

Christian Life Academy
High School
Student-Parent Handbook
2011-2012

Founded By
Christian Life Fellowship

Approved by
The Louisiana State Department of Education

Accredited by
The Southern Association of Colleges and Schools

Member of
The Louisiana Association of Independent Schools

Member of
The Louisiana High School Athletic Association

MISSION STATEMENT

*The mission of Christian Life Academy is to present Jesus Christ
as the focus of all truth through
excellent academics,
wholesome extracurricular activities
and as a foundation for all relationships.*

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Christian Life Academy

STUDENT-PARENT HANDBOOK

Part I – General School Policy

Senior High School

The regulations contained in this handbook are a material condition of the contractual agreement between Christian Life Academy, its students and their parents or guardian. The school has the authority to make decisions regarding things not specifically covered in the handbook and the right to change contents or policy at the discretion of the administration.

Christian Life Academy admits students of any race, color, or national/ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the academy. We do not discriminate on the basis of race, color, or national/ethnic origin in the administration of our policies or programs.

A LETTER FROM OUR PASTOR TO PARENTS:

And Jesus increased in wisdom and stature, and in favor with God and man.

Luke 2:52

Education of the whole person - body, mind, and spirit - is the primary reason for the creation and existence of Christian Life Academy. CLA is committed to providing all students with the opportunity and means to be maximized in every area of their lives. We will incorporate the best of every discipline of life into the learning process. We encourage you to be an active participant in this effort to bring your child to personal and spiritual maturity.

Christian Life Academy will communicate truth in all of its forms. We will let it be known that Jesus Christ, who is the Truth, is the core and seed of true knowledge. The Bible, the eternal Word of God, will be the foundation for all truth we teach, and all forms of knowledge we present will be a testimony to what God has established. Be assured, however, that our pursuit of Godly excellence will not compromise the academic process in any fashion. CLA will be a school of excellence and Godly integrity.

The school is an extension of both the home and the church. Every aspect of our program is designed to equip each student with the intellectual honesty, spiritual sensitivity, athletic excellence, and social skills necessary to maximize his/her potential. The staff of Christian Life Academy is committed to uniting with each parent to help educate and train each child in the excellence for which he was created. The integrity of our process has long been validated by the life-changing experiences of our students.

I am personally excited about the concepts that God has given the staff and faculty of Christian Life Academy. We are pleased to share with you these concepts which make our academy one of the most outstanding schools in the country. We eagerly anticipate the prospect of uniting with you in training your child's mind and strengthening his or her character.

United in Christ,

Jere D. Melilli M.D.

Jere D. Melilli, M.D.

Founder and Pastor

Christian Life Fellowship & Academy

PHILOSOPHY OF CHRISTIAN LIFE ACADEMY

“And we are built upon the foundation of the apostles and prophets, Jesus Christ himself being the chief cornerstone.” Eph. 2:20

At Christian Life Academy, we are committed to providing our students with the very best education in preparation for an ever-increasingly complex world in which they will live, work, play, and one day raise families. A strong academic foundation is, of course, one of the keys to success in life, but we believe that such is only one aspect of your child’s life-training.

The high standards of Christian Life Academy are always expanding through academic evaluations of curriculum, teaching techniques, and individual classes within our school’s program. Also, students are offered educational opportunities to become prepared for academic challenges at the college and university level, as well as for any future career choices they might make. The unique aptitudes and abilities of every student demands that we support each one so they may develop a positive self-image and the confidence to achieve.

Coupled with a solid academic program, CLA is focused on the development of the student as a whole person. This means that we are concerned about character development and spiritual growth as well. Our vision is to prepare our students to be men and women of integrity, honor, dignity, and trustworthiness. We believe that these essential characteristics necessarily flow out of our faith in and relationship to our Lord, Jesus Christ.

In the same way that our program provides opportunities for students to grow in knowledge and skill, we also stress the physical, social, and spiritual aspects of development in order that they may be maximized. Biblical truths are taught to provide a foundation from which students may draw in order that they have knowledge to make excellent choices which will establish them for a lifetime.

At Christian Life Academy we want to encourage students to become Christ-like in character and excellent in intellectual and vocational development. As a graduate of Christian Life Academy, our students are prepared for life!

RELIGIOUS AFFIRMATION

At Christian Life Academy we believe that the most important class taught is BIBLE. This is not to demean any other discipline or the secular curriculum, but the revelation of God to man must be considered the greatest wisdom of all; without it, we cease to exist. The Bible teaches man's depravity, God's plan of redemption, the mediation of Jesus Christ, empowerment of the Holy Spirit, and the ultimate union of God with man. It is no wonder this revelation is called the "Good News"! There is no greater lesson that could be taught and learned by our students.

CLA's religious education and training will consist of chapel services, Bible classes, and practical ministry. All students are required to complete one credit in Bible each year they are enrolled; this is a requirement for graduation from Christian Life Academy. In addition, every student is required to participate in community service, missions outreach, or good works beyond the campus and outside of school hours.

The Apostle's Creed

*I believe in God the Father almighty,
maker of heaven and earth;
and in Jesus Christ his only Son our Lord,
Who was conceived by the Holy Ghost;
Born of the Virgin Mary;
suffered under Pontius Pilate,
Was crucified, dead, and buried;
the third day He rose from the dead;
He ascended into heaven,
and sitteth at the right hand
of God the Father Almighty;
from thence He shall come
to judge the quick and the dead.
I believe in the Holy Ghost;
the holy catholic church,
the communion of saints;
the forgiveness of sins;
the resurrection of the body;
and the life everlasting. Amen.*

The ministry of Christian Life Fellowship attempts to focus on the positive elements of doctrine. Christian Life is called to the ministry of reconciliation, restoration, and instruction. We have no desire to denigrate, compromise, or destroy any work of another Christian institution. We must focus on those issues which bring us together as one body in Christ and respect in our common beliefs together as one body in Christ.

TENETS OF FAITH OF CHRISTIAN LIFE FELLOWSHIP

- We hold that the Scriptures, both the Old and New Testaments, are the inspired Word of God, the revelation of God to man, the infallible, authoritative rule of faith and conduct.
- We believe that there is only one true God, the creator of Heaven and earth, and He has revealed Himself as a Trinity, embodying the principles of relationship and association as Father, Son, and Holy Spirit.
- We hold that Jesus Christ is the eternal Son of God, was incarnate and begotten by the Holy Spirit, was born of a virgin, lived a sinless life, was crucified for the sins of mankind, was raised from the dead, and now is exalted at the right hand to God.
- We understand that man was created good, pure, and upright; and by voluntary transgression fell and thereby incurred not only physical death, but also spiritual death, which is separation from God. This sin became part of every person's nature and is removed only by the merits of the shed blood of Jesus Christ.
- Man's only hope of redemption is through the sacrifice of Jesus Christ and is received through repentance and faith in God's provisions for salvation, which includes washing or regeneration by the Word, renewing of the Holy Spirit, justification by grace through faith in Jesus Christ. It is the gift of God.
- We believe in the Baptism of the Holy Spirit as a separate and distinct work of grace in each believer. This experience imparts power to witness and minister, a greater understanding of the Word, and the potential for utilizing and distributing the gifts of the Holy Spirit.
- We believe in glossalalia as a means of intercessory prayer, personal edification, spiritual praise, and as an instrument of exhortation and direction for the church.
- We believe that the gifts of the Holy Spirit are given to the church for its edification and to enhance its ability to minister in the power and demonstration of the Holy Spirit.
- The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on the Lord Jesus as Savior and Lord are to be baptized by immersion and ". . . in the name of the Father, Son, and Holy Ghost, and in the name of the Lord Jesus Christ." This ordinance represents an identification with Christ in His death, burial, and resurrection.
- We believe that each person who accepts Jesus Christ as Savior must accept sanctification not only as a work of grace, but also as a way of life. Sanctification is separation from that which is evil, and a dedication unto God by identity with Jesus Christ in His holiness.
- We look forward to the future coming of Jesus Christ, and the rapture of His church which is our blessed hope. This shall be followed by the visible return of Jesus Christ with His saints to rule and reign.
- We believe in the resurrection of the dead, the eternal happiness (Heaven) of the saved, and the eternal punishment (hell) of the lost.

RELIGIOUS ACTIVITIES

Bible Classes: Bible is a required course at Christian Life Academy. A unit credit per each year of attendance is required for graduation.

Chapel: Attendance at chapel services is required of all students. Chapel will incorporate a variety of materials and methods in presenting Jesus Christ and His teachings. Visiting speakers and dramatic and musical presentations are utilized to enhance student interest. Student participation during chapel is a part of every chapel service.

