



# CHRISTIAN ACADEMY OF WESTERN NEW YORK

## Parent/Student Handbook

*“Train up a child in the way he should go  
and when he is old, he will not depart.” Proverbs 22:6*

## Table of Contents

Pg  
#

Topic

### **Introduction**

### **Admissions**

- 9 Entrance Requirements
- 9 Application Policy

### **Academics**

- 11 Academic Standards
- 11 Academic Probation
- 12 Curriculum and Textbooks
- 12 Awards
- 13 Grading Standards
- 14 Homework Policy
- 14 Honors Classes
- 15 Make Up Work
- 15 Retention
- 16 Parent/Teacher Conferences
- 16 National Honor Society (High School)
- 17 School/Community Service Projects (High School)
- 18 Skipping a Grade
- 18 Graduation Requirements

### **Attendance**

- 19 Signing In and Out
- 19 Elementary and Middle School Attendance Policy
- 21 High School Attendance Policy

### **Code of Conduct**

- 27 Foundation of Discipline
- 27 Guiding Principles
- 28 Corporal Punishment
- 28 Definitions and Consequences
  - 28 Class I – Minor Violations and Recommended Consequences
  - 29 Class II – Moderate Violations and Recommended Consequences
  - 30 Class III – Serious Violations and Recommended Consequences
  - 31 Consequences

Pg  
#

Topic

**General Operating Procedures**

- 34 Student Councils
- 35 Dress Code
- 35 Lunches
- 38 High School Lockers
- 38 Re-enrollment
- 38 School Closings
- 38 Sports
- 40 Transportation
- 42 Cell Phones
- 42 Visitors
- 42 Mandated Abuse Reports
- 42 Medical Emergency Procedure
- 43 Medication-in-School Policy
- 43 Pregnancy
- 43 Sexual Harassment Policy
- 45 Weapons/Threats
- 45 Anti-Bullying Policy
- 47 Wellness Policy
- 48 Non-Discrimination Policy
- 48 Grievances/Complaints
- 49 Conciliation Clause
- 49 Pesticide Notification Policy

*Christian Academy of Western New York  
Parent/Student Handbook*

Dear Parents:

Welcome to Christian Academy of Western New York!

We at CAWNY are committed to assisting you in training your children by providing every child a quality academic education with a Christian worldview.

We have prepared this handbook as a guide for you to follow. There are informative procedures enclosed that will govern us as we assist you in training your child. Please familiarize yourself with the contents of this handbook. Your support of the rules as a parent is an absolute necessity for the educational process to be successful.

If problems or unresolved questions arise, please call or come in. It is always best to first discuss classroom matters directly with the teacher. (Matthew 18:15)

We ask for your prayers, cooperation and support as we prepare your children for the place God has for them in the world.

We thank you in advance for your cooperation throughout this school year!

In HIS Service,  
***The CAWNY Staff***

## **Beliefs of Christian Academy of Western New York**

1. God is the source of all truth and the Bible is given by Him as our supreme and final authority.
2. Because each student is created in the image of God with unique physical, social, emotional, intellectual and spiritual gifts, he is a valued individual within the community whose primary purpose is to glorify God.
3. The student will model what he sees; therefore, by God's grace, all faculty and staff should strive to be Christian role models.
4. A variety of instructional strategies and learning activities should provide appropriate challenges for all Christian Academy of Western New York students.
5. All aspects of our educational program will be taught from a Biblical perspective.
6. The student is personally responsible and accountable for his/her behavior and personal integrity.
7. The student learns most effectively in a safe, structured, healthy environment.
8. Christian Academy of Western New York works in partnership with parents/guardians in education.
9. The commitment to continuous school improvement is imperative in order to enable each student to become a confident, self-directed, life-long learner.
10. Christian Academy of Western New York emphasizes spiritual development, academic excellence and extra-curricular activities as a means to glorify God in a global society.

## **Mission and Purpose**

The purpose of Christian Academy of Western New York (“CAWNY”) is to provide a high standard of education for each student, based upon a firm foundation in the Word of God.

A basic responsibility of Christian parents is to obey the Biblical instruction, which gives them the ultimate responsibility for the education of their children. (*Deuteronomy 6: 7, 8; Proverbs 22:6*) CAWNY is an extension of the Christian home, embracing the task of assisting parents in the training of their children in the knowledge of God and the Christian way of life.

CAWNY is dedicated to preparing its students to impact their generation for Christ, by providing a standard of excellence for educating the whole student in a Christian environment. It is our goal to inspire and facilitate the development of each child: academically, spiritually, physically, emotionally, and socially.

CAWNY provides a professional Christian faculty and administration, as well as programs, policies and curriculum that result in high quality, Christ-centered education and development for its students.

## **Statement of Faith**

We believe the Bible to be the inspired and only infallible authoritative Word of God. (*2 Tim. 3:16*)

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (*1 John 5:4-6*)

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 His personal return in power and glory. (*1 Cor. 15:3, 1 Peter 2:21-24, John 3:16, 1 Thess. 4:18, Rev. 21:20*)

We believe in the reality of Satan and that his present control over unregenerate man does exist. (*2 Cor. 4:4*)

We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (*Rom. 3:21-30, Gal. 4:4-7*)

We believe in the full consummation of the Baptism of believers with evidence of spiritual power in public testimony and service. (*Acts 1:8, Matt. 3:11*)

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 5:24, 28-29*)

We believe in the sanctity of life both born and unborn. (*Jeremiah 1:5, Psalm 139:13-15*)

We believe marriage to be only a heterosexual relationship (*Gen 1:27-29, 2:22*)

We only recognize a student as the sex noted on their birth certificate. (*Deut. 22:5*)

## How can I be born again?

**"For whoever will call on the name of the Lord will be saved."  
- Romans 10:13**

There is a God. You know that must be true. The heart of the human being longs for God, and logic demands divine existence.

While everyone believes God is... most sense separation from God. We know God must be holy and good. We see ourselves as unholy and not good. We conclude that God is angry with us and we cannot know Him.

Good News! This Testament of God's love is His Word to tell us that He loves us as we are. That love will save us from our sin and make us what we should be as God's children.

John 3:16

**"For God so loved the world, that He gave His only begotten Son, that whoever believes in Him shall not perish, but have eternal life."**

We hear Jesus say, **"God so loved the world."** God's love has no limitations. He loves **"so"**. More than we can imagine. He loves everyone - not just some ones.

Romans 5:8 tells us that God loved us so that **"when we were in our sin Christ Jesus came to die for us."**

Romans 3:23 **"for all have sinned and fall short of the glory of God,"**

This verse tells us that all people have sinned. We have fallen short of God's intended purpose for us. God made us to know Him.... to receive His love and to love him in return.

For love to be love... for God to be God... and for humans to be humans.... God gave us a choice. We can choose to love ourselves and turn to our selfish pursuits. That is sin. In our sin we cannot know God and His love. The result of sin is that we are lost... separated from God.

Romans 6:23 **"For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord."**

Wages are just payment... due reward... what one has coming because of labor. The just payment for our sin is death.

Death here means spiritual insensitivity. When we are still in our sin, we have no life with God. We are alive physically but dead spiritually. If we continue in that condition, we will be separated from God for all eternity.

The wages of sin is death. but God's free gift is eternal life. While wages are earned, a gift is offered... no strings attached. God says He will give us eternal life - life with Him - in the place of sin's payment of death.

How can God remain true to His holiness and forgive unholy sinners? Because Jesus, His Son, has paid the price for sin by His death on the cross.

Second Corinthians 5:21 says, **"He who knew no sin became sin for us, that we may be made the righteousness of God through Him."**

Jesus arose from the grave to conquer sin and death for all who receive Him as God's free gift.

How can you receive God's free gift of love and life?

Romans 10:9-10

**"that if you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you will be saved; for with the heart a person believes, resulting in righteousness, and with the mouth he confesses, resulting in salvation."**

A person receives God's free gift of love and life by placing faith in Jesus Christ. To believe is simply to take God at His word. With our heart (whole believing) we believe that Jesus is God's Son who died for our sin on the cross and arose from the grave to live in us as Savior and Lord.

To believe in Jesus will result in confessing that faith with one's mouth.

Do you acknowledge that you are a sinner?

Do you believe by faith that Jesus, God's Son, died for your sin on the cross?

Will you now confess Him as your Savior and Lord?

Romans 10:13 **"for Whoever will call on the name of the Lord will be saved."**

This verse says that any person who will call upon the name of Jesus, the Lord, shall be saved.

To call means simply to ask in prayer. The verse does not require one to know more... do better... clean up one's life... or in any way try to add to what Jesus has done for us.

**Will you now call upon Jesus to save you from your sin so that you can know God's love and forgiveness?**

Pray like this: *"Dear God, I confess that I am a sinner, and I am sorry. I need a Savior. I know I cannot save myself. I believe by faith that Jesus, your Son, died on the cross to be my Savior. I believe He arose from the grave to live as my Lord. I turn from my sin. I ask You, Lord Jesus, to forgive my sin and come into my heart. I trust you as my Savior and receive you as my Lord. Thank you, Jesus, for saving me."*

When anyone calls on the Lord in this manner, **that one is saved according to God's Word**. If you pray a prayer of repentance and faith, **you are saved**. You have God's word on it.

