

WELCOME WARRIORS

Christian Academy of Indiana



Back to School

Welcome to the 2023-2024 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

Sixth Grade Fun Event - July 26, from 11 a.m. - 1 p.m. at Xtremenasium Trampoline Park (706 E Lewis and Clark Pkwy, Clarksville, IN 47129).

Welcome Event for New Students and Orientation for New Parents (Grades 7-12) - July 27, at 6 p.m. in the auditorium. Please enter through door 13.

Sixth Grade Orientation – July 31, at 6 p.m. in the auditorium. Students and parents will be able to meet teachers, walk through their schedule and ask any questions they may have about how middle school life works. Please make every attempt to attend with your child. Schedules and locker information will be distributed at this time. Please bring a signed hard copy of the School Policy Commitment Form with you and make sure all online documents in FACTS have been updated prior to orientation.

Senior Class Orientation – July 31, 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, etc. will be distributed. Please bring a signed hard copy of the School Policy Commitment Form with you and make sure all online documents in FACTS have been updated prior to orientation.

Back-to-School Orientation for Grades 7-11, August 1, 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 |

Please promptly complete and electronically submit the required forms in FACTS Family Portal by July 21. 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:

- 2023-24 Student Medical Info (K-12) {in FACTS Family Portal}
- 2023-24 Custodial Parent Demographic {FACTS Family Portal}
- 2023-24 Student Demographic {FACTS Family Portal}
- 2023-24 CAI Before/After Care (even if use is seldom/never) {FACTS Family Portal}
- 2023-24 Technology Agreement {FACTS Family Portal}
- [CHIRP](#) (*New Students Only* - Print a hard copy and bring it to the Back-to-School Orientation.)
- [School Policy Commitment Form](#) (Located on the last page of the 2023-2024 Handbook in FACTS Family Portal under Resource Documents. Print a hard copy, sign and bring it to the Back-to-School Orientation)

Optional Documents

- 2023-24 CAI K-12 Bus Registration {FACTS Family Portal}
- 2023-24 CAI Piano Registration {FACTS Family Portal}
- 2023-24 Grandparent Information {FACTS Family Portal}
- 2023-24 CAI (Fall, Winter, Spring) Sports Registration

****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. Seniors may park in the back row of the gym/fine arts lot and enter the building through those doors. Other students may park in the bus parking lot 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.



Christian Academy of Indiana

Student Dress Code

Purpose

The Christian Academy uniform policy is intended to build consistency across our schools, provide enhanced security and support student success by limiting distractions. The uniform is our first impression to others and should reflect the respect and honor of being part of the Christian Academy family. In partnership with parents, Christian Academy establishes these standards to ensure students understand their responsibilities and encourage respect for guidelines.

General Guidelines

- All clothing must be modest and unrevealing in cut, fit and texture.
- Students must be in compliance with the uniform policy prior to entering school and continue until the end of the school day.
- The policy is for all school days with exceptions previously approved by the school administration. (i.e. Jeans Day, spirit week, special events)
- The administration reserves the right to interpret when clothing or appearance is in violation of the code and address the student as needed.
- At all times and functions, clothing should be modest, appropriate and within the guidelines and purpose of the Christian Academy Uniform Policy.

Polo Shirts

Students must wear a polo at all times including under sweaters, sweatshirts, hoodies, or ¼ zips with the exception of spirit or jeans days.

- Must be a traditional polo (long or short sleeve)
- Must be a solid white, navy, or red (KY), or gold (IN)
- Must have the school script (Christian Academy) or logo (cross or mascot) on the left chest and no other branding (Nike, Adidas, etc)
- Must have a collar and buttons
- May be tucked or untucked

Pants and Shorts

- Khaki or navy chino-style pants without holes, rips or frays
- Khaki or navy chino-style shorts (maximum 3" from the knee)
- Belts are optional unless needed for modesty

Skirts

- Khaki, navy or "Christian Academy blue plaid" skirts/skorts
- Length must touch the top of the knee in the front and back when standing straight
- Leggings (solid black or navy and to the ankle) or shorts are required under the skirt

Dresses **Elementary Only**

- "Christian Academy blue plaid" jumper or navy logoed jumper purchased from Shaheen's

Sweaters, Sweatshirts, Vests, ¼ Zips

- Students may wear a navy Christian Academy logoed sweater, vest or cardigan with no other branding.
- Students may wear a Christian Academy logoed sweatshirt (crewneck or hoodie) or ¼ zip purchased through the school store or with a Christian Academy spirit pack (athletics, band, choir, class, etc.).
- Sweatshirts and ¼ zips must be in school colors (blue/red-KY) or (blue/gold-IN) or neutral (grey, white, black).

