CHRISTIAN ACADEMY OF LOUISIANA

Parent & Student Handbook

2026 – 2027

Christian Academy of Louisiana is a private, Christian school.
Students admitted to CAL are subject to the admissions policies provided within this document.

6781 LA HWY 1 South, Addis, LA 70710 **225.364.3734** **caofla.com**

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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 daily. 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 always a general expectation for all students. To the extent that a teacher must 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.

Parent Liability and Permission- 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 all risk of injuries, regardless of severity, which from time to time occur because 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 or 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.

Acknowledgment- Code and Policies

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.

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.

Code of Student Conduct- 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 principal, who will seek a resolution.

3. If the situation is not resolved, a final, written appeal may be submitted to the Director of Education of CAL. The decision of the Director of Education will be final.

Admissions 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 based on 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. Below you will find contact information for the school’s administration and faculty members.

School Office

Phone:
(225) 364-3734

Address:
6781 LA-1 South, Addis, LA 70710

Office Hours:
7:30am-3:00 pm

Website:
caofla.com

Facebook:
Christian Academy of Louisiana

Facebook Parent Group:
CAL Family Partners

School Administrators

Melissa (Missy) Kennedy, Principal
E-mail: missy.kennedy@caofla.com

Anna Berthelot, Preschool Director
E-mail: anna.berthelot@caofla.com

Jean Putnam, Director of Funding and Public Relations
E-mail: jean@churchataddis.com

Security

Officer Chris Graves, Safety Officer
E-mail: chris.graves@churchataddis.com

Jennie Zirkle, Director of Security
E-mail: jennie@churchataddis.com

School Support Staff

CAL Secretary
E-mail: info@caofla.com

Marita Smith, Testing Specialist
E-mail: info@caofla.com

Kelli Roeten, Behavior Specialist
E-mail: Kelli@churchataddis.com

Heather Younger, School Lunch Coordinator
E-mail: cafeteria@caofla.com

Athletics

Tom Shepard, Athletic Director
E-mail: athletics@caofla.com

Leah Davis, Assistant Athletic Director
E-mail: athletics@caofla.com

Preschool Teachers

Mini Crusaders
Vickey Brown, Teacher
E-mail: vickey.brown@caofla.com

Little Crusaders
Lacey Martin, Teacher
E-mail: lacey.martin@caofla.com

Elementary Teachers

Kindergarten and Elementary Bible
Jean Putnam, Teacher
E-mail: jean@churchataddis.com

1st Grade
Daneyel Shepard, Teacher
E-mail: daneyel.shepard@churchataddis.com

2nd Grade
Allison Baker, Teacher
E-mail: allison.baker@caofla.com

3rd & 4th Grade
Stephany Sollis, Teacher
E-mail: stephany.sollis@caofla.com

5th Grade
Joshua Vince, Teacher
E-mail: joshua.vince@caofla.com

Middle School Teachers

6th, 7th, 8th Grade Bible
Mark Roeten, Teacher
E-mail: mark@churchataddis.com

6th, 7th, 8th Grade History and Science
Brian Henson, Teacher
E-mail: brian.henson@caofla.com

6th, 7th, 8th Grade English/Language Arts (ELA)
Tammy Pearson, Teacher
E-mail: tammy.pearson@caofla.com

6th, 7th, 8th Grade Mathematics
Marla Tullier, Teacher
E-mail: marla.tullier@caofla.com

High School Teachers (On-campus)

Online Courses
Mark Roeten, Proctor
E-mail: mark@churchataddis.com

Bible
Tom Shepard, Teacher
E-mail: tom@churchataddis.com

Geometry
Brian Henson, Teacher
E-mail: brian.henson@caofla.com

Personal Finance
US History
Capt. Adin Putnam, Teacher
E-mail: adin.putnam@caofla.com

FACTS Family App

FACTS is an app that can be downloaded from the app store (Apple and Google). There is a one-time fee of $5.00 from the site. This app will allow for direct communication between you and CAL.