If you have prayed this prayer to receive Christ as your Lord and Savior, why not record your decision to follow Jesus as follows. Often times, a good place to write this would be inside the cover of your bible:

*Believing by faith that God loves me and sent His Son, Jesus Christ, to die for my sin and arise from the grave to live in me, I, \_\_\_\_\_, do this day, \_\_\_\_\_, repent of my sin and accept Jesus Christ as my personal Lord and Savior. According to the promise of God in Romans 10:13, I have called upon His name and have His word for the assurance of my salvation.*

([www.RomansRoad.org](http://www.RomansRoad.org))

## **I. Admissions**

### **A. Entrance Requirements**

Christian Academy of Western New York (“CAWNY”) admits students of any race, color, national or ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the school.

The following guidelines will be used for admittance to CAWNY:

- CAWNY cannot meet the needs and therefore does not grant admittance to students who are married, expecting a child, or are already the parents of a child.
- CAWNY does not grant admittance to any student who has reached his/her 20th birthday at the time of his/her application.
- CAWNY does not grant admittance to any student who is under serious disciplinary action from any school or school district at the time of his/her application.
- CAWNY cannot meet the needs of and therefore does not grant admittance to any student who has been in or is presently in an alcohol or drug rehabilitation program.
- CAWNY cannot meet the needs of and therefore does not grant admittance to any student who has spent time in a school specifically designed for behavioral corrections.
- CAWNY does not grant admittance to a student if the student, parents or other family members historically have not been cooperative with previous educational institutions.
- The parties to the enrollment and re-enrollment agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (See Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation. ([www.peacemaker.net](http://www.peacemaker.net)) Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Primary acceptance or non-acceptance of a student to CAWNY is made by the administrator. Non-acceptance decisions may be appealed to the School Board. The School Board retains the right to turn down an appeal based on the individual circumstances of a case.

### **B. Application Policies**

All the forms necessary for application are available from the school office or the school website. The application must be filled in completely, the application fee paid and enrollment check given to the school. (The State Department of Health requires that all students entering school provide a Certificate of Immunization from their family doctor or the Health Department.) The application form must be signed along with the signed Statement of Faith and Objectives; the signed Statement of Application Commitment and Statement of Cooperation.

Application will not be considered complete unless all required criteria, including all forms, fees, records and interview have been completed. The application fee will be deposited immediately and is not refundable.

Immunization Policy

New York State law requires the compulsory immunization of elementary and high school students against Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3-day measles), Rubella (10-day measles) and mumps. The law provides that pupils be immunized or vaccinated or be in the process of receiving this protection at the time of opening of school in September. A record of these immunizations must be presented at the school office, unless exemption has been approved.

The immunization program must be completed and dates on file in the office no later than the 15th day of school or the child will be excluded from school until the program is completed.

## II. Academics

### A. Academic Standards

It is the belief of the Christian Academy of Western New York (“CAWNY”) that a quality education is the result of (1) a curriculum that integrates God’s Truth into all courses and adequately prepares the student for future educational endeavors (2) teachers that are Christian in philosophy and (3) classes which enable the student to derive maximum benefit from his/her academic exposure.

Each student is expected to use all available school and home resources and to perform at his/her highest level in order to take full advantage of the educational program. His or her originality and creativity are encouraged within the organized framework of the classroom. Talking about or engaging in cheating or plagiarism is strictly forbidden.

The focal point of CAWNY’s instruction is the teacher. Each member of the faculty is qualified to be involved in the teaching process. An atmosphere is carefully established that will enable the student to derive maximum benefit from his/her academic exposure.

### B. Academic Probation

It is the goal of CAWNY to produce students who are fully equipped to serve God in whatever way He has planned for them to walk in upon graduating from high school. CAWNY wants to prepare them for a 2- or 4-year college, a technical/business school, a Bible school, entering the 21st century workforce, as well as in marriage and a family. Students who are doing poorly in their studies are simply not fully equipped to serve; therefore, it is necessary to institute an eligibility policy concerning academic studies. Students who are determined to be on Academic Probation will not be allowed to participate in elective extracurricular activities (e.g., sports, or school plays).

#### 1. Definition

Any student who is failing two or more subjects determined by either their last 5-week progress or quarterly report card, whichever is most recent, is considered to be on Academic Probation.

#### 2. Consequences

Parents will be encouraged to make an appointment for a parent-teacher-student conference. At this conference, the administrator will specify what the student must do in order to get off probation. Depending on the student and his/her circumstances, the administrator may require one or more of the following (the administration also reserves the right to make requirements not listed below if deemed necessary):

- The student **must** keep a daily assignment notebook, signed by each teacher at the end of each class, and presented to a parent at the end of each day verifying that all assignments have been completed.
- On the last day of each week, the student will be responsible for asking his/her teachers to fill out a Weekly Progress Report. This report is to be taken home and given to the student’s parents who must sign and return it to CAWNY office the following Monday morning.
- The student must use all assigned study halls for schoolwork and nothing else (e.g., school/community service, yearbook development, etc.).

- The student must make and keep appointments with the teachers of the failed subjects for extra help at least once per week per subject. Students are required to petition the signature of the teacher, which is to be recorded in their assignment notebook, verifying that extra help was indeed received.
- The student must raise his/her grades sufficiently so that he is failing no more than one subject by either the next 5-week progress report or quarterly report card, whichever comes first.

*Failure to fulfill any of the daily or weekly requirements will likely result in immediate detention, and may result in another 5-weeks of Academic Probation. If, in the opinion of the faculty and administration of CAWNY, a student on Academic Probation shows no sign of taking steps to correct any academic deficiencies, the student will be asked to withdraw or face grade retention or expulsion from CAWNY.*

### C. Curriculum and Textbooks

The philosophy of the Christian Academy of Western New York ("CAWNY) must be carried out in its educational program.

Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.

At CAWNY, in general, textbooks are provided without additional charge to the students. Textbook cost is included in the tuition. Children are responsible for their texts and should damage or loss occur, they or their parents are accountable. However, sometimes students' families are asked to purchase specialty books, such as Bible workbooks.

### D. Awards

One of our annual highlights at the end of each year is the Awards Assembly given to honor the various achievements of its student body. Below is a list of some of the awards given out each year at this assembly.

**Christian Character Award** is given to the student who displays Christian character in their attitude towards others. One student is selected by their teacher(s) at each grade level.

**Senior Christian Character Award** is a \$1000 scholarship awarded through application each year to a qualifying senior.

**Excellent Attendance Award** is given to the student who is absent from school 2 or less days through the course of the year.

**Honor Awards** are given in each course (Math, English, Bible, etc.) to each student whose final course average is 90% or higher. This is done in recognition of the fact that God has created each of us as unique individuals with varying gifts and talents.

**New York State Merit Scholarship for Academic Excellence** - each registered high school in the State is awarded a scholarship of \$1,500 to *one* graduating senior. The scholarship is based on class rank at the end of the junior year.

**Timothy Award** is given to one student per grade who, in the opinion of their fellow classmates, has consistently shown a genuine interest in others, putting other’s needs before their own.

**Total Person Award** is a \$100 scholarship towards tuition given to a high school student who: has an overall average of 90% or better; displays evidence of the fruit of the Spirit in their life, and, in addition, demonstrates an attitude of tolerance, generosity, loyalty, obedience responsibility, initiative, and diligence. The teachers and staff of CAWNY make this section.

## E. Grading Standards

The following chart lists the grading standard to be used in the Middle School and High School programs:

Grade	Range/Meaning	Explanation
A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	65-69	Below Average
F	under 65	Unsatisfactory or Failing
INC	Incomplete	Missing or incomplete work must be completed within timeframe set by the teacher
W*	Withdrawal	Class withdrawal** within first two (2) weeks of class with no penalty against GPA and will not show on permanent records.
DP*	Dropped Passing	Class dropped ** by a student with a passing average after first two (2) weeks of class with no penalty against GPA and will show on permanent records.
DF*	Dropped Failing	Class dropped ** by a student with a failing average after two (2) weeks of class with a 55% averaged into GPA and will show on permanent records.
P	Pass	Work was satisfactory and credit was received.
ME	Medical Excuse	Excused from participation by order of a medical doctor.
NA	Not Applicable	
* Applies to grades 9 – 12 only.		
** No student may drop any course without a parent-administration conference.		

Final Exam counts as one-fifth of the final grade in a course.

Final Average represents the average of the four terms/quarters and the final exam.

GPA (Grade Point Average) is a weighted average of grade(s) received.

## F. Homework Policy

CAWNY recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day, which provides the student with additional opportunities for the development, and reinforcement of the school's instructional objectives.

(Each elementary student is expected to carry home an assignment notebook daily. The notebook must be signed by the parent and returned to class the next day.)

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The assignment of homework helps students understand that learning is not just a classroom activity.

Parents should feel free to consult with the teacher about any question relating to the homework assignment. Parents should recognize the important role of homework to the total instructional program of their child by:

1. Making themselves aware of the assignments and expectations of the school and the individual teacher.
2. Providing a suitable place and environment in the home for the completion of homework assignments.
3. Helping their child plan and budget the appropriate amount of study time for the completion of the homework assignment.

The assignment of homework will be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments will be recorded by the instructor and included in the evaluation of the student's progress. Christ like character qualities of responsibility, initiative, orderliness and thoroughness are developed as a result of homework. Care will be taken though, not to take away from the family unit by too much homework. Family communication and togetherness must be priority.