Retreats: Numerous retreats are held throughout the year for all students and are conducted on campus or at any number of camps or retreat facilities that offer some type of recreational opportunity also. These events are designed to enhance each student's personal relationship with Jesus Christ, teach moral values, develop social skills and long-term healthy relationships. Students are encouraged to attend, and on some occasions attendance may be mandatory. For example: Seniors are required to attend the senior retreat.

Prayer Meetings: Prayer is considered a vital part of one's relationship with God. Students will be encouraged and, on some occasions, required to attend prayer vigils. These may be at designated times during a given day or on an overnight retreat.

COMMUNITY SERVICE

All students will participate in service hours as a part of our Bible curriculum. Participation in the project will count as a 100-point test grade during the 3rd quarter, but may be completed anytime from May 1st of the prior school year to the week before the 3rd quarter ends. Service projects must be devoted to service within the Baton Rouge community. We recommend serving at a local non-profit agency, churches, nursing homes, food banks, or even shelters. All hours must be documented. Documentation forms are always available in the school office.

The following guidelines should be followed in regard to service projects:

Grades 7-8

Junior high Bible projects are directed by the bible teachers. Projects will be planned and implemented as a part of the bible class. If a student is unable to serve with the class, they must serve a total of 2 hours on their own. Projects may take the form of

- nursing/children's home visitation
- lawn maintenance/painting projects for the elderly or handicapped
- mission field collections
- food drives for the underprivileged
- service at a soup kitchen/homeless shelter; dream center

Upon completion of the group or individual project, documentation forms and a service project report will be submitted to the teacher.

Grades 9 - 12

High school students will perform individual or group service hours within our community. Along with the required documentation form, each student will write a paper detailing his or her service activities. The paper will count as a 100-point test grade recorded during the 3rd quarter regardless of the date of execution. The following are the minimum documented service hours each grade must complete:

Freshmen	4hours
Sophomores	6hours
Juniors	8 hours
Seniors	10 hours

Failure to complete the hours or provide documentation will result in a zero for the service project grade.

School Information and Policy

ACCREDITATION

Christian Life Academy is certified by the Louisiana State Department of Education. We have held this certification since our school began. This is the highest recognition that the State of Louisiana has for its schools.

Christian Life Academy is also accredited by the Southern Association of Colleges and Schools which is the most prestigious of accrediting agencies not only in Louisiana, but throughout the South.

GOVERNING BOARD

The Board of Elders of Christian Life Fellowship, Inc. serves as the governing board of the Academy. It was this board that initially mandated the creation of Christian Life Academy. The church has consistently demonstrated its commitment and support of the Academy by the millions of dollars it has given to its establishment and continued operation.

ADMISSIONS POLICY

Christian Life Academy admits students of any race, color, religious creed, national or ethnic origin. We do not discriminate on the basis of sex, race, color or religious preference in regards to admissions or the administration of school programs or activities.

Selection of students for admission will be based on academic achievement, character, respect for authority, self-discipline, and an expressed desire to be a part of the overall program of Christian Life Academy.

If a student is transferring from another school, recommendations from former principals and teachers must accompany the application.

Annual Registration Procedures

CLA provides registration for the upcoming school year beginning in November of each year. On November 1st, registration opens to current CLA students and their immediate family members. Those not registering during November risk the possible loss of their place at CLA the following year. Beginning with Open House in November, registration is open to new students. A registration will be deemed completed and received at CLA by submission of:

1. the completed Registration Form;
2. payment in full of all registration fees;
3. a Code of Honor Pledge signed by both the prospective student and his/her parent(s) and/or legal guardian(s).

Any registration form not meeting these criteria will be deemed incomplete and will not be accepted by CLA, nor can a spot in that student's grade and/or class be secured until a complete registration form and related fees are paid in full and received by CLA.

Financial Policy

Enrollment and tuition fee requirements are available in the accounting office located in the sanctuary building beginning in January of each year.

All tuition fees are due by May 20th of each respective year, preceding the beginning of the following school year. This may be accomplished in one of two ways:

1. prepayment of these fees in full, or
2. the signing of a tuition financing agreement for bank drafts for payments due for said year.

Past Due Policy

Pursuant to a directive of the Board of Elders, the governing board of Christian Life Fellowship and Academy, the following Past Due Policy is implemented and enforced:

Any account that reaches 30 days past due, whether it is a bank draft or any unpaid fees due CLA, will be given a maximum of 10 days to bring their accounts to an up-to-date status. This means that all fees due in excess of 30 days must be paid in addition to any current charges incurred during the 10 day grace period. Any student whose fees are not paid to the current status at the end of the 10 day grace period will not be allowed to attend classes until written verification is received from the CLA business office stating that all fees have in fact been paid to the current status level. All fees will continue to accrue during this period of time until the unpaid fees are brought to a current status, even though the student is not attending classes. No academic records, including report cards and transcripts will be released until all financial obligations to the academy have been satisfied. Any account that has the above occur twice during a school year will be asked to make financial arrangements elsewhere and to remit to CLA all fees due for the entire year within 10 days written notice from CLA to the Responsible Party for that account.

Financial Aid

Financial aid is granted on a needs basis only as determined by CLA as funds are available through CLA.

All financial aid applications must be completed and turned into the CLA business office each year for the upcoming year by a date announced by CLA. Requests for financial aid should be made directly to the business office. Any financial aid application that is deemed to be incomplete by the CLA business office will not be considered for assistance for the school year.

All applications for financial aid are handled in the strictest of confidence. Any supporting data, as well as the application itself, is considered to be the property of CLA once provided to CLA.

Should an award of financial aid be made, partial payment of tuition and/or opportunities to work off a portion of the tuition due (work/study) may be required of the student and/or parents. Failure to make agreed upon payments or meet work/study hours assigned may jeopardize the student's enrollment at CLA.

A more detailed policy is provided annually with our registration forms and may supersede the above information.

ATTENDANCE

Classroom attendance is vitally important for academic success. We realize there may be extenuating circumstances where an absence would be necessary. When this is the case, please follow these procedures.

Procedure Regarding Absences

The student's parent or legal guardian is to notify the school as early as possible on the day of the student's absence. In some cases, the attendance secretary will call a parent to verify the absence. Upon the student's return, he/she is responsible for bringing a signed note from a parent to the office before attending class.

Excused Absences

Excused absences will be granted for the following reasons: illness, death in the family, or previously arranged doctor's appointments. Requests for excused absences not listed above must be sent to the administration in writing at least one week prior to the absence.

Partial Day Absences

If a student misses a portion of the day, he must present a note to the office explaining the reason for his or her absence. The office will give the student an admit slip to enter class. A student checking out during the school day must have parental permission in order to be released.

No student can participate in a sports event or any other extra-curricular activity unless he or she is present for that entire day.

Makeup Work for Excused Absences

Students are required to make up all missed assignments as directed by their teacher's policy sheet. Students are responsible for securing a list of assignments missed by either accessing the faculty websites and/or contacting classmates. A student absent only on the test day should be ready to take the test the day he or she returns to school.

Unexcused Absences

Unexcused absences are absences for which approval was not granted. Unexcused absences include but are not limited to the following: absences for personal or family convenience, students out of class without permission, or students leaving campus without permission. Students who are in not in class or have left campus without permission will be disciplined.

Makeup Work for Unexcused Absences

Students will be allowed to make up work missed during an unexcused absence. However, the teacher is not required to assign full credit to make up work for unexcused absences..

Excessive Absences

The Louisiana Department of Education mandates that a student must attend 80 days of instruction per semester. At CLA, the minimum 80 day attendance policy translates in to the following regarding excessive absences: a student may only miss 7.5 hours of a class per semester. All absences will be recorded in hours missed per class rather than days; therefore, any time missed from class will be applied to the 7.5 hour minimum. Excused and unexcused absences are applied equally. The only exception will be cases of extended absence for medical reasons that is verified by an official doctor's excuse. A letter will be sent to parents when a student accumulates excessive absences. **If a student exceeds the 7.5 hour minimum absence requirement in a course, a grade of "F" will be assigned for that course.**

Tardiness

A student is tardy if he or she comes to class after the scheduled time for class to begin. She/he must report to the office and receive a tardy slip in order to be admitted to class. Excessive tardiness will result in disciplinary action.

Check-out Procedure

Off campus appointments for students should be scheduled for times outside of school hours. When a student has to check out of school, a parent must come to the office in order to sign the student out. High school students who drive must have a note with a parent's signature and telephone number which states the specific reason for checking out. The note will be verified by the attendance secretary.

CURRICULUM

Academic Planning Guides provide detailed curriculum for CLA high school students. They are available through the guidance office and the school website. These are necessary tools when determining course paths.

It is the goal of the high school program to equip every student for the maximum fulfillment of their potential. Emphasis is placed on problem-solving and interpretation, as well as comprehension of academic and real life situations. Preparation for college is a primary focus. For those not contemplating college, development of marketable skills is a priority. Incorporation of a variety of extracurricular activities serves to enhance every student's personal interests.