CAL School Calendar
2026 - 2027

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

July 2026

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	1

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

January
1 – 5 Christmas Break
5- Professional Development, no students
6 - Students Return
7- Report cards issued
18 – MLK Holiday

S-17
T-18

JANUARY 2027

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 2026

S	M	T	W	Th	F	S
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
3-6 Professional Development **(No students)**
7 - First Day for Students-
No Before or After Care

S-17
T-21

February
5 – **No After Care**
8-12 Winter Break
26- Graduation Fees Due

S-15
T-15

FEBRUARY 2027

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 2026

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
7 - Labor Day
11 – Early Dismissal, **No After Care**
23 – See You at the Pole

S- 20.5
T- 20.5

March
12 – End of 9 weeks, Early Dismissal, **No After Care**
17- Report Cards Issued
19 – Picture Day/Free Dress
25- **No After Care,** Highland Games
26-2 Easter Break

S-18.5
T-18.5

MARCH 2027

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 2026

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
1 –Picture Day/Class A
8- **No After Care**
9 – End of 9 Weeks, Parent Conferences (NO students)
12-13 - Fall Break
14- Report Cards Issued
16 – **No After Care**
17 – Craft Fair

S-19
T-20

April
1-2- Easter Break
30- Finial Tuition Payment Due

S-20
T-20

APRIL 2027

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 2026

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
20 – **No After Care.**
½ Day Gratitude Luncheon
23-27 Thanksgiving Break

S-15.5
T-15.5

May
7- Last Day for Seniors
12- Senior Graduation, **No aftercare**
20 – Last Day of School, Early Dismissal, Report Cards Issued PreK-8th Awards Chapel & PreK/K Program, **No aftercare**
31- 2026-2027 School Fees Due

S-13.5
T-13.5

MAY 2027

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
20	31					

DECEMBER 2026

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
22 – Early Dismissal, **NO After Care.**
End of 9 weeks
23– Jan 6 - Christmas Break

S-16.5
T-16.5

June
16- HS Report Cards mailed, FACTS Payment accounts renew for 2026-2027

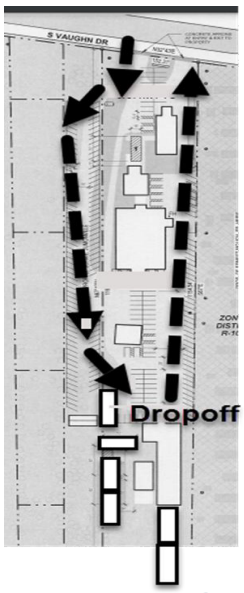
June 2027

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			

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

Carpool

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 directions of security and safety staff members.
- There will be no early pick-up of students after 2:00 pm. This is for the safety of all students and staff. If you need your student before the end of carpool, please plan prior to the school day.
- The phone will not be answered during carpool due to all staff helping to load students safely.
- Students will not be allowed to use the office phone to arrange after school activities. Please make these arranges prior to the beginning of the school day and communicate this information with your child.
- Do not drop students off along the carpool driveway.
- Please utilize the pick-up and drop-off points in front of the school office.

Carpool – Before Care

Carpool is from 7:40 am - 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 $3.00 per day.

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 $3.00 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 $3.00 per day.

After care will run from 2:51 pm to 5:30 pm at a cost of $6.00 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 $6.00.

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 $6.00. 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/computers/earbuds/ smartwatches during before or after care.

Check-In, Check-Out, and Pick-Up

Parents, guardians, or approved persons may check students into school 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 a FACTS message or phone call to the office.

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.

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.

Attendance- Tardies

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. If your child is sick, please do not send him/her to school.

Students must be free of fever (temperature below 100.4ºF), vomiting, and/or diarrhea for 24 hours before returning to school. If the child left school the day before, the 24 hours begins at the time the child was picked up from school.

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.

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

Medical- 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 located in the addendum of this handbook.

Withdrawal/Dismissal

If a student is withdrawing from enrollment in CAL, the parent/guardian must complete the withdrawal process in-person through the principal's office. A student will be considered absent until the withdrawal form and a parent interview has 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.

