# CHRISTIANACADEMYOF MPIANA CRADE ORIENTATION

#### **IMMUNIZATIONS**

New shots are required for entry into 6th grade. The school nurse will need a copy of the immunization record immediately upon the start of school.

## Survival Guide For Middle School Parents



High School/Middle School FAMILY HANDBOOK

2020-2021

1000 Academy Drive New Albany, Indiana 47150 (812) 944 – 6200

www.caschools.u

#### **LOCKERS**



You will be able to get your locker open!

Teachers will help!

See the instruction sheet included in your packet.

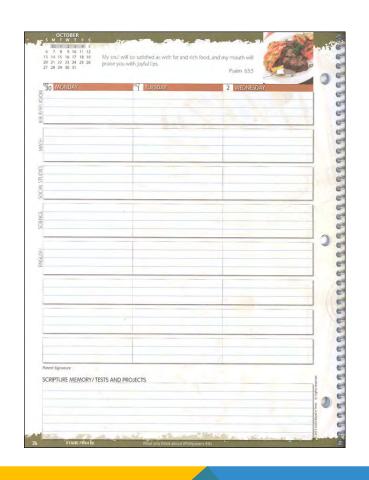
Locker shelves are helpful.

Don't share your combination with anyone!!!!

Don't bring excess money or valuables to school.

Decorating is fine, but use only magnets, not tape or sticky -tac.

#### **PLANNERS**



Take to every class every day.

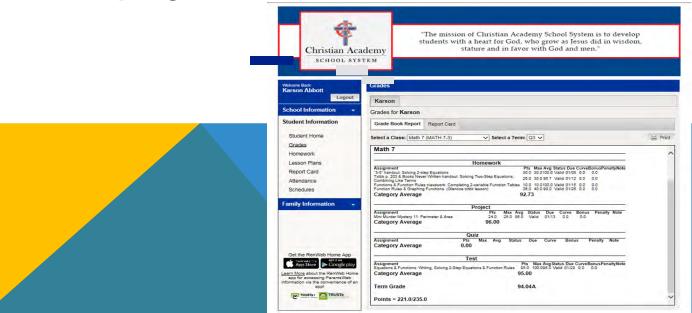
Write down all assignments and upcoming tests/projects, and use it to make your study plan.

There are pages in the back which are used for a hall pass as needed.

#### **FACTS**

FACTS is an online grade book; parents can see their child's attendance and grades. Most teachers also put in upcoming assignments and tests so you can see what is coming up.

It's a good habit to check this site regularly so you can keep track of your child's academic progress.



#### **CANVAS**

## Canvas is an online teaching platform used by teachers and students.

#### Teachers will:

Post assignments

Post videos, power points, and other teaching aids

Collect assignments

Post grades

#### Students will:

Look up information needed for class

Turn in assignments

Check grades

There is a CANVAS parent app that is very helpful!

#### **ACADEMICS**

Check FACTS frequently to monitor how your student is doing as well as see what's coming up.

Help is available for students who are struggling:

Don't he sitate to contact teachers; that's always the first step

After school help time is available, 3:05-3:35 pm.

Academic support -- a variety of services including tutoring and a daily accountability program.

Contact with academic support staff members always goes through the teacher first.

#### KEYS TO SUCCESS

#### Be at School!

Please call receptionist by 8 am if your student will be absent

No more than 10 absences per semester

#### Be on time -8:15am!

8:15 – Student will receive a detention for every third tardy per class, per quarter.

#### SCHOOL DAY

#### 7 Class Periods

English (2), Bible, history, science, math, elective

#### **Elective Period**

There are several rotation options (see form in packet).

Course options include: choir, band, computer, PE, art, World Cultures

Elective offerings are dependent upon enrollment and class size limits.

#### PICK-UP AND DROP-OFF

- Students are to be dropped off at the gym entrance, no earlier than 7:25 a.m.
- Students arriving before 7:45 should report to the auditorium.
- Drivers should turn into the first open lane, pull up alongside the curb for students to exit the vehicle, then travel to the end lane and turn to exit the parking lot.

#### Students are to be picked up at the gym entrance

Drivers should park in a designated parking place, so as not to block traffic while waiting for their child to arrive.

Please do not park in spaces designated as handicapped parking unless you have the proper certification to do so.

#### LUNCH!

- A la carte students choose whatever items they'd like, and pay by scanning their student ID badge. ID badges MUST be worn to lunch!
- Once we're clear of COVID restrictions, parents, older siblings, and other relatives are welcome to come have lunch with students!
- Parents, siblings, or other relatives may also drop off meals for individual students to eat at lunch.
- Friends may not drop off meals or join students in the cafeteria to eat.
- It is disruptive if meals are brought to groups of students, so meals should be brought for individual students only.

We have no policy regarding treats being brought in at lunch.

#### **GET INVOLVED!**

Plan to take advantage of the many opportunities to get involved in the life of Christian Academy of Indiana!

Student Council

Jr. Beta Club

Schoolplays

Athletics

Fine Arts

Clubs

#### STUDENT ID BADGES

- Students are required to wear ID badges at all times during school hours.
- We recommend students hang them in their locker at the end of the day so that they are there for them to put on the next morning.
- Students will receive one warning per semester; after that, detention for each time student is not wearing it.

#### **CELL PHONES**

Phones and other personal electronic devices are to be left in lockers and not brought to class. If seen or heard in class, there will be consequences.

