

**Christian
Academy of
Louisiana**

**Parent – Student Handbook
2024-2025 School Term**



CAL is a private, Christian school. Students admitted to CAL 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 the Christian Academy of Louisiana (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 CAL 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 nondiscrimination 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 school receptionist to receive a visitor's tag. 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. Anna Berthelot, Director of Preschool Education

Mrs. Veldie Duval, Administrative Assistant

Mrs. Sharena Fontenot, Finance Director

Faculty Members

Officer Chris Graves	Safety Officer	chris.graves@churchataddis.com
Mrs. Toddie Milstead	High School Proctor	toddie.milstead@caofla.com
Mrs. Sarah Hill-McCoy	High School Proctor	sarah@caofla.com
Capt. Adin Putnam	9 th Grade History, Personal Finance	adin.putnam@caofla.com
Mr. Evan Cooper	HS Geometry	evan.cooper@caofla.com
Mrs. Lisa Henson	HS English	lisa.henson@caofla.com
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. Missy Kennedy	6 th grade, 9 th grade English	missy.kennedy@caofla.com
Mrs. Marla Tullier	5 th grade, 9 th grade Algebra	marla.tullier@caofla.com
Ms. Stephany Solis	4 th grade	stephany.solis@caofla.com
Mrs. Dee Bellone	3 rd grade	dee.bellone@caofla.com
Miss Alex Carbo	2 nd grade	alex.carbo@caofla.com
Mrs. Marlayna Miller	1 st grade	marlayna.miller@caofla.com
Mrs. Janna Kershaw	Kindergarten:	janna.kershaw@caofla.com
Mrs. Lacey Martin	PreK - 4	lacey.martin@caofla.com
Mrs. Laura Nelson	PreK - 3	laura.nelson@caofla.com
Mrs. Vickey Brown	PreK - 2	vickey.brown@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.

July 2024						
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			

July
 1 – Tuition Payments Start
 15 – Pay in Full Deadline (5% tuition discount)

January
 1 – 6 Christmas Break
 6 – Teacher PD (NO Students)
 7 - Students Return
 8 - Report Cards Issued
 Honors Assembly/Chapel
 20 – MLK Holiday
 31 – Re-Enrollment Ends

S – 18 days
 T – 18 days

JANUARY 2025						
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 2024						
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
 5 - 8 PD (No Students)
 9 - First Day for Students- NO Before or After Care
 12 - 30 Spirit Wear Orders

February
 28 – NO After Care

S – 16 days
 T – 20 days

S – 20 days
 T – 20 days

FEBRUARY 2025						
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 2024						
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
 2 - Labor Day
 6 – NO After Care
 25 – See You at the Pole

March
 3 – 7 – Winter Break
 12 – End of 9 weeks
 14 – Early Dismissal, NO After Care
 Parent Conferences
 19 – Report Cards Issued
 21 – Picture Day/Free Dress

S – 20 days
 T – 20 days

S – 15.5 days
 T – 15.5 days

MARCH 2025						
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 2024						
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
 3 – Picture Day/Class A
 11 - End of 9 weeks
 Parent Conferences
 PD Teachers (NO Students)
 14-15 - Fall Break
 16 – Report Cards Issued
 18 – NO After Care
 19 – Craft Fair

17 – NO After Care
 18 - 25 - Easter Break
 30 – Final Tuition Payment Due

S – 21 days
 T – 22 days

S – 17 days
 T – 17 days

APRIL 2025						
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 2024						
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
 22 – NO After Care,
 ½ Day Gratitude Luncheon
 25-29 Thanksgiving Break

May
 9 – Last Day for Seniors
 14 - Senior Graduation-NO After Care
 22 – Last Day of School (½ day)
 Report Cards Issued 1st-8th
 Awards Chapel & PreK/K Program
 31 – 2025-2026 School Fees Due

S – 15.5 days
 T – 15.5 days

S – 15.5 days
 T – 22 days

MAY 2025						
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	28	29	30	31	

DECEMBER 2024						
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
 20 – End of 9 weeks
 1/2 Day, NO After Care
 23 – Jan 6 - Christmas Break