Pupils who are having difficulty and who require more individual help than the teacher can give may be referred to the resource room for study and possible placement in one of the different programs available.

## G. Honors Classes

High school students have the option of taking some courses at the Honors level. To do so requires:

- Teacher's approval
- Parental approval
- The student will do additional projects and/or coursework
- The student must maintain a minimum grade as specified by the classroom teacher.

Students who choose this option and succeed will not receive additional credit, but will have an honors designation next to the course on their transcript.

## **H. Make-Up Work**

Students with excused absences will be allowed to make-up work within a reasonable length of time. A reasonable length of time will be from one to five class days, depending on circumstances. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row or those obviously too ill to prepare for school. For normal two to three-day illnesses, all work must be made up within five class days after returning to school. If the student receives an incomplete on Progress Report card, the work must be completed within 5 class days after returning to school.

Teachers will assist students in making up work. However, it is the student's responsibility to determine what work has been missed and see that it is made up. When a student has obviously delayed or put off work, the teacher is no longer obligated to assist the student in making up the work and a grade of 0 will be given. Students are not permitted to miss regularly scheduled classes in order to make-up work.

## **I. Retention**

We believe that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. The prayer of our school would be that through the retention experience the student would meet with success in the classroom and develop age-appropriate social and emotional behaviors.

### **Procedures for Retention**

1. If, after careful observation during the first semester, a teacher feels retention is a possibility, he/she will consult with the administrator. The teacher will then schedule a parent conference to discuss the child's academic and developmental progress. At this conference, the possibility of retention will be suggested as well as specific plans for remediation.
2. Remediation plans will identify particular areas needing appropriate intervention methods for normal growth to take place. This 504 Plan will be implemented by both the resource teacher and classroom teacher.
3. Depending on the child's progress during remediation, a recommendation for district testing may be made to the parents by the classroom teacher with administrator's approval. This conference for district testing will be scheduled at the earliest time possible during the second semester.
4. District testing may indicate the design of an Individualized Education Plan (IEP) which the classroom teacher will implement and will continue to have periodic communication with parents.
5. In some cases, in spite of appropriate intervention, retention will still be necessary. The administrator will make this final recommendation. If the parents do not agree with this recommendation, a conference will be scheduled with the parents, classroom teacher and the administrator. The desired result of this conference is to have parental consent for retention. However, the school reserves the right to retain a student.

## **J. Parent/Teacher Conferences**

CAWNY believes it is vitally important that school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

1. Parents will receive a Progress Report after the first five-week period of each quarter.
2. Teachers will also use letters, phone calls, and regular progress reports as needed to communicate with the parents.
3. It is important that each parent schedules a conference with a teacher whenever a need or concern is evident. Parents should not feel limited to the annual Parent/Teacher conference. Many needs can be met through a simple conference between parent and teacher. Concerns need to be shared first between the parent and teacher. Because of the administration's interest in all areas concerning students, they will be available for parent-teacher conferences, following the initial parent-teacher contact.

## **K. National Honor Society (High School)**

Christian Academy hosts a chapter of the National Honor Society as another means to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in our students. Membership in this society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities by which they were selected.

### **1. Criteria**

Any student in grades 10 through 12 in a school with both an official charter of the National Honor Society and an affiliation with the NASSP Department of Student Activities is eligible for consideration for membership in the National Honor Society. NHS is more than just academic recognition. The NHS chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

### **2. Scholarship**

"Students who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's faculty council meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character."

### **3. Service**

This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

#### 4. Leadership

Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.

#### 5. Character

The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others and generally maintains a good and clean lifestyle.

### L. School/Community Service Projects (High School)

High school students must earn 1.0 credit towards their graduation requirements through School/Community Service projects. Students may earn  $\frac{1}{4}$  credit or a  $\frac{1}{2}$  credit in each of their four HS years, with no more than 2.00 academic credits counting towards graduation requirements.

#### 1. Purpose

In keeping with the mission of CAWNY to educate the whole student – academically, spiritually, physically, emotionally and socially – we believe that it is in the best interest of students that they learn to regularly and purposefully serve others. Service experiences can:

- Impart/reinforce Christian values such as bearing one another's burdens (Galatians 5:13 & 6:2), the concept of individual believers being members of the Body of Christ with vital roles to play (I Corinthians 12), and being doers of the Word and not hearers only (James 1:22).
- Yield opportunities for career exploration.
- Build student confidence through risk-taking opportunities.
- Motivate by nurturing non-academic strengths.

#### 2. Requirements

1. Time:  
 $\frac{1}{4}$  credit – 1,620 minutes [405 minutes per quarter or approximately 45 minutes per week]  
 $\frac{1}{2}$  credit – 3,240 minutes [810 minutes per quarter or approximately 90 minutes per week]
2. Should be completed during the school year (September to June).
3. May be done in the school, church, or community.
4. Must be scheduled and pre-approved. (Random acts of kindness are commendable and encouraged, but do not qualify for this service credit. One time service events will be reviewed on an individual basis.)

5. Students must complete the proposal form and obtain written approval before beginning their project.
6. Students must keep a log/journal with required signatures to verify fulfillment of their project.
7. Before final credit is given, students must write a one-page report of how they and others benefited from this project. This report must be: typed, double-spaced, free from grammatical and spelling errors, 10-12 point font size, with 1" margins.
8. Students may not receive financial compensation for their service project.

### **3. Project Ideas**

- Housekeeping in the school or their home church
- Assisting a church ministry such as ushering, nursery care, Sunday School instruction, etc.
- Hearts for the Homeless volunteer
- Nursing home volunteer or hospital volunteer
- Animal shelter/hospital volunteer

## **M. Skipping a Grade**

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's outstanding academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school administrators must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other very bright and intelligent students.

At CAWNY, it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for steady academic and social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

## **N. Graduation Requirements**

High School academic requirements have been modified over the years. For a thorough breakdown of the requirements for your class, inquire at the Administrator's office. In general, our standards are designed to equal or exceed the standards established by the State of New York.

The following procedure will be used to determine high school class rank:  
Using numerical grades for Grade 9 through first semester of Grade 12, only courses in the core curriculum are considered. Core curriculum courses include Language Arts, Math, Science, Social Studies, and Bible/Ministry. Language Arts include English 9-12 and Foreign Language. This procedure will be used for the purpose of determining class rank only. Numerical grades recorded on the permanent record will be the numerical grades earned.

The Valedictorian and Salutatorian will be those students having the two highest numerical grade point averages from the graduates. The Valedictorian and Salutatorian must have been enrolled in High School at CAWNY for two (2) years as full-time students before entering their Senior Year.

### **III. Attendance**

#### **A. Signing In and Out**

The school attendance records, including checkout information, are legal documents and therefore must be kept with exceptional accuracy. It is absolutely necessary that only the proper people sign students out or in from school. Particularly in these times of broken, mixed and blended families, it is incumbent upon us to have a much stricter policy and operation of the sign-out procedure. Even if you do not have such legal issues, your adherence to this policy benefits those who do, as it adds to the integrity of our system.

Only parents and legal guardians can validly sign in students. (see exceptions for student drivers). If it is necessary for a student to arrive late, the parent must come directly to the office and sign their name on the IN/OUT sheet.

More importantly, if the student must leave school early, the parent must sign the IN/OUT sheet. Parents should never go to their child's classroom to withdraw them unless specifically authorized by the administrator.

Student signatures are not valid and will be treated as such, with the exception of the following circumstances: High school student drivers (grades 10 to 12) will only be allowed to leave if they bring an official doctor's or dentist's appointment card to the office or a written parent request for the student to leave to go to the doctor or other medical reason.

#### **B. Elementary and Middle School (K – 8th Grade) Attendance Policy**

It is the responsibility of the home to create the habit of being punctual and regular in attendance. In order for your child to gain the most in school, he must be in regular attendance.

##### **1. Absences**

Illness, severe illness or death in the family, medical or legal appointments are considered the only legal absences. All situations not mentioned above are considered illegal absences and require make-up work. Upon returning to school after any absence or tardiness, a written note is required.

##### **2. Course Credit and Absences**

Any Elementary or Middle School student who is absent from a class/school for more than 20% of the class days during any one marking period will be placed on Academic Probation. Any Elementary or High School student whose cumulative absences total more than 20% of the class days for any course for the year will not receive credit for the course.

##### **3. Procedures for Absentees**

Parents are asked to notify the school by 8:00 am when a student is going to be absent.

Upon returning to school after any absence or tardiness the student is to bring a note from the parents detailing the reason for the absence or tardy.

#### 4. Tardiness

It is important that students always be on time for school and class. By being prompt, the student is demonstrating self-discipline and responsibility as well as showing respect for the time God has given the teacher and fellow classmates. A student will be considered tardy if arriving after homeroom. Late bus service will not be considered tardy.

#### 5. Truancy

Truancy is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day, or staying out of a scheduled class or activity without permission.

#### 6. Early Dismissal

Parents requesting students to be dismissed early from school must submit a written request by the morning of the desired dismissal day. For your child's safety, students will not be released to any person not listed on the Emergency Procedures form, unless written permission is given.