#### PE

One P.E. uniform is issued; if it is lost, the replacement cost is \$7 per piece.

#### **ATHLETICS**

Fall: Boys tennis, cross-country, soccer, volleyball

Winter: Basketball, cheer, archery

Spring: Baseball, track & field, girls tennis, softball

Physicals are mandatory, and must be on file before the first practice. They must be dated after April 1, 2021.

There will be a mandatory parent meeting in August.

#### DRESS CODE

Buy big, as students will grow throughout the year

Buy small quantities

Polo and oxford shirts must be tucked for boys; girls may remain untucked.

Boys must wear a brown or black belt.

Shoes -- low-heeled oxfords, loafers, standard athletic shoes, and open-back mules are acceptable; sandals, open-toes, or heels more than 2 ½ inches are not acceptable.

Socks must be visibly worn at all times.

Girls may wear solid, single-color tights.

#### **SHIRTS**

CAI Logo Polo Shirts



Short or long sleeved in white, navy, or gold

CAI Logo Oxford Shirts



Short or long sleeved in white or blue

#### CAI Logo Blouses (girls only)





**CAI Sweatshirts** 



CAI Athletic & Spirit Wear\*



\*Only select athletic/spirit wear is approved; the Armory should have it clearly marked, or ask an administrator

## JACKETS AND SWEATERS

Logo Fleece Jackets



CAI Logo Sweaters



No other jackets may be worn in school.

CAI Athletic Jackets



#### **SKIRTS**

### Must be purchased from our uniform provider (Shaheens, Land's End)

Available in plaid, navy, khaki, or houndstooth



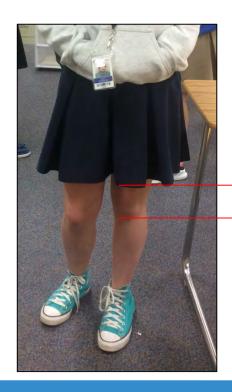






#### SKIRTS MUST REACH THE KNEES!





Too short!

## May be purchased at the store of your choosing Must be traditional khaki or navy color Must have appropriate fit

















These are all too tightly fitted

#### MUST BE A MEDIUM KHAKI OR NAVY COLOR

**Too Dark** 



**Too Light** 



**Too Light** 



#### MUST BE THE APPROPRIATE STYLE

#### No cargo style





No je ans style





#### UNIFORM-STYLE SHORTS

May be purchased from the store of your choosing

Must follow the same guidelines for color, fit, and style as pants



#### CHAPEL DAYS

#### Boys

- Oxford Shirt with a tie
- Long pants/no shorts
- May wear CAI sweater

#### Girls

Oxford Shirt or Blouse Long pants or skirts May wear CAI sweater



Jackets are not allowed on chapel days, even CAI jackets. Uniform sweaters are the only outerwear permitted on chapel days.

#### SPECIAL EVENT DAYS

Jeans Days –May wear solid -color blue jeans in a traditional fit with no holes or frays along with a CAI polo, t -shirt, or sweatshirt.

**Spirit Days** - May follow the theme of the day, but modesty is still expected.

Shorts/skirts must reach the knees, and sweat pants/yoga pants are not allowed. Modest necklines are required.

#### HAIRSTYLES

- Hair should be neat, clean, and out of the eyes at all times.
- Style extremes, including color, not found naturally on humans, are not permitted
- Boys'hair length should not extend beyond the shirt collar, and side hair may not be lower than the bottom of the ear. When combed straight down, hair may not extend below the eyebrows. Boys are to be clean-shaven with no beards or mustaches.

Students are expected to maintain grooming without reminders/warnings.

#### **DISCIPLINE**

#### **Detentions**

Given for a variety of minor violations, including but not limited to disrupting class, talking without permission in class, not wearing id badge, and dress code violations.

#### Suspensions, In -School and Out -of-School

Given for a variety of major violations, including but not limited to disrespect, cheating, plagiarism, use of profanities, physical aggression, weapons, stealing, destruction of property, and inappropriate use of school computers.

#### **DETENTIONS**

If your child receives a detention, you will get an email notification.

Detentions are served before school on Tuesdays or after school on Thursdays.

They last 35 minutes.

They are to be served within one week of receiving.

#### PROBLEMS?

- We desire a partnership between parents and teachers/school staff. If difficulties arise, we strive to follow the Biblical principles found in Matthew 18:15-17.
- 1. Notify the teacher and/or person of concern and meet to try to resolve the issue.
- 2. If the issue is not resolved after repeated meetings between these parties, the parents may request a meeting with both the teacher and principal to discuss the issue.
- 3. If after this meeting the issue is still not resolved, the parents may request a joint meeting with the teacher, principal and superintendent.

#### WE LOVE TO HAVE PARENTS INVOLVED!

Once COVID restrictions have lightened, there will be opportunities with PTO, library, field trips, lunch

Teachers welcome contact – e-mail and phone

It is crucial for parents to stay involved in the life of their children as they grow older – still need your support and encouragement, even if it seems as if they don't.

#### HELPFUL RESOURCES

#### Learn More Indiana Magazine

https://cdn.learnmoreindiana.org/wp-content/uploads/2020/08/LMI-2020-6-8-interactive-1.pdf

#### Christian Academy of Indiana Links and Documents

https://caschools.us/indiana/indiana-upper-school/indiana-upper-school-documents-and-links/

OllESTIONS? CAIMIDDLESCHOOL