

**The Christian
Academy of
Louisiana
Parent – Student Handbook
2021-2022 School Term**



TCAL is a private, Christian school. Students admitted to TCAL are subject to the admission policies provided in this document.

6781 LA HWY 1 South, Addis LA 70710 -- Telephone: (225) 364-3734 - www.CAofLA.com

Mission Statement

The Christian Academy of Louisiana is founded on biblical principles and endeavors to apply those principles to the development of each child spiritually, intellectually, morally, and physically.

Core Values

We are a school where...

1. Christ is honored.
2. The physical and emotional safety of staff and students is emphasized.
3. Intellectual development of students is pursued.
4. An enjoyable atmosphere for teaching and learning is displayed.

Core Values in Practice

Our core values will inform the actions and policies of CAL on a daily basis. Self-discipline and an internal drive to succeed are basic expectation for all students. Students who graduate from CAL will have successfully engaged in a rigorous curriculum that emphasizes personal responsibility.

Schools operate safely and efficiently when behavioral expectations are internalized by students, faculty and staff. This means, for example, that appropriate student behavior is a general expectation for all students at all times. To the extent that a teacher has to spend time correcting students for inappropriate behaviors, they are losing valuable instructional time. This detracts from the intellectual development of our students.

When necessary, discipline will be used to ensure a safe and effective learning environment. Discipline does not have punishment as its primary goal. Discipline is intended to shape behaviors and to maintain high standards of personal responsibility. In short, students are expected to learn from and respond to efforts to help them acquire productive mindsets.

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Parent Liability and Permission Regarding Student Participation

By participating in or utilizing any activities, programs, equipment, or facilities available through CAL, the participant/user (or guardian of a minor participant/user) hereby agrees to the following terms and conditions:

Even under supervision, there is a risk of injury while utilizing CAL facilities, equipment and programs, and every activity has a certain degree of risk. By participating, parents and students knowingly and voluntarily assume any and all risk of injuries, regardless of severity, which from time to time occur as a result of participation in activities through CAL.

Every CAL parent must have adequate health insurance to cover any injuries or damages that a student may suffer while participating, or alternatively, and agrees to bear all costs associated with any such injury or damages.

Students must be in good health and have no mental or physical condition or symptoms that could interfere with their safety or the safety of others while participating in any activities or using any equipment or facilities of CAL. The parent/legal guardian and student are responsible to determine whether the student is physically and mentally fit to participate, perform or utilize the activities, programs, equipment or facilities available at CAL and may not rely on any advice from CAL in this regard. To the extent that there are any questions or the need for any information about the student's physical or mental condition or limitations, the parent/legal guardian agrees to seek and pay for professional advice from a qualified physician.

Parents/guardians RELEASE AND HOLD HARMLESS CAL and its respective members, officers, employees, student workers, student interns, volunteers, agents, representatives, institutions, and/or departments from any and all liability, claims, damages, costs, expenses, loss of personal property, personal injuries, illnesses, or death resulting, in whole or in part, from the student's participation in, or use of, any facility, equipment, and/or programs of CAL.

The parent of a student enrolled in CAL consents to the student being the subject of any photography, audio, video recordings or any type of media release which may take place during participation in programming and/or open recreation activities. Such photography, recordings, media releases, etc. may be used for CAL publications, webcasts, telecasts, advertising, and for any other additional promotional or marketing purpose as TCAL may see fit. By entering CAL, the student and parent/guardian hereby waive all rights or claims to any financial compensation or payment of royalties in connection with any publications, webcasts, broadcasts or exhibition of these materials. If a parent/guardian does not wish for his/her student to be photographed, participate in school videos, etc., a media release form indicating so must be submitted.

Parent/Student Acknowledgment of Code and Policies of CAL

By accepting admission to CAL, and in using any activities, programs, equipment, or facilities available through CAL, the participant/user (or guardian of a minor participant/user) hereby agrees to the following terms and conditions:

Students will abide by all rules and policies of CAL related to conduct, academics and other areas of student life. Students agree to review and know the CAL Student Handbook as well as all related policies and regulations of the school.

