

WELCOME WARRIORS

[Christian Academy of Indiana](#)



[Back to School](#)

Welcome to the 2022-2023 school year! We pray you have had a restful, fun and rejuvenating summer! We are excited about gathering students, teachers and staff on our campus!

Back-to-School Orientations

[New](#) **Sixth Grade Fun Event - July 27**, from 12-2 p.m. at Xtremenasium Trampoline Park (706 E Lewis and Clark Pkwy, Clarksville, IN 47129).

[New](#) **Orientation for All New Families (6-12) - July 28**, at 6 p.m. in the Auditorium. Please enter through door #13.

[New](#) **Sixth Grade Orientation - August 1**, at 6 p.m. in the Auditorium. After the initial gathering, parents and students will be able to “experience a day in the life of their child.” Please make every attempt to attend with your child. Schedules and locker information will be distributed at this time.

Special Orientation for the Senior Class - August 1, at 6:30 p.m. in the Auditorium. At this meeting, important information concerning their senior year of high school will be covered. Schedules, locker information and Chromebooks will be distributed in the media center as well. Please make plans to attend with your child.

Back-to-School Orientation for Grades 7-11, August 2, in the Gym Commons Area. You will have options for attending, including both morning and afternoon time slots.

8:30 a.m. – 10 a.m.	Last name A-K
10:30 a.m. – Noon	Last name L-Z
2 p.m. – 3:30 p.m.	Anyone

Chromebooks will be distributed at this time in the media center for high school students.

Please promptly complete and electronically submit the required forms in FACTS Family Portal by July 22. In FACTS Family Portal, click School, click Web Forms. Know that your child will not receive a schedule, locker assignment or Chromebook and may not be able to start school without the proper documentation on file.

Required Documents:

- 2022-2023 Student Medical Information (FACTS Family Portal)
- 2022-2023 COVID Waiver (FACTS Family Portal)
- 2022-2023 Custodial Parent Demographic (FACTS Family Portal)
- 2022-2023 Student Demographic (FACTS Family Portal)
- 2022-2023 CAI Before and After-school Care (FACTS Family Portal)
- Technology Agreement Form (FACTS Family Portal)

- [CHIRP](#) (*New Students Only* Print Hard Copy and Bring to Back-to-School Orientation)
- School Policy Commitment Form (Last Page of the 2022-2023 [Handbook](#) | Print Hard Copy, Sign and Bring to Back-to-School Orientation)

Optional Documents

- 2022-2023 CAI K-12 Bus Registration Form (FACTS Family Portal; Southwest Campus Transportation Bus Only)
- 2022-2023 CAI Piano Registration (FACTS Family Portal)
- 2022-2023 Grandparent Information (FACTS Family Portal)

****Please bring in a hard copy of your child’s current immunization certificate at the Back-to-School Orientation if you do not already have one on file.**

Daily Information

Traffic Flow - All traffic flows one-way, counterclockwise around the property. The speed limit on school property is 15 mph; please abide by this to help keep everyone safe.

Drop Off - High school/middle school students are to be dropped off at the gym/fine arts entrance; drivers are to pull along the curb to drop students and then proceed around the building. The center lanes are for those also dropping off elementary students, while the outside lanes are for those who are bypassing elementary. Students should not be dropped off at the reception desk doors unless there is a medical need or you are arriving after 8:15 a.m.

Arrival Times - School begins at 8:15 a.m. Students who arrive between 7 a.m. and 7:55 a.m. need to report directly to the auditorium, where they will be supervised by a teacher; no students are allowed in any other parts of the building until 7:55 a.m. unless they are serving a detention or meeting with a teacher. Students who arrive after 7:55 a.m. may proceed to the locker hallways.

Student Drivers – Students must first see Mrs. Burdsall in the office to register their vehicle. They then may park in the gym/fine arts lot and enter the building through those doors, or park in Lot C at the southwest corner of the property and enter through the reception desk doors.

Pickup - Students are to be picked up by 3:30 p.m. unless under the supervision of a teacher or coach. Drivers picking up students should park in the gym/fine arts lot and wait for their child to arrive. Student drivers who have parked in Lot C may exit through the reception desk doors.

