



## **“Preparing a People For the Lord”**

# **Policy Manual**

Mailing Address: 1963 Martel Road  
Lenoir City, TN 37772  
School Phone: (865) 986-9823  
School Email: [cca@ccatn.com](mailto:cca@ccatn.com)  
School Website: [www.crossroadschristianacademy.org](http://www.crossroadschristianacademy.org)



Dear Parents,

Thank you for your interest in Crossroads Christian Academy (CCA). We look forward to working with parents and students to offer a one-of-a-kind experience whereby students experience an **integrated contemporary and classical Christian education** that fosters **learning communities** and promotes **individualized educational success**.

Hybrid schooling is a unique educational model designed to integrate the best attributes of traditional schooling with the best attributes of home schooling. We want to provide quality, cost-effective, college preparatory education, yet give you as parents more time for imparting the faith and values you hold precious. Our highly qualified professional instructors will be in partnership with you as you work one-on-one with your children at home.

We hope that you will find the answers to most of your questions about our academy within the contents of this manual. There is a lot to digest, and we are grateful that you would take the time to read through it all. As you do, we think you'll be able to see what we desire to be as an academy. There are **four sections to this manual:**

<b>Foundations:</b> p. 1	Our foundational beliefs and philosophy
<b>Character Education:</b> p.6	How we plan to partner for discipleship
<b>Academics:</b> p. 19	Everything from grades to diplomas
<b>Support Policies:</b> p. 34	Our calendar, financial policies, lunch, etc.

The Crossroads Christian Academy Board, administration, and faculty are here to serve you, and to partner with you. Please let us know how we can help you should you have any unanswered questions after reviewing this manual.

Thank you for desiring the very best for your children, and we pray for God's wisdom and direction as you seek to discover His will in the education of your children.

Sincerely,

Drew Guetterman, Head of School

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# Foundations

## **History**

In 2000, three families met to discuss the need for a new alternative in education. They each loved the benefits of homeschooling, but wanted to incorporate the positive aspects of traditional Christian education in a school setting. The desire to merge the two resulted in Crossroads Christian Academy (CCA) – the place where homeschooling and traditional education meet. They prayerfully agreed to work together to start a new school, one that incorporated positive aspects from other school models, yet one that had its own special set of distinctives, most importantly active parent involvement.

– CCA is a unique educational model designed to bring together the best attributes of traditional schooling with the best attributes of home education and integrate them into one, hybrid model. The immediate goal is quality, cost-effective, Christian education accomplished in a way that gives parents more time for imparting the faith and values they hold precious. CCA integrates the parents, working one-on-one with their students in partnership with qualified instructors to gain better academic and spiritual development in each student. CCA officially opened in August 2000.

## **The CCA Team**

### **The Board**

*CCA is operated by a Board of individuals committed to the mission and goals of CCA. The function of the board is to oversee the policies and general direction of the school and to ensure that the program is fulfilling its mission. Board members meet as necessary, reviewing reports given by the administration. They give guidance to policy decisions and seek God's guidance in His leading of the school.*

### **The Head of School/Founder of School**

*Casts vision, oversees the Administrator and financial/budget projections.*

### **The Administrator**

*The Administrator has the responsibility of the daily operation of the school. This includes the supervision of each staff member (attendance, teaching evaluation, lesson plans, report cards, etc.). The Administrator will serve as a support to each teacher, both in encouragement and in establishing goals for growth. The Administrator will also serve as a source of information and encouragement to the parent co-teachers.*

The Administrator must assure that the school environment is conducive to learning, including individual classrooms as well as group assemblies. Communication and conflict resolution are integral parts of establishing a God-honoring atmosphere. The Administrator must provide effective leadership and direction for the school, including assuring that the program stays true to its original mission. The Administrator is ultimately responsible to the Board for the fulfillment of these responsibilities.

## **The Teaching Staff**

*The teaching staff is made up of individuals that agree with the CCA Statement of Faith and that are called by God to CCA. Teachers also serve as ministers to their classes and are devoted to helping the “whole student” in any area of life where they may be of service. The general responsibilities of the teaching staff are as follows:*

- a. To actively seek growth in his or her walk with the Lord, looking to Him for direction in the classroom.
- b. To thoughtfully prepare and teach lessons that are appropriate, yet challenging, for the grade level and individuals that are being taught.
- c. To establish an atmosphere that is conducive to learning with firm, loving classroom management.
- d. To establish effective means of communication with parents and students, including lessons plans, notes, conferences, etc.
- e. To evaluate and provide feedback concerning student progress throughout the year.

## **The Parent Co-Teacher**

While the classroom teacher oversees the content and overall needs of his or her class, the parent co-teacher understands the needs for his or her own child. When working together for common goals, this partnership can truly be the “best of both worlds.” The general responsibilities of the parent co-teacher are:

- a. To actively seek growth in his or her walk with the Lord, looking to Him for direction in teaching.
- b. To thoughtfully oversee the completion of daily lesson plans and homework provided by the classroom teacher and to prepare and teach lessons that provide remediation, enrichment, or instruction in outside areas.
- c. To work with the classroom teacher in establishing an atmosphere conducive to learning with firm, loving discipline.
- d. To work with the classroom teacher in maintaining effective communication while respecting the staff’s need for time with their families.
- e. To provide support in the classroom through assistance with field trips, special projects, paperwork, and as other needs arise.

## **The Office Staff**

*The office staff also consists of individuals that agree with the CCA Statement of Faith and are called by God to CCA. These staff members are there to assist with the daily operations of the school as well as to be ministers to the families and students of CCA.*

## **Non-Discrimination Policy**

CCA shall make no distinction in its admission or operating policies with regard to an individual’s race, color, gender, and national or ethnic origin because we recognize that there can be no preferential treatment with God. (Romans 2:11)

## **Mission Statement**

CCA partners with parents to encourage and support their children to reach their fullest potential academically and spiritually.