CAL Code of Student Conduct

Student Expectations:

1. Students who choose to come to CAL elect to live by the rules and regulations of the school, including the Code of Student Conduct, Core Values, and Handbook.
2. Students should expect consequences if they violate the Code of Student Conduct, Core Values, and/or Handbook.
3. Students understand that the Code of Student Conduct, Core Values, and Handbook will apply to all campus and off-campus CAL activities. In addition, the Code, Core Values and Handbook will apply in all circumstances in which their conduct may reflect on the reputation of CAL.
4. Any student speech, activity or behavior, whether on or off campus, school-related or not school-related, which causes a substantial disruption in the school environment is prohibited and subject to discipline.
5. Any violation of federal, state or local law by any student will be deemed a violation of the Code of Student Conduct, Core Values, and Handbook and will subject the student to discipline.
6. Students agree to assist one another in keeping the Code of Student Conduct, Core Values, and Handbook.

Parent Expectations:

1. Parents recognize that CAL attendance is a privilege and support the Code of Student Conduct, Core Values, and Handbook.
2. Parents expect their children to live by the rules and regulations of CAL.
3. Parents expect their children to receive consequences for violating the Code of Student Conduct, Core Values, and/or Handbook.
4. Parents will assist their children in abiding by the Code of Student Conduct, Core Values, and Handbook.

5. Parents will help the school foster student accountability and responsibility.

Purpose of the Code of Student Conduct

The ultimate responsibility for student conduct rests with the student and his or her parents. It is the daily responsibility of school personnel to facilitate an effective learning environment for all students. A student in violation of the Code of Student Conduct, Core Values and/or Handbook will be subject to the discretionary authority of the administration.

Communication

Parents/Guardians are asked to consciously promote unity and harmony with the CAL family. Concerns should be presented to the proper person in a manner that follows biblical principles as outlined in Matthew 18:15-17:

1. Contact the person through the approved channels and try to resolve the matter with a spirit of love and respect.
2. If the situation cannot be resolved, contact the headmaster who will seek a resolution.
3. If the situation is not resolved a final, written appeal may be submitted to the executive director of CAL. The decision of the executive director will be final.

Admission Policy

CAL has a long-standing policy of non-discrimination and admits students of any race or ethnic origin to all the rights, privileges, programs and activities accorded students at CAL. CAL does not discriminate on the basis of race, religion, gender, or ethnic origin in its educational program or any of its school activities.

Visitors

Any person visiting the school campus must check in with the receptionist to receive a visitor's tag. A record of every visitor must be maintained in the office. Unidentified persons on campus will be considered trespassing on private property and the authorities may be called.

Contact Information

Communication with our CAL Family is a top priority. Our administration has an open door policy, and we welcome both encouragements and concerns. All faculty members have dedicated planning periods during the day to answer emails, return phone calls, and schedule conferences. Below you will find contact information for the school's administration and faculty members.

School Office

Phone: (225) 364 - 3734

Office Hours: 8:00 am - 3:30 pm

Website: www.CAofLA.com

Address: 6781 LA-1 South Addis, LA 70710

School Administrators

Mrs. Jean Putnam, Headmaster

Mrs. Veldie Duval, Secretary

Mrs. Laura LeDoux, High School Secretary

Faculty Members

Proctor,	High School	
Mr. Brian Henson	7 th & 8 th grade:	brian.henson@caofla.com
Mrs. Tammy Pearson	7 th & 8 th grade:	tammy.pearson@caofla.com
Mrs. Marla Tullier	5 th & 6 th grade:	marla.tullier@caofla.com
Teacher	3 rd & 4 th grade:	
Mrs. Marlayna Miller	1 st & 2 nd grade:	marlayna.miller@caofla.com
Mrs. Annaleigh Eiser	Kindergarten:	annaleigh.eiser@caofla.com
Mrs. Anna Berthelot	Pre-K	anna.berthelot@caofla.com

Remind is a FREE app that can be downloaded from the Apple App or Google Play stores. This app will allow for direct communication between you and the school. The app also acts as a school directory, allowing parents to message back and forth.

No smart phone? No problem. You can still enroll in the system using SMS text messaging and/or email address.