#### 7. Trips/Vacations

If students will be away from school due to a vacation or an out of town trip such as a college visitation, they must meet the following requirements:

1. The school office and teacher are to be given at least one week's notice and it is the responsibility of the student or parents to contact the teacher regarding make-up work and tests.
2. Students should take schoolwork with them and complete it. It is to be turned in the day the student returns, otherwise, credit will not be given for the assigned work.
3. Furthermore, if it is decided that no work should be assigned over the time of the absence, then all work should be completed within one week of the student returning to school. Once again, it is the responsibility of the student or parents to contact the teacher regarding make-up work and tests.

#### 8. Regular Dismissal

All students are dismissed at 2:45 p.m. Teachers are responsible for their students until 3:00 p.m. at which time students are required to be out of the building unless under the direct supervision of one of the faculty or staff of CAWNY.

**Bus Riders** will be dismissed by district through the doors on the front or back of the building depending on the district. Students must ride their assigned bus - no exceptions. Students wishing to get off their bus at a different stop or get picked up by a parent must have a note from the parent approved by the office. ***Parents, please avoid calling in transportation changes at the end of the day; we cannot guarantee that messages will be relayed to the appropriate people.***

**Walkers and Parent Pick-Ups** will be dismissed after the bus riders are dismissed.

## C. High School Attendance Policy

### 1. Number of Absences Required to Lose Credit in a Course

Full Year Course – 20+  
Semester Course – 10+  
Quarter Course – 5+  
Special Course – prorated

Absences beyond this number will result in loss of credit for the course or courses in which the student has been absent. For seniors, loss of credit in a course may result in failure to meet graduation requirements.

### 2. Types of Absences and “Weight” toward Loss of Credit

E = Excused absence – 0 absences toward loss of credit

U = Unexcused absence – 1 absence toward loss of credit

T = Tardy unexcused (arriving after the bell, but less than 10 minutes into class) = 0.25 absence toward loss of credit

L = Late unexcused (arriving later than 10 minutes, but less than halfway through a class) = 0.50 absence toward loss of credit

### 3. Codes Which Do Not Count toward Loss of Credit

C = College Visit

(Note: Limit of two (2) per 11th and 12th grades. All other visits beyond this limit equal one (1) absence.)

Y = School Activity

S = Suspension

### 4. Explanation of High School Attendance Policy

#### a. A Statement of Belief

It is our belief that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. Much of what is presented in courses is sequential. Therefore, learning requires a continuity of attendance and effort. We also strongly believe that what occurs in class is vital to student learning. The richness of class discussions, the exchange of ideas with peers and teachers, the opportunity to defend one’s ideas, the viewing of films and videos, mean that even if students make up the missed work, they have forever lost an opportunity for increased learning and skill development. In addition, a great deal of work in class is done cooperatively and a lack of attendance makes it difficult, if not impossible, for peers to successfully complete the work required. Lack of consistent attendance means that students will not get the full benefit of the courses offered and thus attendance should be and will be a significant factor in the determination of a student’s grade as determined by the individual teacher.

## **b. Purpose of the Attendance Policy**

The purpose of the Attendance Policy reflects our desire to have each student attend all classes and arrive on time. Students and parents should familiarize themselves with the provisions and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to have good attendance. The Attendance Policy is a reflection of the New York State Board of Regents regulations.

## **c. Types of Absences**

A loss of credit may occur through the accumulation of absences from any one of the four types of absences listed below, or through any combination of the four types of absences.

Each type of absence is slightly different in its contribution toward reaching the maximum allowable absences in a course.

### **Excused Absences (equals zero absence per occasion)**

- Student illness
- Death or critical illness in the family
- Response to legal process
- Medical appointment (*which cannot be schedule outside of the school day*)
- College visit beyond two (11th and 12th grades only)
- Early dismissal or late arrival for other than school-related activities
- An absence deemed "excused" by the administrator responsible for the student (for seniors only)
- A verified visit to the Guidance Office to meet with a college representative.

### **Unexcused Absences (equal one absence per occasion)**

- All absences not identified above are considered unexcused
- Absences that are not explained by a pre-planned absence form, a note and/or a telephone call from a parent within 48 hours after the student's return to school from an absence are considered unexcused.
- An absence deemed "unexcused" by the administrator responsible for the student

### **Unexcused Tardies (equals 0.25 absence per occasion)**

- Occurs when a student arrives up to 10 minutes late for class without authorization

**Unexcused Late (equals 0.50 absence per occasion)**

- Occurs when a student arrives to a class later than 10 minutes without authorization, but less than half way through the class
- Students arriving more than halfway through the class without authorization will be considered absent. Absences which do not count towards the loss of credit include, but may not be limited to, the following:
  - School-related activities
  - Suspensions: in-school or out-of-school
  - Homebound instruction
  - Special absences, such as class meetings, field trips, sports or other school-approved extracurricular activities, and/or scheduled office and guidance appointments. (Normally scheduled office and guidance appointment should occur during non-class time.)
  - For Juniors and Seniors only: two (2) days for college visits. Students must fill out a pre-planned absence form available in the Main Office prior to going on a college visit. Failure to do so will result in the visit being counted as an absence.

**d. Communications from Parents**

It is the responsibility of the parents to communicate to the school the reason for all absences.

Parent notes or telephone calls to excuse an absence must be received no later than 48 hours following the student's return to school or the absence will be classified as unexcused.

Parent notes to request an early dismissal must be presented to the office before the student is dismissed in order for dismissal to be considered excused.

Parents must provide medical documentation for long-term absences, to include the nature of the illness, any limitations on the student, inclusive dates of medical condition, specific dates of absence covered.

All parent notes for any reason must include: (1) the student's name; (2) the date(s) of the absence(s); (3) the specific reason for the absence, lateness or dismissal; (4) the signature of the parent and (5) a daytime phone number where a parent can be reached to verify the note.

"Blanket" notes covering unspecified dates of absences, tardies, etc. are not acceptable.

**e. Communications to Student and Parents**

Students and parents will be notified concerning absences by mail utilizing the following letters:

**Excessive Absence Notification Letter** – generated when one-half of the number of permitted absences has been accumulated in a class. The purpose of this notification will be to inform the parent and the student of the possibility of loss of credit if the student’s attendance does not improve.

**Loss of Credit Letter** – generated when a student loses credit in any course.

**f. Anticipated Absences**

Any anticipated absence, such as college visitations, family vacations, etc., which conflict with the school calendar, must be arranged in advance by a phone call or a **Pre-Planned Absence letter** or the absence will be considered unexcused and make-up privileges will be forfeited.

**g. Dismissal during the School Day**

Once students have reported to school, they are expected to remain in school and attend classes all day. Under the following conditions, a student may have an excused dismissal:

1. Under rare or emergency circumstances, a written request from a parent must be presented or a phone call must be received by the Office prior to dismissal. A parent may come to the attendance office and personally request dismissal.
2. The student must sign-out in the office. If the student returns to school, the student must sign-in at the office to verify the time of his/her return.
3. Students returning from recurring appointments (doctor, tutor, etc.) must present a note to the Main Office upon return from the appointment.

Failure to meet the above conditions will cause any class absences to be considered unexcused. Such absences will be counted towards loss of credit and make-up privileges will be forfeited.

**h. Illness in School**

In case of illness while in school, the student must report to the health office. The nurse, with parental permission, will make the decision to dismiss the student from school.

Students who become ill in school and report to areas other than the nurse’s office (cafeteria, restrooms, off campus) will be considered “unexcused” and may face disciplinary action.

**i. Monitor the Number of Absences in Each Class**

Throughout the school year, it is the responsibility of the student and parent(s) to monitor closely the number of absences, which have been accumulated in each course.

When a student anticipates an absence from school or from a particular class for any reason, it is very important that the student and the parent consider carefully the necessity of the

absence, taking into consideration the current number of accumulated absences and their potential impact on loss of credit in the course.

#### **j. Loss of High School Credit**

A student will lose credit in a course when the number of accumulated absences exceeds the number of permitted absences.

When a student has lost credit, the administrator responsible for the student's attendance will review the record with the student and the parent. The student and the parent will receive a written copy of the appeals procedure.

The student will be instructed to attend class, and the procedure to appeal the loss of credit will be explained.

When credit is lost, the student is expected to attend the class. In addition, consistent attendance following loss of credit strengthens a student's appeals case.

***A letter grade will appear on the transcript even though credit is lost. All courses require a passing grade for the student to move to the next level.***

#### **k. Excessive "Class Cutting" Following Loss of Credit**

Students, who flagrantly disregard the intent of the Attendance Policy and continue to cut a class/s after loss of credit, may be removed from that class with a final grade of **Withdrawn Failure (WF)**. The administrator responsible for the student, after consultation with the teacher, will determine under what circumstances this action will be taken.

#### **l. Right of Appeal**

The Attendance Policy is not designed to deny credit to students who, through no fault of their own, were unable to attend school or a class due to a legitimate illness or other condition beyond the student's/parents' control. In January and June, students who have lost credit will have an opportunity to appeal to have credit reinstated. A student's decision to appeal must take into consideration the student's total attendance record.

**Any absences, other than excused absences will weaken the student's appeal. Absences which remain unexcused and undocumented as well as chronic absences will also weaken the student's appeal.**

Students wishing to appeal must follow the appeals procedure. If students do not have valid reasons for appealing loss of credit, they should contact their counselor to identify what options are available.

#### **The Appeal Board**

The Appeal Board is Composed of three teachers and the administrator responsible for the student.