## **Purpose Statement**

CCA is a parent-based Christian school whose purpose is to equip our students spiritually, academically, and socially by teaching and modeling:



- The skills of critical thinking and discernment in order to live, understand, and defend the Biblical Worldview;
- A love of learning through a life application and college preparatory curriculum with an emphasis on clear, effective written and oral communication; and,
- A foundation of ethics, values, and moral standards so that they may become outstanding leaders and role models within the Christian community.

## Spiritual Objective

CCA desires to prepare a people for the Lord to walk in truth. (III John 4)

## Guiding Principles

1. Love God with all our heart, soul and strength (Deuteronomy 6:6-7)
2. Live life with passion and holiness (school colors crimson and white).
3. Praise Him in the arts.
4. Proclaim Him through speech, writing and technology.
5. Promote His kingdom through service and entrepreneurship. (Ephesians 4:28)
  - Give students opportunities to serve and give to local ministries.
  - Encourage entrepreneurship through curriculum design and student activities for the purpose of funding kingdom work.
6. Educate with excellence in a Christ-centered environment. (Luke 2:52, Proverbs 1:2-7, 3:13-20, 9:9, and 10:14)
7. Develop leadership and critical thinking skills.
8. Provide an integrated contemporary and classical Christian education in hands on learning communities that foster individualized educational success.

## Non-Denominational Policy

CCA's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives.

## Christian Foundation

Giving our children a Christian worldview is the foundation of all instruction. All true wisdom and knowledge comes from God. Therefore, all subjects are taught from the viewpoint that God created this knowledge. In addition, a prayer and devotion time prior to classes is a part of the daily schedule.

### Statement of Faith

CCA is above all a Christian program seeking to support families in their spiritual growth.

*We believe* the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).

*We believe* there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1; Matthew 23:19; John 10:30).

*We believe* in the deity of Christ (John 10:33):

- His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35)
- His sinless life (Hebrews 4:15; Hebrews 7:26)
- His miracles (John 2:11)

- His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)
- His resurrection (John 11:25; 1 Corinthians 15:4)
- His ascension to the right hand of the Father (Mark 16:19)
- His personal return in power and glory (Acts 1:11; Revelation 19:11)

*We believe* in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved and are kept by the power of God unto eternal salvation (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).

*We believe* in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

*We believe* in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).

*We believe* in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18).

*We believe* in the Biblical definition of marriage as covenant relationship between one man and one woman. (Genesis 2:24).

*We believe* that teaching and learning should be accomplished through the cooperative effort of parents and teachers, for the Bible places primary responsibility for the total education of the child on the parents (Proverbs 22:6, Deuteronomy 6:4-9).

Though CCA represents a number of denominations, we stress that each family and employee entering the school must agree to support the basic doctrines found within the statement of faith above. All spiritual and academic instruction, and issues of conduct and relationships, is approached from this Christian worldview. Individual families and churches should address specific denominational issues beyond these tenants.

## **Prayer**

CCA was born and is maintained by the prayers of the families. Your continued prayer support is vital to the success of our school. Please include CCA on your regular prayer list and pray with your children about their school:

- (1) Pray for the CCA Administration and Board as they continue to guide the policymaking and general direction of the school.
- (2) Pray for your children's teachers and each member of the staff in their own personal walk with the Lord and in the fulfilling of the school's mission.
- (3) Pray for the salvation and spiritual growth of each child at CCA.
- (4) Pray for all the families within the school as we seek to train our children together.
- (5) Pray for direction in the special co-teaching relationship you have with your children's teachers.
- (6) Pray for each function and program of the school as it is planned and implemented that nothing be done outside of God's will and guidance.
- (7) Pray that your children's school days, both at CCA and at home, will be directed by the Lord and honoring to Him.
- (8) Pray for the continued financial provision for our families.

Though the power of prayer is often overlooked, it is vital for the operation of our school. We have seen repeated evidence of God's hand in answering prayers since the beginning of CCA. We ask that you approach

each day, task, and challenge with prayer. Please feel free to come and pray on campus during school hours. It is much appreciated.

## **Devotions**

We design each new school day to be pleasing to the Lord. We set aside special time for dedicating ourselves and our classes to Him. The purpose of devotions is simply to devote ourselves to Christ.

## **Chapel**

The purpose of CCA Chapel is to provide a meaningful time of worship and inspiration to our students, staff, and families. Parents and family members are encouraged to attend.

## **Philosophy of Education**

CCA was developed as a result of two guiding concerns: to offer students the opportunity to acquire a high degree of academic achievement and to preserve and strengthen the God-ordained family relationships in which the Christian faith is most effectively fostered. The structure in which these two concerns are brought together, CCA, provides an academically challenging education while integrating the home and school in the common goal of discipling students.

The key to success for the 3-day model is the integration of a biblically based, parentally guided, Christian faith and a sound, teacher-facilitated, academic environment. The Bible gives parents authority and responsibility for raising their children with the goal of becoming disciples of Jesus Christ. In matters of education, that parental authority and responsibility, although not surrendered, may be shared with an educational institution when the parents consider it desirable or necessary. In such cases, CCA will assist, and not supplant, parents in their work of training and educating their children.

Parents will retain the oversight of their children's educational progress and will determine the manner and extent to which they will be involved in the academic institution. Parents will help place each child in the proper stage of academic progress. Parents will also be involved in the out-of-class instructional responsibilities of their children's courses based upon each child's age and stage of academic development. In addition, parents will continue to build into their children those character qualities that reflect their own understanding of the Christian faith.