CAL Calendar 2021-2022

School Hours
 High School 7:55 – 2:30
 Pre K - 8th grades 8:00 – 2:35

July '21							July 1 – Tuition Payments Start 15 – Pay in Full Deadline (5% tuition discount)	JANUARY '22						
S	M	T	W	Th	F	S		S	M	T	W	Th	F	S
				1	2	3							1	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	
25	26	27	28	29	30	31	23	24	25	26	27	28	29	
							30	31						
AUGUST '21 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							August 9 - 11 PD (No Students) 12 - First Day for Students 17-31 Spirit Wear Orders 24 – Open House S – 14 days T – 17 days	FEBRUARY '22 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28						
SEPTEMBER '21 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30								September 6- Labor Day 22 – See You at the Pole S – 21 days T – 21 days	MARCH '22 S M T W Th F S 1 2 3 4 5 6 7 8 9 10* 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					
OCTOBER '21 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							October 7 – Picture Day/Class A 8 - End of 9 weeks Parent Conferences PD Teachers (No Students) 11-12 - Fall Break 13 – Report Cards Issued 23 – Craft Fair S – 18 days T – 19 days		APRIL '22 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					
NOVEMBER '21 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30								November 1 – Re-Enrollment Begins 19 – No After Care, ½ Day Gratitude Luncheon 20-27 Thanksgiving Break S – 16.5 days T – 16.5 days	MAY '22 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24* 25 26 27 28 29 30 31					
DECEMBER '21 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17* 18 19 20 21 22 23 24 25 26 27 28 29 30 31							December 17 – End of 9 weeks No After Care, ½ Day Christmas Party 22 – Jan 3 - Christmas Break S – 12.5 days T – 12.5 days		June '22 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					
January 1 – 3 Christmas Break 3 – PD (No Students) 4 – Students Return 5 – Report Cards Issued 6 – Honors Assembly/Chapel 17 – MLK Holiday 31 – Re-Enrollment Ends S – 19 days T – 20 days								February 25 – No After Care 28 – Mar 4 - Winter Break S – 19 days T – 19 days	April 14 – No After Care 15 – 22 - Easter Break 29 – Final Tuition Payment Due S – 15 days T – 15 days					
May 12 – Last Day for Seniors 18 - Senior Graduation 25 – Report Cards Issued PreK-8th Last Day of School(½ half day) Honors Assembly Pre-K & Kinder Program 31 – 2021-2021 School Fees Due S – 17.5 days T – 18 days							June 15 – HS Report Cards mailed FACTS Payment Accounts Renew for 2021-2022 Legend School Day No School/Holiday Early Dismissal Financial Date		This calendar is subject to change. Days/Minutes may be added as required.					

Carpool Diagram



Carpool

Preschool through Eighth Grade

Carpool is from 7:45 - 7:59 am. Students arriving prior to 7:45 am should be dropped off at the Administrative Building and will be enrolled in the Before Care Program for a cost of \$2.00 per day.

The carpool line for the preschool through eighth grade classes runs in front of the Administrative Building. Parents should:

- Enter on the north side of the church campus
- Follow the directions of the carpool monitor
- Fill the loading zones as directed by the carpool monitor.
- Exit the property by curving around to the south side of the campus
- Merge with the traffic from the High School carpool lane. See Diagram above.

High School

Carpool runs from 7:40 - 7:54 am. Students arriving prior to 7:39 am should be dropped off at the Administrative Building and will be enrolled in the Before Care Program for a cost of \$2.00 per day.

Parents with students attending classes in both PK-8 and High School can drop all students off at the Administrative Building, following the instructions for the Preschool through eighth grade carpool line.

The carpool line for students attending junior high only should:

- Enter on the north side of the campus
- Turn right after the "One Way" sign behind the line of cross-ties
- Turn left and follow the directions of the carpool monitor
- Fill the loading zones as directed by the carpool monitor.
- Exit by turning right, merging with the traffic from the other carpool line, and continuing out the south campus exit. See Diagram below.

Check-In/Out and Pick-Up

Permissions

Parents, guardians, or approved persons may check students in/out of school. Please make sure that the administration has received a list of all persons who have permission to pick up a student. Students will NOT be released to anyone whose name is not on the pickup list, unless contact has been made with the administration by the parent/guardian prior to pick up via Remind message or phone call to the office.

Check-In/Out Procedures

The approved adult must sign students in and out of school by completing the Sign In/Out Form at the reception desk. Unknown persons will be asked to present identification.

Attendance

Absences

Seven absences are allowed per semester. Semesters run from August - December, and January - May. **Absences cannot be rolled over from one semester to another.** The seven days may be used at your discretion. If your student is absent, please provide a written note explaining the reason for the absence, and it will be filed. However an absence is an absence, whether accompanied with an excuse or not.

Attendance records will be included on quarterly report cards. Parents will be notified when a student has reached five absences for the semester.

How does checking-in/out affect attendance?