The Appeal Board hears the student's case and makes a decision on whether to reinstate credit. An Appeal Board decision is final.

A student must appear in person before the Appeal Board. Failure to do so will be an automatic denial of restoration of credit.

### **Principal Intervention**

The Appeal Board decision will only be reviewed by the Principal as a result of the introduction of additional information, which was NOT presented to the Appeal Board. A request for review must state the intention of the review, and any new evidence in a written statement by the student and the parent(s). Students wishing to appeal to the Principal must do so within two (2) school days following the receipt of the decision of the Appeal Board.

### **m. Certification of Chronic Illness**

During an appeal for reinstatement of credit, the Appeals Board may request confirmation from a doctor to explain specific and frequent absences, which occurred due to medical reasons. Students and parents are advised to monitor the number of absences, which have accumulated because of medical reasons.

When absences for medical reasons are frequent, it may be advisable to seek documentation from a doctor that a chronic illness exists. Presentation of verified information regarding chronic illness and specific dates of absence will strengthen a student's case in an appeal for reinstatement of credit.

Just as with parent notes, doctor's notes need to specifically address dates of absences, and may not be "blanket excuses" for all absences which have occurred over a period a time. ***Such information must be presented on going and not at the end of a course.***

## IV. Code of Conduct

### A. Foundation of Discipline

*"My son, despise not the chastening of the Lord; neither be weary of His correction: For whom the Lord loveth He correcteth; even as a father the son in whom He delighteth." Proverbs 3:11-12*

Christian Academy of Western New York ("CAWNY") is committed to the philosophy of providing an excellent college preparatory education in a Christ-centered, Biblically-based environment. An essential part of this mission is to promote the development of students with strong Christian ethics and moral values. As a result, our School Code of Conduct has been established to assist in fostering personal integrity and responsibility among our students. The responsibility for ensuring proper development has been charged to the administration, faculty and staff by the School Board. We believe that this responsibility should not be taken lightly, but should be measured with Christian love, grace and understanding for the well-being of our students. As a part of this responsibility, we must serve as good role models for our students by living Christ-centered lives ourselves to promote appropriate conduct through our actions and words. The responsibility and authority to discipline comes from God. It is the parents' responsibility to train the child in the way he should go. CAWNY is an extension of the parents' commission; therefore, the teachers and administration stand in the parents' stead and have a similar God-given authority. It is essential that the home and school work together to produce a child who knows how to obey God.

*"Can two walk together, except they be agreed?" Amos 3:3*

CAWNY students are expected to:

- be respectful
- be responsible
- possess integrity

### B. Guiding Principles

The School Code of Conduct is not intended as an exhaustive list of misconduct. As a result, CAWNY reserves the right to discipline a student for any conduct the School deems inappropriate, even though not specifically mentioned in this Code.

All sanctions and consequences are designed to be fair, redemptive, and instructive, with an emphasis on growth and development.

The nature and severity of sanctions are based on the severity of the incident, past behavioral patterns, as well as the maturity and emotional state of the student in question. If at all possible, initial intervention for disciplinary problems should be minimal with an emphasis on caution, reasoning and counseling. Throughout any disciplinary process, grace and forgiveness should be guiding forces, while maintaining firm and uncompromising position on inappropriate behaviors.

While CAWNY has no direct control over students and accepts no responsibility for students outside of school operations and activities, we do reserve the right to discipline students for inappropriate behavior because it reflects poorly on the School.

A student who has knowledge that a violation could occur may be considered an accomplice. A student who finds himself directly involved in an inappropriate incident or potential incident has the responsibility to remove himself to avoid implication (II Timothy 2:22)

All discipline at CAWNY will be done with a spirit of restoration.

Our goal is to develop the following characteristics in each student:

- Love and respect for God and His Word
- To use God's Word as a guide for life
- Cheerful obedience to all in authority, in school and out of school
- Courtesy and respect for other students
- Demonstration of acceptable manners, such as listening in class, raising his/her hand to speak, walking in the building and proper table etiquette
- Truthfulness and honesty in work, in school and out of school
- Respect for property of the school and other people
- Morally good conduct in respect to recreation, social relationship and language

### **C. Corporal Punishment**

CAWNY feels corporal punishment is the Biblically mandated form of correction for certain behavior, as stated in Proverbs 29:15. The ultimate responsibility for the formation of the child's behavior rests with the parent. Therefore, CAWNY believes that this form of correction is best handled in the home setting, by the parents. Corporal punishment will not be administered by any faculty or staff of CAWNY.

### **D. Discipline Definitions and Consequences**

Violations are divided into three categories based on the severity of the action. While administrative response to these violations are based on the category in which the behavior falls, additional factors including past behavior will be factored into the decision-making process.

The consequences below represent lists of possible consequences. Although they are listed in what could be considered an order of graduated severity, the list is not meant to be a prescribed plan of action. As a result, the administrator has the option of repeating, skipping, or utilizing consequences out of order as circumstances require.

#### **1. Class I - Minor Violations**

Minor violations are those behavioral issues which individually do not warrant an office referral and can be handled by the individual teacher utilizing the classroom assertive discipline plan.

These include, but are not limited to:

- dress code violation\*
- eating in class without permission
- being tardy to class
- talking in class
- failing to follow directions
- failing to complete assigned tasks
- behaving impolitely
- chewing gum

***Recommended Consequences for Class I Violations***

Assertive Discipline Plan  
Student Conference/Warning  
Parent Contact  
Confiscation of Contraband  
Parent Conference  
Counseling  
Detention

\*dress code violations have additional consequences as outlined on the school website

**2. Class II - Moderate Violations**

Moderate violations are those which negatively affect the teacher's or school's ability to meet educational commitments to our students. These include repetitive minor behavioral violations which the assertive discipline plan has ineffectively discouraged.

These include, but are not limited to:

- classroom disruption
- defiance of authority
- propagating dissention
- verbal or physical abuse
- excessive tardiness
- deceptive behavior
- cell phone use in school
- Class I behaviors that are determined to be habitual and/or continuous

***Recommended Consequences for Class II Violations***

Administrative Parent Contact  
Confiscation of Contraband/Pending Action (see cell phone policy)  
Administration/Parent Conference  
Counseling  
Administrative Student Conference/Warning  
Detention  
Denial of Class/Pending Action  
Suspension

### 3. Class III - Serious Violations

Class III violations are those that violate U.S., State or City laws; activities that seriously threaten the safety of the student or classmates; activities that show gross lack of respect for authority or property; activities that violate Biblical moral codes or conduct; frequent and repeated violation of Class II rules, etc.

These include, but are not limited to:

- continuous classroom disruption
- dishonesty and other forms of deception
- misuse of school property including unauthorized use of school equipment and trespassing on campus after school hours, as well as condoning or supporting such practices
- inappropriate use of technology (social media posts with negative comments about the school or others), as well as condoning or supporting such practices
- skipping class, including extended tardiness and truancy
- obscene or lewd behavior, as well as condoning or supporting such practices
- possession of pornographic or sexually explicit material, as well as condoning or supporting such practices
- physical, sexual or verbal abuse, as well as condoning or supporting such practices
- slander or libel, bullying, as well as condoning or supporting such practices
- unauthorized possession of a weapon, including guns, knives, batons, bladed tools, pepper spray, etc., as well as condoning or supporting such practices
- vapor cigarettes and any additional items considered dangerous by the school administration, as well as condoning or supporting such practices
- commission of any crimes or misdemeanors, on or off campus, including, but not limited to, possession of alcohol, tobacco or illegal drugs, immoral behavior and destruction of property, as well as condoning or supporting such practices
- insubordination to a school authority including, but not limited to, walking out of class, failing to follow field trip procedures, leaving campus without permission, continuous and willful violation of school rules, as well as condoning or supporting such practices
- behavior which potentially endangers the safety of another, as well as condoning or supporting such practices
- cheating, including plagiarism and intentionally assisting another student to cheat, as well as condoning or supporting such practices
- sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school and any student who professes to be homosexual/bisexual/transsexual as well as any student who condones, supports or otherwise promotes such practices

- failure to follow through with disciplinary disposition (i.e., failure to attend detention)
- inappropriate fanatical behavior at an athletic event, as well as condoning or supporting such practices
- Class I and/or II behaviors that are determined to be habitual and/or continuous
- any infraction determined to be severe by the administration

### ***Recommended Consequences for Class III Violations***

Immediate Referral to an Administrator  
Confiscation of Contraband/Pending Action  
Required Parent Conference  
Counseling  
Detention  
Denial of Class/Pending Action  
Suspension  
Suspension/Probation  
Expulsion  
Loss of office (Student Council, NHS, Valedictorian, Salutatorian, etc.)

## **4. Consequences**

### **a. Student Communication**

The faculty and administration relies on reasoning to encourage appropriate behavior. As a result, our primary consequences are based on positive communication with our students. Most communication is preventative in nature and is designed to make students aware of our expectations to avoid situations where they unknowingly exhibit inappropriate behavior.

For this reason, teachers begin the year teaching students the rules and regulations for their individual classes and the school as a whole. Each teacher is also required to maintain an assertive discipline plan which includes a concise and concrete set of rules and reinforcements designed to teach correct behavior. In addition, teachers are encouraged to talk to students regarding inappropriate behavior in such a way as to encourage the students and avoid embarrassment.