CCA will operate under the umbrella of parental authority by offering a challenging academic track in the context of Christian values. The school will unapologetically speak and teach in a manner consistent with the school's Statement of Faith, emphasizing the necessity of a personal relationship with Christ and growth in Christ-like character. The school will also help parents properly place each of their children in an appropriate stage of academic development. In addition, the school will develop and implement academically challenging, college-preparatory courses that integrate an appropriate level of parental involvement into each student's home campus study days. The school will encourage and expect the student to learn the material assigned and will provide regular feedback to both the student and parents concerning the student's progress in each class enrolled. Finally, the school will integrate the Christian faith and a biblical worldview into the context of the various subject areas offered, to the end that Christian character-building will receive support and enhancement outside the home.

CCA is designed for those families in which parents take an active role in the oversight and implementation of their children's education. As the level of parental involvement progresses from being a co-teacher in the elementary years, to a guide for dependent study in junior high, to more of a course monitor in the senior high courses, parents are expected to continue exercising loving and active responsibility for their children all the way through graduation. In partnership with these committed parents, the school is then able to integrate the home and school effectively toward the common goal of Christian character development and solid academic preparation for college. Parents must agree to release enough responsibility to the school and teachers

concerning curriculum, course load, classroom instruction, pace, and academic student progress standards, as well as school discipline to ensure the great success of the students at CCA.

# Character Education

CCA uses several avenues to foster spiritual growth and godly character development among its families.

**First**, parent involvement is essential and includes a vital spiritual element. Therefore, as a condition of acceptance to the school, the parents of each student applying for admission must be in agreement with the school's doctrinal position. Therefore, admissions screening is a vital part of ensuring future character development within each family.

**Second**, CCA will be proactive with instruction in godly **character traits**. Teachers and parents will partner together to reinforce these in daily living.

**Third**, while students are at school, CCA understands that parents have entrusted the school to provide things such as order, respect, safety, proper supervision, academic honesty, and a uniform dress code. The **Uniform Dress Code**, the **Student & Parent Codes of Conduct**, and the **Student Discipline Policies** are designed to communicate clearly to parents and students the school's expectations while students are at school or school-sponsored events. These policies will be administered from a character growth point of view, and not just a punishment point of view.

## Admissions

The first step in applying for admission to CCA is to complete the application packet that is online at [ccatn.com](http://ccatn.com) under the **Admissions** link. CCA offers the opportunity for a tour, classroom observation and question/answer time prior to the Admissions/Application process. Students entering kindergarten must be age 5 by September 1; students entering 1<sup>st</sup> grade must be 6 by September 1.

Submit a completed application along with the following:

- Application Fee
- TN immunization record
- Birth certificate
- Copy of social security card, School records/tests scores
- Pastoral reference (6<sup>th</sup> – 12<sup>th</sup> only)
- Character References (6<sup>th</sup> – 12<sup>th</sup> only)
- Teacher Recommendation (6<sup>th</sup> – 12 only)

Upon receipt and review of all above items, the applicant will be contacted to schedule a family interview. During the family interview we will explain the purposes and policies of the school, as well as talk with your family about needs and goals. Records from previous schools will be discussed and evaluated. CCA reserves the right to deny or decline a student. All families must agree to the Statement of Faith (see page 3 of this document).

Upon acceptance to CCA, the registration fee will be due in full. Each student who registers for courses at CCA will have a transcript on file with the school, and a copy of this transcript will be made available to the parents upon request. CCA is accountable only for the courses taken here. Any course instruction received at other schools or instruction provided through home education is the responsibility of the parent.

## Parent Obligations/Guidelines

- Parents must be in agreement with the school's purpose and spiritual objectives, and be willing to abide by the school's rules and regulations.
- Parents must read this CCA Policy Manual and agree to its contents.
- Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing homeschool law.
- Parents must be in agreement with, and supportive of, the school's procedures for handling student discipline.
- Parents must acknowledge that they accept the primary responsibility for their children's behavior at school and student supervision at home.
- Parents must be willing to be familiar with and consult the policies of the school as published in the current Policy Manual and other official means of communication (i.e. Jupiter, Crimson Communicator), and they agree that at least one parent will attend all parent meetings.
- Parents must agree to release enough responsibility to the school and teachers concerning curriculum, course load, classroom instruction and pace, and academic student progress standards, as well as school discipline to ensure the greatest success of the students at CCA.
- Parents acknowledge the application, re-enrollment, and registration fees are non-refundable.
- Tuition payments are due on the 1<sup>st</sup> of each month and are considered late after the 5<sup>th</sup>, which then incurs a late fee. Tuition payments are to be paid August – May for the academic year.
- Parents are expected to participate in the fundraisers of CCA.
- Parents understand parental partnership is needed to ensure the success of various functions at CCA and will sign up and be a functioning member of a school operations team.
- Parents are responsible to make sure student's work is completed and returned on time. As well as ensure the student has all needed supplies throughout the entire school year.
- Parents will drop off students beginning at 7:55 a.m. Tardy fees (\$10) will be applied for each unexcused tardy (students not in their classroom by 8:10) after the 3<sup>rd</sup> tardy in a 9 week period. Parents will be charged a late fee for child pick-up - \$5 for every 15 min late. For Middle School/High School students, unexcused tardies are part of the demerit system. Being late to homeroom without a doctor's note, dentist note, or note from faculty/staff member results in a automatic demerit.
- Parents acknowledge that if they must withdraw their student, a two week notice must be given and they will follow the financial policy for this procedure.
- Parents will notify the school IN WRITING by September, 1 if they do NOT want either of the following:
  - To be included in the school directory
  - Your child's photograph to be used for any advertising/publicity purposes (including school website and Facebook page).
- **Parents must acknowledge that CCA uses a weekly electronic newsletter, texts and Jupiter messages as the main forms of communication with parents.**

## Student Guidelines

CCA emphasizes **three goals** for their student to achieve:

1. Develop character qualities that exemplify Jesus Christ
2. Strive for academic excellence
3. Serve others within the classroom, school and community.