Bell Schedule

Regular Bell Schedule - High School

8:15 - 9:05	1st Period
9:10 - 10:00	2nd Period
10:05 - 10:55	3rd Period
11:00 - 11:55	4th Period
11:50	Seniors Dismissed
11:52	Juniors Dismissed
11:54	Sophomores Dismissed
11:56	Freshmen Dismissed
11:55 - 12:25	Lunch
12:30 - 1:20	5th Period
1:25 - 2:10	6th Period
2:15 - 3:05	7th Period

Regular Bell Schedule - Middle School

8:15 - 9:05	1st Period
9:10 - 10:00	2nd Period
10:05 - 10:55	3rd Period
10:53	8th Dismissed
10:55	7th Dismissed
10:57	6th Dismissed
10:55 - 11:25	MS Lunch
11:30 - 12:25	4th Period
12:30 - 1:20	5th Period
1:25 - 2:10	6th Period
2:15 - 3:05	7th Period



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Student Dress Code

All skirts, polo shirts, oxford shirts and blouses are to be purchased from Lands' End or Shaheen's. All garments are to have a traditional fit; oversized or excessively tight styles are not permitted.

Shirts: Logo polo shirts in navy, white or gold; short or long-sleeved logo oxford shirts in white or blue; girls may also wear uniform white blouses. These shirts must all come from Lands' End or Shaheen's. Navy or white short-sleeved t-shirts may be worn under the polo shirts or oxfords but may not have lettering or designs that show through the uniform top. Boys' polo and oxford shirts must be tucked in at all times. Girls blouse or polo shirts may remain untucked as long as they are a traditional fit. Uniformed shirts should not be layered. Select team shirts and spirit wear shirts from the CAI Armory are also permitted.

Sweaters/Sweatshirts: Logo cardigans, vests or v-neck sweaters from Lands' End or Shaheen's may be worn. In addition, sweatshirts designed and sold by the CAI High School student council are approved for uniform dress, as are several CAI spirit wear sweatshirts from the CAI Armory; these must be solid color fabric in school colors (blue/gold) or neutrals (white, black gray.) If a shirt is worn under the sweatshirt, it must be tucked and should not be visible at the bottom.

Shorts/Slacks: Approved navy or khaki shorts or slacks may be purchased from Lands' End, Shaheen's or the store of your choosing. Slacks may be hemmed to the top of the shoe; shorts are to be a long walking short and are to be worn at their original length and should not be shortened.

Belts: Boys are to wear a black or brown belt.

Skirts: Lands' End and Shaheen's carry several styles of navy, khaki and plaid skirts, which are approved. All **skirts must touch the knee in the front and the back** when standing straight. Please check this carefully at the time of purchase and continue to check throughout the year as your daughter grows. It is suggested that skirts be purchased long enough to be hemmed in a manner that will allow for future growth.

Tights: Girls may wear socks or solid colored tights under the uniform skirts; patterns, fishnets, or cutouts are not allowed.

Shoes: Low-heeled lace-up oxfords, slip-on loafers, indoor boots below the knee or standard athletic/tennis shoes should be worn. Heels higher than 2 ½-inches, sandals, open-toe styles, open-heel styles and flip-flops are not permitted.

Coats/Jackets: CAI fleece jackets, letter jackets and select administrators-approved team/logo wear are permitted; no other jackets or coats may be worn during the school day. On chapel days, only CAI sweaters are permitted; no jackets are permitted on chapel days. If a uniform jacket or coat is worn, there must still be a school uniform shirt worn underneath it.

Jewelry: Traditional jewelry may be worn in moderation and good taste. No metal-studded jewelry, accessories, chains or jewelry that represents cults will be acceptable. Boys may not wear earrings, spacers or any device resembling earrings at school or to school

functions. Girls may have ears pierced but students may not wear any other jewelry piercings, including in the nose or tongue. Small clear spacers may be worn if needed.
Hairstyles: Hair should be off the face and out of the eyes. Boys' hair length should not extend beyond the shoulders. High school boys may have facial hair as long as it is neat and presentable. Hair colors not found naturally (pink, purple, blue, etc.) are not permitted. Extreme hairstyles, including mohawks and shaved portions, are not permitted. Students are expected to maintain grooming without reminders or warnings.
Tattoos: No visible tattoos are allowed.
Other: Hats, other head coverings, blankets, gloves or scarves are not permitted.

