate in the Annual Fund in order to accelerate the delivery of excellence in the classroom, the athletic fields, performing arts, and many other areas. Gifts to the Annual Fund may be unrestricted, which allows the school leadership to distribute those gifts where they are most strategically needed; or restricted to any CAK program or activity.

Hold Harmless Clause

Upon agreeing to so enroll their child(ren) at CAK, all parents and legal guardians, individually, and for all student(s)/ child(ren) so enrolled at CAK, agree that they shall defend, indemnify and hold harmless CAK, its Board, administrators, faculty, coaches, and employees from any and all claims, causes of action, demands, costs, damages including both direct and consequential damages, specifically including attorney's fees and costs, expert fees and cost and mediation and/or arbitration fees and costs incurred, arising in any way out of the actions or involvement of their student(s)/child(ren) in any manner for any action, cause, claim or demand, including but not limited to any use of any of the CAK facilities, being on and using the facilities, whether as permitted or not permitted, or any other act or omission at any on-campus or off-campus event, by their student(s)/child(ren), including any claim for personal injuries by or against their student(s)/child(ren). They further agree, at their own expense, to defend any suit or action brought against CAK founded upon the claim of such damage to persons or property resulting directly or indirectly to any act or omission by their student(s)/child(ren) at any time on the CAK campus or based on any involvement in any CAK activity on or off campus. This indemnity agreement applies to both active and passive negligence on the part of CAK and its representatives to the fullest extent permissible under law. Choice of counsel remains solely that of CAK.

Inspection and Search

CAK reserves the right to conduct searches at any time, with or without notice, of all students, their belongings or CAK property, if in CAK's sole discretion, for any reason with or without cause. This search may include, but is not limited to, an inspection of the following: boxes, lockers, purses, briefcases, bags, lunch boxes, personal computer files, desks, file and other cabinets, packages, or vehicles on school property. In addition, CAK reserves the right to search CAK property used by the students such as computers, cell phones, PDA's, voicemail, text messages, email and internet files.

Illegal or unauthorized items (including but not limited to weapons, alcohol, tobacco, illegal drugs, inappropriate communications and sexually implicit or explicit images) will be taken into custody and may be turned over to law enforcement personnel. Any student who refuses to submit to a search may be subject to disciplinary action, up to and including, expulsion from CAK.

If a student believes another student has brought an illegal or inappropriate item onto school premises, the appropriate Administrator, principal or security personnel retained by CAK should be contacted immediately.

Library

Library Hours:	
ES Library	8 a.m. to 3 p.m. Monday - Friday
MS Library	7:45 AM to 4:00 PM
HS Library	7:45 AM to 4:00 PM

Media Release Information

From time to time, CAK uses film, videos, pictures, etc, for advertising and public relations purposes. During these times, students may be filmed or photographed while on the school campus or off campus on school activities. If any parent or guardian does not wish his/her child to be included in any material used for advertising, public relations, school website, brochures, or any other form of media (including yearbooks), the parents/guardian should send a letter or email to the principal of the school in which his/her child or children are enrolled to notify the principal by August 30 of each school year. The notification must include the name and grade level of each child who should not be photographed or filmed for the current school year.

The media sometimes covers events at CAK. Students may be interviewed, recorded, photographed, or videotaped by the news media for a story in the newspaper, radio, or television. In some cases, photos or video may be posted on the Internet for public access. CAK has no control or ability to limit use of information by a media member from a public event.

Noncustodial Parent Policy

CAK's policies for providing information to a noncustodial parent will be: first, encourage the separated parents to make arrangements to share the information sent home by the school. Second, if the parents are not willing to share the information, and want duplicate information sent home, the school will agree to do so after the noncustodial parent has paid a fee of \$100.00 to cover the costs of the extra mailings for the school year. Pursuant to Tenn. Code Ann. §36-6-101(a)(3), CAK shall after such payment provide to the noncustodial parent, upon written request which includes a current mailing address, and upon payment of reasonable costs of duplicating, copies of the child's report cards, attendance records, names of teachers, class schedules, standardized test scores, and any other records customarily made available to parents.

CAK shall also provide access and participation in education, including the right of access to the minor child or children for lunch and other activities, on the same basis that is provided to all parents, provided the participation or access is reasonable, does not interfere with day-to-day operations, with the child's educational performance or contradicts a court-ordered parenting agreement.

School Records

The school maintains complete student records, including a cumulative academic record, for each student enrolled. Disciplinary records ordinarily are not retained as a part of the student's cumulative record.

Material in each student's cumulative file shall be treated as confidential and shall be accessible only to the student's parents or guardians, a court of competent jurisdiction or such other persons as the parent, guardian or as administration may authorize.

Social Media

Widespread use of social media has become a regular part of people's lives. While CAK has no control over the use of social media off campus, members of the CAK community should use great discretion when using social media. Students represent CAK on and off campus, and violations of school expectations off campus and during non-school hours can lead to disciplinary consequences. Students who use social media must understand that comments they make on social media can cause disruption to the educational environment. Any comment they make or "like" that causes a substantial disruption to the school environment can result in school consequences. Some guidelines that everyone, both parents and students, should keep in mind when using social media include:

- Avoid harassment/threats of violence. Any comment that is meant to demean or intimidate a student is considered harassment. "Liking" a comment is giving approval to the comment and only serves to encourage the harassment.
- Be aware that privacy settings are not foolproof. Assume that anything you post can be seen by anyone for an indefinite period of time, including future employers.
- Don't post anything confidential, including date of birth, address, phone number, social security number, etc.
- Parents, create social media accounts and "friend" your child. This way, you can ensure that your child is using social media responsibly.
- Make certain that your posts do not conflict, or lead to the perception of a conflict, with the positions of CAK. Do not tag other people in social media posts that they may find offensive. Do not do anything on social media that could put you or the school in a compromising position or negative light.
- Illegal activities or inappropriate materials using social media or on electronic devices may be reported to law enforcement.

Sunday "Day of Rest" Policy

With the understanding that students and their families need a day of rest physically, emotionally and spiritually, and given that CAK encourages consistent church attendance and corporate worship, all CAK sports and activities (sanctioned, non-sanctioned (club sports), and CAK youth leagues will not have Sunday practices, meetings, games, or camps without advance authorization from the Athletic Director (or respective Faculty Director for something outside athletics (i.e. Musical Theatre) **and** the appropriate Principal (i.e. HS sports with HS Principal approval, MS sports with MS Principal approval and ES sports with ES Principal). Both approvals must be obtained and then the Athletic Director (or other Director) will notify the Head of School when permission has been granted for a team to practice, meet or play on Sunday. It is understood that Sunday practices, meetings and game participation should be granted as an exception to the policy and not as the normal protocol for CAK.

Textbooks

The school provides books to all students on a loan basis. It is required that the student's name be entered in the appropriate place in each book and that all hard-backed books be kept covered with no

glue or other products which may cause damage to the book.

Lost textbooks are to be paid for and replaced immediately. After the replacement cost has been established by the principal or Business Office, payment can be made online in FACTS or can be sent to the school office or Business Office. At year's end, a fee will be assessed for damage to books beyond normal wear and tear. In keeping with the school's financial policy, all financial obligations must be met before the student receives his/her final report card.

Transportation and Traffic

Families are encouraged to carpool. In addition to maintaining an acute awareness for safety (especially utilization of seat belts by all passengers) while driving, parent drivers should be at the designated dismissal area by the dismissal time appropriate for their riders and provide transportation from the school by 3:30 p.m. unless students are involved in supervised school activities or special arrangements have been made. The campus speed limit is 15 mph. Failure to adhere to the stated speed limit could result in the suspension or elimination of driving privileges on campus for students. CAK encourages its parents and student drivers to adhere to any and all state laws regarding cell phone usage in school zones.

Visitors

All visitors are required to first report to the receptionist of the building they are visiting, where they will sign in and receive a visitor's badge. Parents are welcome to visit classrooms with permission from an administrator. Visits should be planned in advance to avoid interrupting instructional or testing activities.

VII. HARASSMENT POLICY

The environment at CAK must be one in which all individuals are free to work, learn and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her actual perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers and staff members treat each other with due respect for rights, individuality and personal dignity.

Harassment Policy (bullying) - grades Pre-K - 12:

CAK is committed to providing an environment in which every person is treated as an image bearer of God. In the light of this commitment it is imperative that each person is accorded the same dignity, respect and love which we give to God. Christian Academy of Knoxville is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile

or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement
- **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written works, drawings, or gestures/actions
- **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
 - Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress
 - Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual
 - The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment
 - Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

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

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making reprisals, threats of reprisals or implied threats of reprisals following negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assaulting, impeding or blocking movements
- Telling inappropriate or sexually-related jokes

EMPLOYEE-STUDENT SEXUAL HARASSMENT

Employee-student sexual harassment is prohibited.

STUDENT-STUDENT SEXUAL HARASSMENT

Student-student sexual harassment is prohibited.

WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT AND WHERE TO REPORT

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students are free to raise the issue with another same sex administrator if so preferred. A written complaint will be required to be completed so CAK may investigate the complaint. Students who observe conduct that is of harassing or of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

The following individuals are specifically authorized to receive complaints and to respond to questions regarding any type of harassment including any complaints of sexual harassment:

Title:	Extension:
Head of School	144
High School Principal	118
Middle School Principal	111
Elementary School Principal	105
Director of Finance & Operations	153

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the principal/administrator. The principal/administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed that corrective action was taken. In addition, any student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction. If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

CONFIDENTIALITY:

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

PROTECTION AGAINST RETALIATION:

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

CHILD ABUSE ALLEGATIONS

Tennessee Child Abuse Hotline

At CAK, we report all incidents of suspected child abuse to the Tennessee Child Abuse Hotline. The agency then decides if there is enough information to follow through with a visit.

The website with the phone number is: http://alcoholism.about.com/od/children/qt/Abuse_Tennessee.htm. It is required by law, and not at an individual’s discretion, to report any suspicion of child abuse. Failure to report is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months imprisonment, a fine, or both.

VIII. MEDICAL INFORMATION

The Clinic Coordinator and each principal oversees the medical needs pertinent to their grade levels. The elementary clinic provides volunteers trained by the clinic and medical coordinator, and the skills of each volunteer are tested. Each Principal and approved personnel will follow the rules and requirements as per the established guidelines. CAK follows the book, “Infection control in the Child Care Center and

Preschool," (8th edition) by Dr. Leigh B. Grossman.

All medicated conditions stated at admission and those which may arise at any time during a student's attendance at CAK will be evaluated on an individual basis as to CAK's ability to meet the medical needs of the student. An area will be provided for self--administration and/or self--care to students accepted with medical situations requiring specific care. A doctor's signed approval/order will be on file for any student needing this specific care. Supervision will be by approved staff only.

Accidents, Illnesses and Emergency Information

Every accident in the school buildings or on the grounds during the school day, at practice sessions or at any events sponsored by CAK, must be reported immediately to the person in charge or to the school office. If the accident is perceived to be serious, the person in charge of the activity will notify the parents of students involved. Each family is required to complete the emergency contact information in RenWeb and this information will be kept on file in the school office. Failure to provide emergency notification information will represent parental approval for the school to use its discernment in handling emergency situations. Failure to choose "allow treatment" in RenWeb will mean that the only treatment CAK can provide is calling a parent, no matter what the emergency.

Parents will be called for students who are running a fever, vomiting, showing indication of more serious illnesses, or who have sustained an injury, so that proper medical attention can be given. The clinic personnel on duty, secretary, or administrator, rather than the student, will call the parents.

Parents of students with medical conditions such as diabetes or asthma must have a detailed action form on file in the clinic. Parents/guardians must be vigilant in quickly informing CAK of any medical changes as well as updating contact information. Parents are responsible for providing medications and any medical equipment needed for their student.

CAK complies, as applicable, and maintains in the Clinic Coordinator's office for review if desired such policies and procedures, as required, for infectious diseases, the handling of bodily fluids, and guidelines for the matriculation of any student with any communicable diseases.

Guidelines for Inclusion/Exclusion of Ill Students

Illness at School

A student who becomes ill at school will be sent to the clinic for evaluation. If the student needs to be sent home, the school will contact parents by phone. A student will be sent home if he has the symptoms listed in the paragraph below. All students, regardless of age, must follow the proper procedures and are not allowed to contact parents directly. We kindly ask that sick/injured children be picked up from school within 30 minutes, unless clinic staff is made aware of an extended distance from CAK.

Missing School due to an Illness

Please keep your child home if he/she shows signs of the following: discolored mucous, temperature over 100°, chills, nausea, vomiting, diarrhea, or severe abdominal pain. If a student shows these symptoms while at school, he will be sent to the clinic. The Clinic Aide will determine the proper course of action and notify parents if the student needs further attention.

If your child is absent due to an illness, please notify the teacher or the school office. When a student has been ill and has been vomiting, experiencing diarrhea, and/or running a fever, parents are asked to keep the child out of school for 24 hours after these symptoms have *ceased without medicine*. The school reserves the right to request a physician's note after consecutive absences for illness.

If you have other questions concerning the return of your child to school, please contact the Clinic Coordinator.

Accidents

In case of a serious accident, the student's parents will be contacted and advised as to the nature and extent of the injury. If the parents cannot be reached, the clinic will follow the directions that parents have specified on the Medical Information Form. 911 will be called when needed.

EpiPen

If a student's allergies require the use of an EpiPen, please provide his/her prescribed EpiPen, along with a signed EpiPen Care Plan form to the Medical Clinic and front office of the student's school.

Latex Products

In consideration for all students, latex products are allowed by permission, with prior notice, in certain classrooms.

Prescription and Non-Prescription Medications

As required by Tennessee state law, no medication of any kind will be administered to students by school designated staff except when medication must be given on a long-term basis and is necessary to be given during school hours in order for a student to remain in school. **Medications such as Tylenol, aspirin, and other over the counter (O.T.C.) medications are included in these regulations.** Any student who must take medication during the school day must comply with the following regulations:

- Written orders must be provided by a health care provider that has the legal right to write a prescription detailing the name of the drug, dosage, and time interval at which the medication is to be given. A copy of these orders is to be kept with the respective building designates.
- Written permission must be given by the parent or guardian of the pupil requesting that the school comply with the health care provider's order. Permission forms are to be kept with the respective building designates.
- Medication must be brought to school by a responsible adult, in an original container, labeled by a pharmacy or health care provider.
- Medications will be kept in a secured locked location in the respective building offices.
- The school retains the right to reject requests for administering medication. This will be decided by the Clinic Coordinator and an administrator.

IX. DRUG AND ALCOHOL TESTING PROGRAM

CAK is a college preparatory school where students are challenged with Christian principles that promote the development of the total person. Substance/alcohol abuse interferes with that development by its physical and emotional effect on the individual and its possible effect on those around the person who uses drugs and/or alcohol illegally. We strive to promote and maintain a learning atmosphere that is drug and alcohol free at every level. Therefore, CAK is an alcohol- and drug-free campus at all times. It is not the goal of this policy to humiliate or be punitive in nature. Rather, the focus is on prevention and restoration - to empower our students to say "no" to drugs and/or alcohol, to serve as an aid in early intervention should the presence of drugs/alcohol be detected, and to restore physical and spiritual well-being.

The drug/alcohol testing program at CAK includes students in grades 8-12. Students are randomly selected, and each student will be tested, at minimum, one time during the school year. CAK will also selectively administer both drug and alcohol tests throughout the school year.

This testing detects illegal drug activity that has occurred over a period of several months. This means that illegal drug use in the summer will most likely result in a positive test result when school commences.

The Head of School oversees the drug-testing program.

STUDENT DRUG/ALCOHOL TESTING PROCEDURES

Declaration of Prescription Drugs

Prior to testing, persons will be allowed to verify medications they are taking that have been prescribed and may impact test results. CAK reserves the right to consult with medical professionals for verification of medical issues.