Honors Program

The primary goal of the honors program is not only to challenge high school students, but also to enable them to test out of certain college courses they would otherwise be required to take as college freshmen. Placement is based on teacher recommendations, previous grades, and special placement test scores.

Advanced Placement Program

Christian Life Academy is affiliated with the College Board to offer Advanced Placement courses. These courses must be approved by the College Board and provide students with a rigorous college level academic experience. Students taking AP courses are required to take the corresponding Advanced Placement exam. Students passing the exam will earn advanced standing college credit for the specific course. AP courses require additional fees for text materials and the cost of taking the AP exam in May. Christian Life Academy offers the following advanced placement courses:

AP U.S. History

AP English Language & Composition

AP English Literature & Composition

AP Government and Politics

AP Physics

AP Statistics

AP Studio Art

GUIDANCE

Guidance and Pastoral Counseling

Christian Life Academy provides all students with the opportunity to receive help and counseling in difficult times and situations. A variety of personal concerns are addressed on an individual basis with professionally trained counselors or ordained ministerial staff. Group sessions may be held when considered beneficial.

Students having academic difficulty are closely monitored. When necessary, the student, parents, teachers, and administrative personnel will all meet to determine the best course of action. This procedure is known as a student staffing.

The guidance office serves the student by making current evaluations of academic progress and provides college and career planning opportunities for each student. The guidance office assists students with the college and scholarship application process.

The guidance office is also the agency of testing and placement for the Academy. The STANFORD Achievement Test is administered in grades 3-6. The ACT EXPLORE is administered in grades 7 & 8 and the ACT PLAN is administered in grades 9 & 10. All 10th graders are also required to take the PSAT. The American College Test (ACT), and the Scholastic Aptitude Test (SAT) are taken by students in grades 11 & 12. All 11th grade students are required to take the ACT by the end of the junior year.

Taking the ACT and SAT

It is recommended that students take the ACT or SAT as juniors. CLA requires all 11th grade students to take the ACT by the end of the junior year. Test registration packets may be picked up in the high school office. Students are responsible for completing an application and mailing it to either the ACT or SAT test offices. To decide which test to take, check with the university or post graduation institution you plan to attend. Most Louisiana universities require the ACT score as part of their admissions process. Registration packets contain all needed information regarding test dates and test sites.

CLA includes standardized test taking skills in its curriculum. A certified testing instructor is available to all students throughout the school year in order to prepare them to succeed in standardized testing. In addition to this service, specific ACT test prep courses are offered at CLA prior to each testing period. The Guidance office can assist you with the appropriate arrangements for this service.

Christian Life Academy's School Code Number is: 190-203. It is important that you record this number accurately on your ACT or SAT application form.

ACT Untimed Testing for Students with Learning Disabilities

Students with current professionally diagnosed and documented learning disabilities must make application through the school counselor at least 10 weeks before test scores are needed.

Class Schedules and Schedule Changes

Class schedules for the school year will be distributed by the first day of school. Students are not allowed to drop classes or otherwise make schedule changes after the fifth class day of the fall semester. Schedule changes requested during the first five days of the fall semester must have parent and teacher approval and be accompanied by a \$25 processing fee.

Only administrative changes to schedules will be made after this deadline.

Any student removed from a class for disciplinary reasons will receive the grade WF (withdrawn failing).

GRADING

Reporting Grades

Official Grade reports will be communicated to parents eight (8) times per year. Parents will be provided with an official progress report at the midpoint of each quarter and an official report card at the conclusion of each quarter. A schedule of distribution dates is made available at orientation, in the high school office and on the school website.

Unofficial grades are reported on a weekly basis via EDLINE. Each Monday the school will upload unofficial grades to EDLINE. This information is available to parents through the internet. Instructions and log-in details for using EDLINE will be provided to parents by the second week of the school year. Secure EDLINE details will not be provided to students or other third parties without parental consent.

Each quarter, students will receive a numeric grade that represents their progress during the preceding nine weeks period. Cumulative exams are given at the conclusion of each semester. Semester grades stand-alone and are calculated as follows: the numeric average of two quarters counts as four-fifths ($\frac{4}{5}$) of the semester grade. The semester exam counts as one-fifth ($\frac{1}{5}$) of the semester grade. Semester grades are reported as alpha grades according to the appropriate scale below.

Grading Scale

Regular Courses		Honors Courses		AP Courses	
A = 94 - 100	4 Quality Pts.	A = 94 - 100	5 Quality Pts.	A = 90 - 100	5 Quality Pts.
B = 87 - 93	3 Quality Pts.	B = 87 - 93	4 Quality Pts.	B = 80 - 89	4 Quality Pts.
C = 78 - 86	2 Quality Pts.	C = 78 - 86	3 Quality Pts.	C = 70 - 79	3 Quality Pts.
D = 70 - 77	1 Quality Pt.	D = 70 - 77	1 Quality Pt.	D = 60 - 69	1 Quality Pt.
F = 69/below	0 Quality Pt.	F = 69/below	0 Quality Pt.	F = 59/below	0 Quality Pt.

Earning Credit

Students receive $\frac{1}{2}$ credit per semester for each course whether it is a $\frac{1}{2}$ credit course or a full credit course. Each semester grade stands alone, so if a student fails any semester of a required course, he or she must repeat that semester's work.

Academic Requirements

The minimum grade point average (GPA) for CLA will be 1.75. Any student falling below this 1.75 average at the end of the semester will be placed on CLA Academic Probation. If a student fails to raise his/her GPA to a cumulative GPA of 1.75 or better by the end of the succeeding semester, he/she may not be allowed to continue enrollment at CLA. Students with a GPA less than 1.75 at the conclusion of the spring semester must attend summer school to improve their GPA so that they may return to CLA in the fall.

ACADEMIC HONORS

The academic average is computed by averaging the letter grades using the grading scales above.

- A student whose grade point average is 4.0 or above will be listed on the **Headmaster’s List** if he or she has no grade lower than an “A”.
- A student whose grade point average is 3.5 and above will be listed on the **Principal’s List** if he or she has no grade lower than a “B”.
- A student whose grade point average is 3.0 and above will be listed on the **Honor Roll** if he or she has no grade lower than a “C”.

Class Rank

Class rank is determined by a weighted cumulative grade point average. The weighted, cumulative GPA rewards the students for the additional work required in honors and advanced placement courses. The weighted cumulative GPA is used exclusively for the purpose of determining the class rank of Christian Life Academy students.

Honor Graduates

The students who have completed a college bound curriculum with at least a 3.75 GPA will receive an Honor Graduate Diploma. To be eligible for an Honor Graduate Diploma, a student must take and pass a minimum of twenty-eight units of credit. Of these, eight must come from the following courses:

English 1 - H	Algebra 1 - H	Physics
English 2 - H	Algebra 2 - H	AP Physics
English 3 - H	Geometry - H	Chemistry 1
English 4 - H	Advanced Math 1	AP Government
AP Language & Comp	Calculus	AP U.S. History
AP English Lit. & Comp	AP Statistics	French 3 & 4
	Probability and Statistics	Spanish 3 & 4
		Latin 3 & 4

If scheduling conflicts prohibit a student from meeting the exact course requirements of the Honors Program, the administration may approve an alternate course for the individual student.

Valedictorian

To qualify for Valedictorian, a student must have attended Christian Life Academy for at least three years and must have successfully completed a college bound curriculum. The valedictorian is the honor graduate who has the highest academic rank based on the weighted cumulative CLA GPA.

Salutatorian

The Salutatorian is the honor graduate who has the second-highest academic rank. The Salutatorian must attend CLA for two years.

LIBRARY

Every student is encouraged to use the library before or after school, and during lunch. There is a library for the junior and senior high school as well as a separate one for the elementary school. The church library is also available. Books, current magazines, newspapers, and audio-visual materials are available as well as on-line internet library access. The following regulations are in effect in the library:

1. The library is a place of quiet for study, research and reading. Activities that disturb or distract others will not be allowed.
2. Food or drink is not allowed in the library at any time.
3. Going behind the checkout desk, disturbing or taking materials from the checkout desk and going into the librarian's workroom or office are not allowed at any time.
4. Failure to obey rules 1-3 at any time will result in the student's being dismissed from the library
5. Books and back issues of periodicals may be checked out for a two-week period and may be renewed if no one else has requested them.
6. Current periodicals are for use in the library only.
7. Reserved/reference books may be checked out with special permission of the librarians at the end of the school day for overnight or weekend loan. These materials must be returned before the next school day.
8. A fine of 10 cents per day will be assessed for all overdue books and periodicals.
9. Computer Labs: The junior and senior high school has two computer labs. One in the library and the other in classroom 13-B. Students needing to work on computer projects or have access to a computer for internet research or typing papers/projects should use the computer lab in the library.
10. Students are not to be in or use computers in the computer labs without faculty supervision.
11. There is never to be any food or drinks in a computer lab.