Students who are expelled or dismissed from CAL for disciplinary, academic, Code of Conduct, or policy violations forfeit all fees/tuition paid. No refunds of fees/tuition will be issued.

Students who voluntarily withdraw from CAL are not entitled to a refund of any fees or tuition paid.

As stated in the CAL tuition agreement that each family signs, **should your student no longer attend CAL, you are responsible for the remaining tuition owed for the semester**.

Academic and student records will not be released until the student's financial account has been cleared, a withdrawal slip has been completed, all school property has been returned, and an exit interview with the principal has been completed.

Tuition and Financial Procedures

CAL strives to keep tuition costs low so that we are accessible to families. 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.

First sibling receives a 10% discount, and the second sibling a15% 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 as per Family Educational Rights and Privacy Act (FERPA).

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

CAL's desire is for all students to succeed. Laying a strong foundation is critical to academic success, and students are expected to maintain acceptable educational progress to be considered for promotion.

Promotion Guidelines- Preschool

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

Promotion Guidelines- Kindergarten

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

Promotion Guidelines- First through Twelfth

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 with at least one (1) quality point in the four nine weeks.

Students not meeting all criteria may have their progress reviewed by the Principal and the Director of Education. The decision is final.

Homework

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

Classwork

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

Grading Scale for Preschool through Kindergarten

B = Beginning grade-level expectations (first day expectations)
D = Developing grade-level expectations (middle of the year expectations)
M = Meeting grade-level expectations (last day of the year expectations)
E = Exceeding grade-level expectations (beyond age expectations)

Grading Scale for First through Twelfth

A = 90-100% (4 quality points)
B = 80-89% (3 quality points)
C = 70-79% (2 quality points)
D = 60-69% (1 quality point)
F = 0-59% (0 quality points)

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) which is an F.

Report Cards

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

Academic Honors

CAL will recognize outstanding academic effort and diligence on the part of our students by recognizing the following academic honors:

A Honor Roll

Students will be recognized for earning all letter grades of A for the 1st, 2nd, 3rd, and 4th nine-week periods. This is not calculated based on GPA, but rather on the letter grades, and it does not include semester averages. High school students taking online courses with all letter grades of A must be at 25%, 50%, 75%, and 100% within the required nine-week period to be recognized.

A/B Honor Roll

Students will be recognized for earning all letter grades in a combination of A/B for the 1st, 2nd, 3rd, and 4th nine-week periods. This is not calculated based on GPA, but rather on the letter grades, and it does not include semester averages. High school students taking online courses with all letter grades in a combination of A/B must be at 25%, 50%, 75%, and 100% within the required nine-week period to be recognized.

Timothy Award

Students who have demonstrated excellent conduct and have not been sent to the office for discipline will be awarded the Timothy Award at the conclusion of the 1st, 2nd, 3rd, and 4th nine-week periods. This is a high honor and a difficult achievement.

Technology

Technology is used to enhance course work. High school students are required to use their own computers.

Middle School students using school computers in the classroom are responsible for damages that occur through negligence or abuse.

Parents and students must sign the Acceptable Use Policy.

Special Needs

CAL does not make accommodations for IEPs or 504s. However, the school may be able to assist families with resources. Teachers can sometimes make reasonable learning adjustments to aid students in their learning. Please schedule an appointment with the principal to discuss further. Any accommodation consideration must first require a CURRENT unexpired psychoeducational evaluation from a licensed psychologist documenting the disability and recommending the requested accommodations. This provides an objective basis for determining reasonable classroom supports.

Rules and Regulations

Students and parents are expected to be aware of and comply with CAL's rules and regulations, along with the Core Values.

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 Principal.

Gum Chewing

Students may not chew gum on school premises.

Punctuality

Students are to be punctual to school, to class and to activities. Teachers will assign consequences for students who are late to class or activities. Repeated tardiness may result in a student being referred to the principal.