Self-Referral

Any student who, **prior to the day of testing**, by his or her own free will, admits to the Head of School or a designated staff person that he or she has a drug problem will be required to comply with all provisions of a positive test result. This will not count as a first time failure or positive test result under this policy; however, any subsequent admissions will be treated as a positive test result.

Reasonable Suspicion

The Administrative Team may refer a student to the Head of School for a determination and referral for testing if there is reasonable suspicion or cause to believe the student may be using drugs or alcohol illegally.

Initial Testing Procedures

1. Every student in grades 9-12 is drug tested at the beginning of the school year. After the initial testing, all 9-12 grade student identification numbers are returned to the pool for possible selective drug and/or alcohol testing during the remainder of the school year.
2. Students entering grades 9-12 **during the school year** are initially tested for illegal drugs within 15 days of beginning classes and are subject to being selectively tested for drugs and/or alcohol during the remainder of the school year.

Selective Testing

Students in grades 9-12 will be selectively tested for drugs and/or alcohol before the end of the school year.

Testing Method

A licensed clinical laboratory performs the analysis of all samples to screen hair specimens. All samples that are positively identified through the screening analysis are confirmed through mass spectrometry.

Hair Collection Procedures

1. Each person to be tested, including all students in grades 9-12, will be assigned a unique identification number. Staff members designated by the Head of School will collect hair samples using established chain of custody procedures. No name will appear on the sample at any time.
2. Hair about the thickness of the tip of a shoestring will be cut cosmetically from the crown of the head. Persons with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. The sample will be sealed by a designated staff person and initialed by the tested person under established chain of custody procedures to identify the hair sample and results. The sample will be mailed to the licensed clinical laboratory.

Confidentiality and Dissemination of Results

1. All hair collections and results will be identified by the unique individually coded number of the

- tested person. No names will be recorded on the collection bag or the test results.
2. Test results will be confidentially provided by the licensed clinical laboratory to the Head of School. All test results of a student will remain strictly confidential between the student, his or her parents/guardians, and the Head of School, legal counsel (if required), and the confidential counseling program.
 3. Parents/guardians will not be notified if a test is negative. However, the school will notify the student's parents/guardians by certified mail, return receipt requested, of a positive result within 15 days of receipt of the test results by the school.
 4. Student test results will not be disclosed to any person or agency beyond the persons identified in number two, above, without written consent of his or her parents/guardians, unless required by law.

Contesting a Positive Result

All positive results are confirmed using a highly reliable confirmation technology called mass spectrometry. This minimizes false positives that could result from prescribed drugs or other substances that a person has ingested. If, however, a person testing positive wishes to contest the test results, he or she may do so within 5 days after the student's parents/guardians, as appropriate, are notified of the positive result. Retests will be at the expense of the tested student.

Consequences of a Positive Result (Drug and/or Alcohol)

1. After a positive test result, the following provisions apply for students:
 - I. The school will require a conference between the parents/guardians of a student testing positive and the Head of School/Administration.
 - II. The school requires that any student who tests positive obtain substance/alcohol abuse evaluation through a licensed counselor or community agency acceptable to CAK. Progress reports from the counselor/agency must be submitted to the Head of School on a regular basis in order to determine that the student is making progress in an assistance program.
 - III. All costs for required counseling are the responsibility of the parents/guardians.
 - IV. Participation in extracurricular activities will be subject to review by the Head of School/Administration. All decisions regarding such participation will rest solely with the Head of School/Administration but will be handled in a consistent manner.
 - V. Any student testing positive will continue to be retested at regular intervals at the expense of the student's parent/guardian.
2. Failure to comply with the above provisions will result in immediate dismissal of the student.

Refusing a Sample/Tampering

A student who refuses to provide a sample for testing, or attempts to tamper with, contaminate, or switch a sample will be subject to discipline, up to and including expulsion.

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In addition to the provisions of Student-Parent Handbook set forth above for all students, the following sets forth distinctive policies in place for the CAK elementary school.

ACADEMICS

As our Mission Statement and Core Values serve as guiding principles, we strive to provide an age-appropriate, college-preparatory program that develops the whole child to the glory of God.

PRESCHOOL

The primary objective of our preschool program is to address the needs of the whole child through academic activities, music, art, physical activities, Spanish, and library time. Books are shared daily to expose children to concepts of print and help them develop a love of books and reading.

Age-appropriate curriculum and activities for enrolled three-, four-, and five-year-old students are provided daily. These activities are designed to guide and encourage early childhood development. Learning centers, as well as individual and group activities aid in the development of each child's school readiness. Children participate in developmentally appropriate language arts activities including phonics, pre-reading activities, correct penmanship practice, and beginning writing skills. Instruction in math skills, including counting and sorting, number recognition and association, basic addition and subtraction is introduced to those who are developmentally ready for more advanced tasks.

KINDERGARTEN & PRE-FIRST

A systematic curriculum in all subject areas is taught in Kindergarten and pre-first. Phonemic awareness, phonics, vocabulary, comprehension, and fluency are addressed at age-appropriate levels in reading readiness. Instruction is also provided in Bible, language and writing, math, science and social studies. Students attend music, art, Spanish, library, and physical education weekly.

GRADES 1-5

In grades 1-5, primary emphasis is placed on the student's attainment of language (including all components of reading and writing) and mathematics skills. Spiritual development, the student's acceptance of himself/herself as one uniquely created by God, social skills, and the development of a strong foundation for later concentrated study in the social and physical sciences also receive major attention. Music, art, Spanish/French or world languages (begins in 4th grade), and health/physical education are provided weekly. All students receive integrated instruction and an opportunity to check out books in the library. Technology will be introduced in K-2, primarily in cooperative learning, small-group settings. Digital literacy will be more focused, intentional and personalized in grades 3-5, with a 1:1 iPad instructional environment in grades 4-5. STEM (Science, Technology, Engineering and Math) units are included at every grade level.

ACADEMIC EVALUATION

Parents of children in grades 1-5 have access to their child's grades via our online student management system, RenWeb. Parents can access RenWeb using the link found on our website under "CAK Parents." This is also available as an "app" for most smartphones. Parents of students in grades 1-5 can also review their child's academic grades daily via RenWeb. All parents are encouraged to review their child's take-home folder, teacher's website, and teacher notes via email for additional information on their child's performance.

Classroom Assessments

Oral and written tests are given to evaluate the learning process and each student's understanding of concepts and skills. A variety of other assessments may also be utilized, including performance tasks and multimedia projects.

Report Cards

Report cards contain grades for academic achievement, conduct, teacher notations regarding effort, and other matters of importance such as attendance. The Elementary School issues reports cards quarterly (approximately every nine weeks). Using RenWeb, parents may access, save and print the quarterly report card.

Grading

The grading system for the assessment of student performance in elementary is as follows:

Grade(s):	Form of Assessment:	Frequency of Assessment:
Preschool		Every 9 Weeks
Kindergarten	B = Beginning D = Developing S = Secure	Every 9 Weeks
Pre-First	O = Outstanding S = Satisfactory (+/--) N = Needs improvement (+/--) U = Unsatisfactory	Every 9 Weeks
Grade 1	O = Outstanding S = Satisfactory (+/--) N = Needs improvement (+/--) U = Unsatisfactory	Every 9 Weeks
Grade 2	O = Outstanding S = Satisfactory (+/--) N = Needs improvement (+/--) U = Unsatisfactory	Every 9 Weeks
Grades 3-5	A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59	Every 9 Weeks

In grades 3-5, letter grades of A through F are used to indicate superior to unsatisfactory performance. O, S, N, and U as well as comments are used to communicate the student's participation, conduct, and effort levels.

ACADEMIC HONESTY

Students are expected to be honest in all their actions and words (Matthew 5:37; Ephesians 4:25). Students should complete all assignments, papers, and tests from their own knowledge or, when appropriate, give credit to sources of information. Academic dishonesty will result in a failing grade (0 points) on the assignment or test. Further action may be taken by the administration as warranted by the specific situation.

CURRICULUM NIGHT

A curriculum night is held for parents early in the school year as indicated on the calendar. This evening

provides the opportunity for teachers to present an overview of grade-level objectives and a preview of the upcoming school year. It is designed to promote the partnership between parent and teacher.

CONFERENCES

Fall and spring parent-teacher conferences are regularly scheduled on the school calendar. The fall conference is required for parents of all elementary students. A conference for the second date may be requested by the teacher or the parent. Conferences offer an excellent way to exchange information that will provide a greater understanding of the student.

In addition to the two scheduled conferences, parents or teachers may request an appointment for a conference at any time throughout the year. The administrators and teachers welcome the opportunity to confer with parents to assist in the development and guidance of their children.

HONOR ROLL

In grades 4-5, students may earn grades that qualify them for the Gold or Blue Honor Roll. Students in grades 4-5 receiving a "B" or better in Bible, science, language, reading, mathematics, spelling, and social studies with a satisfactory grade in all other areas will be placed on the Blue Honor Roll. Students receiving an "A" in the subjects listed above with a satisfactory grade in all other areas will be placed on the Gold Honor Roll. Students must not have an "N" in any area on the report card in order to be on the Honor Roll.

HOMEWORK

Homework is assigned in the elementary school to help students develop responsibility and organizational skills as well as to practice and review concepts taught at school. Assignments are made to support the curricula and are not designed as "busy" work. It is educationally sound for children to spend time with recreational reading in addition to assigned written work. Therefore, we recommend at least ten minutes per night of recreational reading in addition to homework.

The amount of time expected on homework increases at each succeeding grade level. Conflict between homework and other activities does not lessen the student's responsibility for completing assignments on time. If there is concern regarding homework demands, parents are encouraged to communicate with teachers.

Parents are expected to support their children and provide guidance and direction until the child becomes self-reliant. Providing the appropriate setting depends on the learning style of the child, but generally the child will function better with the support of the parent in close proximity. When children sense that their parents are interested in their work, they develop positive attitudes toward homework and gain the self-confidence necessary to succeed.

STANDARDIZED TESTS

Students in Kindergarten through fifth grade take a standardized test annually. Kindergarten and pre-first students take the Stanford 10 (SAT10) test. The Comprehensive Testing Program, version 5 (CTP5) developed by the Educational Records Bureau (ERB) is given to students in grades 1-5. These tests provide information about each child's academic aptitude and achievement, identifying areas of strength and areas that need to be strengthened. They also serve as tools to measure and inform our school's curriculum.

PROMOTION POLICIES

Kindergarten

Promotion from Kindergarten will be to pre-first or first grade. Children who need another year of readiness for social and emotional development or to develop necessary academic skills for first grade success are recommended for pre-first grade. Children who have mastered the necessary skills are recommended for first grade.

Grades 1-5

To proceed to the next grade level, students must obtain a passing yearly average in language arts/reading, math, and at least one of the remaining core classes (Bible, social studies, or science). Failure to meet these minimum requirements will result in retention to the student's current grade level.

If tutoring or academic support is required over the summer, a written and signed report must be prepared by the tutor and given to the school. The report should list content covered and student level of mastery. If necessary, a meeting with the tutor, administrator, and parent will be requested. If tutoring is recommended, a similar report should be prepared so that the school is aware of the child's progress.

ATTENDANCE

It is necessary for students to attend class consistently to have an optimum learning environment. These policies are not meant to be punitive to the student, but to encourage regular school attendance.

ABSENCES

When an absence occurs, the student is responsible for any class work missed and must arrange with the teacher to make up assignments, tests, and quizzes. On the day the student returns to school after an absence, a written note or e-mail should be sent to the child's homeroom teacher.

The note should include:

- Name of the student
- Date(s) of absence
- Specific reason for absence
- Parent signature required

Students who miss 1.5 hours of the school day will receive ½ day absence, while students missing three or more hours of the school day will be marked absent for that day.

If a student is absent because of illness, parents should make every effort to pick up work each afternoon from the elementary receptionist's desk. Students who are absent from school due to illness may not participate in any co-curricular or after-school activities on the day they miss school.

When a student has been ill and has been vomiting, experiencing diarrhea, and/or running a fever, parents are asked to keep the student out of school for 24 hours after these symptoms have ceased without medicine.

Twenty Day Absence Policy

If a student has more than twenty (20) absences per year no credit will be earned and a failing (F) or unsatisfactory (U) grade will be entered into the student's report card. Exceptions to the stated policy are made only in extenuating circumstances or in the event of extraordinary student opportunities and is at the discretion of the administration. All absences are included in the total allowed. Co-curricular and

approved CAK extra-curricular activities do not count toward the twenty (20) day absence rule (ex: CAK sport trips, field trips).

Extended Absences

Any absence of more than three consecutive days will be considered extended. For an extended absence, teachers and administrators are available to work out a plan for turning in make-up work.

Planned Absences

The following guidelines will be followed for preschool-5th grade students whose parents plan family trips or other absences exceeding two consecutive days during the school year:

- A written note or completed Planned Absence Form must be sent to the Principal at least two weeks before the planned absence.
- Parents are asked to consider the school calendar and plan as much as possible to take trips on dates scheduled on the calendar.
- Parents are asked to not request planned absences during scheduled conference and standardized testing times. Standardized testing will not be made-up for students who have a planned absence during the scheduled testing date(s).
- Students with grades below B should not be taken on family trips when school is in session.
- Students who miss classes due to an anticipated absence will be given make up work when they return, unless there is a specific reason for the teacher to give work before the absence such as test preparation.
- Any work given before the absence will be due on the day the student returns to class.
- All missed work is to be completed following the make-up work guidelines listed below.
- Students will receive a zero (0) for work that is not completed.
- Extended illnesses will receive special consideration, according to need, through consultation with parents. Requests for special consideration must be made prior to the due date of the assignment in question.

Students missing classes for field trips in other classes, family vacations, or school-sponsored activities must make prior arrangements with the teachers of those classes missed.

Make-up Work

When a student is absent, he/she is responsible for any class work missed and must arrange with the teacher to make up all missed assignments, quizzes, and tests.

- Work assigned before a student is absent is due the day the student returns to school, unless prior arrangements were made with the teacher.
- Quizzes and tests should be taken the day the student returns to school (this does not apply to extended absences).
- Work assigned during the student's absence will be given one extra day per day of absence to complete the assigned work (up to three days after which the extended absence policy supersedes).
- Full credit will be possible for work completed during the allotted make-up period.
- Failure to turn in work during the allotted time will result in a 10% reduction in grade per day.

TARDINESS

Students in preschool through fifth grade arriving late to school must report to the receptionist and be signed in by a parent or guardian. The student will then receive a tardy note for admission to class. Tardiness because of medical appointments will require a written note from the doctor or parent. The

following guidelines will be followed for excessive tardiness:

- Teachers will contact parents whose students are prone toward tardiness for the purpose of explaining the need for a child to be on time.
- After the 5th tardy in a quarter, parents will be notified via letter from the Elementary Principal. A parent conference may also be requested if the tardiness persists.
- Perfect attendance will not be awarded if a child has any ½ day absences for the year.

CHECKING STUDENTS OUT OF SCHOOL

If an emergency or medical appointment requires that a student leave school early, the following procedures must be followed. These procedures have been established to ensure the safety of our students as much as possible, and parents are asked to cooperate fully with them.

- A written note is sent to the elementary teacher by parents or guardian specifying the date and time for the early dismissal. The note should also clearly express the reason for the absence (an email containing the same information is also acceptable, but must be sent at least 24 hours before the planned early dismissal; otherwise, the teacher may not receive it in time).
- If an emergency develops during the day, parents may request an early dismissal by contacting the elementary office.
- Parents of elementary students (preschool-5) desiring to pick up their child early will need to sign their child out at the receptionist's desk.
- Once a student comes on campus, even before the start of classes, he or she may not leave campus without following the above procedures.