GENERAL INFORMATION

Visitors

Students are not permitted to have guests or visitors at school.

Parents should always go to the office first if there is a need to see a child during the school day. It is not permissible for parents to go directly to a teacher's classroom for any reason. The office staff will assist you by calling your child to the office or escorting you to the classroom.

School Hours Communication

A telephone is available for use in the High School office. Students must obtain permission to use the telephone and it is not to be used for social purposes. Phone conversations must be kept to a minimum length.

Automobile Parking

Students of driving age are allowed to drive their cars to school as long as they are responsible drivers. Any incident of reckless driving by students or adults may result in a revocation of driving privileges on campus. Cars are strictly off limits for students during the school day.

All students, parents, faculty & staff are required to display a CLA vehicle ID hang tag at all times in order to drive and park on campus. Vehicle ID hang tags will be distributed at the beginning of the school year and should be visible at all times when the vehicle is present on campus. Vehicles without CLA hangtags will be stopped at the entrance gatehouse and may be denied access to the campus.

Students will be allowed to park in designated areas only. Violations of parking regulations, careless operation of a vehicle or failure to properly register a vehicle may result in temporary or permanent suspension of driving privileges at school.

Carpools

A carpool sign-up sheet will be made available at orientation for parents to obtain names of neighbors who may wish to formulate carpools.

School Hours

Junior and senior high school hours are from 7:55 a.m. to 3:05 p.m. All students will be counted as tardy after 8:00 a.m. Parents are asked to be on time to pick up their children in order to avoid traffic congestion. Students not picked up by 3:30 will be placed in aftercare.

Leaving Campus

Students are to remain on campus from the time they arrive in the morning until they leave at the end of the school day. Permission to leave campus will require a written request from one of the student's parents or guardians plus the approval of the administration.

Lockers

Each student will be assigned a locker for the year. The school will not be responsible for any items lost or stolen from lockers or stored on top of or beside lockers.

Students should keep their locker combinations confidential and should not alter the locking mechanism. Any student accessing another student's locker will be disciplined accordingly.

The school reserves the right to open and search any locker at anytime, for any reason.

Students taking P.E. will each be assigned a locker for the year in the P.E. dressing room. Each student should bring a suitable lock for these lockers to secure their personal belongings during P.E. class.

Distribution of Printed Matter

No student is allowed to pass out any type of printed materials on campus without the expressed prior permission of the principal. This includes maps, invitations, pamphlets, petitions, announcements, etc.

Medication

All medication will be dispensed by school office personnel only. Parents are responsible for delivering all necessary prescription medication to the office. Students then report to the office when medication is needed. Over-the-counter medications will be given only by permission of the parent or guardian. Students found with any type of medication will be disciplined.

Student Insurance

CLA maintains accident insurance in the case of emergencies or injuries incurred at school. This plan acts as a secondary to an individual's primary coverage. Therefore, each student must be covered by accident insurance or a personal health insurance plan.

Emergency School Closure

In the event of an emergency situation, CLA will make decisions regarding the closure of school that are in the best interest of the safety and security of our students and staff. Generally, CLA will follow the lead of the East Baton Rouge Parish School System. As much as is possible, CLA will convey emergency plans through e-mail, the school website and the local news media. If the school is closed due to emergency situations, all scheduled extra-curricular activities will be cancelled.

Fire Drills

Each classroom has a posted map directing the class in case of an emergency. Fire drills will be conducted periodically throughout the school year.

School Records and Private Information

Parents, students, and legal guardians have the right to review official student records with a counselor or records secretary present.

In compliance with Federal law, no information shall be released to anyone other than the parent or legal guardian, unless otherwise authorized by law except with written direction by the student and with consent of a parent or legal guardian.

Lost and Found Articles

All articles which have been found will be taken to the high school office where they may be claimed. All unclaimed items will be discarded at the end of the year.

Care of Text Books

Each student is given the responsibility of caring for the text books assigned to him or her. The student will be required to pay for all books assigned to him or her that have been lost, stolen, willfully destroyed or defaced. All text books will be accounted for and turned in at the end of the school year.

Gym Use

No student is allowed in the gym at any time without the presence of a faculty member or coach. The gym is reserved mainly for P.E. classes, athletic practice and competition, and student assemblies. Permission to use the gym must be cleared through the headmaster or athletic director.

Weight Rooms

CLA provides separate weight rooms for male and female athletes and P.E. classes for strength and conditioning. Under no circumstances are male students to enter the female weight room or female students to enter the male weight room, and no students are to work out in the weight rooms without staff supervision.

P.E. / Athletic Dressing-Locker Rooms

Separate dressing facilities are available for male and female students. Male students are never to enter the female dressing rooms and female students are never to enter the male dressing rooms. Females are not permitted in the football or baseball field house dressing areas. All students are to purchase their own combination lock for the P.E. / Athletic Rooms to protect their valuables during P.E. classes or athletic workouts. Students who do not have locks for their assigned locker will not be allowed to participate/dress out until a lock is obtained.

The school will not be responsible for personal items that have not been locked up by the student

EXTRACURRICULAR ACTIVITIES

Policy for Participation

To be eligible to participate in extracurricular activities during the first semester of the school year, a student shall have earned at least 6 credits from the previous year with a grade point average of 2.0.

To be eligible to participate in extra curricular activities during the second semester of the school year, a student shall pass at least 6 subjects from the first semester with a grade point average of 2.0.

Grades will be officially reviewed at the following intervals throughout the school year according to the indicated guidelines:

End of 1st Quarter: If GPA is below 2.0 but 1.5 or higher, student will be placed on extra-curricular probation.

If GPA is below 1.5, student will be ineligible for 2nd quarter.

End of 1st Semester: If GPA is below 2.0 but 1.5 or higher, student will be ineligible for 2nd semester but can regain eligibility if the 3rd quarter GPA is 2.0 or higher.

If GPA is below 1.5 and/or student has not passed 6 subjects, student will be ineligible for 2nd semester and cannot regain his/her eligibility.

End of 3rd Quarter: If GPA is below 2.0 but 1.5 or higher, student will be placed on extra-curricular probation.

If GPA is below 1.5, student will be ineligible for 4th quarter.

End of 2nd Semester: If GPA is below 2.0, student must attend summer school to improve GPA or he/she will be ineligible for the 1st quarter of the subsequent school year.

If GPA is below 1.5 and/or student has not earned 6 credits, student must attend summer school or he/she will be ineligible for the 1st semester of the subsequent school year.

Definitions and Requirements

Extra-curricular Probation: student may continue to participate in team activities, including practice and competition, but must comply with the interventions listed below for the duration of the following quarter:

- Mandatory participation in study hall program
- Weekly submission of current grades to coach and/or AD

Ineligible: student is removed from all team activities and must comply with the interventions listed below for the duration of the following quarter:

- Enrollment in an alternative class in place of athletic P.E.
- Weekly submission of grades to coach and/or AD

Athletics

CLA participates in a variety of sports activities. Under the rules and regulations of the Louisiana High School Athletic Association (LHSAA), the high school participates in football, basketball, baseball, volleyball, softball, cross country, track, swimming, golf, tennis and bowling. Our teams have been competitive in state and national competition. Our cheerleaders are considered part of our athletic program and have received numerous district, state, and national titles.

LHSAA Eligibility

CLA is a member of the Louisiana High School Athletic Association (LHSAA). The following sports are offered by CLA through the LHSAA:

	Boys		Girls
Football	Track & Field	Volleyball	Track & Field
Basketball	Baseball	Basketball	Cheerleading
Cross Country	Soccer	Softball	Soccer
Golf	Tennis	Cross Country	Swimming
Swimming	Bowling	Tennis	Bowling

Clubs and Organizations

CLA's various clubs afford each student an opportunity to explore areas of interest. These clubs also provide interchange between our students and those in other schools. Membership requirements will vary accordingly:

Band / Choir	Chess Club	Art Club
Beta Club	French Club	Drama Club
National Honor Society	Spanish Club	Yearbook Staff
Student Council	Key Club	Foreign Mission Teams

Student Council

Beginning at the freshman level, class officers and student council representatives are elected by and from the student body. The student council organizes and sponsors such activities as: Back to School Bash, Homecoming, Sadie Hawkins, and Winter Formal.

Special Activities

CLA makes every attempt to provide its students with a variety of wholesome and entertaining social events. The high school offers winter and spring formals as well as the Junior/Senior Prom. Other activities include Clash of the Classes, Pep Rallies, Homecoming court and related activities, end-of-the-year activities, picnics, barbecues, crawfish boils, etc. Each year, numerous pleasure, cultural and mission trips are conducted. Extracurricular activities will be supervised by one or more faculty members. Parent volunteers may be solicited in order to assist faculty sponsors.