Cell Phone/Smart Watch

High School/Middle School - Cell phones/smart watches must be turned off and checked in each day in the principal's office. If a student is seen with the device(s), then the teacher will confiscate the device(s). The device(s) will be turned over to the principal until the parent comes to retrieve it and pay a $25.00 fee for first offense, $50.00 for second offense, $100.00 for third offense, and fourth offense will result in losing on-campus phone privileges for the remainder of the year. No devices are to be out during before or after care. All devices are to remain with the aftercare coordinator. Students may check out their device(s) when they leave campus.

5th and below- Cell phones/smart watches/earbuds are not permitted on campus, which includes before care and after care.

Computers

High school students are required to bring their own computers which have specific requirements that will be given at time of enrollment. Students are required to sign and uphold CAL's Acceptable Use Policy for computers.

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 harassment and sexual harassment in any manner or form (verbal, physical, sexual or other). Such behavior is expressly prohibited.

It shall be a violation of policy for a student, employee, or school visitor to harass another student, employee, or person associated with the school. All incidents of harassment will be promptly and thoroughly investigated.

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 principal.

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.

Cyber Bullying

Cyber bullying is defined as 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 using technology.

Laws of the Land

Students must comply with all federal, state, and local laws. Failure to do so could result in expulsion from CAL for violating the Code of Conduct.

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

Weapons

Weapons (guns, knives, etc.) of any kind are not permitted on school property or at school-sponsored functions at any time.

Authority

Students must respect the authority of the school and its designated leaders. Challenges that are deemed inappropriate by the principal, teacher, or other school authority are prohibited and will not be tolerated.

Inappropriate Language

The use of abusive, hurtful, or vulgar language is unacceptable.

Hazing

Hazing is defined as committing an act against a person or coercing a person into committing an act that creates a substantial risk of harm or safety or affects the mental or physical health of the person, for the person to be initiated into or affiliated with an organization, or for any purpose.

Hazing activities of any type are inconsistent with the educational goals of CAL and our Core Values. Such behavior is always prohibited.

Responding to Rule Violation

CAL students 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 considered.

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 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 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. Students who are expelled or dismissed from CAL for disciplinary, academic, Code of Conduct, or policy violations forfeit all fees paid. No refunds of fees will be issued.

Free Dress Days

When a free dress day is called by the principal, students may wear their choice of clothing, if it is appropriately sized for the student and meets the length and fit requirements listed in the dress code section of the handbook.

Jeggings/tights/yoga pants may be worn UNDER skirts or shorts, as they are not considered pants a skirt must be worn over them that is at least no shorter than two inches from the bent knee.

Athletic shorts may be worn but must have bike shorts under them. The bike shorts must be no shorter than two inches from a bent knee.

Hair

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

Book Bags and Lunch Boxes

Since all preschool students will receive a CAL tote bag, please do not purchase a book bag.

There are no style restrictions on backpacks or lunch boxes for 1st through 12th grades, except for no roller bags as they damage the walls. Please make sure backpacks are large enough to accommodate all your child's books and supplies.

Please pack lunch that your child can easily open without assistance.

Please DO NOT allow your child to bring any toys from home. It distracts from the learning environment and can if it goes missing it makes for a bad day for all.

Please clean out book bags and lunch books at least weekly.

Lunch

CAL provides a lunch program with hot and sandwich options. We also provide white/chocolate milk or water options. A monthly calendar will be available on FACTS for parents to order. Your student may choose the days they would like to eat. The cost of the pre-paid/pre-order lunch is $3.95 daily (Preschool-5th Grade) and $4.95 (6th – 12th Grade). The cost of ordering on the day of same day is $7.00. Students are also free to bring their own lunch, if they prefer.

School Schedule- Daily Schedule

6:30 am – 7:39 am	Before Care
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

School Schedule- Chapel Schedule (Thursday)

Arrival and dismissal times remain the same:

8:15 am – 9:00 am Chapel Service, parents are invited to attend Chapel. Little Crusaders 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.

High School Options

Traditional

Students attend classes on campus daily and engage in structured, teacher-led instruction in a supportive Christian environment, along with some on–line instruction through Liberty University On-Line Academy (LUOA) with a supervising proctor.