END OF DAY DISMISSAL

Students should go directly to their assigned dismissal location when they are called. Students who have not left campus by 3:30 p.m. and are not involved in school-sponsored after-school activities will be taken to the designated after-school care area for grades preschool-5. Preschool-5 students may not walk to other buildings unless escorted and supervised by a parent or guardian. Unsupervised students on campus after school will be disciplined. Students in Aftercare will be assessed a fee for the time of attendance.

Regular Dismissal:	Early Dismissal Days:
Preschool 1:00 p.m.	Preschool 11:40 a.m.
Kindergarten through grade 2 2:45 p.m.	Kindergarten through grade 2 11:40 a.m.
Grades 3-5 (and K-2 siblings) 3:10 p.m.	Grades 3-5 (and K-2 siblings) 12:00 p.m.

DISCIPLINE

The chief tenet of the CAK discipline system is that the teacher must be in charge of the classroom. As such, the teacher has a wide range of options open to him or her for dealing with disciplinary issues in the classroom, including:

- Personal conference and prayer with the student
- Use of a system of positive reinforcements which may be withdrawn for misbehavior
- Contacting the student's parents regarding misbehaviors in the classroom
- Take-home disciplinary assignments (i.e., note of apology)
- Teacher-assigned and monitored discipline-related tasks

The above procedures, applied consistently and in a timely manner, will correct most discipline problems. If the student fails to respond to the teacher's disciplinary measures or if the offense is of a degree that immediate administrative involvement is warranted, the student will be sent to the principal.

IMMEDIATE DISCIPLINARY REFERRAL

- Any act, written, verbal, or gestural, which intimidates, degrades or disgraces another person
- Intentional or negligent damage to school property or another's personal property
- Academic dishonesty of any kind
- Instances of dishonesty that warrant administrative involvement
- Theft of personal or school property
- Fighting
- Possession of dangerous items such as fireworks or any kind of weapon
- Possession, use, distribution, or sale of controlled substances, alcohol, or tobacco
- Profanity or obscene language or gestures
- Gambling
- Leaving campus without permission
- Sexual immorality
- False fire or emergency alarm or threat of same
- Open defiance or disrespect of school personnel or anyone acting in the name of the school
- Failure to respond to teacher discipline for repeated minor offenses
- Inappropriate communication with other people on the Internet or other violations of the technology acceptable use policy (Ephesians 4:29)

Threats: CAK has adopted a “no tolerance” stance regarding any type of threat. These statements are prohibited and include any verbal or nonverbal threat or action deemed as harmful or sexual in nature against the school, school events, teachers, or students. Even if the comment is made in jest or as a joke, disciplinary action may follow.

Weapons: In accordance with state policy, any student possessing (or who is suspected of possessing) a deadly weapon on school property or at school functions shall be reported to the appropriate police authority. The student will be disciplined in accordance with the outcome of the police investigation.

When a student is referred to the administration for discipline, a number of actions may be taken, including the counseling of the student, prayer with the student, contacting and/or conferencing with parents, or removal from the class for a short period of time during the day. An in-school suspension or out-of-school suspension may also be considered depending upon the severity and/or recurring nature of the infraction. Depending upon the severity of the offense, a student's future standing at Christian Academy of Knoxville may be jeopardized.

IN-SCHOOL SUSPENSION (ISS)

If the elementary administrator feels that a student must be assigned an in-school suspension, parents will be notified and the following procedures will be in place:

- The student will report to the office to receive a room assignment.
- The student will work on class assignments (given to the administrator by the teacher) for the entire day.
- The student will receive attendance credit for the day and academic credit for work completed.

OUT-OF-SCHOOL SUSPENSION (OSS)

In some instances of repeated and/or serious disciplinary infractions, an out-of-school suspension for one

or more days will be assigned. A student disciplined with an OSS does not report to school on the assigned day(s) and he or she may not attend any school functions on the day(s) of suspension. The student is responsible for getting any information or assignments missed due to an OSS. Assignments missed may be made up, but any assignments turned in late because of OSS will be subject to late penalties. All work missed is due within one day of the student's return to school.

DISCIPLINARY APPEAL PROCESS

- A disciplinary appeal for out-of-school suspensions may be made to the Head of School.
- A disciplinary appeal regarding dismissal from CAK may be made to the Executive Committee of the Board of Trustees. The decision of the Executive Committee is final.

CO-CURRICULAR ACTIVITIES

It is recognized that an appropriate mixture of opportunities for co-curricular activities is important for a student's full development. The following policies and activities are intended to give CAK students these opportunities in a Christ-centered environment. After school elementary activities may include Jr. Praise, track, chess club, and tennis, as well as many others.

Any students with past-due financial obligations, who do not have a written and approved alternative payment plan with the Business Office, will not be allowed to participate in co-curricular activities sponsored by CAK, such as Jr. Praise, musicals, school trips, athletics, etc.

Any student athlete whose financial account is sixty (60) days past due, may be removed from athletic eligibility, even in cases where there is an approved alternative payment plan in place.

ORGANIZATION OF CLUBS AND GROUPS

The organization of clubs, groups, athletics, and activities whose purposes conform to the philosophy and policies of the school are encouraged. Students and their sponsors wishing to organize a club or activity should request approval from the administration. All clubs and organizations must be approved by the administration and be led by an approved adult sponsor from faculty, parents, or friends of the school.

MUSICAL ACTIVITIES

Each elementary student (K-5) is required to participate in one produced musical per year. Much of the preparation for the musical will be completed during scheduled music classes; however, after school practices may be required for some groups.

Jr. Praise, the after-school elective music group composed of third through fifth graders, performs both in and outside the school throughout the year. Practice and performance requirements will be established in advance of each performance.

Students must participate in scheduled performances unless ill at the time of the performance. A missed performance may affect a student's music grade.

PARTIES

In each elementary class, birthday parties are held either once a month for all students in the class celebrating birthdays that month or as approved by the classroom teacher. The date and time of the party, as well as party snacks, are arranged in advance with the teacher. Gifts, including gift cards, should not be brought or exchanged at school. Invitations to a party outside school hours may be sent to

school by the child only if the entire class is being included in the celebration. This stipulation guards against hurt feelings.

All class parties must be arranged with the teacher and approved by the administration. We request that young siblings not be brought to the class during scheduled class parties.

Celebrations and parties for students and teachers (such as pizza parties) may not be planned to replace lunch.

GENERAL INFORMATION

CHAPEL

Students are encouraged to approach Chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. Older elementary students are encouraged to bring Bibles to Chapel. The format and presentation of Chapels will vary occasionally, but mature, respectful, and appropriate behavior is always expected. Every speaker or group, as a guest of CAK, deserves our respectful attention.

CLASS PLACEMENT

The faculty and administration want students to become acquainted with many of their peers throughout their elementary years. The school makes every effort to distribute boys and girls evenly and to maintain diverse, or heterogeneous, groups on the basis of past school academic performance, personality, social skills, and work habits. Consideration is given to the needs of the students who would benefit from being together or from being separated. A mix of personality traits and learning styles is desirable.

The goal is to create equally well-balanced groups with a variety of student strengths. In order to establish a positive, effective learning climate within each classroom, the school does not accept parent placement requests. Parents should send (in writing) information regarding unusual circumstances about their child's situation to the Elementary Principal for consideration purposes prior to July 1. However, specific placement cannot be guaranteed, nor promised, for any student. The Elementary Principal will determine final class placement. Students will not be moved to another class once placement is finalized.

COMMUNICATION

The Matthew 18 and Ephesians 4:29 principles should always be followed whether communication is written or verbal. This is critical to the success of the home/school partnership. All concerns should be taken directly to the person involved prior to contacting an administrator. The following chain of command should be followed: teacher > building level administrator > Head of School. It is also important, as stated in Ephesians 4:29 that we use our mouths to build one another up rather than speaking poorly of others.

Emails from Parents

During the school day teachers are either conducting class or on duty and may have little time to return emails. Please consider the volume of emails a teacher could receive on any given day. For these reasons, please allow up to 48 hours for a response. Some emails may require research or reflection on our part, which may delay an immediate response. Emails that you send may be forwarded to the administration and to the rest of the grade level team. All teacher responses are copied to the administration.

DROP OFF/PICK UP

It is extremely important to remember the safety of our children. Therefore, we ask that parents and any designated drivers respect the procedures (and teachers on duty) for all drop-off and pick-up times.

Children are not to be dropped off before 7:15 a.m. (7:30 a.m. on Warrior Wednesdays). Teachers are on duty at 7:40 a.m. (8:45 a.m. on Warrior Wednesdays). Pick up will be at the oldest siblings' dismissal time. Please do not arrive prior to your child's designated dismissal time or the flow of traffic for earlier dismissals will be impeded. If a student must be picked up early, please park at the Campus Center and walk over to pick up the student. Please see the receptionist for early dismissal. Children arriving after 8 a.m. should be walked in by a parent/guardian.

Please refer to www.cakwarriors.com for additional information.

EMERGENCY CLOSINGS

Please refer to the Emergency Closings section in the main handbook for information.

FIELD TRIPS

Field trips are scheduled by teachers as appropriate for their grade level. Students will be transported by bus unless teachers have received administrative approval for special travel arrangements to and from field trips. Siblings will not be allowed on field trips. Exceptions may be requested via the teacher but must be approved by an administrator.

Since the school regards field trips, retreats, and class trips as part of the school experience, all students are expected to participate. It is understood that extenuating circumstances do occur and exceptions to this rule may be necessary. To be exempted from any trip, a student must have permission from an administrator.

LOST AND FOUND

All textbooks found should be turned in to the school office and will be directed to the teacher of that subject. Other articles found within the school or on campus should be placed in the lost and found area located in each building. Writing names in permanent marker on major items will assist in their identification and return. Students and parents should check regularly for personal items in the lost and found. Items not claimed within a reasonable time will be given to used uniform sales or donated to charitable organizations.

MISSIONS PROJECTS

Each class and/or grade level will participate in mission and outreach projects throughout the year. Some projects are approved yearly for a class or grade and will not be considered by another class. Teachers will plan for a selected project with the mission parent. Several school-wide mission and outreach opportunities are also planned each year in conjunction with the class field trips.

PARENT INVOLVEMENT

On Curriculum Night, parents may sign up for many areas of involvement. Parent volunteering is a part of our partnership in educating our children. Elementary volunteer opportunities include homeroom parents, prayer parents, classroom/teacher assistance, helping with lunch, serving in the nurse's office, or covering the desk during the receptionist's lunch. We ask that you respect the school's handbook and procedures at all times. Any letters or memos from parents must be approved by an administrator prior to being sent to the parents of a class or group of students.

Parents are encouraged to join The Warrior Parent Association (WPA). This campus-wide parent organization is geared to be the hands and feet of CAK. Additional information about the WPA can be found on our website.

SCHOOL PICTURES

Individual pictures are taken during the first semester to be used in the yearbook. Pictures may be purchased from the photography company. Class group pictures will also be taken in the fall and made available for purchase.

TECHNOLOGY RESPONSIBLE USE AGREEMENT

CAK provides technology resources for the school community with a belief that technology is an educational requirement in today's culture. In return, CAK expects students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide access to educational tools and resources, to improve communication, and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools in a manner worthy of Jesus Christ.

CAK students are provided with access to a technology network. A wide variety of software and hardware is provided on campus. The use of the CAK's network and technology resources is a privilege, not a right. Students are expected to abide by rules of conduct. Inappropriate use will result in discipline in the same way as for other forms of vandalism, cheating, or theft. Ethical use of all technology and protection of equipment is expected and required. Any student who uses the computers or technology equipment in a manner that is inappropriate may lose all technology privileges.

CAK technology can be used for completing school assignments, obtaining information for school assignments, research, college and career planning, and other appropriate educational activities.

Students in the lower elementary will participate in learning activities that teach and promote appropriate technology use and internet safety. Thus, we require students to use provided technology in accordance with general expectations communicated through our curriculum under the supervision of teachers.

Students in our 1:1 iPad environment (third through fifth grade) agree to iPad guidelines. These guidelines are signed by both parents and students prior to being issued a device. A copy of this agreement is on file with the student's homeroom teacher. These guidelines are also posted on the school's website.

By enrolling your child for the present school year, the parents, individually and for and on behalf of their student, and the student upon use of the CAK technology, agree to each and every term and provision of the CAK Technology Responsible Use Agreement that is found under Elementary Forms and Links on our website. The enrollment of the student and use of the Technology constitutes the agreement by the parents and student of each person(s) acceptance of the said terms of use.

Parents and students further agree that (i) classroom teachers have the authority to set expectations for appropriate use of technology in their classroom in addition to the CAK Technology Responsible Use Agreement found at www.cakwarriors.com/academics/technology.cfm; (ii) that the administration reserves the right to confiscate, investigate and search any device (phone, tablet, laptop, etc) at any time without cause and without consent by either parent or student; (iii) that the administration has the right to apply disciplinary action on a case-by-case basis regardless of device used (phone, tablet, laptop, etc.). The Cell Phone Policy applies to all portable electronics, which are electronic devices that are designed to be portable,

including, but not limited to, iPad, iPod, iWatches, Fitbits, tablet computers, e--readers, portable video game systems, or any other portable device with a power switch. As a reminder, the school reserves the right to apply disciplinary consequences for the use of portable electronics off-campus under the circumstances discussed in the *Technology Responsible Use Agreement* found under Elementary Forms and Links on our website.

Personal Communication Devices

Personal Communication Devices (PCDs) including, but not limited to, cell phones, personal tablets, "smart" watches and iPods are to be powered off and placed in backpacks during school hours, Warrior Wednesday Care and Aftercare. PCDs are "mini" computers and we request that you place filters on these devices because of the wireless Internet access at CAK.

Students owning a watch that does not have Internet access or a camera, may wear their watches to school. However, students and parents should refrain from using the text or call feature during school hours. Should a student use the text or call feature during school hours, they will no longer be allowed to wear the watch to school.

A student may be granted permission to use a personal communication device at the discretion of the principal, assistant principal, or teacher. Please note that a simple e-reader device may be used for reading downloaded Bibles or books only. The school is not responsible for any electronic devices that are brought on campus.

Telephones are available in the office should a student need to call a parent or guardian. If necessary, parents needing to contact their child while at school should call the office and leave a message which will be given to their child in a timely manner.

A person who discovers a student in possession of a personal communication device outside the parameters of this policy shall report the violation to the principal. The device shall be confiscated until such time as it may be released to the student's parent or guardian. The school reserves the right to impose additional consequences for inappropriate usage of personal communication devices.

Disciplinary Action

Failure to abide by items set forth in the Technology Responsible Use Agreement will generally be addressed via disciplinary procedures listed throughout the CAK Handbook based on the type of offense (i.e. cheating, theft, inappropriate material, etc.) that occurred using a device. Classroom teachers have the authority to set expectations for appropriate use of technology in their classroom in addition to this document. The administration reserves the right to apply disciplinary action on a case-by-case basis. The policy will apply regardless of device used (phone, table, laptop, etc.).

*If an offense constitutes harassment or otherwise significantly impacts instruction or the operation of the school, the student will automatically receive OSS and the student's future at CAK will be discussed with the parents and administration.

The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus, regardless of device or system used, if such activity adversely affects the safety or well-being of students, employees or other members of our community, or constitutes behavior embarrassing to the school.

Limitation of Liability

CAK takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. CAK reserves the right to block content that negatively impacts the academic performance of students. CAK cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. CAK is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

WARRIOR WEDNESDAYS

Each Wednesday of the school year, classes will not begin until 9:00 a.m. Faculty and staff will use this hour for professional development, technology training, and curriculum work.