When teachers feel additional assistance is needed, they are encouraged to refer students to the office for counseling. Counseling may be provided by a school administrator, and is designed to be positive and proactive in order to prevent incidents before they become problematic. Many times, a "cooling off" period provided by counseling is all that is needed to prevent a more serious disciplinary problem.

### **b. Parent/Teacher/Administrator Communication**

It is our belief that the primary biblical source of guiding student behavior should be the parents. Our mission for maintaining appropriate student behavior is to form a partnership between the school and parents allowing parents to handle as many problems as possible. However, when the parent is in need of assistance, it is our responsibility to ensure that we maintain an optimal academic environment for all of our students. Our secondary

consequences are parent contacts including letters, e-mails, Texts, phone calls, and parent conferences. However, when these forms of communication are no longer effective, graduated consequences are required.

### **c. Confiscation of Contraband**

Students who bring contraband on campus or use unauthorized items inappropriately (i.e., cell phones\*) may have the item confiscated by a teacher or an administrator. If a teacher determines that an item is inappropriate and it should be confiscated, the student is to be referred to the office and the parent is to be notified. If the student continues the behavior, they may be denied the right to bring the item on campus for a specified period of time.

\*see cell phone policy specifically

### **d. Detention**

If communication is ineffective in solving disciplinary problems, the student may be assigned a detention to reinforce appropriate behavior. The structure of CAWNY's detention program is graduated in nature. For classroom problems, teachers may choose to assign their own afterschool detention as a part of their assertive discipline plans. This level of reinforcement requires no office referral and would not be used to determine a pattern of student behavior. A more serious form of detention would be associated with an office referral. This would allow the office to keep a record of detentions (either lunch or afterschool) based on the frequency and serious nature of the problem. The administration reserves the right to assign menial tasks of labor associated with detentions as additional reinforcement.

### **e. Denial of Class**

Students may be denied class pending a specified action such as a required parent conference or returning school property.

### **f. Suspension**

A suspension is a denial of the right of a student to attend school. The purpose of a suspension is to send a clear message to the student that the behavior is unacceptable. Students will be given a plan assigned by the school administration to be completed prior to their readmission to school. Once a student has been suspended for five cumulative days within a school year, he/she will be considered for expulsion. A suspended student will receive a zero for any missed assignments or tests during the period of suspension. Students are not allowed on campus or to participate in any school activities during the period of their suspension. For a serious Class III violation or when it has been determined that negative behavior has become habitual, a student may be assigned a suspension with probation. At this point, further violations may result in a recommendation for expulsion.

### **g. Expulsion**

Expulsion refers to the permanent dismissal of a student from school. It is considered an absolute last resort to be used when all attempts to correct disciplinary issues have been exhausted. At this point it is determined that a complete change of environment is in the best interest of the student. An expulsion may also be justified when a student commits an act so severe that it threatens the safety of our other students or severely inhibits CAWNY from meeting obligations to our other students.

Finally, an expulsion may be necessary if a parent continuously refuses to support the school in our efforts to correct inappropriate behavior of our students and support our mission to promote a positive Christian learning environment.

#### **h. Discipline for Off-Campus Behavior**

##### Procedure for Non-Felonious Behavior

If a student is reported to have committed a Class III offense of a non-felonious nature outside of school operations and activities, it is the responsibility of the administrator to report this to a parent as hearsay.

If it is determined there are a minimum of two credible witnesses to a student violation of a Class III offense outside of school operations and activities, the administrator will schedule a parent conference in which the incident will be discussed and the student will be warned that any further problems may result in the student being disciplined by the consequences for a Class III offense.

Any additional off-campus non-felonious behavior with a minimum of two credible witnesses will be treated as a Class III violation resulting in the appropriate consequences as determined by the administrator.

##### Procedure for Felonious Behavior

If a student is reported to have committed a felonious act outside of school operations and activities, it is the responsibility of the administrator to notify the parents and begin a school investigation.

If it is determined that there are two credible witnesses to the offense, the student is to be provided due process, a parent conference will be held, and a determination of guilt will be rendered by the administrator. The punishment for guilt will be either suspension from school with probation or a recommendation to the CAWNY School Board for expulsion.

If a student is suspended with probation, any additional Class III problems (on or off campus) may result in a recommendation to the CAWNY School Board for expulsion. For students who have been suspended with probation, a pre-enrollment hearing will be held at the end of the school year to determine whether the student should be reenrolled for the upcoming school year.

## V. Student Councils

The purpose of the Middle School and High School Student Councils is to promote the cause of student participation in the school community; to perform services for the student body, school, and community; and to promote a Christian spirit of cooperation and understanding between the students and faculty, administration, and community at large.

### A. Sponsorship and Supervision

The Middle School and High School Student Councils are under the sponsorship and supervision of the CAWNY Administration. Each Council shall have one or two teachers acting as advisers, one of who must be present at every meeting. If this (these) appointed adviser(s) cannot attend, another faculty member must be present. This (these) adviser(s) shall be nominated by the student council in Spring of each year and approved by the administration.

### B. Membership Appointments

#### 1. Middle School

The Student Council shall consist of a maximum or ratio of students consisting of at least three students from each grade.

##### Procedure for Student Council membership

Be a committed Christian and have a call to leadership on your life

Complete and submit an application

Have a grade point average of 70% or above

Present two written recommendations from adults showing leadership qualities

Interview with staff and MS Student Council President

##### Officer Elections

Nominations for offices by student council members

Voting by secret ballot by council members and staff

#### 2. High School

The Student Council shall consist of a maximum or ratio of students consisting of at least one girl and one boy from each grade; unless there are insufficient candidates from a particular grade in which case all girls or all boys will be permissible.

##### Procedure for Student Council membership

Be a committed Christian and have a call to leadership on your life

Complete and submit an application to teacher advisor

Have a grade point average of 2.0 or above

Have candidacy approved by the advisers, High School faculty, and principal

Present two written recommendations from adults showing leadership qualities

Interview with staff and HS Student Council President

##### Officer Elections

Nominations for offices by student council members

Voting by secret ballot by council members and HS staff

## VI. Dress Code

In a day of slovenly and careless dress, it is beneficial to our Christian testimony that CAWNY maintain certain standards of refinement. As stated in the Code of Conduct, CAWNY emphasizes the development of self-discipline and submission to authority as well as the assertion that attendance is a privilege and not a right. Students are expected to abide by the spirit of the law as well as the letter of the law. Students are encouraged to write their name in all clothing and other items brought to school. They are discouraged from bringing items of significant value. Items which are placed in *Lost and Found* will be donated to charity at the end of each grading period. **CAWNY reserves the right to make all final judgments in the interpretation of the dress code.**

Elementary, Middle School, High School, Gym dress and Grub Day dress codes are available at the office or on the website, [www.CAWNY.com](http://www.CAWNY.com).

## VII. Lunches

CAWNY believes that a way we can help our children perform better in their classrooms is to provide them with the nutrition necessary for the healthy growth of their minds and bodies, so we invite all children to participate.

The lunch period should be a pleasant and relaxing time for all. Children are encouraged to visit with each other in a low conversational tone at the tables. Hot lunches are available to purchase for \$2.00 each. Free and reduced-price lunches are also available for qualifying families – see the office for details and an application.

No student is allowed to leave the school during lunch without administrative permission.

*There is no refrigeration available for student use.*

### **Free and Reduced Breakfasts/Lunches**

Children from households that meet the Federal income guidelines are eligible for free meals or reduced price meals. To apply for free or reduced price meals, complete the application, sign it and return it to the school as soon as possible. Please refer to the guidelines contained in this letter when completing the application. (The application and income guidelines are available on our website at [www.CAWNY.com](http://www.CAWNY.com) or you can stop by the office at any time and pick one up.)

#### *How to Apply*

To get free or reduced price meals for your children you must submit a **Direct Certification letter received from the Department of Social services, or carefully complete the application** and return it to the school. If you now receive food stamps, AFDC, or ADC or TNAF for any children, or participate in the FDIPR, the application must include the children's names, the household food stamp AFDC, ADC or FDPIR number and the signature of an adult household member. All children with the same case number may be listed on the same application. Separate applications are required for children with different case numbers. If you do not list a food stamp/AFDC/ADC or FDPIR number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income each household member got last month and where it comes from, and the signature of an adult household member and

that adult's social security number or the word "none" if the adult does not have a social security number. An application that is not complete cannot be approved.

#### *Verification*

The school may ask you at any time during the school year to verify your eligibility. You will be notified in writing if you have been scheduled for verification.

#### *Income Exclusions*

The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant and Aid to Families with Dependent Children (AFDC) At Risk Child Care Programs should not be considered as income for this program.

#### *Foster Child*

Your foster child may be eligible for meal benefits. An application for a foster child must have the child's name, the child's personal use income and an adult signature.

#### *Non-discrimination*

Children who receive free or reduced price meal benefits are treated the same as children who pay for meals. IN THE OPERATION OF CHILD FEEDING PROGRAMS, NO CHILD WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, GENDER, COLOR, NATIONAL ORIGIN, AGE, OR HANDICAP. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, WRITE IMMEDIATELY TO THE SECRETARY OF AGRICULTURE, WASH., D.C.20250.