Hybrid

Students experience the best of both worlds by combining on-campus classes with structured at-home on-line learning. This affords students who also want to manage a job to facilitate this schedule (Juniors/Seniors) and/or have a flexible schedule for parents who travel and/or have a medical issue.

CAL FLEX

Students complete coursework remotely with flexible pacing while receiving guidance from **supervising proctor**. We manage the responsibility of transcripts, curriculum, and grades. Students receive a Louisiana diploma from CAL and are not subject to home study higher ACT score requirements. Students also get to compete in sports programs, academic programs, and social events. Students are also eligible for scholarships offered by the State of Louisiana.

Elementary Dress Code- Preschool through 5th Grade

Elementary Uniform Schedule

The following is a typical uniform schedule. The administration may make changes to the schedule, if special circumstances apply. Elementary students are given freedom of expression in their choice of backpack, socks, belts, shoes, and jackets.

Monday-Thursday- Class B

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.

Friday- Class C

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.

Middle School Dress Code- 6th through 8th Grade

Middle School Uniform Schedule

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

Monday-Wednesday- Class B

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 may wear tennis shoes or beige topsider-style shoes with brown, black, white, gray, or navy socks. Hey Dudes or similar shoes are not allowed.

Belts: Students must wear a brown, black, 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.

Thursday- Class A

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.

Friday- Class C

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.

High School Dress Code- 9th through 12th Grade

High School Uniform Schedule

The following is a typical uniform schedule for high school traditional and hybrid students ONLY. The administration may make changes to the schedule, if special circumstances apply.

Monday-Wednesday- Class B

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 may wear tennis shoes or beige topsider-style shoes with brown, black, white, gray, or navy socks. Hey Dudes or similar shoes are not allowed.

Belts: Students must wear a brown, black, 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.

Thursday- Class A

Blazers: Students must wear a navy blazer with the Christian Academy of at the clothing store of your choosing. If you need the crest to be sewn onto a blazer, patches are available in the CAL office. If the temperature is above 90-degrees F, students may remove their jackets after chapel. Students must wear the tie, and shirt must remain tucked in the bottoms.

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.

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.

Friday- Class C

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.

Cold Weather Dress (Below 40°F) PreK-Twelfth Grade

Students may wear the Spirit Store approved sweatpants on cold weather days when the temperature is below 40°F, but not on Chapel days.

Frequently Asked Questions

What happens if my child forgets their lunch?

Forgotten lunches can be dropped off in the school office. 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 $7.00.

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 school office. 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, Valentine's Day, and Easter.

Can I celebrate my child's birthday at school?

Arrangements can be made to celebrate individual birthdays at school if the event does not disrupt the school day. Please contact the principal to plan.

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, and notice will be sent home with ample time for payment. Parents are welcome to attend these events.

Medication Plan Form (also available in the office)

INDIVIDUAL CONTROLLED DRUG RECORD

Record and Disposition Form

Student's Name: Pharmacy:

Name of Medications: RX#:

Directions for use: Original Quantity:

Dispensing Physician: Date Received/CAL-Staff Initials:

DATE	TIME	AMOUNT GIVEN	AMOUNT REMAINING	STAFF SIGNATURE

All completed forms must be submitted to the Security Office for storage.

FINAL 11/06

STATE OF LOUISIANA

MEDICATION ORDER

TO BE COMPLETED BY LA, TX, AR, OR MS LICENSED PRESCRIBER

(In most instances, medications will be administered by unlicensed personnel.)

PART 1: PARENT OR LEGAL GUARDIAN TO COMPLETE.

Student's Name _____ Birthdate _____

School _____ Grade _____

Parent or Legal Guardian Name (print): _____

Parent or Legal Guardian Signature: _____ Date: _____

(Please note: A parental/legal guardian consent form must also be filled out. Obtain from the school nurse.)

PART 2: LICENSED PRESCRIBER TO COMPLETE.