Chapel

● Boys

- Navy or khaki uniform pants
- White or light blue dress shirt that is tucked in
- Appropriate and traditional neck or bow tie
- Optional: Christian Academy logoed sweater, vest, cardigan, or ¼ zip
- Chapel uniform to be worn the entire day

● Girls

- Navy or khaki skirts/skortis or Christian Academy blue plaid skirts (or elementary navy/plaid jumper)
- Navy or khaki uniform pants
- White or light blue oxford-style shirt or blouse w/sleeves
- Optional: Christian Academy logoed sweater, vest, cardigan, or ¼ zip
- Chapel uniform to be worn the entire day

Other Requirements

- Footwear: low-heeled, closed-toe, closed-heel-styled shoes along with indoor boots below the knee, or standard athletic shoes should be worn. Shoes that are distracting, heels higher than 2 ½ inches, or a safety hazard are not permitted. *Crocs, slippers, sandals, etc. that do not meet the criteria above should not be worn.*
 - No jackets or coats are to be worn indoors once the school day begins.
 - Hats, hoods, bandannas, sweatbands, or other pieces of cloth worn as head coverings or sunglasses must not be worn during the school day. Girls may wear scarves, ribbons, bows, and hair accessories that are appropriate and not distracting.
 - Fads, trends, innovative fashions, extreme hairstyles/hair color (i.e. blue, purple, pink), jewelry, make-up, and/or clothing that the principal deems to be potentially disruptive or inappropriate will not be allowed.
 - Visible pierced jewelry is only allowed in the ears of girls. No visible pierced jewelry is allowed for boys. (Clear, discreet spacers may be worn)
 - No visible tattoos are allowed.
 - School attire must be free of suggestive or offensive words/pictures, holes, tight-fitting, or frayed designs.
 - Hair should be neat and presentable while off the face and out of the eyes and boy's hair should not extend beyond touching the shoulders. Boys may have facial hair in high school as long as it is neat and presentable.
- Special Events, Programs, Jeans Days, Spirit Days
- School principals will notify students and families in advance of the dress code requirements for individual events or special days.
 - At all times and functions, clothing should be modest, appropriate and within the guidelines and purpose of the Christian Academy Uniform Policy.



Christian Academy of Indiana

School Supply Lists Grades 6 and 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

Different colored pens
#2 pencils (1 or 2 large packages)
#2 pencils (1 or 2 large packages) (art class)
One large eraser
One eraser (art class)
One pencil case
Two Boxes of tissues
Notebook paper (at least 1 large package)
One package of at least 12 colored pencils to use in multiple classes (world cultures, math, history, English, Bible)
Bible (Some type of study Bible would be best to have but not necessary, 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)
3 or 5-subject spiral notebook with folder dividers (English)
1 Subject spiral or composition notebook (choir)
Two double pocket folders (Bible, world cultures)
One ruler
Highlight markers (math)
One bottle of glue
Two spiral notebooks (1 for Bible, 1 for world cultures)
One package of coloring supplies (either Markers/Colored Pencils/ Crayons) (world cultures, English, Bible)
One sketchbook (9x12 - 11x14) (art class)

7th Grade

#2 pencils (1 or 2 large packages)
#2 pencils (1 or 2 large packages) (art class)
One pack of colored pens (English)
One package of at least 12 colored pencils (Spanish, math, geography, English, Bible, science)
One large eraser/pencil top erasers
One eraser (art class)
Two boxes of tissues (left with first period teacher)
Two boxes of tissues (art class, bring to the Art room)
Bible (Some type of study Bible would be best to have, especially because we do use the notes and introductions in the study Bibles.)
Calculator (math) Recommend Texas Instruments TI-30X IIS 2-Line Scientific Calculator (\$15)
Three double-pocket folders with prongs, labeled (Spanish, Bible, and English)
Three- 1" binders labeled (geography, math, and science)
One 3-subject spiral notebook (English)
Three spiral notebooks, labeled (Spanish, choir, geography)
Three composition notebooks, labeled (Bible, 2x geography)
One package of index cards (Bible)
Recommended: small manual pencil sharpener and a pencil case
One sketchbook (9x12 - 11x14) (art class)



Christian Academy of Indiana

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

One package red pens (to use in all classes)
#2 pencils (1 or 2 large packages)
#2 pencils (1 or 2 large packages) (students in Art class)
One large eraser
One eraser (art class)
Highlighter markers (green, blue, yellow-to use in all classes)
Pencil case
Ruler
Notebook paper (2 large packages)
Two boxes of tissues
Dividers for binder (if used for other classes other than English)
One/two inch 3-ring binder w/pockets, filled with notebook paper (English and use in other classes)
Bible (Some type of study Bible would be best to have but not necessary, especially because we do use the notes and introductions.)
Single subject Spiral notebooks - 1 for each class (Bible, history, Spanish)
Two composition notebooks (English)
1 Subject spiral or composition notebook (choir)
One package of coloring supplies (either markers/colored pencils/ crayons) (English, Bible, Spanish)
Two pocket folders (Spanish, Bible)
One bottle of glue (to use for all classes)
Two heavy-duty 3-ring 1" binder (math, science)
Algebra 1 students - TI83 or TI84 calculator-any model
Pre-Algebra students - TI - 30X IIS -Be careful there is another calculator with a similar number.
One sketchbook (9x12 - 11x14) (art class)

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.

Teachers may provide additional supplies; 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 \$110 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

MyPaymentsPlus 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. MyPaymentsPlus 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: MyPaymentsPlus is PCI and VeriSign certified. If you choose to make online payments, you will be charged a 4.75% fee by MyPaymentsPlus. 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.