Field Trips

Field trips are conducted for all grade levels and offer each student an opportunity to witness first-hand a wide variety of activities and exhibits to enhance and enrich the learning process.

International Travel

Every year Christian Life sponsors a number of mission trips as well as opportunities for educational travel. These groups travel to a wide range of foreign nations and are involved with a variety of activities enabling the participants not only to meet local government officials and students of their own age, but also to witness firsthand the true socio-economic status of a foreign country. Sightseeing and cultural activities are highlights of these trips. Our students have visited Australia, Austria, El Salvador, England, France, Switzerland, Germany, Honduras, Ireland, Italy, Kenya, Luxembourg, Mexico, Nicaragua, Peru, Romania, Russia, Scotland, Vietnam, and Wales .

Within the United States, students have numerous opportunities for educational travel including annual trips to Washington D.C. and the East Coast including New York City.

Fundraising Activities

No student organization or individual may sponsor a raffle or any type of gambling activity. All fundraising activities by a parent or student organization or any individual must be approved by the administration.

PARENT SUPPORT ORGANIZATIONS

The Parent-Teacher Organization (PTO) is extremely valuable to the implementation of our programs. Their fundraising activities enable the Academy to purchase auxiliary materials and equipment that are beyond the scope of our budget. We welcome their assistance in the classroom as well as the numerous extracurricular activities.

The Booster Club targets, primarily, athletic activities in its support. Fundraising events augment the athletic budget as well as the building and improvement of sports facilities.

Christian Life Academy

Part II—Discipline and Dress Code

Senior High School

DISCIPLINE PHILOSOPHY

Discipline is defined as the training of the mind that produces proper conduct and obedience. We at Christian Life Academy take discipline further, to the extent that we want our students to:

have the mind of Christ;
manifest proper Christian conduct, and
produce obedience to God and man.

We believe that our students and their parents must know our expectations and must agree to implement and support Christian Life Academy's discipline policies and procedures. Even if he/she disagrees with CLA's discipline policies, a student who has chosen to attend CLA will abide by all regulations. If a student or his/her parents do not feel that this can be done, we pray they may find a school with which they can be in harmony. Children must see that their parents and the administration agree on the consequences of behavior or the effectiveness of the school will be greatly diminished.

The Bible declares that we should, "*Train up a child in the way he should go and when he is of age he will not depart from it.*" We feel that it is a God-given responsibility for us to educate, train, and discipline each child in such a way as to bring him to spiritual and social maturity. The application of discipline and correction is painful for both the recipient and administrator, but it is nonetheless imperative. Discipline is a demonstration of love.

Hebrews 12:6 declares, "*Whom the Lord loves, he chastens. God deals with you as with sons . . . now no chastening for the present seems to be joyous, but grievous: nevertheless afterward it yields the peaceable fruit of righteousness unto them who are exercised thereby.*"

**There are consequences to every choice.
The consequences are the result of each student's choices.
We take no pleasure in poor choices.**

"We only discipline when a student fails to discipline himself."

The Code of Honor Pledge was signed as part of the Registration Process. It is placed herein as a reference for you and as a reminder of your commitment to honor and integrity as a student of Christian Life Academy.

The Code of Honor Pledge

In signing the Code of Honor, I fully recognize that Christian Life Academy was founded to be and is committed to being a Christian institution, and that it stresses a lifestyle of commitment to Jesus Christ of Nazareth as personal Savior and Lord. This lifestyle of Christian commitment is an integral part of CLA's philosophy and ministry. It is therefore my personal pledge to be a person of integrity and to have respect for what Christian Life Academy represents in this community.

- I Pledge** to apply myself wholeheartedly to any intellectual pursuits and to use the full powers of my mind for the glory of God and the full development of my abilities.
- I Pledge** to grow in spirit by developing my own relationship with God.
- I Pledge** to develop my body through good health habits and by participating in wholesome physical activities.
- I Pledge** to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie. I will not steal. I will not curse. I will not be a tale-bearer. I will not cheat or plagiarize. I will do my own academic work and will not inappropriately collaborate with other students on assignments.
- I Pledge** to keep my total being free from all immoral and illegal acts and habits, whether on or off campus. To this end, I will not take any illegal drug. I will not commit illicit sexual acts, including homosexual behavior. I will not drink alcoholic beverages of any kind. I will not use tobacco. I will not engage in other behavior that is contrary to the rules and regulations of Christian Life Academy.
- I Pledge** to maintain an "openness" to God's claims on my life and to do my utmost to know and follow His will for my life.
- I Pledge** to attend class, all required chapel services on campus, and to attend the house of worship of my choice where God is honored and lifted up.
- I Pledge** to obey and be under submission to those placed in authority over me by the Academy.
- I Pledge** to represent Christian Life Academy at all times with a lifestyle which reflects CLA's intellectual, social, and spiritual values.
- I Pledge** to abide by the rules and regulations that may be adopted in the future by the academy's administration. I understand Christian Life Academy is a private school, and I therefore have no vested rights in the governing of the school. I accept my attendance at CLA as a privilege and not a right, and I accept that the Academy reserves the right to require the withdrawal of a student at any time if, in the judgment of the administration, such action is necessary to safeguard CLA's ideals of scholarship or its spiritual and moral atmosphere as a Christian institution. I will keep the Honor Code carefully and prayerfully. I understand that my signature below is my acceptance of the entire Code of Honor and completes a contract between me and Christian Life Academy. I know this is a prerequisite for matriculation and that the contract becomes a part of my permanent file.

Date: _____ Signed: _____
Student: _____
Parent/Legal Guardian: _____

SENIOR HIGH SCHOOL DRESS CODE

Christians are admonished by Scripture to dress modestly to the glorification of God and avoid showiness in their appearance (I Corinthians 10:31, I Peter 3:3-4). In accordance with these principles, all students at CLA are expected to be neatly attired and modest in appearance, not bringing undue attention to themselves through their appearance. The students dress and overall appearance should positively reflect on their school as ambassadors of Christian Life Academy.

CLA Dress Code - General

Students who come to school in violation of the dress code will not be allowed to attend class until they meet dress code regulations. This may require them to return home to make appropriate changes or have articles of the uniform brought to them. **Any class time / work missed by a student due to not being in dress code will be documented as an unexcused absence.** Additionally, the student may receive disciplinary consequences should the infraction warrant such.

Uniforms: All junior and senior high students will be required to wear clean school uniforms to school every day Monday through Friday.

Special Dress Days: On occasion, the administration may designate a particular day as a “special dress” day. On those days a specific type of dress will be authorized. Immodest dress will not be tolerated at any time.

Mission/Spirit Dress Days: In an effort to raise funds to support CLA students participating in international mission trips or other school spirit activities, the school occasionally sponsors Mission or Spirit Dress Day. On this day the students are allowed to wear non-uniform clothing (defined below) for a donation of \$2.00. The total funds collected go to the various school mission teams or to fund school spirit activities. No student is required to participate in Mission Dress Day. It is completely voluntary.

On mission dress day, students donating \$2.00 will be allowed to wear:

- Blue jeans -no Capri pants or pedal pusher styles. The jeans must be full-length and not torn, frayed or with holes in them.
- A **CLA team or event t-shirt** or polo style shirt of the student’s choice. The shirt must be long enough to be tucked in. Girls cannot wear shirts that expose their midriff or are too tight, form fitting or low cut such as to be in any way immodest or provocative. When in doubt, don’t wear it!
- Shoes - tennis/athletic shoes or school uniform shoes are permissible.

Spirit Dress Days: We sometimes encourage school spirit and support of our athletic teams with a non-donation Spirit Dress Day. On these days students may be allowed to wear school spirit shirts, sports jerseys or cheerleader outfits. Students will be advised in advance of what articles of clothing are appropriate for a specific Spirit Dress Day.

Hair: Extreme hairstyles or hair colors are unacceptable for CLA students. Hair should be clean and well-groomed. Dreadlocks & weight line hair cuts (bi-level) are unacceptable. Uniformity of length with gradual tapering of hair is the goal. **Boys' hair should not be any longer than four inches (4") for top of head hair length and should taper down so that hair does not cover the top of the ear.** Front hair, when combed straight forward, should not cover the eyebrows. Hair on the back of the head should not cover the collar. **Sideburns should be cut at the bottom of the earlobe. Sideburns below the earlobe are not acceptable.** In no case should a student's hair or hairstyle draw unnecessary attention to him or her. Students not found in compliance will be given a warning and a reasonable amount of time to comply. After the period is up, students will not be allowed to come to class without a compliant hair cut.