### Student Agreement and Respect Policy

*Even a child is known by his actions,  
By whether his conduct is pure and right. (Proverbs 20:11)*

The purpose of the academy's Student Agreement and Respect Policy is to promote a Christ-like attitude in its learning environment and to encourage the development of Christian relationships among its students. Therefore, it is important that specific guidelines regarding behavior while attending the academy be set. While on-campus concerns are primary, CCA does reserve the right to address any off-campus conduct deemed to be significantly impacting on-campus relationships and/or the learning environment.

Students at CCA must read and sign the following agreement prior beginning school.

As a student at CCA, I desire that the three goals be developed in my life and agree to the following:

1. Follow all policies of the school.
2. Show honor to God in my speech, dress and conduct (on and off campus).
3. Make my school work a priority and will do my personal best at all times.
4. Will focus on the tasks of school and learning, especially during school hours.
5. Accept my place of leadership to younger students and model appropriate behavior at all times.
6. Strive to follow Colossians 3:23 “doing everything unto the Lord”, which includes showing a positive attitude at all times.
7. Guard against cheating, lying, and other dishonoring behaviors (self and others).
8. Use the Matthew 18 model of conflict resolution.
9. Develop my gifts and talents in order to build up others around me.
10. Show respect to my classmates by demonstrating kindness and refraining from teasing, gossip, and hurtful actions. **Bullying or hazing will not be tolerated.** \*
11. Seek opportunities to daily serve others around me by putting others before myself.
12. Show respect for adults by responding in an honoring manner.
13. Follow directions the first time they are given.
14. Will not speak out of turn during class time.
15. Show respect for visitors.
16. Will respect the school facilities by not vandalizing the school or its property at any time (writing on desks, destroying property, etc.)
17. I understand that having a personal electronic device at school is a privilege, not a right. Will use all personal electronic devices for academic purposes only as well as cell phones for emergency purposes only. Cell phones and all personal electronic devices used without approval will be confiscated and may be retrieved by paying a \$5 fine or leaving them locked up at the school for 7 calendar days. Repeated or severe misuse of personal electronic devices can result in a loss of this privilege.

\*Hazing: Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

\*Bullying: Intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once which causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive education environment for the other student. This behavior is prohibited on school property, at a school-sponsored activity, or electronically. The intentional act also includes violence within a dating relationship.

### **Social-Networking Websites and Blogs**

All students will be held accountable for all posts on any site on the Internet, including, but not limited to Facebook, Instagram, and Twitter. Students’ sites will not be regularly monitored, but the administration will investigate all concerns brought by students, parents, or community members. Any evidence of “illegal or inappropriate” behavior posted on the Internet will be grounds for appropriate disciplinary action.

### **Dress Code**

The dress code is established to be in line with the mission and philosophy of CCA. As Christians, we are to honor God in all that we do. (I Cor. 10:31) We strive to honor Him through personal dress that is neat, modest and appropriate.

We appreciate the support of parents and students in following the guidelines of our dress code. **It should be noted that parents are expected to be the primary enforcers of the dress code!** This allows our teachers and administration to spend less time on checking students’ dress and more time on educational activities.

We try to be as specific as possible in our dress code description, but with changing styles, there may be decisions that will be implemented during the year. Students and parents will be given full notice of any changes.

In all cases the administration will have the final authority about the appropriateness of any school wear and in applying the means to encourage compliance. Parents will be called if dress is inappropriate.

<b>Gentlemen</b>	<b>Ladies</b>
<p><b>Hair/Personal Appearance:</b> Must be neat, clean, and well groomed. No extreme hairstyles.</p> <p><b>Slacks and Shorts:</b> Solid khaki/beige/tan, navy, blue denim jeans (no colored jeans, including black). Must be in good condition, fit properly. Slacks and shorts should not be frayed or have holes. No cargo style pants or shorts are allowed. Shorts may be worn year round and can be no shorter than 2 inches above the top of the knee. No sagging pants.</p> <p><b>Shirts:</b> Must be 2-4 button polo with school logo Solid undershirt with no writing or designs can be worn under polo.</p> <p><b>Footwear:</b> Grades K4 - 5<sup>th</sup> - Closed toe shoes (only), no sandals. Any color/style is permitted. Grades 6<sup>th</sup>-12<sup>th</sup> - Color and type are at the student's discretion.</p> <p><b>Outerwear (Polos must be worn under all jackets and sweaters):</b> Sweaters/Cardigans: Any solid color or heathered. No stripes or patterns. Must have CCA logo. Sweatshirts: Pull over crew neck and half zipper, any color, embroidered with the CCA logo. CCA hoodies only. Fleece Jacket: Any solid color with school logo. No hood. Outside overcoats are your choice, but they may not be worn inside during school hours.</p> <p><b>Miscellaneous:</b> Piercings are allowed in ears and a single stud or hoop earring is allowed in one nostril. No septum piercings. No hats, bandana, or other headgear is to be worn during school hours.</p>	<p><b>Hair/Personal Appearance:</b> Must be neat, clean and well groomed. No extreme hairstyles.</p> <p><b>Slacks, Skorts, Shorts and Capris:</b> Solid khaki, navy, denim blue jeans (no colored jeans, including black). Skorts (elementary only) must be no shorter than fingertip length. Shorts – Grades K4-5<sup>th</sup> – no shorter than fingertip length. Grades 6<sup>th</sup> – 12<sup>th</sup> – walking shorts to the knee Slacks, skorts and Capri pants should not have any frays or holes. No cargo style pants are allowed. No jeggings. K4-5<sup>th</sup> can wear skirts, no shorter than fingertip length.</p> <p><b>Jumpers (K4- 5<sup>th</sup>):</b> Solid khaki, navy or school plaid (available through Educational Outfitters). Can be no shorter than 2 inches above the top of the knee. Polo dresses in Navy or CCA shirt colors.</p> <p><b>Shirts:</b> Must be 2-4 button polo with school logo Shirts can be tucked in or worn out if the shirt is <i>HIP</i> length (3-4 inches below waist line). Solid cami with no writing or designs can be worn under polo. For T-shirt Friday's, T-shirt must come to hip joint.</p> <p><b>Footwear:</b> Grades K4 - 5<sup>th</sup> - Closed toe shoes (only), no sandals. Any color/style is permitted. Grades 6<sup>th</sup>-12<sup>th</sup> - Color and type are at the student's discretion.</p> <p><b>Outerwear (Polos must be warn under jackets and sweaters):</b> Sweaters/Cardigans: Any solid color or heathered. No stripes or patterns. Must have CCA logo. Sweatshirts: Pull over crew neck and half zipper, any color, embroidered with the CCA logo. CCA hoodies only. Fleece Jacket: Any solid color with school logo. No hood. Outside overcoats are your choice, but they may not be worn inside during school hours.</p> <p><b>Miscellaneous:</b> Piercings are allowed in ears and a single stud or hoop earring is allowed in one nostril. No septum piercings. No hats, bandanas, or other headgear is to be worn during school hours.</p>