#### *Fair Hearing*

If you do not agree with the school's decision on your application or the result of verification, you may wish to discuss it with the school. You also have the right to a fair hearing. This can be done by calling or writing the following official: Mrs. P. Poeller or Mrs. C. Lichtenberger at 433-1652.

#### *Meal Service to Children with Disabilities*

Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability, which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of federal regulations, as one who has "...a physical or mental impairment, which substantially limits one or more major life activities...." Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical certification must contain.

#### *Confidentiality*

The United States Department of Agriculture has approved the release of students' names, addresses and eligibility status to school officials collecting data to be used for the Title 1 and the National Assessment of Educational Progress (NAEP) programs. Title 1 and NAEP are United States Dept. of EDU programs used to determine areas such as the allocation of funds to school, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. **Schools may not release the names and the eligibility status of students for any purpose other than Title 1 and NAEP without the consent of the child's parents or guardian.**

## **VIII. High School Lockers**

Student lockers will be issued at the beginning of the school year. These lockers are the property of CAWNY and are subject to search by school officials. Students are to be good stewards of the lockers they are given. They should be free of garbage and kept clean at all times.

These lockers should only be accessed by the student to whom it was assigned. Students opening the locker of another student will be subject to disciplinary action, unless permission has been expressly given by the student to whom the locker is assigned.

Lockers will be managed by the home room teacher. There are a sufficient number of lockers to avoid sharing. Nothing is to be attached to a locker. Display of advertisements or pictures of tobacco products or alcoholic beverages, swimsuit-type pictures are prohibited in or on lockers. Students changing lockers without approval of the administration will be subject to disciplinary action.

Students who wish to switch lockers should contact their homeroom teacher.

Students should place a school issued lock on their locker (if lock is not returned at the end of the school year a \$10. Fee is issued). If a student places their own lock on their locker - a copy of the key and/or combination must be given to the home room teacher.

## **IX. Re-Enrollment**

Each year, following the first year, students must pay a re-enrollment fee according to the following schedule:

Early re-enrollment: Feb – March      \$25 per family  
Late re-enrollment: April and beyond    \$100 per family

The school will not accept re-enrollment forms from students who are behind in tuition payments by three (3) months.

## **X. School Closings**

CAWNY will be closed whenever most schools are closed due to weather conditions. Please listen for weather related closings on WGR 550 AM or WBEN 930 AM or watch your local news channels.

If you live in another district and your schools are closed due to the weather, you may legally keep your children home. Please sign up for text notifications from CAWNY in the school office.

## **XI. Sports**

Sports are said by some to create character in an individual, but according to Coach John Wooden, “Sports do not build character, *they reveal it.*” We believe it’s a combination of the two views. We at CA believe that athletics is more than just “fun and games”. God uses everything in our lives for His purpose, including athletics, and we are commanded to “do everything as unto the Lord”, (Col. 3:23). Jesus Christ is to be the center of all our attention, both on and off the field or court. We are to have His attitudes, actions, and mental set.

Each player’s relationship with the Lord is of primary concern and we believe each player’s academic status is of greater importance than his participation in sports.

CAWNY coaches believe in playing those athletes who are giving their best (2 Samuel 24:24) and who are honoring their Lord and their school (1 Corinthians 10:13). Teams should strive to reach their fullest potential in all areas of competition. Students participating in athletics as well as their coaches are expected to demonstrate a Christian respect for all coaches and referees. Opposing teams and their fans are to be treated as honored guests.

### **A. Qualifying Requirements for Participation**

Students must agree in writing to abide by the Constitution for Athletes of CAWNY.

Try-outs for a sport may be held with positions being filled at the discretion of the coaches and according to the ability and attitude of each individual.

A consistent Christian lifestyle must be lived both on and off the field.

**ACADEMICS:** Student athletes cannot be on Academic Probation at the start of the season, and he/she must have at least a 75% overall average in core classes (i.e., math, science, language studies, history, Bible, and CTE) based on their most recent grade report – quarterly report card or 5-week report.

Student athletes will be responsible for providing their own equipment and uniform charges.

### **B. Practice and Competition Requirements**

Any player missing practice the week of a game may be removed from a starting role at the coach's discretion.

Academically eligible and at least a 75% overall average in core classes.

No student may participate in a scheduled game unless he/she has submitted a physical exam form from his/her physician. A student has one week from the orientation of the sport to submit this form.

No player may attend practices or games if they have an unserved detentions or suspensions.

It is the responsibility of the student (and their parents) to get to practice **and** to be on time and pick up their child within 15 minutes of the scheduled end time or fees will be assessed as per team contract. Coaches will do all they can to help get students to practices held after school, however, it remains the student's responsibility.

### **C. Dismissal from Team**

Once on a team, the student-athlete's position is not considered permanent. A student may be dismissed from any team sport by the head administrator or a coach with approval of administration for any one of the following reasons:

- Unsportsmanlike conduct or un-Christlike behavior
- Excessive absence from school as per school policy
- Excessive absence from practice as per sports team contract
- School suspension

## **XII. Transportation**

### **A. School Buses**

Families must re-apply each year by **April 1st** to their local Board of Education. The districts are not obligated to provide transportation to applicants after that date unless you are new in the district. CAWNY must be within 15 miles of your home for you to qualify for district provided transportation. Kindergarten through fifth grade students must live more than one mile from the school and sixth through eighth grade students one and a half miles in order to qualify.

#### Bus Rules

Students must remain seated at all times and wear seatbelts if provided.

Students are **not** allowed to ride a different district bus to a friend's home.

Students within the same district: Parents must send two written notes: one for the school and one for the bus driver if they want their child to get off their bus at a different stop.

When riding the bus, students must show proper respect and cooperation with the bus driver. While on the bus the student is a representative of CAWNY and should behave in an exemplary Christian manner.

Anyone disobeying these rules or causing a disturbance on the bus will receive a warning from the driver. Anyone who receives a warning will face possible suspension of bus riding privileges.

### **B. Student Drivers**

Complete the Student Driver Form

Students are not permitted to transport other students in their car without written permission from their parents (both the driver's and rider's parents). Forms are available in the office.

Drivers will carry no student passengers to and from any school sponsored functions.

Do not return to your car without permission until school is dismissed.

### **XIII. Cell Phones**

Due to the distraction they create to the educational purpose of the school, cell phones, portable media players and other electronic data and communication devices are to be turned off during school hours, **NOT** just on silent mode. Portable media players must be stored in locked lockers.

Students are allowed to carry cell phones and other electronic signaling devices that operate via radio waves with the following stipulations:

- The school will not be responsible for lost, stolen or damaged electronic signaling devices or portable media players.
- The use of electronic signaling devices or portable media players is not permitted at anytime during the school day, while on school grounds. The parking areas are considered part of school grounds.
- Electronic signaling devices are to be on power off mode upon arriving on school grounds and remain that way until the end of the school day and after leaving school grounds.
- International students must have a separate translator. Cell phones are not allowed to be used as translators.

Students relinquish any reasonable expectation of privacy when they use cell phones to call or send text messages at Christian Academy of Western New York. If a cell phone rings, buzzes, vibrates, flashes, etc., the CAWNY staff has the right to confiscate the phone and search the call log to determine who has been contacting the student.

If the call or message was initiated at CAWNY, appropriate disciplinary action according to the consequences outlined below will be taken against everyone involved.

Phones ringing or buzzing in lockers will be considered in violation of school policy.

On some occasions, the student may ask to use his or her cell phone or electronic device *for school purposes*. If given permission by the teacher, the student may only use the device for which he or she was given permission. If the student violates the permission given and uses the device for other purposes, he or she will be subject to the consequences listed below.

Students will be permitted to possess and use cell phones, etc. during the school day in response to a health-related emergency when a licensed physician has indicated in writing that the device is essential for the health of the student and the student has received prior permission from the school principal or designee to possess and use electronic devices in response to health-related emergencies.

Other requests for the use of cell phones in special situations must be approved by the principal or his/her designee.

#### **Consequences**

The device will be confiscated immediately. Students may pick up their device in the school office at the end of that school day. Also, the student will be given the appropriate level of discipline, to be determined by their number of device violations.

#### **XIV. Visitors**

Parents are always welcome at CAWNY. However, in order to insure order and decorum in the classroom, and to ensure the safety of our students, visitors are asked to notify the office at least one day in advance and, upon arrival, must report to the school office before going to a classroom even if that classroom is expecting your arrival.

Prospective students may make arrangements for a planned visit. They will be allowed to attend one day and must abide by Academy rules as well as the dress code and proof of immunization.

Under no circumstances will students from other schools or friends, relatives, or other visitors be allowed in our school building during school time without administrative permission. The school has the right to deny anyone permission to have access to the campus and will do so if the school feels it is in the best interest of any or all of the children, faculty or staff.

#### **XV. Mandated Abuse Reports**

In accord with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

#### **XVI. Medical Emergency Procedures**

At the beginning of each school year, all students are asked to fill in the information on an "Emergency Procedure Form" which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the student to see that this information is on file. In case of serious illness or injury this information may be used before consultation with the family if this is felt necessary.

In case of minor illness, CAWNY is equipped with a nurse to which students may be sent and where they may be cared for. A school nurse is on call five days per week.

In case of more serious illness, the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child. Transportation will be furnished in such cases only under very unusual conditions. In no case will the student be allowed to return home unless there is proof, by phoning, that there is an adult present in the home at the time.