The following attendance procedures will be followed concerning check-ins and check-outs:

- Check-ins before 9:00 am will be marked tardy.
- If a child misses more than 2.5 hours of school a half-day absence will be marked.
- If a child misses 3 or more hours of school a full-day absence will be marked.

Medical

Illnesses

Due to the social nature of education, illness can be transferred easily. Please do not send children to school if they are sick.

Students must be free of fever, vomiting, or diarrhea for 24 hours before returning to school.

Children with lice may not return to school until the full treatment has been completed.

If a student complains of an illness at school, he/she will be sent to the office, and his/her temperature will be taken. If there is no fever, student will be sent back to class. If the student continues to complain of illness, parents will be called.

Medication Plans

Medication Plans are required before any medication can be dispensed by school administration. This form is to be filled out by the student's physician. Parents are welcome to personally administer medication if no Medication Plan is on file. See the Medication Plan form.

Extended Care

We understand that sometimes students need to be dropped off before or stay on campus after school hours. We offer an extended care service called Extended Care. This service is by reservation only. Invoices will be billed monthly. They will be sent at the beginning of the month for a flat monthly rate. If your student will be using the services on set days of the week, payments will reflect this service.

The following procedures will be used for Extended Care:

- Before Care will run from 6:30 am - 7:45 am at a cost of \$2.00 per day.
- If a student arrives to school at/or before 7:44 am, he/she will be enrolled in Before Care and student's FACTS account will be charged \$2.00 per day.
- After Care will run from 2:51 pm - 5:35 pm at a cost of \$5.00 per day per child.
- If a student has not been picked up by 2:51 pm, her/she will be enrolled in After Care and the student's FACTS account will be charged \$5.00.
- If a student is not picked up from an after-school club or athletic activity by the appropriate time he/she will be enrolled in After Care and student's FACTS account will be charged \$5.00.
- Picking up your child after 5:30 pm, will result in a late payment of \$25.00.
- **NO** Cells phone will be allowed. Student must turn in to care giver. Phone will be returned to student as they are leaving.

Withdrawal/Dismissal Procedures

Withdrawals must be done through the school office by a parent or guardian. A student will be considered absent until the withdrawal form and parent exit interview have been completed.

The school reserves the right to deny admission or continued enrollment to any student whose actions and behavior are not in agreement with the stated philosophy, purpose, or standards of CAL.

Grades and student records, etc., will not be released until a parent or guardian signs the withdrawal form, all school property has been returned, and tuition account balances has been cleared.

Tuition and Financial Procedures

CAL strives to keep tuition costs low to make this school accessible. There are multiple payment plan options and tuition discounts available to assist those interested or eligible.

Tuition & Fees

Pre-K 3 - Kinder	1st - 6th Grade	7th & 8th Grade	9th & 10th Grade	11th & 12Grade
Registration Fee \$300	Registration Fee \$300	Registration Fee \$300	Registration Fee \$300	Registration Fee \$300
Enrichment Fee \$250	Curriculum Fee \$300	Curriculum Fee \$300 Technology Fee \$100	Curriculum Fee \$150 Technology Fee \$300	Curriculum Fee \$150 Technology Fee \$300
Tuition \$4500	Tuition \$4600	Tuition \$4800	Tuition \$5500	Tuition \$5800

- Registration fees are due **at the time of enrollment** and are required before applications will be considered complete. These fees are non-transferrable and non-refundable.
- Enrichment, Technology, and Curriculum fees must be paid in full by May 30th.
- Tuition payments begin July 15th and final payment must be made by April 15th. **Final report cards will not be released until tuition account is cleared.**

Discounts

- Tuition may be paid in full by July 15th for a 5% discount.
- Siblings receive the following tuition discounts:
 - 1st sibling 10% discount
 - 2nd and consecutive siblings 15% discount

Student Records

CAL values the privacy of parent and student information and will not share any information without the explicit written permission of the parent or guardian.

Parents/Guardians are to inform the administration as to any change of address, telephone numbers, place of employment of all parents/guardians, and emergency contacts.

CAL seeks to adhere to the intentions set forth in all federal and state laws pertaining to the privacy and transfer of student educational information and records.

Grading and Reporting Policies and Procedures

It is the desire of CAL that all students succeed. Laying a strong foundation is critical to academic success, and students are expected to maintain acceptable educational progress in order to be considered for promotion.

Promotion Guidelines

Pre-K

Student readiness for kindergarten will be determined by an evaluation conducted by the teacher and headmaster.