## **Dress Down Days**

Periodically throughout the year, students are allowed the privilege of dressing outside the dress code; these days are used as fundraisers for various classes, mission trips, or rewards.

### **Jeans/ Pants/Shorts**

- Must be clean, neat and gender appropriate.
- No sagging pants, no holes, patches, torn areas, or frayed edges. **NO LEGGINGS, jeggings, or Yoga pants.**
- Pants may not drag on the ground.
- Shorts: Grades K4-5<sup>th</sup> – no shorter than fingertip length.  
Grades 6<sup>th</sup> -12<sup>th</sup> – may wear walking shorts to the knee.

### **Shirts/Tops**

- No sleeveless cut-out tee shirts
- No thin strap tank tops
- No halter tops
- No bare mid-riffs
- Girls' tops should not be too tight or low cut
- T-shirts must come down to hip joint
- No short shirts or tied shirts that can expose mid-drift.

### **Miscellaneous:**

- Any clothing with messages contrary to the principles of CCA are not allowed.
- No sunglasses may be worn in the building during school hours.

## **Special Occasion Clothing & Swimwear**

Modesty is the key. On the occasion that any school-sponsored event or trip includes the option of swimming, both male and female swimwear shall be modest. Females shall wear a one-piece suit or a modest tankini with no midriff showing.

Special occasion dress code: dress length shall not be shorter than 3" above the back of the knee and the neckline in front and back shall be modest.

## **Parental Code of Conduct**

Just as students at CCA are held accountable for their words and actions, so too are the parents of those students – particularly regarding communication between home and school. Parents should model humility, gentleness, and spiritual maturity to their students by treating the CCA staff and faculty with respect, both publicly and privately. All parents are expected to take any issues to the principal party involved and not discuss those issues with anyone else at CCA. If a resolution can't be reached, the parent may request a meeting with the Administrator AND the other person involved. If a parent repeatedly acts or speaks in an unkind or disrespectful manner to any parent, faculty, or staff member causing strife and disunity within the school, the Administrator may choose to implement the Re-Admittance Policy (see pg. 18) In severe cases of slander or disrespect, the student(s) can be expelled immediately. This Parental Code of Conduct also applies to CCA sponsored events.

## **Student Preparedness**

Because of the brief instructional time, students must be prepared for class each day. This includes being prepared through adequate rest, nutrition, school supplies, completed assignments, and correct behavior. All curriculum should be purchased and received according to curriculum list prior to the first day of school.



Curriculum lists are posted under the **Academics** link on the school web-site. Please replenish your student's supply of pencils and paper every nine weeks

## **Student Discipline Procedures:**

*Train up a child in the way he should go, even when he is old he will not depart from it. (Proverbs 22:6)*

The keys to discipline are that the child must feel loved, that he knows and accepts the boundaries of behavior, and that he sees the proper direction in which to head to avoid repeated wrong decisions. The key to discipline for a school is that it gives it's children support and direction while also working in harmony with the home.

The primary goal of the CCA staff will be to practice "preventative" discipline through the use of good teaching techniques. As the need arises, the school may also employ mild forms of reproof, rebuke, and correction (under no circumstances does CCA practice spanking or corporal punishment) in order to encourage cooperation among the student body. We will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students.

CCA feels that the school staff is primarily responsible to utilize mild forms of reproof, rebuke, and correction for the purpose of sound classroom management and that the parents are primarily responsible for dealing with discipline problems on an ongoing or more serious nature.

### **General Discipline Policy Guidelines:**

Behavior that needs to be corrected usually falls within these categories:

#### **Disruptive - Disrespectful - Dishonest - Disobedient - Dangerous**

- Disrespect shown to any staff member or peer, whether in the form of a look, a response, or an action.
  - The staff member will be the judge of whether disrespect has been shown. (Ex. 20:12, Prov. 6:16-17, Rom 13:1, 7)
  - Dishonesty in any situation, including lying, cheating, forgery or stealing. (Ex 20:15-16, Proverbs 6:16-17, 19)
  - Disobedience whether through outright rebellion or passive disobedience in response to instructions.(Col. 3:20 and 1 Sam 15:23)
  - Disruptive behavior through gossiping or the use of obscene, vulgar, profane or malicious language or action, including swearing, taking the Lord's name in vain, name-calling or foul talk/jokes, etc. (Exodus 20:7, Eph. 4:29-31 and 5:4)
  - Dangerous behavior that shows malice or intent to harm another person or self, including fighting, shoving, tripping, etc. (James 4:1 and 1 Cor. 13:5)
1. A distinction will be made between elementary and secondary students in specific policies governing disciplinary procedures, since it is assumed that a greater degree of self-discipline and good conduct should be expected from secondary students.
  2. Any discipline matter deemed to be of an urgent or potentially dangerous nature shall be brought immediately to the attention of the administration. It will not be necessary to notify the administration immediately of discipline problems of a routine or non-serious nature.
  3. An administrative staff member will personally attend to serious, urgent or potentially dangerous discipline matters, and the parents will always be notified in such cases. The administrative staff shall have a broad range of personal authority to act in such cases, including calling the parent to come pick up their child.