June
 18 – HS Report Cards mailed
 FACTS Payment Accounts Renew for 2025-2026

S – 14.5 days
 T – 14.5 days

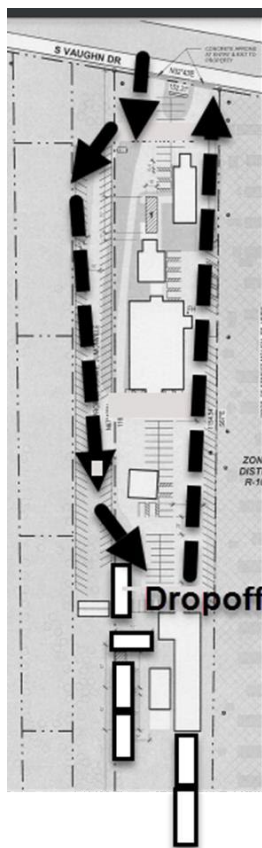
Legend
 School Day
 No School/Holiday
 Early Dismissal
 Financial Date

June 2025						
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					

April

This calendar is subject to change. Days/Minutes may be added as required.

Carpool Diagram



CAL Carpool 2024-2025

We want to make the carpool process as safe and expedient as possible.

- Speed limit is 10 miles per hour!
- Entry is on the south driveway and exit is on the north driveway.
- Please remain in your vehicle unless your student requires assistance buckling or unbuckling.
- Please follow the direction of Security/ Safety staff members.
- There will be no early pick-up of students after 2 pm. This is for the safety of all students and staff. If you need your student before the end of carpool, please plan ahead.
- Do not drop students off along the carpool driveway. Please utilize the pick-up and drop-off points in front of the school office.

All Grades

Carpool is from 7:40 to 7:54 am. Students arriving prior to 7:40 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.

Check-In/Out and Pick-Up

Permissions

Parents, guardians, or approved persons may check students into or 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 pick-up list, unless the parent/guardian has contacted the administration prior to pick-up via Remind message or phone call to the office.

Check-In/Out Procedures

The approved adult must sign students into 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

Ten absences are allowed per semester. Semesters run from August through December and January through May. Absences cannot be rolled over from one semester to another. The ten 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 after 7:55 am but before 9:00 am will be marked tardy.

If a child misses more than 2.5 hours of school, it will be counted as a half-day absence.

If a child misses 3 or more hours of school, it will be counted as a full-day absence.

Students who are habitually tardy or absent will be subject to disciplinary action. Louisiana Revised Statutes, Title 17, Section 221 states that the parent/guardian is responsible for the student's regular attendance in school and provides penalties for failing to ensure a student's attendance. The parent or guardian of the student with excessive tardies or absences will be referred to the District Attorney's office.

Tardy Policy

Students should be in their seat by 7:55am. A student who arrives after 7:55 am is considered tardy and must sign in. We understand there are times when there are issues beyond a parent's or student's control, such as traffic or a train. Those times grace is given. We want our students to strive for excellence and being on time is an indicator. The first time a student is tardy, a warning will be given and an email will be sent to parents. The second time a student is tardy, the student will miss first recess (break) and help with the beautification of campus, and an email will be sent to parents. The third time a student is tardy, the student will miss both recesses (breaks) and will help with the beautification of the campus, and an email will be sent to parents. For fourth and subsequent tardies, the student will help with the beautification of campus, and a \$25.00 fee will be assessed.

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, and/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 the school day begins or stay on campus after school hours. We offer an extended care service, available by reservation only. Invoices for extended care fees will be sent 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 to 7:40 am at a cost of \$2.00 per day per child.

If a student arrives to school at or before 7:39 am, he/she will be enrolled in before care and the student's FACTS account will be charged \$2.00 per day.

After care will run from 2:51 pm to 5:30 pm at a cost of \$5.00 per day per child.