1. Relevant Diagnosis(es): _____
2. Student's General Health Status: _____
3. Medication: _____
4. Strength of medication: _____ Dosage (amount to be given): _____

   Check Route: ❑ By mouth ❑ By inhalation ❑ Other _____

   Frequency _____ Time of each dose _____

   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.
5. Duration of medication order: ❑ Until end of school term ❑ Other _____
6. Desired Effect: _____
7. Possible side-effects of medication: _____
8. Any contraindications for administering medication: _____
9. Other medications being taken by student when not at school: _____
10. Next visit is: _____

Prescriber's Name (Printed) Address Phone and Fax Numbers

Prescriber's Signature Credential (i.e., MD, NP, DDS) Date

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

PART 3: LICENSED PRESCRIBER TO COMPLETE AS APPROPRIATE.

Inhalants / Emergency Drugs

Release Form for Students to be Allowed to Carry Medication on His/Her Person

Use this space only for students who will self-administer medication such as asthma inhaler.

1. Is the student a candidate for self-administration training? ❑ Yes ❑ No
2. 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
3. If training has not occurred, may the school nurse conduct a training program? ❑Yes ❑ No

Licensed Provider's Signature Date

FINAL 11/06

STATE OF LOUISIANA

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

TO BE COMPLETED BY PARENT/LEGAL GUARDIAN

PART 1: CONTACT INFORMATION

Student's/Child's Legal Name	Date of Birth	Social Security #

Parent/Legal Guardian _____ Telephone # _____

Mailing Address _____

PART 2: RECORD REQUEST

Complete box A **OR** box B below. Both boxes may not be completed on the same form.

A. Specify the records to be released for the treatment date(s) listed below in Part 3:

- ❑ COMPLETE RECORD(S)
- ❑ Discharge Summary
- ❑ History & Physical
- ❑ Operative Report
- ❑ Consultation
- ❑ Progress Notes
- ❑ Cardiopulmonary
  (Indicate EKG, Stress Test, Sleep Study)
- ❑ Emergency Room
- ❑ Lab
- ❑ Pathology
- ❑ Radiology Results
- ❑ Other _____

_____

B. If initialed below, I specifically authorize release of the following:

Psychotherapy notes and records indicating psychological or psychiatric impairment(s)

_____
Initials of parent/legal guardian

PART 3: AUTHORIZATION

This does not authorize the release of the following: drug and alcohol use counseling and treatment and HIV/AIDS and sexually transmitted disease testing and treatment.

I authorize:

Name: _____ (School System)

❑ **TO RELEASE Information TO** **AND/OR** ❑ **TO OBTAIN Information FROM**

(Place an "X" in the box that indicates if the information is being released AND/OR requested.)

Name: _____ (Hospital, Physician, Service Agency, School RN and/or other health provider)

For treatment date(s): _____

The information is to be released for the purpose(s) of:

- ❑ Evaluation to determine eligibility or continued eligibility for special education services
- ❑ Providing physical therapy treatment
- ❑ Providing occupational therapy treatment
- ❑ Designing an individual educational program
- ❑ Determining appropriate placement for treatment needs
- ❑ _____

I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization I must do so in writing and present my written revocation to the same medical records department receiving this authorization form. I understand that the revocation will not apply to information that has already been released in response to this authorization. Unless otherwise revoked, this authorization will expire on the following date, event or condition: _____.
If I fail to specify an expiration date, event or condition, this authorization will expire in nine (9) months from the date of authorization. An authorization is voluntary. I will not be required to sign an authorization as a condition of receiving treatment services or payment, enrollment, or eligibility for health care services. Information used or disclosed by this authorization may be re-disclosed by the recipient and will no longer be protected under the Health Insurance Portability & Accountability Act of 1996.

_____ _____ _____
Signature of Student or Legal Representative (Parent/Legal Guardian must sign if student < 18) — Date — (Relationship to student)

_____ _____
Signature of Witness — 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 principal. High School students will use the internet to access the approved online 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

Handbook Agreement Form

Please sign this form and return to CAL office. This will be placed in your child's official 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 third 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