On Wednesday mornings, Warrior Wednesday Care will be provided free of charge for those students who register in advance, beginning at 7:30 a.m. in the Warrior Gym. Parents must walk children into the gym and sign their child(ren) in with the Warrior Wednesday Care staff.

YEARBOOK

An annual yearbook is produced for the elementary school. The cost of the yearbook is included in the supply fee paid with tuition. The yearbook will be distributed to students at the end of the school year.

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In addition to the provisions of Student-Parent Handbook set forth above for all students, the following sets forth distinctive policies in place for the CAK middle school.

ACADEMICS

Academics in the Middle School (Grades 6-8) will provide diversity to allow the student to become involved in exploration, critical thinking, and cooperative learning activities. Study skills will be emphasized. The Middle School student is allowed to move into college preparatory courses as foundational skills are developed. Teachers and students will be expected to "train" together to assume responsibility for learning. Opportunities will be provided for the Middle School students to strengthen their Christian faith and learn to be servants.

ACADEMIC EVALUATION

Parents are encouraged to review their child's academics daily through several avenues provided, such as, checking the agenda, using the teacher web sites, and checking the online system RenWeb.

Access to Student Grades on RenWeb

Access to student grades and report cards is available to students and parents through RenWeb *ParentsWeb* (Student Information System).

GRADING SCALE:

A = 90-100	
B = 80-89	
C = 70-79	S = Satisfactory
D = 60-69	N = Needs Improvement
F = 0-59	U = Unsatisfactory

In grades 6-8, letter grades of A through F are used to indicate superior to unsatisfactory performance. A full range of comments is used to communicate the student's participation, attitude, and effort levels. These comments may include the use of the terms "Satisfactory," "Needs Improvement," or "Unsatisfactory."

Honors Algebra 1 and French 1 are high school credit bearing classes and will count on a student's overall GPA. As such, high school grading procedures will be used for these classes.

PROMOTION POLICIES

In grades 6-8, a student must pass English and Math and fail no more than one other core subject (Bible, English, Math, Science, and Social Studies) in order to proceed to the next grade.

A parent may petition promotion if:

1. Academic deficiencies are made up during the summer through private tutoring.

2. A comprehensive written report must be submitted to the administrator listing work covered and level of mastery.
3. A required end of summer assessment is taken in both subject areas with a score of 60 or above in both subjects.
4. Promotion will be granted if mutually agreed upon by administrator, teachers, Academic Center Director, and parents(s).

If a student is tutored, a comprehensive, written report must be given to the administrator, listing work covered and the level of mastery. If possible, there should be a conference prior to tutoring sessions and near the end of the summer to include tutor, parent, teacher of the previous year, and administrator. The student will be asked to take an exam before school begins to assess progress and make recommendations.

ACADEMIC PROBATION (Co-curricular/Athletic Participation Academic Requirements)

Students must maintain an **overall C average on a standard 12-point grading scale in all academic subjects** to participate in any co-curricular activities. Grades are checked at six-week intervals for eligibility purposes. Students failing to maintain a C average for one grading period will be placed on probation. Also, a parent conference will be conducted to formulate an academic improvement plan. Students failing to acquire a C average for two consecutive grading periods will be ineligible to participate in all co-curricular activities. Students will remain ineligible until a C average is earned. Once eligibility is lost, a student may not participate in practice or a game until eligibility is regained. In addition, students must meet all CAK eligibility requirements.

- Eligible – C or above
- Probation – below C for a grading period, parent conference is scheduled, student may participate in practice and games
- Ineligible – below C for two consecutive grading periods, student may not practice or play in games while ineligible
- Students may try out for a team during a period of ineligibility

Parents of a student who is placed on academic probation more than once in a school year will be required to attend a meeting at school to determine the best academic direction for their child.

Students placed on academic probation more than once in a school year may be asked not to return to CAK for the following year. Students on probation at the close of school will begin the following year on probation.

COURSE WITHDRAWAL POLICY

Any change in a student's schedule must be approved by the student's parent or guardian and by the Middle School Principal or by the Middle School Counselor.

STANDARDIZED TESTS

The Comprehensive Testing Program, version 4 (CTP4) developed by the Educational Records Bureau (ERB) is given to students in grades 6-8 annually. This test is another tool to measure the student's

academic achievement and also serves as a tool to measure and inform our school's curriculum.

CURRICULUM NIGHT

A curriculum night is held for parents early in the school year as indicated on the calendar. This evening provides the opportunity for teachers to present an overview of grade-level objectives, important for maximum communication between home and school.

CONFERENCES

Appointments for conferences between parent and teacher are encouraged. These offer an excellent way to exchange information that will provide a greater understanding of the student. The administrators and teachers welcome the opportunity to confer with parents to assist in the development and guidance of their children.

Two dates are regularly scheduled on the school calendar for parent-teacher conferences. At these times, conferences are scheduled by parent or teacher requests. Parents meet with the grade level team of core class teachers.

Technology Responsible Usage Agreement Middle School: Grades 6-8

CAK provides technology resources for the school community with a belief that technology is an educational requirement in today's culture. In return, CAK expects students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide access to educational tools and resources, to improve communication, and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools in a manner worthy of Jesus Christ.

CAK students are provided with access to a technology network. A wide variety of software and hardware is provided on campus. The use of the CAK's network and technology resources is a privilege, not a right. Students are expected to abide by rules of conduct. Inappropriate use will result in discipline in the same way as for other forms of vandalism, cheating, or theft. Ethical use of all technology and protection of equipment is expected and required. Any student who uses the computers or technology equipment in a manner that is inappropriate may lose all technology privileges.

CAK technology can be used for completing school assignments, obtaining information for school assignments, research, college and career planning, and other appropriate educational activities.

Students in the middle school will participate in learning activities that teach and promote appropriate technology use and internet safety. Thus, we require students to use provided technology in accordance with general expectations communicated through our curriculum under the supervision of teachers.

Students in our 1:1 iPad environment agree to iPad guidelines. These guidelines are signed by both parents and students prior to being issued a device. A copy of this agreement is on file with the CAK Technology Department. These guidelines are also posted on the school's website.

By enrolling their child for the present school year, the parents, individually and for and on behalf of their student, and the student upon use of the CAK technology, agree to each and every term and provision of the CAK Technology Responsible Use Agreement that is found under Middle School Forms and Links on our website. The enrollment of the student and use of the Technology constitutes the agreement by the parents and student of each person(s) acceptance of the said terms of use.

Parents and students further agree that (i) classroom teachers have the authority to set expectations for appropriate use of technology in their classroom in addition to the CAK Technology Responsible Use Agreement found at www.cakwarriors.com/academics/technology.cfm; (ii) that the administration reserves to confiscate, investigate and search any device (phone, tablet, laptop, etc) at any time without cause and without consent by either parent or student; (iii) that the administration has the right to apply disciplinary action on a case-by-case basis regardless of device used (phone, tablet, laptop, etc.). The Cell Phone Policy applies to all portable electronics, which are electronic devices that are designed to be portable, including, but not limited to, iPad, iPod, Smart Watches, Fitbits, tablet computers, e-readers, portable video game systems, or any other portable device with a power switch. As a reminder, the school reserves the right to apply disciplinary consequences for the use of portable electronics off-campus under the circumstances discussed in the *Technology Responsible Use Agreement* found under Middle School Forms and Links on our website.

Limitation of liability

CAK takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. CAK reserves the right to block content that negatively impacts the academic performance of students. CAK cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. CAK is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

ATTENDANCE AND TARDY INFORMATION

Perfect Attendance

Perfect attendance is perfect attendance. Students should be present every day all day and not be checked out to miss even one class period. The only exception is an absence due to a CAK school sponsored event, such as, but not limited to, an approved early athletic checkout.

Absences

There is no longer a distinction between excused and unexcused absences. A student may be absent 10 days for a semester class and 20 days for a year-long class. When an absence occurs, the student is responsible for any class work missed and must arrange, according to policy, with the teacher to make up assignments, tests, and quizzes.

The student should bring in a note. If a student is involved in extracurricular activities and they arrive late or leave early, they may not participate in after school events that day unless the following conditions are met: they bring in a signed note from the doctor; they hand in all assignments due that day (providing they were in school when the assignment was assigned, and they take all quizzes and test scheduled for that day.

The note should state the following:

- Name of the student
- Date(s) of absence
- Specific reason for absence (“An appointment” is not specific enough; example, a medical appointment should have a doctor’s note).

Parents are encouraged to review attendance/tardies on RenWeb on a regular basis.

10/20 Absence Policy

If a student has more than ten (10) absences for a semester class and twenty (20) absences for a year-long class no credit will be earned and a grade of "F" is entered and averaged into the student's cumulative GPA. Exceptions to the stated policy are made only in extreme cases at the discretion of the administration. Planned absences such as vacations, AAU tournaments, etc. are included in the total. Co-curricular and approved CAK extra-curricular activities do not count toward the 10/20 day absence rule (ex: CAK sport trips and field trips).

EXTENDED ABSENCES

Absences of more than 3 consecutive days and with proper documentation will be considered **Extended**. Special consideration will be given by the administration, and a plan will be made for making up work missed.

PLANNED ABSENCES (more than 3 days)

The following guidelines apply to 6th -12th grade students whose parents plan family trips during the school year:

- A written note or email must be sent to the office prior to the anticipated absence.
- Parents are asked to consider the school calendar and plan as much as possible to take vacations on dates scheduled in the calendar.
- Parents are asked to not take trips during scheduled conference times or achievement tests.
- Students with grades below B, are asked not to be taken on family trips when school is in session.
- Assigned work given during the planned absence **is due on the day the student returns to class**. All tests/quizzes should be completed within one week of return to school, unless prior arrangements with the teacher have been made.
- Students will receive a zero (0) for assignments not turned in during the approved time unless prior arrangements with the teacher have been made.

Make-up Work

When a student is absent he/she is responsible for any class work missed and must arrange with the teacher to make up all missed assignments, quizzes, and tests.

- Work assigned before a student is absent is due the day the student returns to school, unless prior arrangements were made with teachers.
- Work assigned during the student's absence will be given one extra day per day of absence to complete the assigned work (up to 3 days after which the extended absence policy supersedes).
- Full credit will be possible for work completed during the allotted make-up period.
- Failure to turn in work during the allotted time equals a 10% reduction in grade per day.

CO-CURRICULAR ACTIVITIES ATTENDANCE REQUIREMENT

To participate in any co-curricular activity (including practices), a student in middle school must be present for **four class periods**, unless excused by the administration.

TARDINESS

To School: Students are considered tardy to school if they are not in their 1st period class by the 8:15 a.m. bell. Students arriving after 8:15 a.m. must sign in at the office and obtain a tardy pass. After the 5th tardy, students will have an after school detention.

To Class: Students are considered tardy if they are not in class when the 2nd bell rings. After the 5th tardy, students will have an after school detention.

First Tardy	Noted by teacher in RenWeb
Second Tardy	Noted by teacher in RenWeb
Third Tardy	Noted by teacher in RenWeb
Fourth Tardy	Noted by teacher in RenWeb
Fifth Tardy	One hour detention – parent notification by office
Seventh Tardy	One hour detention – parent notification by office
Ninth Tardy	Parent conference
Tenth Tardy	One day ISS

*Tardies accumulated are not limited to one class but are totaled across the student's daily schedule.

*The administration reserves the right to determine whether a tardy is excused or unexcused using reasonable discretion.

DISCIPLINARY PROCEDURES

PROCEDURES AND REFERRALS

The chief tenet of the CAK discipline system is that the teacher must be in charge of the classroom. As such, the teacher has a wide range of options open to him or her for dealing with disciplinary issues in the classroom, including:

- Personal conference with the student and prayer when appropriate.
- Use of a system of positive reinforcements which may be withdrawn for misbehavior.
- Contacting the student's parents regarding misbehaviors in the classroom.
- Special seating in the classroom, including separating the misbehaving student from the group for a period of time.
- Take-home disciplinary assignments.
- Teacher-assigned and monitored lunchtime or after-school detention which may involve the assignment of tasks to be done in that time.

The above procedures applied consistently and in a timely manner will correct most discipline problems. The teacher will keep a log of disciplinary actions taken with each student. If the student fails to respond to the teacher's disciplinary measures or if the offense is of a degree that immediate administrative involvement is warranted, a disciplinary referral will be written and turned in with a copy of the steps leading up to the referral.

MINOR INFRACTIONS

- Insubordination
- Disruptive classroom behavior
- Disrespect to a student
- Inappropriate language
- Other inappropriate behaviors
- Being in an unauthorized area

When student discipline rises to the level of administrator involvement due process will be applied. If it is determined that a consequence is necessary, the administrator will assign as appropriate. Discipline consequences may include an administrator conference/warning, a phone call or note home, after school detention, in school suspension, out of school suspension, probation, or the recommendation of expulsion. Additionally, some discipline infractions call for more natural consequences (an example might be to clean desks if caught writing on desks). Discipline is applied at the administrator's discretion based upon the infraction, impact, and student discipline history.

The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus, regardless of the device or system used, if such activity adversely affects the safety or well-being of students, employees, or other members of our community, or constitutes behavior embarrassing to the school (ex. Inappropriate texts, cyber-bullying, other forms of electronically transmitted harassment).

MAJOR INFRACTIONS

Behavior	Consequence
Academic dishonesty <ul style="list-style-type: none"> • Homework/quiz • Tests, papers, projects 	1 st Offense-Zero and ASD 2 nd Offense-Zero and ISS 1 st Offense-Zero and ISS 3 rd Offense-Zero and OSS Expulsion for either event
Drugs, alcohol, tobacco	ISS, OSS, probation, or expulsion
Fireworks	ISS, OSS, probation, or expulsion
Fire alarm or other	ISS, OSS, probation, or expulsion
Gambling	ISS, OSS, probation, or expulsion
Lying	ISS, or OSS
Major disrespect (Includes bullying, threats, sexual harassment, fighting, disrespect of school staff)	ISS, OSS, probation, or expulsion
Profanity/offensive language or materials	ISS, OSS, probation, or expulsion
Sexual immorality	See school policy; OSS or possible dismissal from school
Skipping class	Zero on all work assigned or due during that period and ASD or ISS
Skipping school This differs from an unexcused absence - 20% penalty does not	Zero on all work assigned or due during the absence and ISS or OSS

apply.	
Leaving campus without permission	Zero on all work assigned or due during the absence and ISS or OSS
Theft (personal or school property)	ISS, OSS, and replacement, expulsion

*An administrative conference with the parent and student will be scheduled following the first major disciplinary offense to determine the student's future standing at Christian Academy of Knoxville.

Threats: CAK has adopted a "no tolerance" stance regarding any type of threat. These statements are prohibited and include any verbal or nonverbal threat or action deemed as harmful or sexual in nature against the school, school events, teachers, or students. Even if the comment is made in jest or as a joke, disciplinary action may follow.

Weapons: In accordance with state policy, any student possessing or who is suspected of possessing a deadly weapon on school property or at school functions shall be reported to the appropriate police authority. The student will be disciplined in accordance with the outcome of the police investigation.

ACADEMIC HONESTY

Students are expected to be honest in all of their actions and words (Matthew 5:37; Ephesians 4:25). Students are to complete all assignments, papers, and tests from their own knowledge. If another source is used, students are to document or to give credit to that source when appropriate.

Academic dishonesty will result in a failing grade (0 points) on the assignment or test. See above chart for additional consequences.

A student guilty of an academic offense may lose privileges such as participation in National Junior Honor Society, Student Council, or other co-curricular activities. Further action may be taken by the administration as warranted by the specific situation.

DISCIPLINARY ACTIONS

When a student is referred to the administration for discipline, a number of actions may be taken.