If a student has not been picked up by 2:51 pm, he/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. If a parent picks up a student after 5:30 pm, the student's FACTS account will be charged a late fee of \$25.00.

Students are not allowed to use cell phones during before or after care.

Withdrawal/Dismissal Procedures

If a student is withdrawing from enrollment in CAL, the parent/guardian must complete the withdrawal process through the school office. 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/guardian signs the withdrawal form, all school property has been returned, and tuition account balances have 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.

- 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 the student's tuition account is cleared.**
- Parents are encouraged to contact CAL immediately in the event of financial changes. Parents understand and agree that unresolved debts may result in the school holding a student's records until financial arrangements are made.

Discounts

- Tuition may be paid in full by July 15th for a 5% discount.
- Siblings receive the following tuition discounts:
 - First sibling, 10% discount
 - Second and subsequent 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 three of the four nine-week grading periods 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:

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.

1. **Gum** - Students may not chew gum on school premises.
2. **Punctuality** - Students are to be punctual to school and to 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.
3. **Cell Phones/Devices** – High School - Cell phones/smart watches may be brought to school but must remain in the student’s backpack. If a student has the device out without permission, then the teacher will confiscate the device. The device will be turned over to the headmaster until the parent comes to retrieve it and pay a \$25.00 fee. No phones are to be out during before or after care.
Middle School – All phones/smart watches must be turned in to the front desk when the student arrives at school. Phones/smart watches shall be returned to the student when they leave or are picked up from school. If the device has not been turned in, the headmaster will retain the device until the parent comes to retrieve it and pay a \$25.00 fee. No phones are to be out during before or after care.
5th Grade and below – Cell phones are **not** permitted on campus.
4. **Computers** - Every student is required to sign and uphold CAL's Acceptable Use Policy for computers.
5. **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.
6. **Bullying** - Bullying is considered a form of harassment. If a student is demonstrating a pattern of tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting, that is considered bullying. Students should follow the biblical admonition in Matthew 18 and report incidents to the appropriate teacher/administrator.
7. **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.
8. **Laws of the Land** - Students must comply with all federal, state, and local laws.
9. **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.
10. **Weapons** – No weapons of any kind are not allowed on school property or at school-sponsored functions at any time.
 11. **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.
 12. **Inappropriate Language** - Use of abusive or vulgar language is unacceptable.
 13. **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 that 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.

Dress Code

Elementary School (Pre-K2-6th grade)

Students are given freedom of expression in their choice of backpack, socks, belts, shoes, and jackets.

Class B Uniform:

Shirts

Students must wear polo-style collared shirts in navy, gray, or white. Shirts may be long-sleeved or short-sleeved.

Shirts must be appropriately sized for the student, not tight fitting. Shirts must be tucked in and buttoned within one button from the top.

Turtlenecks can be worn as undershirts only.

Long-sleeved spirit shirts and sweatshirts (properly fitting, not oversized) may be worn over the uniform with shirt collars visible.

Bottoms

Students may wear pants, shorts, skorts (flat front), skirts, or jumpers in navy, khaki, or CAL plaid (available at Inka's or School Time Uniforms, Plaid #18).

Bottoms must fit properly at the waist. They must also be properly hemmed or cuffed at or below the ankle and no wider than shoe length, but not dragging the ground.

Shorts, skorts, skirts, or jumpers must be no more than 2 inches above the knee when measured from a kneeling position.

Jeggings/tights/yoga pants are not considered pants and may only be worn UNDER skirts or shorts. This requirement also applies to sports practices and events.

Shoes

Shoes have no brand restrictions. No high heels or wedges are allowed. Shoes must fit appropriately. For safety purposes, all shoes must be closed toed AND WORN AT ALL TIMES. Students have freedom of expression as to style and color of shoes within the above guidelines.

Belts

Students in kindergarten and higher grades must wear a belt if the item of clothing has belt loops. This applies to all uniform classes.

Jackets

Jackets may not have any other school logo; otherwise, there are no brand or appearance restrictions. Jackets must be sized appropriately for the student. Hoods are allowed but must be

down when inside.