<u>Chapel Day Dress Code</u>
Boys are to wear uniform long pants with a uniform oxford shirt, a belt and a tie.
Girls are to wear uniform long pants or a skirt with a uniform oxford shirt or blouse. Shorts are not permitted on chapel days.
Logo cardigans or v-neck sweaters from Lands' End or Shaheen's may be worn. Polo shirts, sweatshirts, fleece or athletic jackets are not permitted on chapel days.
<u>Jeans Days</u>
Only CAI tops may be worn. Jeans must be neat and in good repair; no holes or fraying. Jeans may not have patches, words or logos. Jeans must have a traditional style and fit; they should not be excessively tight or loose-fitting. Jeans must have a solid, consistent blue denim color and may not be streaked or faded. Jean capri pants, jean skirts at or below the knee or jean shorts to the knee may also be worn. No jackets are allowed except for CAI fleece, letter jackets and select administrator-approved team/logo jackets.

Dress Code - High school/middle school uniform skirts, oxfords, sweaters and polos may only be purchased through either Lands' End or Shaheen's. Shaheen's will be on campus for our Back-to-School event on August 2, from 9 a.m. - noon. They will be set up in the elementary wing.

Shaheen's
 994 Breckenridge Lane, Louisville, KY
www.shaheens.com 1-800-472-0088

Lands' End
www.landsend.com/cass
 Preferred School Number: 900187022

Please [click here](#) for the **2022-2023 Christian Academy of Indiana Uniform Dress Code PowerPoint**.



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School Supply Lists Grades 6/7

Sturdy lockers shelves are not required but they are recommended as they will help students stay organized. Elective courses such as art, band and choir may have additional supply needs, which will be detailed in class. Any supplies issued by the school which are lost or damaged will need to be replaced by students.

6th Grade

Black, blue, red pen
#2 pencils (1 or 2 large packages)
One large eraser
One pencil case
Two Boxes of tissues
Notebook paper (at least 2 large packages)
One package of at least 12 colored pencils (world cultures, math, history, English, Bible)
Bible (NIV is a good option because that is the version we use for memory verses. Some type of study Bible would be best to have, especially because we do use the notes and introductions in the study Bibles.)
Four dividers for binders labeled: Bellwork, Notes, Practice, Quiz/Test (math)
Two dividers for binders labeled: Bell Ringers, Notes (history)
Calculator (math) Recommend Texas Instrument TI-30X IIS 2-Line Scientific Calculator
Three-one-inch binders (science, history, math)
5-subject spiral notebook with folder dividers (English)
Two double pocket folders (Bible, world cultures)
One ruler
Highlight markers (math)
One bottle of glue
Two spiral notebooks (Bible, world cultures)
Markers (world cultures, Bible, English)

7th Grade

Black, blue, red pen
#2 pencils (1 or 2 large packages)
One large eraser
One pencil case
Two boxes of tissues
Three reams of notebook paper (at least 3 large packages)
One package of at least 12 colored pencils (Spanish, math, geography, English, Bible)
One package of colored markers (Spanish, Bible)
Highlighter markers
One package of Expo markers (Bible and English)
Bible (NIV is a good option because that is the version we use for memory verses. Some type of study Bible would be best to have, especially because we do use the notes and introductions in the study Bibles.)
One bottle of glue
Calculator (Math) Recommend: Texas Instruments TI-30X IIS 2-Line Scientific Calculator (\$15)
Four dividers for binders labeled: Bellwork, Notes, Practice, Quiz/Test (math)
Two dividers for binders labeled: Bell Ringers, Notes (geography)
Four double-pocket folders (geography, Spanish, Bible, and English)
Two composition notebooks (English)
Two- 1" binder (geography, math)
One spiral notebook (Spanish)
One composition notebook (Bible)
One package of index cards (Bible)



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School Supply List Grades 8/High School

Sturdy lockers shelves are not required but they are recommended as they will help students stay organized. Elective courses such as art, band and choir may have additional supply needs, which will be detailed in class. Any supplies issued by the school which are lost or damaged will need to be replaced by students.

Grade 8

Black/blue pens (English)
One package red pens (English)
#2 pencils (1 or 2 large packages)
One large eraser
One package of at least 12 colored pencils (Spanish)
Highlighter markers (green, blue, yellow) (English)
One package of colored markers for (Spanish)
Pencil case
Ruler
Notebook paper (2 large packages)
Two boxes of tissues
Dividers for binder (English)
One/two inch 3-ring binder w/pockets, filled with notebook paper (English)
Bible (NIV is a good option because that is the version we use for memory verses. Some type of study Bible would be best to have, especially because we do use the notes and introductions.)
Spiral notebooks (Bible, history, Spanish)
One full package of notebook paper (math)
One paper grocery bag (math)
Two composition notebooks (English)
One package of markers (English)
One small box of crayons (English, Bible)
Two pocket folders (Spanish, Bible)
One bottle of glue
One double-pocket folder (Bible)
One heavy duty 3-ring 1" binder (math)

Algebra 1 students - T183 or T184 calculator-any model (math)

Pre-Algebra students - TI - 30X IIS -Be careful there is another calculator with a similar number. (math)

High School

Non-mechanical pencils
Blue/black ink pens
Notebook paper (not spiral)
Organizational materials (binders, folders)

Individual courses may also require supplies that are specific to that course; these will be detailed by the teacher and listed on the Course Overview.