4. Should repeated or serious first-time violations of the student code of conduct occur, a student may be suspended or expelled.

### **Classroom Management/Procedures for Elementary Grades (K5 – 5)**

We want your student(s) to have the BEST year possible. To facilitate a safe and caring environment where learning can take place it is ESSENTIAL that rules and procedures are followed to create the boundaries of our special learning community.

#### ***Student Binders***

- Students need a three ring binder with their first and last name on it in the top right-hand corner.
- Parents are to log on to Jupiter to print off weekly lesson plans and place these in the student three ring binder.
- Grades K-3 Language Arts and Math pages need to be pulled and placed in the three ring binder and dividers for each day of the week.
- Grades 4-5 need to have dividers for math, literature, spelling, composition, and Bible
- These must come with students each school day.

#### ***Daily Records (attendance, tardiness, curriculum and supplies, behavior)***

- Teacher will keep Daily Record for each student in her class
- Attendance and tardiness will be recorded
- Student curriculum and supply preparedness will be noted

#### ***Student Communication Folder***

- Students need a yellow pocketed, no prong folder for graded work and communication with child's name and grade on
- These must come with students each school day, all completed work must be sent to school every Tuesday and Friday, teachers will return grade work daily, and all correspondence from the school will be sent home in this folder.
- Students Daily Record with teacher communication will be placed in left pocket and needs to be reviewed and signed daily.
- These are placed first thing in the morning in the tray by the classroom door by students and will be returned to the student by the end of the school day by their teacher.

#### ***Student Materials (file, notebooks, texts)***

- All Science, History, and Bible texts and notebooks need to come with the student to school (Science and History textbooks are not required for pre-readers)
- Literature texts (read-alouds and class texts) need to come with the student to school
- Saxon Math pages are torn out and are sent with the student each school day.
- If failure to bring the correct curriculum and supplies is communicated by the teacher three times in the Daily Record, a parent/teacher conference will be scheduled.
- Failure to send materials to school results in disruption of instruction for the entire class.

#### ***Elementary Rules***

- ✓ Listen when teacher is talking
- ✓ Follow directions
- ✓ Keep hands and feet to yourself
- ✓ Raise your hand to speak

- ✓ Be safe, be kind, be honest

All rules, procedures, rewards, and consequences are applicable to all elementary students and carried out by all teachers. All teachers are able to reward and give consequences to any elementary student. We are a family and expect the best from all our students. All the teachers are committed to the best academic, social, and spiritual growth in all students.

### **Getting the Attention of Students**

- ✓ **Five class echo**

### **Getting the Attention of Teachers**

- ✓ **Raised hand**

### ***Consequences***

See each individual teacher for class specific consequences appropriate to grade level.

### ***Disciplinary Referral***

If a student commits a serious offense such as fighting, bullying, name-calling, hitting, pushing, insubordination towards authority, cursing, vulgarity, and cheating...

1. The teacher has attempted to handle the situation using their classroom rules policy and has notified the parent through the Daily Record
2. Student is sent to the principal's office for administrative counsel and parent notification.
3. A third offence results in the student being sent to the principal's office for administrative counsel and the parent is notified to pick up the student. A parent conference is scheduled.
4. A fourth offense results in student being sent to principal's office, parents notified to pick up students, followed by a two-day suspension where all work must be completed and returned to school when the student returns. Parents will be encouraged to look at other schooling options for their child.
5. A fifth and final offense will result in the parents being asked to remove student from CCA.

### ***Arrival***

1. Doors open at 7:55am. Students must be in their classroom by 8:10am.
2. Students proceed to classroom and unpack materials and place backpack at assigned spot
3. Students are to place yellow folders in tray at door
4. Students are to remain seated at their desks and do their seatwork until teacher begins with morning prayer.
5. The days assignments will be posted by the teacher.
6. Tardiness is strongly discouraged. Students are to report to office before coming to class. Parents will be billed.

### ***Dismissal***

1. Students will pack up at 1:30
2. At 1:35 students will line up and be seated by grade in the primary hallway
3. At 1:35 teachers will dismiss car-riders
4. At 1:35 a teacher will walk students to electives
5. At 1:35 a teacher will be assigned to monitor students in hallway
6. At 1:35 a teacher will walk tardy children and staff member children to after-school room at 1:45
7. Parents of tardy students must report to office to retrieve their children. Parents will be billed.

### ***Lunch and Recess***

1. 10:45 Students move in straight lines to Lunch room
2. Students are seated at their assigned tables and seats
3. Students are to remain seated and eat until dismissed to clean up
4. 11:05 Students are dismissed by table to discard trash, daily helper wipes off table, and line up by grade, Students are dismissed by grade to return to their classrooms to put their lunchboxes away.
5. On pizza day students are to remain seated and they will be served their pizza and water.
6. 11:10 Students proceed by grade in line to the play-ground
7. 11:30 students line up by grade and are dismissed by grade to walk in line to their respective classrooms.
8. Please send healthy lunches and plenty of water in bottles with student's names on. ABSOLUTELY NO SODAS. NO MICROWAVE MEALS. No paper products are available.

### ***Daily Helper***

- ✓ First in line
- ✓ Hands out materials
- ✓ Cleans lunch table

### ***Specials (K – 5<sup>th</sup> only)***

- Art (with a focus on entrepreneurship)
- Music

### ***Jupiter***

1. Parents are to check Jupiter multiple times during the week.
2. Teacher communication, grades, weekly lesson plans, and instructional adjustments will be posted to Jupiter.
3. Please note: our unique program allows students to take some of their subjects with classes above or below their grade level to best meet their needs. Consequently parents need to check the Jupiter pages of ALL of their student's instructors to get weekly lesson plans.