Class C Uniform:

Same as Class B Uniform, except spirit shirts and blue jeans and/or blue jean shorts may also be worn. Blue jean shorts must be no more than 2 inches above the knee when measured from a kneeling position. Shirts must be tucked in, and a belt must be worn if the bottoms have belt loops.

Elementary Uniform Schedule

The following is a typical uniform schedule. The administration may make changes to the schedule if special circumstances apply.

Mondays – Thursdays: Class B
Fridays: Class C

Junior High (7th-8th Grade)

Class A Uniform:

Shirts

Students must wear a white button-up shirt, short- or long-sleeved. Students may have “Christian Academy of Louisiana” embroidered on the shirt, but it is not required. Addis Athletics can provide this service. Both boys and girls must wear a solid navy tie, and ties may be purchased from the CAL office. Shirts must be tucked in.

Bottoms

Boys or girls may wear khaki slacks. Girls also have the option of wearing a CAL plaid skirt (available at Inka’s Uniforms and School Time, Plaid #18). Skirt length is no more than 2 inches above the knee when measured from a kneeling position.

Shoes

Students must wear beige topsider-style shoes with brown or navy dress socks. Hey Dudes or similar shoes are not allowed.

Belts

Students must wear a brown or beige belt if the item of clothing has belt loops. This applies to all uniform classes.

Class B Uniform:

Shirts

Students must wear polo-style collared shirts in navy, gray, or white. Shirts may be long-sleeved or short-sleeved.

Shirts must be appropriately sized for the student, not tight fitting. Shirts must be tucked in and buttoned within one button from the top.

Turtlenecks can be worn as undershirts only.

Long-sleeved spirit shirts and sweatshirts (properly fitting, not oversized) may be worn over the uniform with shirt collars visible.

Bottoms

Students may wear pants, shorts, skorts (flat front), skirts, or jumpers in navy, khaki, or CAL plaid (available at Inka's Uniforms and School Time, Plaid #18).

Bottoms must fit properly at the waist. They must also be properly hemmed or cuffed at or below the ankle and no wider than shoe length, but not dragging the ground.

Shorts, skorts, skirts, or jumpers must be no more than 2 inches above the knee when measured from a kneeling position.

Jeggings/tights/yoga pants are not considered pants and may only be worn UNDER skirts or shorts. This requirement also applies to sports practices and events.

Shoes

Students must wear beige topsider-style shoes with brown or navy dress socks. Hey Dudes or similar shoes are not allowed.

Belts

Students must wear a brown or beige belt if the item of clothing has belt loops. This applies to all uniform classes.

Jackets

Jackets may not have any other school logo; otherwise, there are no brand or appearance restrictions. Hoods are allowed but must be down when inside.

Class C Uniform:

Same as Class B Uniform, except spirit shirts and blue jeans and/or blue jean shorts may also be worn. Length is no more than 2 inches above the knee when measured from a kneeling position. Shirts must be tucked in, and a belt must be worn if the bottoms have belt loops.

Junior High Uniform Schedule

The following is a typical uniform schedule. The administration may make changes to the schedule if special circumstances apply.

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

High School Uniform (9th – 12th grade)

Class A Uniform:

Blazers

Students must wear a navy blazer with the Christian Academy of Louisiana crest. Blazers may be ordered from Addis Athletics or purchased at the clothing store of your choosing. If you need the crest to sew onto a blazer, patches are available in the CAL office.

Shirts

Students must wear a white button-up shirt, short- or long-sleeved. Boys must wear a navy and white striped tie, and girls must wear a solid navy tie. Shirts must be tucked in.

Bottoms

Boys or girls may wear khaki slacks. Girls also have the option of wearing a CAL plaid skirt (available at Inka's Uniforms and School Time, Plaid #18). Skirt length is no more than 2 inches above the knee when measured from a kneeling position.

Belts

Students must wear a brown or beige belt if the item of clothing has belt loops. This applies to all uniform classes.