## **XVII. Medication-in-School Policy**

The State Education Department has specific regulations regarding the administration of medication in school.

Prescription medications are to be brought to the school nurse in a prescription container from the pharmacy. It must be clearly labeled with the name of the student, the medication, strength, instructions for administration and the physician's name.

Over the counter medications must be brought to the school nurse in the original container.

It is the responsibility of the parent/guardian to provide the school with a written order for the prescription medications and the over the counter medications from the physicians. A written request from the parent is also required.

The doctor's written order for the prescription medications and the over the counter medications must include the following:

1. name of medication
2. dosage, frequency, time and route of administration
3. duration of treatment
4. side effects and adverse reaction

If you are unable to obtain the above, or do not wish to do so, the student's parent/guardian may come into the school and administer the medication.

## **XVIII. Pregnancy**

Student pregnancy except in the case of rape violates the Biblical moral code that prohibits pre-marital sex, thereby, becoming a Class III offense (see Code of Conduct). Yet just as Jesus abhorred the sin but loved the sinner (John 8:1-11) we take the same stance towards anyone who places himself or herself in this life-changing position.

Therefore, the Christian Academy of Western New York ("CAWNY") holds the following position:

Students who engage in premarital sex while enrolled at CAWNY will face the consequences as defined in the Code of Conduct for Class III offenses [*Pfeiffer v. Marion Area School District (3rd Cir. 1990)*]

Every attempt will be made to encourage the girl to give birth to the child.

A program of home study instruction monitored by the administration *may* be established to assist the student to complete his/her high school education and receive a diploma from CAWNY.

Counseling will be offered to both individuals and to their families.

## **XIX. Sexual Harassment Policy**

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

## A. Definition

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

- 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 and 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.

## B. Examples

Examples of sexual harassment include:

- 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 or threatening reprisals after a 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; and
  - Physical conduct such as touching, assaulting, impeding or blocking movements.

## C. Reporting Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report to one of the designated school officials.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the designated school officials. All complaints will be promptly investigated.

### Where to report sexual harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment: Mrs. P. Poeller or Mrs. C. Lichtenberger at 433-1652.

## **XX. Weapons/Threats**

CAWNY has a zero-tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all its students. The school takes this responsibility very seriously. The possession of a weapon in school or at any school-sponsored function by any student is considered a Class III violation ("activities that seriously threaten the safety of the student or classmate") according to our Code of Conduct. Such instances will result in suspension or expulsion/withdrawal and may be referred to local police if it is determined that any U.S., State or City laws have been violated. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle.

A weapon is defined as "an instrument of offensive or defensive combat" which includes, but is not necessarily limited to, such items as guns/firearms, knives, laser pointers, and various martial arts paraphernalia. A firearm is defined as "a hand weapon from which a shot is discharged".

Threats: If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

## **XXI. Anti-Bullying Policy**

CAWNY's Christian value of caring for each other as image bearers of God leaves no room for bullying. We recognize that bullying can happen. Staff, students, and parents must have a common view of what bullying is and how to respond to it so we can eliminate it. This requires the effort of home and school working together.

*Romans 13:10: Love worketh no ill to his/her neighbor.*

*Ephesians 4:32: ... and be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.*

**Definition:** Deliberately hurtful behavior in words, actions, or attitudes in or outside of school. Bullying occurs when a person willfully and repeatedly exercises power over another with hostile or malicious intent.

Behaviors include but are not limited to

Name calling, racial slurs, comments regarding looks, clothing, possessions, family, etc.

Exclusion from a group, not speaking to someone, gossip, telling hurtful stories

Stealing or damaging possessions, clothing

Pressure to conform or disobey, ridicule for not taking part in such activity

Physical assault, hitting, pushing, kicking, pulling hair, deliberately tripping

Impersonating someone online, in texts or on social media

Posting rude things or lies about someone online

Creating or voting at an online bashing poll or posted to a guestbook saying rude or mean things

Sign someone else up for something online without their permission

Use of bad language online.

Sending rude or scary things to someone, even if you were just joking

Prevention shall include, but not limited to

Students will receive annual instruction of what bullying is

Students will be instructed to tell when they observe bullying

Students will be encouraged to tell when they feel they have been bullied

Students will be taught as bystanders they are responsible and play an important role

Students will be taught intervention strategies for victims and bystanders

Staff will be vigilant supervising students

Staff will take seriously information from parents about concern for their child

Parents will be informed of CAWNY's bullying guidelines

Administration, staff, and parents will work together to honor God in the way we treat each other

Responses shall include, but are not limited to

Students must tell their teacher or available adult if they observe bullying

Staff will make every effort to detect change in attitude or mood of students

Staff will take all reported incidents of bullying seriously

Staff will confront bully behavior immediately and assertively

Parents of students in bullying incidents will be informed and be involved in the resolution process

Consequences include, but are not limited to

Each bullying offense will be referred to administration for disciplinary response according to our Code of Conduct (Class III).

## **XXII. Wellness Policy**

### **A. Nutrition Education Goals**

The primary goal of nutrition education is to influence students' eating behaviors. Building nutrition knowledge and skills helps children make healthy eating and physical activity choices.

Students in grades pre-K-12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.

Nutrition education is offered in the school dining room as well as in the classroom, with coordination between the foodservice staff and teachers.

Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community and media

Nutrition is integrated into the health education or core curricula (e.g., math, science, language arts).

### **B. Physical Activity Goals**

The primary goals for schools' physical activity components are: to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.

Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum.

Students are given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.

Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

### **C. Activities Designed to Promote Student Wellness**

The goal is to create a total school environment that is conducive to healthy eating and being physically active.

- Dining Environment
- The school provides a clean, safe, enjoyable meal environment for students.
- The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- The school makes drinking fountain available, so that students can get water at meals and throughout the day.
- The school encourages all students participate in school meals program and protect the identity of students who eat free and reduced-price meals.
- The school will ensure an adequate time for students to enjoy eating healthy foods

with friends in schools.

- The school will schedule lunch time as near the middle of the school day as possible.
- The school will discourage the use of food as a reward in school.

### **XXIII. Non-discrimination Policy**

The Christian Academy of WNY admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and assistance programs, and athletic and other school-administered programs.

### **XXIV. Grievances/Complaints**

A complaint or grievance can be made when there is a lack of action or an action on the part of the school or one of its representatives, that fails to comply with school policy, oversteps the bounds of school policy, violates ethical standards, or does not represent the understood common values of our school. A parent's opinion on teaching style, classroom management, grading procedures, or general demeanor is usually not a violation of operating procedure, but a difference of opinion. A coach's decision on playing time, position, or even if a student is on the team is also a matter of opinion. Teachers and coaches will be allowed to teach and coach as God has gifted them.

When someone brings a complaint or grievance, it must be established with credible evidence, which includes corroborating testimony. A parent may not make a formal complaint against any school employee unless they have had direct contact first with that employee. Parents cannot make a formal grievance or complaint based on hearsay or secondhand information. They cannot make a formal grievance or complaint on behalf of another parent.

All complaints or grievances concerning an employee should be brought to the appropriate school employee/coach/athletic director. Scripture is very clear that we are to go directly to the person with whom we have an issue. If a parent hears something from another parent or from a student, including their own child, it is only hearsay and possibly gossip until they hear it or experience it directly from that teacher. This includes their children. They must meet with the teacher to constructively discuss the alleged issue. If a parent establishes through direct contact with the teacher or coach that there is a problem and that problem cannot be resolved between the two of them, the parent may then approach the most immediate supervisor.

The Principal will be the first point of appeal. The athletic director will be the first point of appeal for matters of athletics. If an acceptable solution is not provided by the above school officials, the issue may be appealed to the administrator.

If complaints or grievances regarding personnel or policy implementation are still unresolved after contact with the administrator, a request may be made to appeal to the school board.

Parents are not under any circumstances to contact individual school board members regarding complaints, concerns and grievances. Parent appeals directly to school board members may constitute sufficient cause for immediate expulsion of the child from CAWNY.

If the process as outlined above does not provide an adequate solution to any conflicts that may arise, the parent may utilize the conciliation clause they signed when they were admitted to Christian Academy of Western New York.

## **XXV. Conciliation Clause**

The parties to the enrollment and re-enrollment agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (See Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation. ([www.peacemaker.net](http://www.peacemaker.net))

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

## **XXVI. Pesticide Notification Policy**

New York State Education Law Section 409-h of the Education Law, effective July 1, 2001, requires all schools to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides throughout the school year.

The following pesticide applications are not subject to prior notification requirements:

A school remains unoccupied for a continuous 72-hours following an application;

Anti-microbial products;

Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;

Nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;

Silica gels and other nonvolatile ready-to-use pastes, foams or gels in areas inaccessible to children;

Boric acid and disodium octaborate tetrahydrate;

The application of EPA designated biopesticides;

The application of EPA designated exempt materials under 40CFR152.25;

The use of aerosol products with a directed spray containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets

Please complete the following if you would like to receive 48-hour prior notification of pesticide applications at CAWNY. *It should be noted that CAWNY has never used a pesticide that is not on the above list.*

**Christian Academy**  
**Request for Pesticide Application Notification**  
(please print)

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Please feel free to contact the office 433-1652 for further information of these requirements.

*Christian Academy of Western New York  
Parent/Student Handbook*