### ***Parental Academic Responsibilities***

There are different roles that parents serve at Crossroads Elementary School. In most cases, though not all, the parent's direct academic role lessens as grade levels increase, coinciding with a student's natural path toward greater independence, a process that needs to occur gradually and under parental guidance and mentoring. The identified parent roles for parents/care-givers of elementary students are:

#### ***Primary Teacher:***

This role is usually for parents with young elementary students. The parents provide all or most of the direct instruction. This role is undertaken by families under our homeschool umbrella.

### ***Co-Instructor:***

In the elementary years, this is the primary role that parents/care-givers play. While teachers instruct during the three school days and determine the lessons plans for every instructional day, the parents/care-givers are integral in providing instruction on the two homeschool days. Lesson plans are provided and as co-instructors parents need to assist students in completing their assigned activities for each subject on the day they are assigned by the teacher. Lesson planning takes into account that new concepts are introduced by the teacher, however, every day of instruction is vital to the educational attainment of students and all material must be covered. The teacher and parent/care-giver work together in instruction delivery.

### ***Home Work Policy***

Work assigned for completion at home is crucial to the progression of the students at CCA. As a university-style school, students do 3 days of work at the school under the supervision of the teacher and 2 days of work at their home campus under the supervision of a parent co-instructor in accordance with the teacher-prepared lesson plans. Parents are also encouraged to provide additional enrichment at home specific to the interests and needs of their child. Work given on campus school days and assignments given for completion on home campus days must be prepared in accordance with lesson plan directions and turned in on time. Parents are expected to help elementary students prepare for tests and quizzes and to play an active role in their child's class, both at home and at the school.

When parents OR students are too sick to get work done at home, the parent must contact the teacher and provide the number of days they were too sick to work. A day of grace will be given for each day the parent/student was too sick to work.

- If the parent does not contact the teacher, all work is expected to be turned in on the first day back to school.
- Students will be given two grace passes for missing daily work during a single quarter. This includes work completed at home as well as worksheets/materials the parents were to provide for activities to be conducted in the classroom. Work for which a grace was given **STILL MUST BE TURNED IN** or a grade deduction will be given.
- Worksheets/projects that cannot be completed during the class time due to the absence of materials from the parent must be completed at home and returned to the teacher the next school day.
- After both grace passes have been used, a grade deduction will be given for missing work.
- After three unexcused missing assignments in a quarter, the teacher will contact the parent and arrange a meeting to discuss the situation and create a plan for ensuring work is completed on time.
- If two parent/teacher meetings have not resolved the issues, a third meeting will be scheduled to include the Administrator, the teacher and the parent.

#### **4<sup>th</sup>/5<sup>th</sup>**

- A grade deduction of 10% will be applied to all late work. Students will be given one week to turn in late or missing work. If the work is not turned in after one week, student will received a 0. Three zeros will result in a parent meeting.

### **Curricular Materials**

- Parents/care-givers are required to acquire all curricular materials by the start of the academic year. Materials listed by grade are listed on the school website and distributed by the school office via email and are available for pick up.
- Students are expected to bring all books to and from school on their three days on campus. The students need to have a backpack with wheels to accommodate their books. This ensures all students are prepared for the day's work and instruction is not disrupted. All books return home with the student to ensure that if the child is ill and unable to attend school, they have all their materials on hand to make up assignments.

## Classroom Management 6<sup>th</sup> – 12<sup>th</sup>

The expected behaviors and consequences are summarized in the following table.

Character Trait	Expected Behavior	Consequences
Responsibility, Organization	Homework turned in upon arrival to class. All assignments labeled correctly. (Name, Date, Subject/Assignment.)	Late homework: <b>One Grace</b> per quarter per class. <b>0 if not turned in next day. All other late work will be a 0.</b> Work is due at the <b>BEGINNING</b> of class.
Preparedness/Promptness	Go immediately to seat and get out books, paper, pen, and pencils. Be prepared for class.	<b>Preparedness:</b> If a student does not come to class with needed supplies and must leave the classroom to go to their locker, this will be counted as a tardy and name on board. *(See demerit system below)  <b>Unexcused Tardy</b> (Being late to class without a doctor's note, dentist note, or note from faculty/staff member): Missed instruction not repeated, no time extension on missed work. See consequences for unexcused tardies on page 34.
Focus, Respect, Self-Control	No talking allowed once teacher begins instructional time.  Teacher will allow talking during open discussion. Q&A must pertain to material being covered.	<ul style="list-style-type: none"> <li>• Warning, name on board + 2 checks = 1 demerit</li> <li>• 1 demerit = copy-work writing assignment</li> <li>• 2nd demerit = longer copy-work writing assignment</li> <li>• 3<sup>rd</sup> demerit = detention</li> </ul>
Integrity and Honesty	No cellphones or ipods allowed during class unless the teacher gives permission for academic purposes. Phones will be collected by the teacher and remain in the room during class. Students are not allowed to keep their phones in their proximity unless specifically directed to do so by the teacher for academic purposes. Students will pick up their phones upon exiting.  Note taking devices, (laptops, ipads, etc.), allowed with teacher's permission.	Unapproved use during class: the teacher will send device to Mrs. Brooks. Student must pay \$5 for return or they can leave device locked up at school for 1 week. Parents will be notified. Additional restrictions will be imposed for repeat offenses, such as turning in the phone during 1 <sup>st</sup> period and leaving it locked up for the rest of the school day or lose privilege of bringing phone to school.  Must have teacher permission to use.
Love, Self-Control, and Kindness	Keep hands to self and speak "words of life". No bullying, criticism or put downs.	Called out on behavior and reminded of appropriate responses. Additional consequences could result based on infraction.