Kindergarten

Student readiness for 1st grade will be determined by an evaluation conducted by the teacher and headmaster. Key areas of evaluation will be literacy and numeracy.

1st through 3rd grade

The Student Academic Progress Committee (SAPEC) will meet to determine if a student has successfully completed their coursework and is ready to be promoted to the next grade. If a student is in danger of repeating a grade, a conference will be scheduled with the headmaster, teacher, and the parent/guardian at the end of the third grading period to discuss options.

4th through 12th grade

Letter grades will be assigned for each nine-week grading period. Promotion is merited when:

1. A student passes all classes.
2. A student passes 3 of the 4 nine weeks with a minimum of four (4) quality points.

Students not meeting all criteria may have their progress reviewed by the SAPEC. The decision of the SAPEC is final.

Homework

Homework will be purposeful and at the discretion of the instructor.

Classwork

Participation and engagement in classroom activities are essential to academic success. Students are expected to complete all activities assigned by the instructor.

Grading Scale for Pre-K - Kindergarten

Letter Grade	Definition
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grading Scale for 1st – 12th Grades

Letter Grade	Percentage	Quality Points
A	90-100%	4
B	80-89%	3
C	70-79%	2
D	60-69%	1
F	50-59%	0

Academic Intervention

Educational progress will be monitored throughout the year, and interventions will be implemented when appropriate.

Make Up Work

School work assigned prior to an absence is due the day the student returns to school. Students absent three or more days must complete missing assignments by the due dates assigned by their teachers. Assignments not completed will be assigned a grade of zero (0).

Report Cards

Report cards will be sent out quarterly. Please check the school calendar for dates.

Academic Honors

In order to recognize outstanding academic effort and diligence on the part of our students, CAL will recognize the following as Academic Honors:

Headmaster's List

Students who earn straight A's for both quarters during the semester (not the semester average) will be placed on the Headmaster's List. This is not calculated based on GPA, but rather on the letter grades, including conduct.

A/B Honor Roll

Students earning a combination of A's and B's for both quarters will be placed on the A/B Honor Roll. This is not based on GPA, but rather on the letter grades, including conduct.

Timothy Award

Students who have demonstrated excellent conduct throughout the semester and have not been sent to the office for discipline will be awarded the Timothy Award. This is a high honor and a difficult achievement.

Technology

Technology is used to enhance course work. Students may use their own computers provided appropriate software is installed. Students may request use of a computer through the school. Students using school computers are responsible for damages that occur through negligence or abuse.

Parents/Guardians must sign an acceptable use policy before students will be issued computers or allowed to have access to the Internet. See Acceptable Use Policy.

Special Needs

CAL does not utilize IEPs or 504s. However, the school may be able to assist families who have concerns related to their children's learning environment. Please schedule an appointment with the headmaster to discuss concerns.

Compliance with CAL Rules and Regulations

CAL students and parents are expected to be aware of and to comply with CAL rules and regulations that pertain to CAL.

In addition to the Core Values required by CAL, the following school rules also apply:

1. **Violations of Core Values** - Students are expected to confront those involved in violations of Core Values, and, when necessary, report the infraction to the appropriate faculty member or administrator.
2. **Gum** - Students may not chew gum on school premises.
3. **Punctuality** - Students are to be punctual to school, all classes and activities during the school day. Teachers will assign consequences for students who are late to their classes or activities. Repeated tardiness may result in a student being referred to the appropriate authority.
4. **Cell Phones** – CAL is a device free school, meaning that no personal electronic devices, cell phones, or smart watches may be brought to school. If a device is confiscated, it will remain in the headmaster's office until the parent comes to retrieve it.
5. **Computers** - Every student is required to sign and uphold CAL's "Acceptable Use Policy" for computers.
6. **Sexual Integrity and Harassment** - CAL is committed to providing a safe, healthy environment that promotes respect, dignity, and equality for all students, faculty and staff. It is the policy of CAL to provide and maintain an environment free of sexual or other harassment in any manner or form (verbal, physical, sexual or other), and it is expressly prohibited. It shall be a violation of this policy for any student, employee or school visitor to harass any student, employee, or any person associated with the school. All incidents of harassment will be promptly and thoroughly investigated, and actions or conduct constituting harassment will be subject to appropriate disciplinary action including, but not limited to, immediate suspension, termination, or expulsion. Any individual who is or believes that they have been subjected to sexual or other harassment (whether adult-adult, adult-student, student-student, or student-adult) should promptly inform the Headmaster.
7. **Bullying** - Bullying is considered a form of harassment. If a student is demonstrating a pattern of tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting is considered bullying. Students should follow the biblical admonition in Matthew 18 and report incidents to the appropriate teacher/administrator.
8. **Cyber Bullying** - Tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting others using the internet, interactive, and digital technologies, social media or mobile phones will not be tolerated. Parents and students need to be aware that information posted on all social media, or other internet sites, is permanently on the internet. Disciplinary action will be taken for any student who violate this policy or CAL's Core Values through the use of technology.
9. **Laws of the Land** - Students must comply with all federal, state, and local laws.
10. **Use of Illegal Substances** - The possession and/or use of tobacco, e-cigarettes, vapor devices, smokeless tobacco, alcohol, or other illegal or dangerous drugs is prohibited. Drug tests, random or targeted, may be given at any time the school