After-School Detention (ASD)

Middle School students referred for reasons such as insubordination, minor disruption, or tardiness will be assigned an after-school detention. After-school detention for Middle School students lasts for one hour beginning ten minutes after the dismissal of school. Students must report to detention on time and sit silently for the entire time. Sleeping and talking are not permitted. A student who for any reason does not report for detention on the assigned day will automatically be assigned two detentions on the next two detention days. The only excuse from detention which will not result in two detentions being assigned is an excused absence from school on the day the detention is to be served.

In-School Suspension (ISS)

The student disciplined with in-school suspension is to arrive at school early enough to secure assignments from his/her teachers for the day. At the beginning of school, the student is to report to the office to serve the ISS. The student on ISS may not leave his/her assigned place without explicit permission from the ISS supervisor. The student will be given assignments for the day from each class, including tests and quizzes. All work assigned during ISS is expected to be completed during ISS.

Out-of-School Suspension (OSS)

A student disciplined with an OSS does not report to school on the assigned day(s), and the student may not participate or attend any school functions on the day(s) of suspension. He or she is responsible for getting any information or assignments missed due to OSS. All work due during the suspension period should be submitted to the teacher on the day the student returns to school.

DISCIPLINARY PROBATION

A student who receives an out-of-school suspension of three or more days or who demonstrates chronic disciplinary problems may be placed on disciplinary probation for six weeks. Disciplinary probation may involve any or all of the following:

- Suspension or possible permanent removal from any activity in which the student would act as a representative of CAK, including athletics, Student Council, or class office.
- Exclusion from optional co-curricular events, including attendance at athletic events, parties, class trips, etc., for the duration of the probationary period.

At the end of the probationary period, the student will be evaluated and the principal will at that time take one of the following actions:

- Remove the student from probation and restore suspended privileges.
- Extend the probationary period (Note: This step can be taken only twice).
- Recommend dismissal to the Head of School.

DISCIPLINE APPEAL PROCESS

- A disciplinary appeal for out-of-school suspensions may be made to the Head of School.
- If expulsion is recommended, a disciplinary appeal regarding dismissal from CAK may be made to the Executive Committee of the Board of Trustees. The decision of the Executive Committee is final.

CO-CURRICULAR ACTIVITIES

It is recognized that an appropriate mixture of opportunities for co-curricular activities is important for a student's full development. The following policies and activities are intended to give CAK students these opportunities in a Christ-centered context.

Any students with past-due financial obligations, who does not have a written and approved alternative payment plan with the Business Office, will not be allowed to participate in extracurricular activities sponsored by CAK, such as Jr. Praise, musicals, school trips, athletics, etc.

Any student athlete whose financial account is sixty (60) days past due may be removed from athletic eligibility, even in cases where there is an approved alternative payment plan in place.

Any student not re-enrolled prior to June 30th of each year or who is a new student not yet enrolled will not be allowed to participate in any extracurricular CAK activities until their enrollment is confirmed by both the Admissions Office and Business Office. There are no exceptions to this requirement.

ORGANIZATION

The organization of clubs, groups, athletics, and activities whose purposes conform to the philosophy and policies of the school are encouraged. Students and their sponsors wishing to organize a club or activity should request approval from the administration. All clubs and organizations must be approved by the administration and be led by an approved adult sponsor from the faculty, parents, or friends of the school.

MUSICAL THEATRE PRODUCTIONS

School Musical Theatre productions are in the fall. Students audition for different roles during the first full week of school.

SCHOOL-SPONSORED CLUBS

- National Junior Honor Society is an organization which recognizes academic achievement, leadership, character, and service. Students in the 8th grade will be eligible for nomination.
- Math Counts
- Student Council
- Scholars Bowl

ATHLETICS

Refer to the athletic handbook section concerning policies about athletics. For a complete listing of sports available, tryouts, and other information, check the CAK Warriors website or contact the Athletic Department.

GENERAL INFORMATION

COMMUNICATION

Matthew 18 and Ephesians 4:29 principles should always be followed whether communication is written or verbal.

Emails from Parents

During the school day teachers are either conducting class or on duty and have little time to return emails. Please consider the volume of emails a teacher could receive on any given day. For these reasons please allow 24 to 36 hours to respond. Some emails may require research or reflection on our part, which may delay an immediate response. Emails that you send may be forwarded to the administration and to the rest of the grade level team. All teacher responses are copied to the administration.

Emails from Students

Teachers will attempt to respond to student emails within 24 hours. Response may be in person at school, rather than by email. The administration will be copied on all student emails.

AFTER-SCHOOL DISMISSAL

Students should go directly to their cars or carpools at dismissal at their designated areas. For **safety and security** reasons parents, siblings, or carpools should not ask students to meet in areas that are not their designated pick up area. If you need to pick up your child early, please park at the Campus Center and walk to the pick-up area.

Students with an elementary sibling **will meet their car at the upper sidewalk.** Students with a high

school sibling or no siblings in the elementary or high school **will meet their cars in front of the Warrior Gym.**

Students who are remaining on campus at 3:30 p.m. and are not involved in school-sponsored after-school activities (such as athletics) will be taken to the designated Aftercare area for grades K-8. Students may not wander the campus unsupervised and will be disciplined if found unsupervised on campus after school. Students in Aftercare who are not regularly enrolled will be assessed a fee for the time of attendance.

DANCES

The Administration and the Executive Committee of the Board of Trustees must approve all dances sponsored by CAK. The principal will give a full report to the Board of Trustees at the next Board meeting following all dances. There will be no more than four dances per school year sponsored by the middle school. A faculty group will screen all music.

LIBRARY CHECKOUT PERIOD AND FINES

Middle and high school material may be checked out for 14 days. Reference materials generally may be checked out overnight. Please see the librarian in each school if you have any questions. Overdue fines will be handled through the parent account and billed within FACTS.

LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways and athletic dressing rooms, are the property of CAK. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content, and cannot be secured with any other lock than those supplied by the school.

LOST AND FOUND

All textbooks found should be turned in to the school office and will be directed to the teacher of that subject. Other articles found within the school or on campus should be placed in the lost and found area located in each building. Nametags on major items will assist in their identification. Students and parents should check regularly for personal items in the Lost and Found. Items not claimed within a reasonable time will be given to charitable organizations.

MUSICAL ACTIVITIES

Vocal and instrumental groups of many types are formed at various levels. They perform both in and outside the school throughout the year. Practice and performance requirements will be established for each group.

Students enrolled in band must participate in scheduled performances unless ill at the time of performance. A missed performance is equivalent to failure to take the final examination in an academic subject.

A piano lab will be offered to students on Tuesday and Thursday who have not had piano lessons. Registration will be at the beginning of school.

PHYSICAL EDUCATION CLASSES

Uniforms are required for P.E. in grades 6-8. Uniforms consist of shorts (blue with a 7"-9" inseam), gray CAK T-shirts, athletic shoes, and socks. Shorts and T-shirts must be marked with the student's name on the outside. Any T-shirt that has not been modified (i.e., cut sleeves, added writing, etc.) is considered appropriate.

All students in physical education classes, who are present at school, must dress out for class. If a student must refrain from class participation for an extended time, a medical statement should be provided by his/her family doctor. A note should be sent by the parent if a student is ill or injured and cannot participate for any single day.

Athletes must comply with the athletic participation guidelines as stated in the athletic section.

DISTRIBUTION OF INVITATIONS

Distribution of invitations to parent-sponsored activities/parties must have prior administrative approval.

Invitations for distribution at school should include: 1) entire grade, or 2) all girls in the grade, or 3) all boys in the grade. Any invitations that would not be inclusive as stated above are not to be distributed at school.

RETREATS AND SPECIAL TRIPS

From time to time field trips are scheduled by staff to enrich the educational experience of the students. Trips are announced at least two weeks in advance. Retreats for entire age groups are scheduled at the discretion of the administration. Retreats are intended to improve the spiritual atmosphere of the school and the students. Since the school regards field trips, retreats, and class trips as part of the school experience, all students are expected to participate.

It is understood that there may be extenuating circumstances do occur and exceptions to this rule may be necessary. To be exempted from any trip, a student must have permission from an administrator.

Middle School students have many privileges and responsibilities. To be successful, it is important to have good attendance, a strong work ethic, and Christ-like behavior. The policy below serves as an incentive for students:

1. If students have any failing or incomplete grades, they will not be allowed to participate in any field trips/off campus activities for the duration of 12 weeks.
2. If students receive more than one ISS, they will not be allowed to participate in any field trip/off campus activities for the duration of 12 weeks.
3. If students receive one OSS, they will not be allowed to participate in any field trip/off campus activities for the duration of 12 weeks.

STUDY HALLS

Study Halls are treated as regular classes. Students are required to bring working materials with them (pencils, paper, books, etc.). If the student does not have assignments to complete, he/she may read for enjoyment. Students will be expected to use these periods for constructive purposes.

YEARBOOK

An annual yearbook is produced by the middle school. The yearbook will be distributed to students at the beginning of the next year.

LEARNER'S PERMIT FORM

The TN Department of Transportation and Safety Compulsory Attendance Form 1010 to obtain a TN Learner's Permit is only available at the CAK High School front office.

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Welcome to the High School Section of the Parent/Student Handbook. We have included important policies and procedures and encourage you to become familiar with them. Additional announcements and events can be located on RenWeb, on the website at www.cakwarriors.com, and in high school emails.

ACADEMICS

ACADEMIC EVALUATION

Access to Student Grades on RenWeb

Access to student grades and report cards is available to students and parents through RenWeb *ParentsWeb* (Student Information System). Parents and students are provided the web address and access codes at the beginning of high school and will keep the same username and password (created by you) unless notified otherwise. If a password is forgotten, the system can email you the needed information. Conduct (Citizenship) grades are also recorded each semester and will be indicated by marking an “S” (**S**atisfactory), “N” (**N**eeds Improvement), or “U” (**U**nsatisfactory) on report cards.

Grade Point Average (GPA)

The GPA is determined through the use of quality points which are shown on the following chart:

Letter Grade	Numeric Grade	Quality Points	Quality Honor Points	Quality AP/DE Points
A	95-100	4.0	4.5	5.0
A-	90-94	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.8	2.3
D	63-66	1.0	1.5	2.0
D-	60-62	0.7	1.2	1.7
F	0-59	0.0	0.0	0.0

Semester grades for each course are determined as follows:

Quarter Grade	40%
Quarter Grade	40%
Exam	20%

** In the event that a student exempts out of a 2nd Semester Exam, the two quarter grades will each count for 50% of the semester grade (see exemption under exam section below).

Final Transcript Grades **

Final grades are determined by averaging the two semester grades for a year-long course. The final grade is the only grade that appears on the transcript and determines the quality points for each individual class. Total quality points are added together and divided by the number of credits to determine the weighted grade point average (GPA). All Advanced Placement (AP) courses and Dual Enrollment (DE) classes are weighted by adding 1.0 quality point to the points earned. All Honors courses are weighted by adding a .5 quality point to the points earned. Semester class final grades are also on the transcript and calculated by the same method respectively.

Academic Preparation for Students Wishing to Play College Athletics

Students who may wish to participate in college level athletics should be aware of the academic requirements **beginning with their freshman year of high school**. There are two divisions of college athletics, NCAA and NAIA, and each has its own set of rules. Information concerning the National Collegiate Athletic Association (NCAA) may be found on the following website: www.eligibilitycenter.org.

The website for rules and regulations for the National Association of Intercollegiate Athletics is <http://www.playnaia.org>.

Exams

Exams occur at the end of each semester and include material presented throughout the preceding two quarters. Students in Advanced Placement classes will be given the opportunity to register for the AP exams administered in May. The AP exam will give them the opportunity to earn college credit based on their score and the college entrance policies.

Semester Exam Exemptions

In a full year class, students who have earned a 95% average, when the four quarters are added together, and divided by 4 (without the first semester exam grade); AND who have received an A (90% or above) on the 1st semester exam, will be exempt from the second semester exam in that class. *The student also must meet the attendance requirements for exam exemption as described in the Attendance Policy.* Students taking a one semester class will be exempt from the exam if they have a 95% average overall before the exam and have met the attendance requirements. Students may not test out of Dual Enrollment exams.

Standardized Testing

Students in grades 9-11 are required to take the PSAT (administered at CAK during school) which is a practice test for the SAT college entrance exam administered by the College Board. For juniors, the PSAT also constitutes the beginning of the selection process for the National Merit Scholarship Program. Students in the 10th grade will also take the Pre-ACT test in the fall at CAK. Pre-ACT is the precursor to the ACT. These scores from the College Board and ACT are helpful in curriculum and college planning. Students may find more information and register for the ACT (www.act.org) or the SAT (www.collegeboard.com) online, beginning the spring of their sophomore year. It is a graduation requirement that every student take either the SAT or the ACT at least once in the junior or senior year of high school.

Standardized Testing Schedule

Grade	Type of Test	Timeframe
9th	PSAT (SAT)	Fall (mid-Oct)
10th	PSAT (SAT) Pre-ACT (ACT)	Fall (mid-Oct) Fall (1st Quarter)
11th	PSAT/NMSQT (SAT) ACT or SAT	Fall Spring (students self-register online)
12th	ACT or SAT	Fall (students self-register online)

Seniors and Standardized Test Scores

Seniors must have their ACT and SAT scores sent directly to the colleges to which they are applying. This can be done by logging onto the websites listed in the standardized testing paragraph above. They are not automatically sent unless you select your schools while registering for the test and cannot be sent from the school counseling office.

Promotion Policies

Students will be considered for promotion to the next grade level in accordance with the number of credits they earn each year. A full credit is given for a course that meets daily for one academic year. The following schedule designates class placement:

- Freshman -- fewer than 6 credits
- Sophomore -- minimum of 6 credits
- Junior -- minimum of 12 credits
- Senior -- minimum of 18 credits
- Graduate -- minimum of 24 credits
- Honors Graduate -- minimum of 26 credits

In the fall, if a student does not have the required number of credits for entrance into the next grade level, he/she will be required to participate with the grade level corresponding to his/her accumulated credit total.

Course Pre-Requisites:

Please visit the CAK website at <http://www.cakwarriors.com/> and see Academics, High School, and then the Counseling Page for more information.

ACADEMIC RECOGNITION

Class Rank

CAK student class ranks are available only for the purposes of determining class honors and Valedictorian and Salutatorian at the end of the first semester of senior year. The first and second ranking students at the end of the 1st semester of the senior year are honored as Valedictorian and Salutatorian respectively. In the event of an exact tie for first place the students will be declared co-Valedictorians and the next highest ranking student will be Salutatorian. In the event of an exact tie for second place, two Salutatorians will be named.

Graduation Honors

At the end of the 7th semester, students with a cumulative academic average of 3.50-3.649 will graduate

"Cum Laude;" students with a cumulative academic average of 3.65-3.799 will graduate "Magna Cum Laude;" students with a cumulative academic average of 3.80 or higher will graduate "Summa Cum Laude." At the end of the 7th semester, students with a cumulative GPA of 4.0 or greater will earn "Valedictory Status." Diplomas will designate these graduation honors.

Mu Alpha Theta

MAT, an honor society for high school students, promotes enjoyment and scholarship in mathematics. Active members include students who have completed four (4) semesters of college preparatory math with at least a "B" average in math. Associate members are students who have completed two (2) semesters of Algebra with at least a "B" average and have enrolled in one (1) semester of Algebra II or Geometry.

National English Honor Society (NEHS)

The C.S. Lewis Society is a chapter of the National English Honor Society. NEHS is an organization that recognizes students who demonstrate not only academic excellence in the English classroom, but also a passion for writing and good literature. Students in grades 10-12 who have attended CAK for at least two semesters and maintained an A average in honors, AP, or DE level English courses are eligible. Students must submit an application along with an original essay on a topic provided. The application and essay are reviewed by the English Department faculty. The selection process takes place in the spring.