Facial Hair: All male students MUST be clean-shaven. Should a student come to school in violation of this policy, he will be given the option of: a) being provided shaving materials at school so he may shave immediately at a cost of \$1, or b) he may check out and leave school until he is clean shaven and can return to school in dress code.

Students who violate this area of the dress code are sanctioned. Any class time missed to correct a facial hair violation will be documented as an unexcused absence.

Makeup: Senior high school girls may wear makeup in moderation. No makeup portraying the "gothic" look (i.e. black eye shadow, lipstick, nail polish, etc.) or any other outlandish colors and styles will be permitted. No strong colognes, lotions or fragrances of any sort are acceptable. Extreme nail polish color is not acceptable. Moderation is the key.

Earrings: Girls may wear modest earrings but no more than two (2) per ear in the lower lobe of the ear. Large hoop earrings are prohibited. Hoop style earrings should be NO LARGER than a quarter. Boys are not permitted to have pierced ears or wear earrings of any style, any time at any CLA event during or after school hours. Body piercing and tattoos are also prohibited.

Shoes: ALL students are required to wear leather shoes. **Leather shoes must be either brown or black. They may be lace-up, buckle or slip-on style.** Please adhere to the following guidelines when making your shoe choices.

NO backless, slide or clog-type shoes

NO colored leather shoes (red, blue, etc.)

NO Crocs! NO flip flops at any time!

NO tennis shoes, moccasins or slippers of ANY kind

Belts: Belts must be plain brown, black, or navy blue and must not have a large or novelty buckle.

Hats: No hats of any type are permitted inside buildings during school. Hats will be confiscated on the FIRST offense and kept until the end of the school year.

Necklaces: For boys and girls, in general, a traditional thin silver or gold chain necklace or small beaded necklace is permissible only. Thick chains, braided rope, large attention-getting, gaudy neckwear is not allowed.

Outerwear: If a student wishes to "layer" for warmth in the building, the following items are permissible to be worn as part of the uniform:

- Solid NAVY BLUE or GRAY CREW NECK sweatshirt with CLA logo purchased from a uniform provider or at the school
- Solid NAVY BLUE or GRAY fleece pullover with CLA logo purchased from a uniform provider
- Solid NAVY BLUE jacket with CLA logo purchased from a uniform provider
- Solid NAVY BLUE or GRAY sweater with CLA logo purchased from a uniform provider. Sweaters may be cardigan style, sleeveless vest, pullover, crew neck or V neck.

Additionally, students may wear sweatshirts and jackets that are approved for the promotion of CLA organizations or teams provided that the sweatshirt or jacket is **NAVY BLUE** or **GRAY** with appropriate writing or logos. CLA letterman jackets are always permissible to be worn with the school uniform.

Only CREW NECK sweatshirts are permitted to be worn with the uniform. "Hoodies" and/or sweatshirts with front pockets are prohibited.

If a student wears a non-CLA sweatshirt or fleece with their uniform, that item will be confiscated and kept in the office until the student brings evidence that they own a CLA sweatshirt. If that student does not own a CLA sweatshirt, they will have the option to purchase a CLA approved sweatshirt from the office at a cost of \$12.00. If the CLA student continues to wear an inappropriate sweatshirt, the inappropriate item will be kept in the office for the remainder of the year. Additionally, the student will be provided with a proper sweatshirt and parents will be billed \$12.00 for the cost of the sweatshirt.

As we have so few really cold days in our climate, it is unreasonable to ask parents to purchase specific heavy coats for school; therefore, each student may wear his / her heavy coat to school as long as it does not contain any messages or advertisements contrary to the school's values, beliefs, etc. A heavy coat must be heavier in weight than a sweatshirt or fleece. Once in school, the heavy jacket must be stored in the student's locker and appropriate "layering" outerwear (as defined above) can be worn in school for warmth. Trench coats are not permitted at any time.

Student ID: All students must wear a CLA student ID at all times. The first ID is free, subsequent ID's are \$10. The following guidelines must be followed in regard to student ID's:

1. The ID must be visible at all times and for the current school year
2. Students may not wear another student's ID nor allow another student wear their ID
3. Students may not deface their student ID with stickers, ink markings or drawings on the front side nor on the back side.
4. ID's that are broken or that have damage to the corners or edges must be replaced.
5. Students must use the CLA lanyard that is provided with the ID. The white letters may not be colored in nor may there be any pins or other items attached to the lanyards.
6. Students may not attach any items to the lanyard other than the ID and a single key.

Students who fail to abide by these guidelines will be assigned to detention. ID problems not handled during 1st block receive an automatic detention.

SENIOR HIGH GIRLS DRESS CODE

Uniform – Girls: Uniform dress is required every day. Options are provided and the approved vendors for the CLA uniform are noted at the end of the dress code section.

- **SKIRT:** Navy blue/white/gray plaid skirt purchased from *Inka's Uniforms*. Skirts may not be shorter than two (2) inches above the top of the knee in front and back. Coordinating shorts must be worn beneath the skirt.
- **TENNIS SKIRT:** Navy blue/white/gray plaid tennis skirt purchased from *Inka's Uniforms*. Skirts may not be shorter than two (2) inches above the top of the knee in front and back.
- **SHORTS:** Navy blue/white/gray plaid walk shorts purchased from *Inka's Uniforms*. Shorts should reach the top of the knee.
- **PANTS:** Navy blue uniform pants purchased from our uniform providers. Girls' pants must be well-fitting and not "hip-hugger" style. No pants or sweats are to be worn under skirts. Only color coordinating tights are to be worn under skirts and shorts.
- **SHIRTS:** White polo-style shirt with or without the banded waistline OR white button down oxford blouse (short or long sleeves). All shirts must have the CLA logo on the chest. All shirts must be tucked in unless altered in the store into a banded or "over blouse" style that does not need to be tucked in.
- **SENIOR CLASS OPTION:** Members of the senior class may wear a select polo-style shirt that has "Class of 2012" embroidered on the left sleeve. The shirt is available through our uniform providers.
- **NOTE:** Young women should take care to wear appropriate underclothing that cannot be seen through the polo shirt or the blouse. If necessary, a T-shirt or some other undershirt should be worn so that their underclothing is not revealed. Should a T-shirt or some other undershirt type clothing be worn, it must be a plain white or navy shirt.
- **SOCKS:** Plain navy blue or white only! Socks must be worn with school shoes and they **MUST BE VISIBLE**.
- **SHOES:** Brown or black leather shoe (see details on page 31)
- **BELT:** Plain brown, black, or navy blue (see details on page 32)

SENIOR HIGH BOYS DRESS CODE

Uniform – Boys: Uniform dress is required every day. Options are provided and the approved vendors for the CLA uniform are noted at the end of the dress code section.

- **PANTS:** Navy blue uniform pants purchased from our uniform providers.
- **SHIRTS:** White polo-style shirt or a white button down oxford dress shirt (short or long sleeves). All shirts must have the CLA logo on the chest. ALL shirts must be tucked in.
- **SENIOR CLASS OPTION:** Members of the senior class may wear a select polo-style shirt that has “*Class of 2012*” embroidered on the left sleeve. The shirt is available through our uniform providers.
- **NOTE:** some students prefer to wear an undershirt beneath their polo-style shirt. This is permissible; however, the T-shirt or undershirt must be plain white, gray or navy blue.
- **SOCKS:** Plain navy blue or white only! Socks must be worn with school shoes and they **MUST BE VISIBLE**.
- **SHOES:** Brown or black leather shoe (see details on page 31)
- **BELT:** Plain brown, black, or navy blue (see details on page 32)

Approved Uniform Providers

Inka’s Uniforms 11626 Sherwood Forest Ct. Baton Rouge, LA 70816 (225) 922-9495	Young Fashions 10300 Perkins Road Baton Rouge, LA 70810 (225) 766-1010
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SPECIAL EVENTS DRESS CODE

On-Campus Special Events: Throughout the school year, there are special events held on campus at which students are allowed to dress in non-uniform attire of their choice. These occasions are considered “dress-up” events and should be approached with modesty, respect and attention to CLA’s standards of Christian integrity. These events include but are not limited to, awards programs, receptions, honor ceremonies, performances, religious events, and chapels. The following dress guidelines have been established for these events:

Girls:

- Dresses/skirts must be no shorter than 2” above the knee
- Dresses/skirts/pants must be of appropriate fit
- Shoulders must be covered—shirts, blouses, dresses must be designed in a way which provides coverage for shoulders or a jacket/sweater must be worn.
- Hair should be appropriately and modestly groomed

Boys:

- Slacks/dress pants should be worn with a belt and dress shoes
- Dress shirts/polo shirts must be tucked in
- Ties are preferred; jackets are optional
- Hair should be appropriately and modestly groomed
- Earrings are never allowed to be worn by boys at any CLA event

If a student is deemed to be dressed inappropriately for a campus event, the student will be asked to return home in order to change clothes. The time away from campus will be counted as unexcused.