Sturdy lockers shelves are not required, but they are recommended as they will help students stay organized. Elective courses such as art, band and choir may have additional supply needs, which will be detailed in class.

Additional supplies may be provided by teachers; any supplies issued by the school which are lost or damaged will need to be replaced by students.

AP Class Fees

High school Advanced Placement (AP) classes require fees for the AP exams, which are taken at the conclusion of the course; this is how students are able to earn college credit for the courses. AP courses are \$100 each. These fees will be invoiced through FACTS Tuition, our tuition payment system. We realize that students often make changes to their schedules during the first couple of weeks of school, so charges will not be invoiced to your account until the end of August.



Instructions for New Lunch Accounts

MyPayments*Plus* is a great way to manage your student's lunch account. Through this free online service, you can check your child's account balance, receive low balance emails, and monitor your child's lunch room purchases. You are responsible for knowing your student's balance. MyPayments*Plus* can be accessed through the website (www.mypaymentsplus.com) or through the Mobile App available in Google Play or iTunes.

Once you set up your account and activate the notifications, you will receive an automated email when your student's lunch account balance reaches the designated amount. When that happens, you will need to make a lunch account payment.

You can set up your account by following the instructions below:

1. Go to www.mypaymentsplus.com
2. Click 'Register Now'
3. Choose 'Kentucky' for the state
4. Choose 'Christian Academy School System' for the school district
5. Complete registration by following the on-screen instructions

Payments: We recommend a check payable to CAI marked for the cafeteria with your student's name and Student ID (ID badge number) in the memo. You can also pay online with a debit/credit card and even set up auto pay for your convenience.

*PLEASE NOTE: MyPayments*Plus* is PCI and VeriSign certified. If you choose to make online payments, you will be charged a 4.75% fee by MyPayments*Plus*. This fee is not applied by nor does it benefit Christian Academy.

Funds need to be deposited in advance of purchases.

If you need assistance contact us: 502-753-4569

MyPayments*Plus* Participant Procedure

As we begin another school year with the MyPayments*Plus* Program, we want to ensure a smooth start by reminding you of a few procedures that will help keep accounts balanced and up-to-date.

1. If paying by check, please put the student name and ID badge number on the memo line and make the check payable to CAI.
2. If you have more than one person listed on the memo line, please put the amount to be deposited for each student account.
3. If you are paying by cash, please put the money in an envelope and write the name, account number and amount of cash you have placed in the envelope. Make sure it is sealed completely.
4. Please check your MyPayments*Plus* accounts regularly; this will keep the accounts current and avoid unnecessary phone calls or embarrassment to your student.
5. For your convenience, you may pay by credit card directly through your My Payments Plus account. However, they do charge a service fee for this transaction. Please see your My Payments Plus account for more information at www.MyPaymentsPlus.com.

If any account falls \$15.00 in arrears, a friendly phone call reminder will be given to you to deposit funds in the respective accounts; students will not be allowed to carry excessive negative balances during the school year. If the account reaches a negative \$50.00, the student will not be allowed to purchase a lunch, they will need to bring a sack lunch.

It is always a pleasure to serve our students at Christian Academy.

Our goal is to encourage our students to be responsible in all areas of life. Please speak with your child regarding a budget for them. This will assist them in managing their funds, and help them to develop a life skill that will carry them into adulthood. Thank you for your cooperation in this area.

Indiana 2022-2023 Required and Recommended School Immunizations

Grade	Required	Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A Annual influenza
K-5th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A Annual influenza COVID-19
6th-11th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis) Annual influenza 2/3 HPV (Human papillomavirus) COVID-19
12th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap Annual influenza 2/3 HPV 2 MenB (Meningococcal) COVID-19

HepB: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP: 4 doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio*: 3 doses of Polio are acceptable if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose.

*For all students, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 on or after the 16th birthday only need 1 dose of MCV4.

Hepatitis A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12.

COVID-19: COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. **Review required after FDA full approval.**

Indiana Department of Health
Immunization Division

(800) 701-0704