National Honor Society (NHS)

NHS is an organization that recognizes academic achievement, leadership, character, and service. A student in grades 10-12 who has been enrolled in classes at CAK for at least one full semester and has achieved a cumulative grade point average of 3.3 or above is eligible to apply. Eligible students will submit an application detailing their leadership and service activities for review by faculty. Student conduct and character are also considered part of the review process for admission. The induction ceremony for new members takes place in the spring.

DIPLOMA OPTIONS

Students may receive one of two diplomas following completion of high school by meeting the requirements outlined below. Both CAK diplomas are based on college preparatory coursework.

- **College Preparatory Diploma**

A College Preparatory Diploma will be awarded to students who have a satisfactory record of attendance and conduct and pass a specified number of high school units of scholastic credit.

- **Honors Diploma**

An Honors Diploma will be awarded to students who have a satisfactory record of attendance and conduct, who pass the specified number of high school units of scholastic credit earned, and who meet the additional requirements of the Honors Diploma listed below.

ACADEMIC GRADUATION REQUIREMENTS

Course:	CAK College Prep Diploma	CAK Honors Diploma *
Biblical Studies (including Financial Planning – 11 th grade	4 Credits (1 credit per year)	4 Credits (1 credit per year)
English	4 Credits (1 credit per grade level)	4 Credits (1 credit per grade level)
Math	4 Credits (Alg. I, Geometry, Alg II & one higher level math)	4 Credits (Alg. I, Geometry, Alg II & one higher level math)
Science	3 Credits (Must include Biology, Chemistry, and an additional lab science)	3 Credits (Must include Biology, Chemistry, and an additional lab science)
Social Studies	3 Credits (Must include World History and Geography, U.S. History and Geography, and Gov't/Econ.)	3 Credits (Must include World History and Geography, U.S. History and Geography, and Gov't/Econ.)
Wellness P.E. ***	1 Credit .5 Credit	1 Credit .5 Credit
World Languages	2 Credits minimum (same language)	2 Credits minimum (same language)
Visual/Performin g Arts	1 Credit	1 Credit
Electives	1.5 Credit**	3.5 Credits**
Capstone Project	Senior Project - Credit	Senior Project - Credit
Community Service	Freshman – 10 hours on campus Sophomore – 10 hours off campus Junior/Senior – Capstone Project	Freshman – 10 hours on campus Sophomore – 10 hours off campus Junior/Senior – Capstone Project

24 Credits

26 Credits

* The Honors Diploma also requires:

- GPA of 3.5 or higher
- No out-of-school suspensions
- A combination of four AP, Dual Enrollment, and/or Honors classes

** Elective classes may be selected from among Business/Computer, World Languages, Math, Science, Social Studies, or Visual/Performing Arts.

*** The additional 1/2 credit PE may be earned in weight training class or outside of the regular school day in CAK Varsity/JV Sports, Honors Band, Color Guard, or Cheerleading.

Advanced Placement and Dual Enrollment Options

For more information, see the Program of Studies on the High School Counseling page of www.cakwarriors.com.

Additional Graduation Requirements

All students must complete Community Service, the Capstone Project, and take one of either the ACT or the SAT to graduate.

Financial Responsibility to Graduate

In order for graduating seniors to participate in graduation exercises all tuition and fees (including late fees) must be paid by the Friday one week prior to commencement. Exceptions require Head of School and Director of Finance & Operations approval.

ATTENDANCE AND TARDY INFORMATION

The following attendance policies have been revised and adopted for the 2018-2019 school year. It is necessary for an optimum learning environment for students to attend class consistently. These policies are not meant to be punitive to the student, but to encourage regular attendance. Please familiarize yourself with the policy below.

ABSENCE POLICY

Absence Notification to the High School Office

On the day the student returns to school after an absence, a written note should be brought to the school office or an email signed by the parent should be sent to hsoffice@cakmail.org. The note should state:

- Name of the student
- Date(s) of absence
- Reason for absence
- Parent signature required

8/16 ABSENCE POLICY

There are no longer excused or unexcused absences. Absences can be used however a family chooses, including college visit days that are not on the school calendar.

Semester Class

- A student may be absent no more than 8 days in a semester course
- Students who miss 15 minutes of a class will be counted absent for that class.
- ALL absences are included in the total allowed, except for CAK co-curricular activities (ex. sports,

field trips, music, band, etc.).

Annual Course

- A student may be absent no more than 16 days in a year-long course.
- Absences are not divided by a single semester maximum.
- Students who miss 15 minutes of a class will be counted absent for that class.
- ALL absences are included in the total allowed, except for CAK co-curricular activities (ex. sports, field trips, music, band, etc.).

Failing Grade

- If a student has more than eight (8) absences in a semester course, or more than 16 absences in an annual course, no credit will be earned and a grade of "F" may be entered and averaged into the student's cumulative GPA.
- Exceptions to the stated policy are made only in extenuating circumstances or in the event of extraordinary student opportunities, and are at the discretion of the administration.
- ALL absences are included in the total allowed, except for CAK co-curricular activities (ex. sports, field trips, music, band, etc.).

Attendance for Final Exam Exemptions

- Regardless of grades earned, if a student misses more than 6 classes for a semester course or 12 classes for a year-long course, the student **MAY NOT BE EXEMPT FROM THE FINAL EXAM IN THAT COURSE.**
- Co-curricular events, extenuating circumstances, extraordinary opportunities or grades may be used by the administration to override this policy when appropriate.

Co-Curricular Activities Attendance Requirements

To participate in any co-curricular activity (including practices or rehearsals), students must be present four class periods during the day. Students must take quizzes, tests, and turn in assignments due, prior to signing out or leaving for the day. Emergency situations will be considered on a case-by-case basis.

Students reaching the 6th absence (not including school-related absences) during a semester course and the 12th absence in a year-long course, will lose the right to participate in all co-curricular activities (including practice/rehearsal) until all work is made up and a plan is put in place to address the absences. Extenuating circumstances or extraordinary opportunities will be considered on a case-by-case basis.

Advanced Placement and Dual Enrollment Attendance

With the understanding that AP classes and Dual enrollment classes potentially award college credit, attendance policies may be different based on the nature of the class. The teacher will make the administrator approved attendance policy clear during the first week of class.

Planned Absences

Written notice needs to be sent to the high school office prior to a planned absence.

- Students must make prior assignment and due date arrangements with their teachers.
- Assigned work during the planned absence is due according to arrangements made with teachers.
- Students will receive a 10% grade reduction per day for assignments not turned in during the agreed upon time frame.
- For an absence longer than 3 days, the counselors are available to assist the student in working out a plan for make-up work.

Students Leaving Campus

- A written note or email* must be sent to the high school office by parent(s) or guardian specifying the date and time for the early dismissal in advance.
- If an emergency develops during the day, parents may email or phone the high school office to give the student permission to leave.
- Students leaving campus must sign out in the front office.
- Students may not sign out for lunch. A parent may call the office if they would like to have lunch off campus with their student who drives.
- Parents also may sign them out and take them to lunch.
- Students arriving back to school late after an off-campus lunch will be tardy.
- Once a student enters the high school building, they may not leave campus without following the above procedures.

Make-up Work Policy

When a student is absent he/she is responsible for any class work missed.

- Classwork, projects, quizzes or tests assigned before a student is absent are due the day the student returns to school. There will be a 10% reduction in grades per day if the work is not completed on time.
- Work assigned during the student's absence will be given one extra day per day of absence to complete the assigned work.
- Requests for extension on projects or major assignments must be made prior to the due date of the assignment. If no prior arrangement is made and the assignment is late, the student will receive a 10% reduction in grade per day.
- Students missing classes for field trips in other classes, family vacations, or school-sponsored activities must make prior arrangements with teachers to turn in work. If no prior arrangement is made and the assignment is late, the student will receive a 10% reduction in grade per day.

When a student is absent for any reason, the student is responsible for securing from the teacher, or their website, a list of assignments missed and for completing those assignments on time. Teachers are not expected to pursue students to complete assignments when they return.

Senior Early Dismissal or Late Arrival (Study Hall)

Seniors who have provided a note or email from a parent, may either arrive late when study hall is first period or leave early when study hall is the last period for the day. They must sign out at the office to leave the building and must verify they have a note on file.

TARDY POLICY

To School or to Class (excused and unexcused)

- Students are considered tardy to school if they are not in their 1st class of the day when the bell rings.
- Notes with excused explanation* must be turned into the office no later than the next school day or the tardy will be considered unexcused.
- Not feeling well is not an excused tardy.
- When a student is tardy to school, the student must report to the office to receive a pass to class.
- Students must report to office and may not go directly to class if they arrive between periods.
- Students are tardy to class according to teacher tardy policies.
- After the fourth unexcused tardy (school or class), students will be subject to disciplinary measures.
- Detentions will be held at 7:45 AM on Late Start Wednesdays.

*The administration reserves the right to determine whether a tardy is excused or unexcused.

Unexcused Tardy Policy

- First Tardy Noted
- Second Tardy Noted
- Third Tardy Noted - Parent Notification
- Fourth Tardy Noted - One-hour detention (served at 7:45 AM during Wed. Late Start)
- Fifth Tardy One-hour detention
- Sixth Tardy One-hour detention
- Seventh Tardy ISS - Parent notification
- Eighth Tardy OSS - Parent conference

DISCIPLINARY PROCEDURES

The chief tenet of the CAK discipline system is that the teacher must be in charge of the classroom. As such, the teacher has a wide range of options open to him or her for dealing with disciplinary issues in the classroom, including:

- Personal conference with the student and prayer
- Special seating in the classroom, including separating the disruptive student(s) from the group for a period of time
- Contacting the student's parents regarding inappropriate behavior in the classroom
- Take-home disciplinary assignments
- Teacher-assigned/monitored lunchtime or after-school detention
- Disciplinary referrals

MINOR INFRACTIONS

- Disruptive classroom behavior
- Disrespect to a student
- Dress Code Violations
- Inappropriate Language
- Inappropriate use of cell phone (see cell phone policy below)
- Unauthorized area
- Other inappropriate behaviors

1st Referral	Student signs referral/warning
2nd Referral	Student signs referral/warning
3rd Referral	Administrative meeting
4th Referral	Contact parent and one-hour detention
5th Referral	One-hour detention
6th Referral	One-hour detention
7th Referral	One-hour detention

8th Referral	Parent conference and one-hour detention
9th Referral	One day ISS (In School Suspension)
10th Referral	Two day ISS. Possible loss of all extracurricular activities, including athletics and field trips.
11th Referral	One day OSS (Out of School Suspension)
12th Referral	Two day OSS
13th Referral	Possible dismissal from school

Cell Phone Policy

Use of personal communication devices in school can disrupt the educational process. However, students may possess personal communication devices while on school property during the school day **provided the communication device is silent and not visible**. The only exceptions to this rule are instructor-led academic use in the classroom, morning break or lunch. Students must come to the office, with teacher permission, to make phone calls at any time during the school day. The inappropriate use of a cell phone will result in:

1st referral: Loss of possession of phone for remainder of day

2nd referral: Loss of possession of phone for remainder of day and Detention

3rd referral: Detention and Parent must come into school to reclaim the phone

MAJOR INFRACTIONS

An administrative conference with the parent and student will be scheduled following the first major disciplinary offense to determine the student's future standing at Christian Academy of Knoxville.

Behavior	Consequence
Academic Dishonesty	Zero on work; possible ISS or OSS
Drugs, Alcohol, Tobacco (including e-cigarettes and vaping pens/juuls and any other non-prescribed inhalant)	ISS, OSS, probation or expulsion
Fireworks	ISS, OSS, probation or expulsion
Fire Alarm or other	ISS, OSS, probation or expulsion
Gambling	ISS, OSS, probation or expulsion
Lying	ISS or OSS

Major Disrespect (Includes bullying, threats, sexual harassment, fighting, disrespect of school staff)	ISS, OSS, probation or expulsion
Profanity/Offensive Language or Materials	ISS, OSS, probation or expulsion
Sexual Misconduct (See Sexual Purity and the Pregnancy Policy)	OSS, Probation, or possible expulsion
Skipping class	Zero on all work assigned or due during that period - ISS.
Skipping school	Zero on all work assigned or due during the absence - ISS or OSS.
Leaving campus without permission	Zero on all work assigned or due during the absence and ISS or OSS
Theft (personal or school property)	ISS or OSS and replacement
Vandalism of Property (school or personal)	Payment for damages incurred; possible OSS Payment for damages incurred; possible dismissal from school
Weapons	State law and administrative discipline

Academic Honesty Honor Code

Students are expected to be honest in all of their actions and words (Matthew 5:37; Ephesians 4:25). Students are to complete all assignments, papers, and tests from their own knowledge. If another source is used, students are to document or to give credit to that source when appropriate. Academic dishonesty will result in a failing grade (0 points) on the assignment or test. See above chart for additional consequences.

A student guilty of an academic offense may lose privileges such as participation in National Honor Society, Student Senate, or other co-curricular activities. Further action may be taken by the administration as warranted by the specific situation.

Honor Code Statement

"As a CAK student, I will uphold our honor code and in doing so honor our Lord. I pledge on my honor that I have not given, received or used any unauthorized materials or assistance on this work nor have I engaged in deception of any kind. This work is my own." ~ Student Signature

Important Definitions:

Lying or deception is the intentional falsification or denial of fact or the creation of a false impression. It is also the breaking of a pledge. Stealing is the taking of anything without the consent of the owner. Cheating is the act of deceit or fraud. In the classroom, it will be further defined by each teacher, but will include as a minimum the following:

- unauthorized use of another person's material (copying homework or class work, looking on another student's test or quiz, or plagiarism);

- allowing the use of your own material (letting someone copy your homework, providing answers to a test, etc.) without prior teacher permission;
- the revelation, giving, or receiving of privileged information regarding tests, quizzes etc.

Consequences of Dishonor - In addition to the natural consequences associated with the loss of honor, the school will impose the following consequences on students who break the honor code:

Cheating

- 1st offense – Zero on the assignment and parent phone call from the principal
- 2nd offense – Zero on the assignment, parent conference, behavioral probation
- 3rd offense – Zero on the assignment, suspension, and expulsion

Stealing

- 1st offense – Suspension from school, behavioral probation and parent conference
- 2nd offense – Suspension from school and expulsion from school

Over-the-Counter Medications

High School students may possess over-the-counter (OTC) medications in their lockers, purses and backpacks. They may take them as necessary, but may not share them with other students. **Students caught sharing OTC medications will be disciplined.**

Pregnancy Policy

Recognizing that it is the responsibility of both parents and the Christian school to educate students about the Biblical principle of sexual purity before marriage and that pregnancy in and of itself is not a sin, but can be the result of sin, it is the policy of this school to intervene when a student becomes pregnant.

The purpose of intervention, rather than being punitive, is intended to be restorative in nature. Intervention is intended to encourage and foster an atmosphere of compassion and support in which a pregnant student will be strengthened in her decision to preserve her pregnancy and not feel compelled to seek an abortion.

The decision as to whether a student involved in a pregnancy may continue to attend classes at CAK will be made by the Head of School.

Sexual Purity

Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes, but is not limited to, inappropriate contact, any issue associated with pornography, whether on or off campus, technology, and public display of physical affection between students at school or school activities.

Tennessee Child Abuse Hotline

We report all incidents of suspected child abuse to the Tennessee Child Abuse Hotline as required by law. The agency then decides if there is enough information to follow through with a visit.

**The website with phone number is: 1--877--237--0004 or 1--877--542--2873;
<http://www.tn.gov/dcs/article/report-child-abuse>**

TECHNOLOGY RESPONSIBLE USE AGREEMENT

High School: Grades 9-12

CAK provides technology resources for the school community with a belief that technology is an educational requirement in today's culture. In return, CAK expects students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide access to educational tools and resources, to improve communication, and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally-sound use of these tools in a manner worthy of Jesus Christ.