Shoes

Students must wear beige topsider-style shoes with brown or navy dress socks. Hey Dudes or similar shoes are not allowed.

Class B Uniform:

Shirts

Students must wear polo-style collared shirts in navy, gray, or white. Shirts may be long-sleeved or short-sleeved.

Shirts must be appropriately sized for the student, not tight fitting. Shirts must be tucked in and buttoned within one button from the top.

Turtlenecks can be worn as undershirts only.

Long-sleeved spirit shirts and sweatshirts (properly fitting, not oversized) may be worn over the uniform with shirt collars visible.

Bottoms

Students may wear pants, shorts, skorts (flat front), skirts, or jumpers in navy, khaki, or CAL plaid (available at Inka's Uniforms and School Time, Plaid #18).

Bottoms must fit properly at the waist. They must also be properly hemmed or cuffed at or below the ankle and no wider than shoe length, but not dragging the ground.

Shorts, skorts, skirts, or jumpers must be no more than 2 inches above the knee when measured from a kneeling position.

Jeggings/tights/yoga pants are not considered pants and may only be worn UNDER skirts or shorts. This requirement also applies to sports practices and events.

Shoes

Students must wear beige topsider-style shoes with brown or navy dress socks. Hey Dudes or similar shoes are not allowed.

Belts

Students must wear a brown or beige belt if the item of clothing has belt loops. This applies to all uniform classes.

Jackets

Jackets may not have any other school logo; otherwise, there are no brand or appearance restrictions. Jackets must fit properly. Oversized jackets are not allowed. Hoods are allowed but must be down when inside.

Class C Uniform:

Same as Class B Uniform, except spirit shirts and blue jeans and/or blue jean shorts may also be worn. Blue jean shorts must be no more than 2 inches above the knee when measured from a kneeling position. Shirts must be tucked in, and a belt must be worn if the bottoms have belt loops.

High School Uniform Schedule

The following is a typical uniform schedule. The administration may make changes to the schedule if special circumstances apply.

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

Dress Code Provisions Applicable to All Grades

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 student and meets the length and fit 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.

Book Bags and Backpacks:

All pre-K students will receive a CAL tote bag. Please do not purchase a book bag. There are no style restrictions on backpacks for 1st through 12th grades. Please make sure

backpacks are large enough to accommodate all of the student's supplies.

Hair:

Hair should be kept well-groomed. Unnatural hair coloring is not permitted.

School Schedule

Daily Schedule

6:30 am - 7:39 am	Before Care Program
7:40 am - 7:54 am	Morning Carpool
7:55 am - 2:35 pm	School Hours
2:35 pm - 2:50 pm	Afternoon Carpool
2:51 pm - 5:30 pm	After Care Program

Chapel Schedule (Thursday)

Arrival and dismissal times remain the same:

Chapel service is from 8:30am – 9:00 am on Thursdays. Parents are invited to attend Chapel. Pre-K 4 and Kindergarten students will attend Chapel the first Thursday of every month.

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.

Early Dismissal for Seniors

Seniors in good academic (current in all assignments with 2.5 passing grade) and behavioral standing may request administrative approval for early dismissal at noon Monday through Friday. CAL assumes no responsibility for the student after he/she is off school grounds. Further, CAL reserves the option to revoke this privilege if circumstances warrant.

Qualifying seniors should have their parent or guardian complete the Early Dismissal Form acknowledging the terms and conditions of early dismissal.

Lunch

The School provides a hot lunch daily with white/chocolate milk or water. A monthly calendar will be sent home before the new month begins. Your student may choose the days they would like to eat. The cost of the lunch is \$3.95 daily. The cost of eating on the day of same day is \$5.00. Students are also free to bring their own lunch if they prefer.

FAQs

What happens if my child forgets their lunch?

Forgotten lunches can be dropped off in the Administrative Building. If it is not possible to drop off a lunch, your child will be served a hot lunch and their FACTS account will be charged \$5.00.

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 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 kindergarten through 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): _____

Phone Number: _____ Fax 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: _____