Off-Campus Special Events: All young ladies attending a CLA after-hours formal event, whether a CLA student or guest, must adhere to CLA dress code. Dress for such an event must conform to the following standards:

- Modest, in general
- No revealing necklines or backs
- No revealing fabric
- No bare midriffs
- No extreme hemlines

If a student arrives at any CLA event in attire that is deemed to be immodest by the administration, she will be required to make adjustments to bring it into conformity. If adjustments cannot be made, the student will not be admitted to the event.

If there is doubt as to the suitability of non-uniform dress for any event, the Administration should be consulted prior to the event for a ruling.

CODE OF CONDUCT

ON CAMPUS COMMUNICATION

- No student has the right to slander or libel another person.
- No student has the right to distribute written material or circulate a petition without the prior written approval of the principal.
- No student has the right to establish an on campus or off campus organization. All organizations must be approved, in advance, by the administration of CLA.

SCHOOL RECORDS AND PRIVATE INFORMATION

- Students or legal guardians have the right to review their own student records with a counselor or the records clerk present.
- No information shall be released to anyone other than a parent, legal guardian, the student or as otherwise authorized by the law except with written permission from the student and with the consent of the parent or legal guardian.

DUE PROCESS OF STUDENT

- Student advised of misconduct by faculty, staff or administration.
- Student response to charge (if desired).
- Parental contact (if necessary).
- Appeal - If a student is asked to withdraw or is expelled, the student may appeal the decision by contacting the headmaster or founder of CLA within three (3) school days.

TRAFFIC REGULATIONS

- Students will operate a vehicle under Louisiana driver regulations, with a valid driver's license and appropriate insurance.
- All students and faculty must lock their vehicles for security purposes.
- All student vehicles must be registered at the high school office and have the proper campus identification.
- Driving on campus is a privilege. Students operating a vehicle in an unsafe or reckless manner or in violation of campus regulations or state laws are subject to appropriate sanctions up to and including revocation of driving privileges.
- Once a student arrives at school, he/she is to leave the car immediately and report to the school building. Loitering in a car or in the parking area is strictly prohibited.

SEARCH AND SEIZURE

- CLA reserves the right to search a student or the personal property of a student including cell phones/electronic devices in order to seize anything that is in violation of the law, CLA rules or any policy of CLA.
- CLA has a legal responsibility to report any violation of state or federal law to the authorities.
- Refusal to cooperate with the school or law enforcement personnel in these areas will result in removal from CLA

DRUG/ALCOHOL TESTING

- Students suspected of possible drug use will be tested at the expense of the student/parents regardless of whether they test positive or negative. Testing facility will be determined and assigned by the administration.
- On-site, random drug or alcohol testing may be required of any student at any time at the discretion of the administration. Drug and alcohol tests may be randomly conducted at social and extra-curricular events.
- All medication must be submitted to the office and distributed by the office staff. Students in possession of OTC or prescription drugs will be considered to be in possession of *illegal drugs* and will be disciplined accordingly.

ELECTRONIC DEVICES

- CELL PHONES may not be seen or heard between the hours of 7:30 a.m. and 3:05 p.m. A cell phone policy contract must be on file in the office for each student before he/she is allowed to attend class. Parents must indicate one of the three following options in regard to the possession of a cell phone by their child at school:
 - A cell phone will not be brought to school
 - The cell phone will be left in the student's vehicle during the school day.
 - The student will submit his/her cell phone to the office at the beginning of the day for safekeeping. Students may retrieve their cell phone from the office at the conclusion of each day.
- If a student risks keeping a cell phone in their possession during class hours, the following consequences will be enforced:
 - The phone will be confiscated and submitted to the office if it is seen or heard during class hours.
 - The confiscated cell phone will remain in the office until a parent conference can be scheduled with the administration to review the cell phone policy contract and address the violation of the policy.
 - Each cell phone offense requires disciplinary action. Greater consequences will be applied if the cell phone in possession of the student is found to be "on" implying actual or intended use.
- Additional offenses will require confiscation of the cell phone for the school year. Any parent wishing to have the phone returned before the end of the school year will pay a \$25 fine for the early return of the cell phone.
- ALL OTHER ELECTRONIC DEVICES WILL BE CONFISCATED and held in the office until the last day of school in May. This includes, but is not limited to cameras, IPODS, MP3's players, and game devices. A \$25 fine may be paid to have the item returned to a parent early. Any device desired to be used for academic purposes must have approval from the administration before it is brought to school.

LEARNING DISABILITIES AND MEDICATION

- There are diagnosed learning disabilities for which students may take a prescribed medication; however, medication will not be an excuse for inappropriate behavior.

DOMICILE OF STUDENT

- All students that attend CLA must live with a parent or legal guardians. Extenuating circumstances must have prior written approval from the administration or withdrawal from CLA may be required

PUNCTUALITY

- Time governs our everyday lives; therefore, a CLA student is expected to be at school and in class on time. In order to foster punctuality, all tardiness will have special consequences. Tardiness with or without an excuse will be dealt with equally. After two unexcused tardies in a semester, student who receives the third and subsequent unexcused tardies will be required to attend an after school study hall on Thursday. Length of the study hall is based on the number of times a student has been tardy since their last study hall.
- Chronically late students will face additional consequences. If a student is tardy eight times in one semester, that student must serve a Saturday detention AND make up time missed from class in Thursday study halls. These consequences will be applied for each eight tardies accumulated. An alternative to attending Saturday detention is to pay a \$25 fine.
- If a student is tardy twenty-four times in a semester, that student will serve all appropriate time in Thursday study hall and Saturday detention. Additionally, all social privileges such as formal events, pep rallies, field trips, field days, etc. will be revoked for the remainder of the semester.

ACADEMIC INTEGRITY

- CLA upholds high standards of academic integrity. Students are expected to take personal responsibility for all academic work. Student work should be a product of that student's efforts and abilities and not result from unethical assistance from parents or other students. Sharing assignments or copying another student's work is considered inappropriate collaboration and will result in a grade of zero for that work. Teachers have the responsibility to enforce this principle and will do so as individual circumstances dictate.
- Verifiable incidents of cheating or plagiarism will be subject to severe penalty.
 - Zero grade for the assignment/project/test.
 - Academic counseling with the Administration.
- Upon the second documented incidence of an academic integrity violation, the student faces additional and more severe penalties that could include suspension or expulsion.

BULLYING/INTIMIDATION

- CLA defines bullying as “aggressive behavior or intentional harming which is characterized by an imbalance of power and carried out over time”.
- CLA considers bullying or intimidating behavior to be a serious offense. Every CLA student has the privilege to be safe from bullying behavior, or physical, verbal, or cyber harassment while in the care of CLA.
- Verifiable incidents of bullying or intimidation whether physical, verbal or cyber will be disciplined.
- Parents and students should contact the teacher and administration when an assumed bullying incident occurs.
- The administration will weigh each incident according to the previously stated definition to determine if bullying has occurred. Incidents of bullying will be dealt with severely. Consequences will vary depending on intensity, number of occurrences and/or length of time the action has been ongoing.

OFF CAMPUS CONDUCT

Students are expected to conduct themselves off campus in a manner consistent with their status as members of CLA.

- Felony and misdemeanor - Violations of civil or criminal law involving conduct which would cause discredit to the reputation of CLA by being contrary to the moral, religious, or orthodox ethical principles of Christian Life Fellowship or the policies, goals, and commitments of Christian Life Academy make a student subject to disciplinary action, including suspension or expulsion.
- Activities proscribed by this regulation shall include, but will not necessarily be limited to the following:
 - Attending, sponsoring, or participating in parties where alcoholic beverages or narcotics are sold, purchased, possessed or consumed.
 - Committing or attempting to commit acts of vandalism or assault which affect a person’s life, health, or property. Anyone violating this regulation is subject to disciplinary action, including possible suspension or expulsion. The school’s interpretation of rules and of conduct shall be final and binding.
- Internet Activity - involvement in internet activity that is considered contrary to the standards of conduct of CLA students is prohibited. This includes inappropriate e-mails, internet harassment, posting inappropriate pictures of students, or providing information that could potentially endanger the student body.

“Abstain from all appearance of evil.” (1 Thessalonians. 5:22)

DISCIPLINE CONSEQUENCES

The purpose of discipline is to bring about corrective behavior and restore the errant student to good with the Lord, CLA, administration, the faculty, and his or her peers. To that end, CLA has developed a system of progressive discipline which provides a framework of corrective consequences for violations of school rules.