CAK students are provided with access to a technology network. A wide variety of software and hardware is provided on campus. The use of the CAK's network and technology resources is a privilege, not a right. Students are expected to abide by rules of conduct. Inappropriate use will result in discipline in the same way as for other forms of vandalism, cheating, or theft. Ethical use of all technology and protection of equipment is expected and required. Any student who uses the computers or technology equipment in a manner that is inappropriate may lose all technology privileges.

CAK technology can be used for completing school assignments, obtaining information for school assignments, research, college and career planning, and other appropriate educational activities.

Students in our 1:1 iPad environment agree to iPad guidelines. These guidelines are signed by both parents and students prior to being issued a device. A copy of this agreement is on file with the CAK technology department. These guidelines are also posted on the school's website.

For students not participating in the 1:1 iPad program, by enrolling your child for the present school year, the parents, individually and for and on behalf of their student, and the student upon use of the CAK technology, agree to each and every term and provision of the CAK Technology Responsible Use Agreement that is found at www.cakwarriors.com/academics/technology.cfm. The enrollment of the student and use of the Technology constitutes the agreement by the parents and student of each person(s) acceptance of the said terms of use. Further, it is agreed by enrolling their student that the parents agree and the student by usage of the Technology agrees that violating any portion of the CAK Technology Responsible Use Agreement found at www.cakwarriors.com/academics/technology.cfm may result in disciplinary review, including possible suspension or expulsion from CAK, and/or legal action. CAK will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network.

Parents and students further agree that (i) classroom teachers have the authority to set expectations for appropriate use of technology in their classroom in addition to the CAK Technology Responsible Use Agreement found at www.cakwarriors.com/academics/technology.cfm (ii) that the administration reserves the right to confiscate, investigate and search any device (phone, tablet, laptop, etc.) at any time without cause and without consent by either parent or student; (iii) that the administration has the right to apply disciplinary action on a case-by-case basis regardless of device used (phone, tablet, laptop, etc.). The Cell Phone Policy applies to all portable electronics, which are electronic devices that are designed to be portable, including, but not limited to, iPad, iPod, iWatches, Fitbits, tablet computers, e--readers, portable video game systems, or any other portable device with a power switch. As a reminder, the school reserves the right to apply disciplinary consequences for the use of portable electronics off--campus under the circumstances discussed in the *Technology Responsible Use Agreement* found at www.cakwarriors.com/academics/technology.cfm.

Disciplinary Action

Failure to abide by items set forth in the Technology Responsible Use Agreement will generally be addressed via disciplinary procedures listed throughout the CAK Handbook based on the type of offense (i.e. cheating, theft, inappropriate material, etc.) that occurred using a device. Classroom teachers have the authority to set expectations for appropriate use of technology in their classroom in addition to this document. The administration reserves the right to apply disciplinary action on a case-by-case basis. The policy will apply regardless of device used (phone, tablet, laptop, etc.).

*If an offense constitutes harassment or otherwise significantly impacts instruction or the operation of the school, the student will automatically receive OSS and the student's future at CAK will be discussed with the parents and administration.

The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus, regardless of device or system used, if such activity adversely affects the safety or well-being of students, employees or other members of our community, or constitutes behavior embarrassing to the school.

Portable electronics is any electronic device that is designed to be portable, including but not limited to iPad, iPod, tablet computers, cell phones, e-readers, portable video game systems, "smart" watches, or any other portable device with a power switch. **As a reminder, the school reserves the right to apply disciplinary consequences for the use of portable electronics off-campus under the circumstances discussed in the Consequences section of this agreement.**

LIMITATION OF LIABILITY

CAK takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. CAK reserves the right to block content that negatively impacts the academic performance of students. CAK cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. CAK is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

Threats

CAK has adopted a "no tolerance" stance regarding any type of threat. Threatening statements are prohibited and include any verbal or nonverbal threat or action deemed as harmful or sexual in nature against the school, school events, teachers, or students. Even if the comment is made in jest or intended as a joke, disciplinary action may follow pursuant to the Harassment Policy set forth above.

Weapons

In accordance with state law, any student who possesses or who is suspected of possessing a deadly weapon on school property or at school functions shall be reported to the appropriate police authority. The student will be disciplined in accordance with the outcome of the police investigation.

DISCIPLINARY ACTIONS

The administration reserves the right to alter consequences for behavior, using reasonable discretion.

When a student is referred to the administrator for discipline, the following actions may occur:

Detention

Students will be given detention upon their fourth referral for minor infractions and in the event of 4 unexcused tardies. Students will also receive detention for other described infractions. Detention will be held from 7:45 to 8:45 AM on Late Start Wednesdays.

In-School Suspension (ISS)

Students will spend the day under administrative supervision. The administrator reserves the right to determine extracurricular participation based on the circumstances.

Out-of-School Suspension (OSS)

Students placed on suspension are prohibited from participation in all school activities for that day. This includes all extracurricular activities including athletic events.

Dismissal from CAK

Students dismissed for disciplinary reasons will not be re-admitted without review and approval by the school board. Generally, a one-year waiting period must pass prior to re-evaluation. A student withdrawing from Christian Academy of Knoxville must have administrative approval to attend invitation only events during that school year.

Discipline Appeal Process

A disciplinary appeal can be made within three school days to the Executive Committee of the Board of Directors. The student may not be allowed to attend CAK while waiting for the appeal process to be completed. The decision of the Executive Committee is final.

CO-CURRICULAR ACTIVITIES

ATHLETICS

CAK offers a variety of varsity, junior varsity and club sports. Information as to the CAK athletic programs can be found in the Athletic Section of this Handbook or at www.cakwarriors.com/athletics.

ORGANIZATION OF ADDITIONAL CO-CURRICULAR ACTIVITIES

The organization of clubs, groups, athletics, and activities whose purposes conform to the philosophy and policies of the school are encouraged. Students and their sponsors wishing to organize a club or activity should request approval from the administration. All clubs and organizations must be approved by the administration and be led by an approved adult sponsor from the faculty, parents, or friends of the school.

ELIGIBILITY STANDARDS

Any students with past-due financial obligations, who does not have a written and approved alternative payment plan with the Business Office, will not be allowed to participate in any extracurricular activities sponsored by CAK.

Pursuant to TSSAA requirements, any student athlete whose financial account is sixty (60) days past due, may be removed from athletic eligibility, even in cases where there is an approved alternative

payment plan in place.

Any student not re-enrolled prior to June 30th of each year or are a new student who has not enrolled will not be allowed to participate in any co-curricular CAK activities until the enrollment of the student is confirmed by the Admissions Office and Business Office. There are no exceptions to this requirement.

Students participating in any co-curricular activity are expected to maintain the following minimum standards:

Category 1: The student must have passed a minimum of six (6) subjects that credit towards graduation during the semester immediately preceding participation (see below)

Category 2: At each nine-week grading period, a student must pass a minimum of six (6) subjects that credit towards graduation. Seniors may pass only five (5) classes that credit toward graduation if they are only taking five (5) core classes their senior year. Students receiving a grade of "F" will become immediately ineligible. ** (see below)

Category 3: A student with a class grade of "Incomplete" will be ineligible until coursework has been satisfactorily completed and a passing grade has been given. **

Category 4: A conduct grade of "N" will not necessarily result in the ineligibility of a student. However, repeated unsatisfactory evaluations in conduct may result in ineligibility as determined by the High School Principal.

*As mandated by the TSSAA, should ineligibility arise from Category 1, no corrective measures are possible, and the student is ineligible for one semester.

**A high school administrator will contact the parents and student to schedule a meeting to address the deficiencies. The student may not participate in practices or games until the academic meeting has taken place and an academic plan has been approved by the High School Principal.

Coaches and sponsors of co-curricular activities may stipulate behavioral expectations and/or participation expectations that are specific to the activity. If, in the judgment of the High School Principal, Athletic Director or activity coach or sponsor, the student is not meeting the standards required, the student may be declared ineligible for participation.

GENERAL INFORMATION

CHAPEL

Students are encouraged to approach Chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. The format and presentation of Chapels will vary occasionally, but mature, respectful, and appropriate behavior is always expected. Students are not permitted to use cellphones, laptops or iPads during chapel. Every speaker or group, as a guest of Christian Academy, deserves our respectful attention.

COMMUNITY SERVICE

Refer to the school website, www.cakwarriors.com under Academics, High School, *Community Service and Capstone Project*, or in the A-Z on the homepage, for the current policy and student requirements for graduation. Forms are also available for documentation on the website [here](#) and at the high school office.

DRIVING PRIVILEGES AND RESPONSIBILITIES

Please note that student driving on the CAK campus is a privilege, not a right. Because the operation of a motor vehicle has serious safety implications, both for the passengers as well as all others on campus, deviation from the following standards will not be tolerated. Each driver must observe the following rules and parents will be notified after a driving violation:

- Drive and park in a safe, courteous, and responsible manner in the space assigned to you.
- Students should not remain in the parking lot or the driveways once they arrive at school, during school or after school (including last period study hall seniors who have signed out).
- Speed must be kept under 15 mph at all times on school property.
- More passengers than seat belts allow, transporting passengers in a truck bed or on the outside of the vehicle are not allowed.

All driving and parking violations will be handled on a case by case basis and may result in the loss of driving privileges.

FIELD TRIPS AND CLASS TRIPS

Field trips and special events are scheduled by staff to enrich the educational experience of the students. Since the school regards field trips as part of the school experience, all students are expected to participate. It is understood that extenuating circumstances do occur and exceptions to this rule may be necessary. Contact the high school principal for information regarding the optional senior class trip.

LIBRARY POLICIES

Hours

The High School Library is open to students from 7:45 a.m. - 4:00 p.m., except for one period per day. Students may come to the library without a pass before school, during lunch, and after school.

Passes

Any student who wishes to come to the library during study hall must get a pass from the librarian prior to their study hall period. Students visiting the library on a study hall pass are expected to remain in the library for the entire class period.

Food and Drink

No food or drinks are allowed in the library.

LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways and athletic dressing rooms, are the property of CAK. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content, and cannot be secured with any other lock than those supplied by the school.

LOST AND FOUND

All textbooks found should be turned in to the school office and will be returned to the library for check in. If you need to check it out again, please see the Librarian. Other articles found within the school should be placed in the Lost and Found area located across from room 512. Nametags on major items will assist in their identification. Students and parents should check regularly for personal items in the Lost and Found. Items not claimed within a reasonable time will be given to charitable organizations.

PARENT CONFERENCES

One date in the first quarter is regularly scheduled on the school calendar for parent-teacher conferences. Conferences may be arranged by calling or emailing the high school counseling office as needed.

PARKING PASSES

Parking passes will cost \$10.00. A hanging tag for the interior of the car will correspond to a numbered parking space and will be assigned for current drivers. Students may apply for a parking pass when they receive a valid driver's license. **All students must park in the space assigned to them.**

REGISTRATION

Registration begins in February of each school year with an 8th grade registration night, and an assembly for 9th through 11th grades. Students will choose course requests for the next year with a parent signature. The students will also be able to meet with their school counselor for assistance. Student schedules are available each year the week that school begins. Changes to class schedules must have written approval of both teachers and a parent.

STUDY HALLS

Students are required to bring school work to a Study Hall class. Students may bring laptops or iPads to Study Hall to be used in accordance with school policy. See the Library Policy for pass information. There is no cell phone use in Study Hall.

ATHLETIC POLICIES AND PROCEDURES

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ATHLETIC POLICIES AND PROCEDURES

The Christian Academy of Knoxville Athletic Department is comprised of God-gifted student athletes, coaches, and parents dedicated to the development of character and skill in a variety of athletic endeavors. Our strength is generated through our resolve to glorify the Lord Jesus Christ through athletics by doing our best for His honor. We are committed to the development of students spiritually, academically, socially, and emotionally while providing a competitive program committed to excellence.

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.” Colossians 3:23

“I can do everything through Him who gives me strength.” Philippians 4:13

I. PURPOSE OF ATHLETICS AT CHRISTIAN ACADEMY OF KNOXVILLE

The Athletic Department supports the CAK philosophy that it is “God’s will that children should be taught the content and practical applications of His Word in every aspect of learning and in every activity of life” (Deuteronomy 6:4-9).

Athletics is one avenue for teaching children about God. The overall purpose of CAK athletics is to do our best for the Lord (Colossians 3:23). The first part of the verse describes our action, and the second, our motivation.

This purpose is applicable to coaches, striving to fulfill the serious responsibility of leading young people. The end result will ultimately bring honor and glory to the Lord Jesus Christ by providing instruction in the use of the body, thereby reflecting the glory of God through sports. This purpose will be accomplished by:

- Applying the principle of the “well-rounded” person illustrated in Luke 2:52 (mental, physical, social, and spiritual) through the integration of academics, athletics, and social activities.
- Promoting the biblical definition of “winning” by doing our best for God’s glory (Colossians 3:23). “The confidence that comes from knowing that one did the very best he/she could do, to the glory of God” (Ivan Schuler).
- Succeeding on the scoreboard --- “So run that ye may obtain” (I Corinthians 9:24).
- Acknowledging God in all areas (win or lose) and leaving the results in His hands (I Thessalonians 5:18).
- Praying for His guidance in striving to be a true winner (Philippians 4:13).
- Avoiding the two dangerous perspectives of:
 - “Win at any cost” --- which produces coaches and athletes with a humanistic ego that will never be yielded to the Holy Spirit.
 - “Just an activity” --- which makes participation little more than a release and an extension of the physical education program and minimizes the importance of “running the race” to achieve a goal, and striving (competing) legally.
- Involving the student body, parents, faculty and staff in developing school unity and spirit.
- Maintaining a clear Christian testimony through words and actions to opposing schools, officials, and the community.

II. OBJECTIVES OF THE ATHLETIC PROGRAM

The objectives of the CAK Athletic Department are an extension of CAK’s overall mission, values, and goals statements. In conjunction, we strive to honor and glorify Jesus Christ by developing a

championship caliber program for all sports, while maintaining a gender and sport related balance. Servant Leadership is a core principle to the execution of our program. It is paramount that our conduct remains consistent with the example of Christ. The practice of this leadership paradigm will create the community necessary for a body of believers to best represent Jesus Christ.

Philippians 2:2 *“Then make my joy complete by being like-minded, having the same love, being one in spirit and purpose.”*

Initiatives

- Offer a qualified, professional, God-honoring staff.
- Offer a comprehensive 6-12th grade athletic program with continuity from level to level with varsity oversight.
- Create a collaborative effort and energy among coaching staff to include:
 - Spiritual growth and development
 - Related and continuous sport specific training and teaching
 - Strength, conditioning, and health emphasis
- Offer safe and aesthetic athletic facilities.
- Work collaboratively with the Warrior Booster Club (parents).
- Extend sports programs to the entire campus for program development and connectivity.

III. GUIDELINES FOR THE ATHLETIC PROGRAM

- **Spiritual**
 - To glorify God in all our athletic interaction (Colossians 3:23)
 - To teach dependence upon God, prayer, and Bible study (Philippians 4:13).
 - To teach thankfulness to God for health, safety, and the opportunity to serve Him through the realm of athletics.
 - To teach how to win with the humble attitude of Christ and accept defeat as Christians, praising God for the opportunities to learn lessons through athletics.
 - To teach how to love athletic opponents as they are also created in the image of God.
 - To teach that God created our bodies, and that we are to be good stewards of the temple of the Holy Spirit (I Corinthians 3:16-17).
- **General**
 - To teach the skills and technique of various sport activities.
 - To teach team play and unity; exhibiting a Christ-like disciple in each team member.
 - To teach concentration, commitment, dedication.
 - To teach the importance of obeying rules and respect for self and others.
 - To teach the acceptance of majority decisions, yet respect the right of the minority.
 - To develop effective methods of thinking.
 - To develop sound judgment.
 - To promote health and well-being.
 - To promote social growth.
 - To be competitive at the highest level.