believes that such tests will help support this policy. Furthermore, the school may require regular testing at student expense.

11. **Weapons** – No weapons (guns or knives) of any kind are not allowed on school property or at school-sponsored functions at any time.
12. **Authority** - Students must respect the authority of the school and its designated leaders. Inappropriate challenges to the school's authority are prohibited and will not be tolerated.
13. **Inappropriate Language** - Use of abusive or vulgar language is unacceptable.
14. **Hazing** - Hazing is defined as committing an act against a student or employee or coercing a student into committing an act that creates a substantial risk of harm or safety or affects the mental or physical health of the student, in order for the student to be initiated into or affiliated with a student organization, or for any purpose. Hazing activities of any type are inconsistent with the educational goals of the school and its Core Values and are prohibited at all times.

Members of the CAL community are expected to use good judgment in deciding how to respond to rules violations. Consideration of the severity of the violation, the severity of the impact on the school, the potential impact on members of the school community, and the good of the violator must be taken into account. Possible responses include prayer, confronting the violator, notifying someone with appropriate influence (such as the person's pastor or other church official), notifying an appropriate family member or notifying the appropriate school authorities. The response should not be based on personal gain, advantage, or gratification. Nor should members shirk the response based on the potential displeasure of the offender.

When school authorities become involved, appropriate disciplinary action will be taken. Continued and repeated rule violations which demonstrate a pattern of inappropriate, disrespectful and/or harmful behavior to students, faculty and/or which threaten the moral fabric of the school community as a whole, will result in discipline that may include school-based disciplinary action, as well as the possibility of suspension or expulsion.

CAL retains the right to decline the initial or continuing enrollment of any student, or the initial or continuing employment of any faculty or staff, who professes, engages in, supports or promotes an alternative lifestyle or transgender identification. As used in this provision, "alternative lifestyle" includes but is not limited to: the gay, lesbian or homosexual lifestyle; living together as a couple outside the institution of traditional heterosexual marriage; and a lifestyle contrary to the heterosexual, monogamous model depicted in the Bible.

Automatic Dismissal

Any student communicating a verifiable threat against the safety of the school campus, faculty, and/or student body will be immediately expelled from CAL and the appropriate authorities notified. This type of behavior will not be tolerated.

Uniforms

Class A Uniform:

Tops: white button up shirt- short or long sleeved (may embroider "The Christian Academy of Louisiana" available at Addis Athletics on the shirt - not required), solid navy tie for boys and girls.

Bottoms: khaki slacks or CAL plaid skirt. Skirt length is no more than 2 inches above the knee.

Belts: Brown or Beige

Shoes/Socks: beige "top sider" style shoe, brown or navy dress socks.

Class B Uniform:

Tops: Collared, short or long sleeve. Navy blue, Oxford grey, or white appropriately sized for the child, not tight fitting. Must be tucked in and buttoned within one button from the top.

Turtlenecks can be worn as under shirts only.

Long-sleeved Spirit Shirts and sweatshirts may be worn over uniform - shirt collars must be out.

Bottoms: Pants, shorts, skorts (flat front), skirts, or jumpers can be navy blue, khaki or CAL Plaid. Bottoms must fit at the waist and be properly hemmed or cuffed at or below the ankle and no wider than shoe length, but not dragging the ground. Shorts must be knee length - Length is no more than 2 inches above the knee.

Long-sleeved Spirit Shirts and sweatshirts may be worn over uniform - shirt collars must be out.