When administering discipline, CLA reserves the right to take into account the student's prior record of discipline and to award appropriate sanctions for the deeds done. CLA may utilize a variety of behavior and disciplinary tools in order to accomplish desired results. In like manner, CLA may modify or amend these disciplinary guidelines at its sole discretion in order, again, to bring about the desired behavioral results. The administration reserves the right to administer a variety of sanctions, based on the seriousness of the offense and the student's behavioral and disciplinary history with the school:

1. **Discipline by Teacher** - The first line of discipline is the teacher. Each teacher will establish a criteria of behavior for his or her classroom. The teacher may give a warning or constructive punishment, may hold individual conferences with or without parents, may contact parents by phone or writing, or may refer the student to the office when the situation will not allow for resolution within the classroom.

2. **Responsibility Grade** - Teacher may elect to assign a responsibility grade to their students as a method of positive discipline. A responsibility grade begins as a 100 point test grade at the beginning of each quarter. It is the student's responsibility to keep the 100 points. Standard deductions of two points come when the student commits minor infractions of the rules such as talking out of turn, not having a book for class, etc. Basically, anything that deals with *responsibility*. The teacher will record these deductions in his/her roll book. The student will be informed every time he/she loses points and why points were lost. At the end of the grading period, the student's Responsibility Grade will be factored into his/her grade as with a test. This provides students with an opportunity to improve marks during the year through responsible behavior.

3. **Counseling** - Students involved in certain offenses such as threats of violence, intimidation, vulgarity, etc., may be required by the administration to have psychological testing and/or counseling. At the discretion of the CLA administration, counseling may either be on campus or off campus. In certain instances, the student may not be allowed to continue in school until a positive recommendation is received by CLA from the counseling service. Any expense for the counseling required is the student's or parent's responsibility.

4. **Sanctions** - Each time a student violates dress codes or other student behavior policies, they are assigned a sanction. Five (5) sanctions earns one detention. Additional detentions will be assigned upon the eighth and tenth sanction. Sanctions are valid for an entire semester. Consequences for sanctions may be reversed by Random or Deliberate Acts of Kindness.

5. **Detention** - Detention before or after school or on Saturdays may be employed in disciplining students. Detention will be held at times established by the administration. The student must participate in the assigned detention project on the date assigned unless he or she is excused by administration. If a student is late for or misses detention without administrative approval, he/she will be disciplined accordingly. Students who are assigned to multiple detentions will be subject to stronger measures of disciplinary action.

6. **Corporal Punishment**

- Corporal punishment is defined as a corrective means of discipline involving applying a paddle to the buttocks administered by the Principal or Assistant Principal.
- Corporal punishment will be carried out only with parental permission and notification prior to its administration
- Corporal punishment shall be witnessed by the parents, if desired, and a professional staff member.
- Corporal punishment shall not exceed five (5) strikes to the buttocks

7. **Probation** - A contract of behavior and expectations will be signed by the student and parent. Any violation of the probation could result in expulsion.

8. **In-school Suspension**

- **Level 1.** Suspension from class, served at school. Full credit can be earned. 2 class blocks to work on school-related work and 2 class blocks on work projects.
- **Level 2.** Suspension from class, served at school. 75% credit can be earned. 1 class block to work on school-related work and 3 class blocks on work projects. No extra-curricular participation the day the ISS is assigned.

9. **At-home Suspension** - Suspension from classes may vary from 1 - 5 days depending on severity of the offense, and may be served at school or home as best serves the purpose. A student will not be allowed earn any credit nor make up assignments or tests missed during the course of his/her suspension. All work missed due to suspension will be assigned a grade of zero. Suspension is an extreme measure of discipline reserved for extreme acts of misbehavior, disobedience and disrespect. Suspension will be viewed in its full measure of severity and therefore will not be rewarded with an opportunity to earn credit for work missed. No student shall be suspended more than three (3) times. On the fourth time, withdrawal or expulsion will be recommended.

10. **Withdrawal** - Student given opportunity to resign and withdraw from CLA.

11. **Expulsion** - Administrative decision requiring involuntary withdrawal of a student from CLA.

DISCIPLINE PROCESS

The following pages list various offenses to the school Code of Honor and/or rules, regulations, and policies. This listing is not meant to be exhaustive but illustrative, and the schedule is a ranking in order of severity which should earn, accordingly, progressively severe disciplinary measures.

The faculty and administration will employ a wide variety of disciplinary tools to bring about the desired corrective behavior. As the severity and/or frequency of offense increases, so will the disciplinary measures employed.

LEVEL I - OFFENSES

1. Chewing gum.
2. Eating outside designated areas.
3. Failure to do constructive punish work assigned by teacher.
4. Failure to bring book and materials to class and chapel.
5. Sleeping in class.
6. Unauthorized locker use and jamming lockers.
7. Littering.
8. Tardiness.
9. Dress code violation.

LEVEL II - OFFENSES

1. Repetition of Level I offenses.
2. Disruptive in class.
3. Improper use of telephone.
4. Misbehaving in chapel.
5. Public display of affection, such as:
 - holding hands during school hours;
 - embracing
 - kissing
5. Being in unauthorized places on campus
6. Possession of cigarette lighter.
7. Vulgar or profane language, spoken or written.
8. Possession of a cellular phone, pager or other electronic devices.
9. Distribution of unauthorized materials without administrative permission.
10. Out of class without a hall pass or written permission.
11. In an off-limit area without a pass.
12. Lying
13. Bullying / Intimidation

LEVEL III - OFFENSES

1. Disrespect for authority, involving teachers or other adults.
2. Occult materials/practices.
3. Vandalism.
4. Fighting (regardless of who is at fault).
5. Traffic violation.
6. Unacceptable off-campus conduct.
7. Sexual harassment.
8. Extortion.
9. Indecent behavior.
10. Cheating.
11. Plagiarism.
12. Alteration of grade/report card.
13. Skipping a class or school.
14. Disobedience.
15. Computer hacking.
16. Disrespect for school personnel.
17. Immorality.
18. Distributing unauthorized materials without administrative permission.
19. Forgery.
20. Gambling.
21. Pornography or accessing pornographic materials on the internet.
22. Stealing.
23. Student Trespassing - No student has the right to go to another school unless they have official business or a school function is located at the opposing school.
24. Being in unauthorized places off campus which are not in accordance with CLA Christian principles and philosophy
25. Listening to, possessing, or distributing immoral or violent rock, heavy metal, or rap music on or off campus.
26. Smoking off campus.
27. Drugs off campus.
28. Drinking off campus.
29. Driving violations on campus.
30. Inappropriate objects on campus
31. Bullying / Intimidation.

32. Inciting a disturbance on campus or participating in one.
33. Leaving campus without proper permission or improper check-out.
34. Possession of tobacco products or any product containing nicotine and/or alcohol.
35. Slander/libel.
36. Repeat of Level I or II offenses.

LEVEL IV – OFFENSES

1. **Second episode of unacceptable off-campus behavior.**
2. **Assault and Battery**
Any verbal or physical assault on faculty/administration/or student, or the destruction of their personal property.
3. **Drugs**
CLA views drugs as any substance taken with the intent to induce an altered state of mind for the purpose of recreation or pleasure.
CLA is a drug free zone. Any confiscated drugs, drug paraphernalia, and individuals involved will be turned over to the police. Possession of prescription medication with intent to distribute or possession of falsely represented or illegal or counterfeit drugs will also be grounds for legal prosecution.
Drug Testing Policy: Students suspected of possible drug use, will have to be drug tested at the expense of the student/parents, regardless of whether or not they test positive or negative.
Random drug testing may be done on any student, at any time, at the discretion of the administration.
All medication will be brought to the office immediately upon the student's arrival on campus and will be administered by the office staff.
4. **Occultism**
Identification with or involvement in occult practices, display of symbols, or recruiting/influencing others.
5. **Weapons**
No dangerous weapons may be brought onto the CLA/CLF campus nor be in the possession of any student including, but not limited to such items as guns, knives, etc., nor shall there be any use of any object as a weapon or the possession of a look-alike weapon such as water guns, paper guns, rubber or plastic knives, etc.
6. **Explosives**
No explosives or explosive devices shall be brought onto the CLA/CLF campus nor be in the possession of any student including, but not limited to such items as fireworks, ammunition, or bombs of any type.
7. **Gangs**
Identification with a group or organization which has a history of intimidation, bigotry, prejudice, drug use, or violence.

8. **Bullying/Intimidation**
Aggressive behavior or intentional harm-doing which is characterized by an imbalance of power and carried out over time. *See page 41.*
9. **Sexual Harassment**
Sexually suggestive statements or materials, gestures, inappropriate touching, molestation, indecent behavior, sexual advances made verbally or by physical conduct of a sexual nature, or request for sexual favors shall be considered sexual harassment.
10. **Arson**
Setting fire to school, church, or private property.