Athletic Program Goals

1. Develop Christ-like character and behavior in each athlete.
2. Emphasize skill development, individual improvement and enjoyment of the game at the MS level.
3. Continue to build skill development, individual improvement and enjoyment of the game at the HS level.
4. Place a greater emphasis on team strategy and competition.
5. Develop and nurture the concept of teamwork and team play.
6. Build an attitude of good sportsmanship in each athlete.
7. Cultivate the proper attitude of respect for fellow competitors, officials, and fans in each athlete.
8. Establish a seamless transition from one level to the next in order to create continuity and consistency within a sport
9. Recognize the accomplishments at each level while emphasizing the success of varsity competition and the commitment of our seniors and their families.
10. Promote sportsmanship.

Sportsmanship

Promoting and encouraging good sportsmanship by coaches, athletes, fans and parents is very important to CAK. We believe that as a Christian school, we must hold ourselves to the highest level of sportsmanship and behavior both in and out of the playing arena. The school's administration, athletic department, and coaching staff are committed to encourage an environment of enthusiasm and school spirit consistent with high standards of sportsmanship and respect for opposing teams and game officials (taunting, negative cheering or any verbal abuse by fans, directed toward opponents or officials, is incompatible with good sportsmanship and will not be tolerated).

CAK athletic events should be fun and positively supported. The school and our athletic teams are best served by fan support that is directed enthusiastically toward our athletes.

IV. ATHLETIC ADMINISTRATION

The Athletic Office is located in the High School building
(865) 690-4721 ext. 142

Director of Athletics	Ext. 132
Assistant Director of Athletics	Ext. 146
Administrative Assistant	Ext. 142

Responsibilities

- Head of School - oversees the entire school program (including athletics)
- Director of Athletics - administrates the CAK athletic program
- TSSAA holds **HS Principal** responsible for the functions of the Athletic Department as it pertains to high school sports
- Head Varsity Coaches and Sponsors - oversee the entire program of their particular sport including instruction and aiding the J.V. and Middle School level coaches in development of players, practices, systems of play, etc.
- Assistant Coaches - assist the head coaches in the implementation of their program in practices, games, etc.
- Junior Varsity and Middle School coaches - support the head coach in the development and

instruction of the program he or she has established for that sport in both games and practices

V. ATHLETIC ASSOCIATIONS

CAK High School is a member of the Tennessee Secondary School Athletic Association (TSSAA). The CAK "Warriors" Athletic Department participates and competes in boys' baseball, basketball, cross-country, football, golf, soccer, swimming, tennis, track, wrestling and in girls' basketball, cross country, golf, soccer, softball, tennis, track, swimming, and volleyball. Our athletic program includes cheerleading and dance. The TSSAA website is www.tssaa.org.

CHRISTIAN YOUTH LEAGUES

CAK has several youth leagues associated with specific sports programs. These programs are typically for elementary students. In some cases, the programs are directed by CAK coaches and in other cases, CAK parents manage the youth program in coordination with the CAK coach. Current youth program offerings will be announced through the CAK website and publicized through multiple venues.

SPORTS OFFERED

CAK offers a variety of athletic opportunities providing for a well-rounded student-athlete to participate in multiple co-curricular activities. The CAK athletic department desires to offer teams progressing through middle school play, to junior varsity, to eventual varsity competition. Listed below are the teams offered at CAK. In some cases, teams may be dropped at the High School or Middle School levels due to insufficient interest, facilities or staffing.

High School

Fall: Men's & Women's Golf, Men's & Women's Cross Country, Cheer, Football, Women's Soccer, Volleyball

Winter: Men's & Women's Basketball, Cheer, Men's & Women's Swimming & Diving, Wrestling

Spring: Baseball, Men's Soccer, Softball, Men's & Women's Track & Field, Men's & Women's Tennis, Men's & Women's Lacrosse

Middle School

Fall: Football, Volleyball, Girls' Soccer, Boy's/Girl's Cross Country, Cheer, Softball, Boy's/Girl's Tennis

Winter: Boys' Basketball, Girls' Basketball, Cheer, Wrestling

Spring: Baseball, Boys' Soccer, Boy's/Girl's Track & Field, Boy's/Girl's Golf

VI. PROGRAM DEVELOPMENT

Middle School athletic teams are composed of 6th, 7th, and 8th grades. This is considered the introductory level of interscholastic competition at CAK. The purpose of MS athletics is to develop the fundamental skills of the athlete. An important goal of middle school is to have each student progress athletically toward junior varsity and varsity competition. A selection process is utilized in specific sports according to the number of participants and player abilities. With sufficient participants, CAK will offer up to two (2) middle school teams per sport ("Gold" and "Blue"). This will be determined by the Head Coach, Athletic Director, according to what is best for the sport program and all participants involved.

The Junior Varsity teams are considered the transitional level between the middle school teams and varsity teams. Depending on the sport, the junior varsity level may consist primarily of students in grades 8 through 10. JV is an extension of the development initiated at the MS level. An important goal of the

junior varsity team is to prepare athletes for varsity competition.

Varsity athletics is the highest level of interscholastic competition at CAK. On the varsity level, the commitment is to field the best team possible for athletic competition. While winning is an emphasis, the idea of “win at all cost” is not consistent with the goals of CAK Athletics. The varsity team should exemplify the servant leadership principle, which is fundamental to our purpose. Varsity teams are generally composed of students in grades 9-12, but special exceptions may be granted for eighth graders.

8th Grade Participation in HS Sports

Current TSSAA policy allows 8th grade participation in high school sports. It is the policy of CAK to allow for 8th graders to play on Varsity and/or JV HS athletic teams, if: 1) the 8th graders are needed to field a varsity HS team, and 2) the 8th grader is of exceptional athletic ability so as to allow them to contribute significantly to the HS Varsity team.

In case of an exceptional athlete, the following procedures will be followed:

- Coaches discuss with the AD and Principals their belief that an 8th grader fits the exceptional athlete category. These individuals must agree that the student athlete can both contribute athletically and maintain appropriate academic and disciplinary standing while playing HS varsity.
- Coaches will approach the parents of the 8th grader athlete once step one is complete. Parents of the 8th grade athlete are not to approach the high school coach and ask to play HS varsity.
- Parents of the 8th grade athlete must agree to allow their child to play at the HS varsity level and understand that academic and disciplinary standing must be maintained.
- No HS student can be cut to allow an 8th grader to play HS varsity.

Weight Training

Each athlete is expected and encouraged to participate in out-of-season as well as in-season weight training and conditioning. CAK’s Strength and Conditioning Coach will design and execute a workout regimen for each sport program (in conjunction with the sport coach).

Sports Medicine

CAK has entered into a contractual agreement with Tennessee Orthopedic Clinics (TOC) to serve as the primary athletic injury care giver. While athletes may certainly choose other orthopedic doctors, all injuries of CAK athletes should be communicated through CAK’s Athletic Trainer. In order for any injured athlete to resume participation, they must present doctor’s approval to CAK’s trainer.

VII. CO-CURRICULAR ELIGIBILITY

It is important that parents and students alike read and agree to abide by CAK athletic philosophy and policies. Every athlete will also be required to turn into the Athletic Office a **Participation Packet** and all other documents or participant eligibility forms as required by the Athletic Office.

Participation Packet Requirements

Physical Examination Form

Parent/Athlete Consent/Agreement Form

Symptoms of Concussion Form

Cardiac Arrest Form

Transportation Form

Permission to Walk to Practice Facility (Middle School Only)

These should be turned in to the athletic office or coach before beginning your first day of activity.

***NOTE: All forms can be found at <http://www.cakwarriors.com/athletics>**

CO-CURRICULAR ELIGIBILITY STANDARDS

Students participating in ANY co-curricular activity are expected to maintain the following minimum standards:

Category 1

The student must have passed a minimum of six (6) subjects that credit toward graduation during the semester immediately preceding participation. As mandated by the TSSAA, should ineligibility arise from Category 1, no corrective measures are possible, and the student is ineligible for one semester.

Category 2

At each nine-week grading period, a student must pass a minimum of six (6) subjects that credit toward graduation. Seniors may pass only five (5) classes that credit toward graduation if they are only taking five (5) core classes their senior year. Students receiving a grade of "F" will become immediately ineligible. A high school administrator will contact the parents and student to schedule a meeting to address the deficiencies. The student may not participate in practices or games until the academic meeting has taken place and an academic plan has been approved by the High School Principal.

Category 3

A student with a class grade of "Incomplete" will be ineligible until coursework has been satisfactorily completed and a passing grade has been given. A high school administrator will contact the parents and student to schedule a meeting to address the deficiencies. The student may not participate in practices or games until the academic meeting has taken place and an academic plan has been approved by the High School Principal.

Category 4

A conduct grade of "N" will not necessarily result in the ineligibility of a student. However, repeated unsatisfactory evaluations in conduct may result in ineligibility as determined by the Principal.

In addition, coaches of all CAK athletic teams and sponsors of co-curricular activities may stipulate behavioral expectations and/or participation expectations that are specific to the activity. If, in the judgment of the High School Principal, Director of Athletics or Coach, the student is not meeting the standards required, the student may be declared ineligible for participation.

School Attendance

- Athletes must be in class for at least four (4) academic periods on the day of a game.
- If a student-athlete misses school due to illness he/she may not practice or compete that day. Exceptions are a doctor or dentist appointment, or a prearranged college visit.
- Any 6th - 8th grade athlete who misses physical education class due to an injury or illness will not be allowed to practice or play on that day.
- Athletes returning late from a game will not be excused for any tardiness or from assignments or test given the following day (exceptions may only be made by the Principal). Student-athletes are

responsible for all make-up work according to CAK attendance guidelines.

NCAA Eligibility Information

Student-athletes interested in competing at the collegiate level must complete the NCAA Clearinghouse form in preparation for the recruiting process. Test scores and GPA information can be entered at the websites below. Please note, CAK is not allowed to post these scores for prospective student athletes.

For NCAA – 9999 – go to www.eligibilitycenter.org

VIII. RECRUITING RULE

CAK does not recruit athletes. Any athletes that come to the attention of the coaching staff will be referred to the Admissions Office for follow up. Any financial aid that is provided to students at CAK is due strictly to the family's financial need. Coaches do not have any authorization to imply that financial aid will be given.

Athletic recruiting is prohibited. Athletic recruiting is the use of influence on a student or the parents or guardians of a student, by any person(s) directly or indirectly associated with the school, to secure or retain a student for athletic purposes. In the event that there is a violation of this rule, there shall be a penalty against the school, and the student(s) who was the subject of the violation shall be ineligible for a minimum of one year.

The penalty and any additional period of ineligibility beyond the one-year minimum will be determined by the Executive Director based on a consideration of the number of violations involved, the number of student-athletes involved, the nature of the violation(s), the individual(s) responsible for the violation(s), and the extent to which the violation may have been knowing, deliberate, or in reckless disregard of the provisions of this rule and the commentary that accompanies this rule.

Guidelines for Understanding the Recruiting Rule

1. Athletes or prospective athletes should be treated no differently than students who are not athletes. Students should be seen as students and not singled out based on their potential athletic ability.
2. To avoid the appearance of impropriety, a coach who is contacted by any student or family or individual about attending a school where he or she is the coach should inform that person that he or she needs to contact the administrative official or officials of the school who normally deal with the admission process.
3. To avoid the appearance of impropriety, any meeting with coaches regarding athletes or prospective athletes should be a part of the admissions process at the school and should take place at the school. (TSSAA Bylaws, Article II, Section 17)

See examples of inappropriate influence in the TSSAA handbook at www.tssaa.org

IX. TEAMS/GAMES/PRACTICES

Sunday “Day of Rest” Policy

With the understanding that students and their families need a day of rest physically, emotionally and spiritually, and given that CAK encourages consistent church attendance and corporate worship, all CAK

sports and activities (sanctioned, non-sanctioned (club sports), and CAK youth leagues will not have Sunday practices, meetings, games, or camps without advance authorization from the Director of Athletics, the appropriate Principal **and** the Head of School. It is understood that Sunday practices, meetings and game participation should be granted as an exception to the policy and not the normal protocol for CAK.

Technical Fouls/Cautions/Ejections

- CAK will follow all TSSAA rules and procedures.
- According to CAK policy, any player having been suspended for three or more games will be removed from that team and will lose all privileges to letter or receive awards for that sport.
- If at any time, in the opinion of the Head of School, Athletic Director, or Head Coach/Sponsor, an athlete displays an attitude that is contrary to the philosophy of the CAK athletic program, he/she may be removed from the team or squad.
- If at the time a player is removed from a game/match, he/she outwardly displays a negative response toward the officials or the coaches for the action taken, he/she may be further disciplined.
- Coaches should encourage and teach athletes that success is in no way synonymous with playing time, but that success is contributing to the team or squad's benefit with the abilities God has given them.

Financial Obligations

- Any student not re-enrolled prior to June 30th of each year or a new student who has not enrolled will not be allowed to participate in any extracurricular CAK activities **until their enrollment is confirmed by both the Admissions Office and Business Office.** There are no exceptions to this requirement.
- The Tennessee Secondary School Athletic Association (TSSAA) requires schools to remove any high school student from athletic eligibility whose financial account with the school is sixty (60) days past due, even in cases where there is an approved alternative payment plan in place.

FINANCIAL AID

CAK is a TSSAA Division II schools whose student-athletes may be the recipients of "need-based financial aid." (TSSAA Bylaws, Article I, Section 2). CAK is a member of TSSAA Division II.

TSSAA Tuition and Financial Aid Rule, Section 16 states:

If tuition is charged, it must be paid by parent, bona fide guardian or other family member. If a parent, guardian or other family member secures a loan for payment of tuition, it must remain an obligation of the parents, guardian or other family member to repay the principal and interest in full with no exceptions. Any loan program, grant program, educational foundation or similar program that is established and/or administered, in whole or in part, by a school or official of a school is considered financial aid.

Financial aid will be allowed under the following conditions:

1. Children of full-time faculty members may be given financial aid, but such students, if transfers, shall be ineligible for 12 months in any sport in which they have an athletic record for the previous or current year.
2. Financial aid may be awarded on the basis of need, but proof of such need must be filed in the TSSAA office on forms approved by the Executive Director. In order to determine the basis for need, all schools awarding financial aid shall use the following service in order to

determine the basis for need: FACTS Grant and Aid Assessment (FACTS). The Board of Control shall have authority to reject the basis of need for students when in its opinion, or in the opinion of the school committee, the amount of need stated by the financial service cannot be justified.

All records pertaining to financial aid or tuition assistance shall be open to TSSAA upon its request. Each school shall be responsible for securing necessary authorization to allow TSSAA to review or audit such records.

HANDBOOK RECEIPT AND AGREEMENT

Enrollment of your student at Christian Academy of Knoxville, confirms you have received, read, understand, and agree to abide by CAK's 2018-2019 Student-Parent Handbook.

This also signifies that you understand and agree to abide by the **Technology Acceptable Use Policy** for **Christian Academy of Knoxville**.

Furthermore, you recognize that this handbook is a collective statement of current information, philosophies, policies, and procedures that directly impact the lives of CAK students.

We understand that this Handbook does not contractually bind CAK and is subject to change without notice by CAK. Additionally, you consent to, and will submit to all governing policies of the school, including all applicable policies in the Student-Parent Handbook.

Admission to and enrollment in CAK is a privilege, not a right, and that any behavior, either on- or off-campus, which is not consistent with the school's standards could result in the loss of that privilege.