Jackets: There are no brand or appearance restrictions. Hoods are allowed, but must be down when inside.

Belts: Starting in Kindergarten, if the item of clothing has belt loops then a belt must be worn.

Shoes: No high heels/wedges. Shoes must fit appropriately. For safety purposes, all shoes must be closed toed **-AND WORN AT ALL TIMES**. We do not have brand or appearance restrictions.

Class C Uniform:

Same as Class B Uniform, except Spirit Shirts and blue jeans and/or blue jean shorts may also be worn.

High School

The following is a typical uniform schedule. Changes may be made by Administration if special circumstances apply.

Mondays - Wednesdays Class B
Thursdays - Class A
Fridays - Class C

Elementary Uniform Schedule

The following is a typical uniform schedule. Changes may be made by Administration if special circumstances apply.

Mondays - Thursdays Class B
Fridays - Class C

Free Dress Days:

When a Free Dress Day is called by the headmaster, students may wear their choice of clothing, as long as it is appropriately sized for the child and meet the length and tightness requirements listed above. JEGGINGS/TIGHTS/YOGA pants may be worn UNDER skirts or shorts, as they are not considered pants. Athletic shorts may be worn but must have bike shorts under them.

Backpacks:

PRE-K students will receive a CAL tote bag. Please do not purchase a book-bag. 1st - 8th grade - no style restrictions for backpacks, but please make sure they are large enough to accommodate all of their supplies.

School Schedule

Daily Schedule

6:30 am - 7:44 am	Before Care Program
7:40 am - 7:54 am	Morning Carpool (High School)
7:45 am - 7:59 am	Morning Carpool (Elementary & Junior High)
7:55 am - 2:30 pm	High School Hours
8:00 am - 2:35 pm	Lower School Hours

2:30 pm - 2:45 pm Afternoon Carpool (High School)
2:35 pm - 2:50 pm Afternoon Carpool (Elementary & Junior high)
2:51 pm - 5:30 pm After Care Program

Chapel Schedule (Thursday)

Arrival and dismissal times remain the same:

9:00 am - 9:30 am Chapel Service, parents are invited to attend First Thursday of the month. PreK-K students will attend Chapel.

- This model teaches a high respect for humanity, realizing that everyone is created in the image of God.
- Classical Christian Education teaches that people of "the Word" should be masters of language.
- We strive to develop sound reason and a sound faith in our students.
- We believe that the Classical Christian Model of Education enables students to better know, glorify, and enjoy God "by nourishing the soul on truth, goodness, and beauty" (Circe Institute).

Extracurricular Activities

Extracurricular activities are any club, team, or athletic group that meets outside of the regular coursework of the student. CAL believes that academics take priority over extracurricular activities and that students need help determining what types of activities deserve their attention. Extracurricular activities are a privilege, not a right. Participation in extracurricular activities is contingent upon a student being in good academic and disciplinary standing. Participants in extracurricular activities must meet all applicable eligibility requirements.

Membership requirements per activity may vary, see coach or club director.

FAQ'S

What happens if my child forgets their lunch?

All students attending CAL must bring a lunch to school. Forgotten lunches can be dropped off in the Administrative Building. If it is not possible to drop off a lunch, your child may choose from the selection we have in the office, and their FACTS account will be charged \$2.00.

Can I have lunch with my child?

Parents are encouraged to spend time with their children on and off campus. Please check your children's schedules to find out what time they have lunch. Please follow the procedures for visiting the campus. *See Visitors.*

Where is the lost and found?

The Lost and Found bin is located in the Administrative Building. Every effort will be made to reunite the lost item with the student. Due to limited storage space, the Lost and Found bin **will be emptied and items donated every 9 weeks**, when report cards are issued.

What kind of parties are allowed?

CAL celebrates Christmas and Easter. Class parties will be held for these occasions only.

Can I celebrate my child's birthday at school?

Arrangements can be made to celebrate individual birthdays at school as long as the event does not disrupt the school day. Please contact the administration to make arrangements.

How many field trips will be scheduled per year?

Students will take separate field trips according to grade levels, and no more than two trips per year per grade will be scheduled. These events will be planned in advance and notice will be sent home with ample time for payment. Parents are welcome to attend these events.

Handbook Agreement Form

Please sign this form and return to CAL administration. This will be placed in the student record.

I, _____, parent/guardian of _____
_____ have read this handbook and agree to abide by the policies and procedures outlined therein.

Signature of Parent/Guardian

Date

Parents and guardians should review this handbook with their children enrolled in fourth grade and above. Please have the student sign and date below.

I, _____, have read this handbook and agree to abide by the policies and procedures outlined herein.

Signature of Student

Date

Acceptable Use Policy

Internet Safety

Acceptable use of the Internet and technological resources shall be consistent with the mission statement, educational philosophy, and objectives of CAL.

In its continued efforts to comply with the Children's Internet Protection Act, CAL shall adopt and enforce a policy of Internet safety that incorporates the age appropriate use of technology. Access to the internet for K-8th grades will be restricted to a curated list of educational websites approved by the headmaster. High School students will use the internet to access the LUOA curriculum and supplemental resources.

Terms and Conditions

1. **Privileges** - The purpose of technology is to support course work, not take its place. The use of the Internet is a privilege, not a right. Inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, or staff.
2. **Security** - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported immediately to the headmaster. Any user identified as a security risk shall be denied access to the Internet.
3. **Vandalism** - Vandalism shall result in cancellation of privileges and other disciplinary actions up to and including expulsion. *Vandalism* is defined as any malicious attempt to harm or destroy hardware or software data. This includes, but is not limited to, the creation of computer viruses. No software, programs, or files may be installed or downloaded by any student user unless directed by their facilitator or the administration.
4. **Consequences of Misuse** - Any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates the *Student Code of Conduct* shall be disciplined by the headmaster up to, and including expulsion.

Signature of Student

Date

Signature of Parent/Guardian

Date

Medication Plan

Form (also available in the office)

The Christian Academy of Louisiana PHYSICIAN/PARENT REQUEST MEDICATION FORM

PART 1: PARENT OR LEGAL GUARDIAN TO COMPLETE.
Student's Name _____ Birthdate _____
School _____ Grade _____ Homeroom _____
Parent/Guardian Name (print): _____ Phone Number: _____
Emergency Contact Name: _____ Phone Number: _____

I hereby request that the below ordered medication be administered by school personnel. I give permission for the exchange of information between the prescriber, school staff, and school nurse. I understand that that I must supply the school with no more than a 35 day supply of medication. I understand that this medication will be destroyed, if not picked up within 2 weeks from the last day of school. I have administered the initial dose of medication on: Date: _____ Time: _____

Parent/Guardian Signature: _____ Date: _____

Each medication order must be written on a separate order form. Any future changes in directions for medication ordered require new medication orders. Orders sent by fax are acceptable. Legibility may require mailing original to the school. All medication orders must be renewed each school year.

PART 2: LICENSED PRESCRIBER TO COMPLETE.
1. Student Diagnosis: _____
2. Medication: _____
3. Strength of medication: _____ Dosage (amount to be given): _____
Check Route: By mouth By inhalation Other _____ Time: _____
PRN Frequency (circle appropriate): q 2 hours q 4 hours q 6 hours
Note: The frequency and the time of medication order must be the same as the Rx given. School medication orders shall be limited to medication that cannot be administered before or after school hours. Special circumstances must be approved by school nurse.
4. Duration of medication order: Until end of school term
5. Desired Effect: _____
6. Possible side-effects of medication: _____
7. Any contraindications for administering medication: _____
8. Other medications being taken by student when not at school: _____
9. Student's Allergies: _____

Prescriber's Name(Printed): _____ Fax Number: _____
Phone Number: _____
Prescriber's Signature: _____ Date: _____

PART 3: LICENSED PRESCRIBER/PARENT TO COMPLETE AS APPROPRIATE.
Inhalants/Emergency Drugs Release Form for Students to be Allowed to Carry Medication on Self
1. Has this student been adequately instructed by you or your staff and demonstrated competence in self administration of medication to the degree that he/she may self-administer his/her medication at school, provided that the school nurse has determined it is safe and appropriate for this student in his/her particular school setting? Yes No

Prescriber's Signature: _____ Date: _____

2. Do you give permission for your child to self-administer the medication at school? Yes No
3. Do you assume responsibility for your child's actions in his/her self-management of medication at school?
 Yes No

Parent/Guardian Signature: _____ Date: _____

I understand and agree CAL and its employees are not responsible for any unintentional mistakes or oversights in keeping or giving my child medication. I agree to hold the Christian Academy of Louisiana free and harmless from liability from injuries that might occur as a result of the administration of medications by school employees.

Physician's/Nurse's Signature: _____ Date: _____