### \*Demerit System

- Warning, name on board + 2 checks = 1 demerit
- 1 demerit = copy-work writing assignment
- 2nd demerit = longer copy-work writing assignment
- 3<sup>rd</sup> demerit = detention.

There is no time frame on demerits; they are cumulative over time. Check marks last for 1 week, then the slate is marked clean. Check marks, demerits and detentions are accumulated class by class. A check mark in one class does not carry over to the next class. All writing assignments are to be turned in to the teacher issuing the demerits.

## **Technology Standards:**

### Secondary Technology, Internet, & Electronic Communication Devices Responsible Use Policy Agreement

CCA recognizes that technologies continue to change the ways that information may be used. Our goal is to recognize the role these electronic devices play in students' lives and to educate students about efficient, ethical, and appropriate use of technological resources to enhance learning and digital literacy.

As Christians, we are to use technology in a manner which honors God; therefore, we expect ethical behavior at all times, consistent with laws and regulations, but also in a manner which reflects the values of our school.

Finally, the use of electronic communication devices at school is a privilege, not a right, and carries the responsibility of acceptable use as set forth below.

#### **Use of Cell Phones**

CCA recognizes the genuine need for some students to be in contact with parents at times during the day and the genuine use of phones for educational purposes; therefore, a student may possess a cell phone in the school building **ONLY** if the student agrees to and complies with **ALL** of the following provisions:

- I will never make or receive a phone call or send or read a text message during any class. (Demerit System)
- While at school my phone will be either turned off or set to silent, without being set to vibrate. (Demerit System)
- I will not use my phone to access the Internet during class unless my teacher specifically authorized me to do so. (Demerit System)
- I will be able to use my phone to make/receive phone calls and send/receive text messages only in the **limited areas** and in the **limited time frames** specified by CCA administration. (Demerit System)
  - Cell phone **limited** areas: lunchroom/hallway
  - Cell phone **limited** timeframe: before/after school, between classes, and at lunch- as directed.
- I will cease making/receiving calls or reading/sending texts in any setting where a teacher or staff member has instructed me to do so. (Demerit System)
- I will never use my phone to send abusive, insulting, harassing, or bullying texts, voice messages, blog posts, social media posts or any other communication. (Detention to Expulsion)
- I will not possess or access any immoral or indecent content, including images, videos, and sound recordings/music on a phone or tablet I bring into CCA. (Suspension or Expulsion)

- I will not use my phone to access the Internet for any purpose which is not allowed at CCA for other devices. (Detention or Suspension)
- I understand that any electronic device I bring to school may be subject to a reasonable search by school administrators if they have a reasonable suspicion that the device contains evidence of a violation of CCA rules.
- I will not use my phone for audio/video photography (taking or using) without the permission and knowledge of the teacher/administration **and** the person being photographed. (Demerit)
- I will not maliciously post an image of a CCA student, teacher, or administrator to a social media website with intent to harm, harass, or embarrass the person. (Detention)
- I will not use my phone to get information for a test/quiz or share information from a test/quiz with other students. (Academic Dishonesty)
- I will not touch, take, access and/or use someone else's cell phone without their express consent. (Demerit to Detention)

### **Use of Personal Computers, Tablets, and Internet Access**

CCA recognizes the utility and educational value of responsible computer usage and Internet access. However, the Internet provides students with access to global data, some of which may be inaccurate, offensive, questionable, sinful, or not suitable for CCA students.

A student may possess and use a computer, tablet device, smart phone, or other similar device (hereafter simply referred to as a "computer", on school grounds or at school sanctioned/sponsored activities ONLY if the student agrees to and complies with ALL of the following provisions:

- I will never use my computer in class for any purpose other than note-taking unless that use has been specifically authorized by my teacher, in advance. Thus, I will not switch between my note-taking to any other application, game, web-browser, or other software. (Demerit System)
- I will use my computer in conformity with laws of the U.S. and Tennessee. (Suspension to Expulsion)  
Violations include, but are not limited to:
  - Criminal Acts (hacking, harassing, cyber stalking, child pornography, vandalism, tampering with computer systems, etc.)
  - Libel Acts (publicly defaming people through published material on the Internet, email, etc.)
  - Copyright Violations (copying, selling, or distributing copyrighted material without permission, or plagiarism)
- I will not possess any immoral or indecent content, including images, videos, and sound recordings on any computer I bring into CCA. (Suspension or Expulsion)
- I will be polite, respectful, and use appropriate language in my email messages, online postings, and other digital communication with others and not use profanity, vulgarities, or inappropriate language as determined by school administrators. (Detention to Expulsion)
- I will use email and electronic communication responsibly. I will not send or post hate or harassing mail, discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors, either at school or home. (Suspension or Expulsion)
- I understand that the administration of CCA can and will address speech or expression on social media/text that violate any provisions of these guidelines. (*CCA urges parents to be aware of*



*and monitor their child's electronic communication. The school administration will not monitor or police students' online activities, but when inappropriate speech or pictures are brought to the administration's attention, disciplinary action may follow.)* (Suspension or Expulsion)

- I understand that I am an ambassador for CCA in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow students, teachers or on CCA. (Detention to Expulsion)
- I understand that pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content in someone else's name as a joke. (Suspension or Expulsion)
- I will not use my computer or device for audio/video photography (taking or using photos) without the permission and knowledge of the teacher /administration **and** the person being photographed. I will not post an image of a CCA student, teacher, or administrator to a social media website without permission of the people in such image. (Detention to Expulsion)
- I will follow all guidelines set by CCA and/or my teachers when publishing schoolwork online. (Detention)
- I will not share my log-on information and password with any other person if I am a member of any CCA class information website, nor will I make unauthorized reproduction or distribution of any content from that website. I will comply with my teacher's instructions for using that website. (Detention or Suspension)
- I understand that it is unlawful to use the CCA logo(s), or in any way portray myself or any social media account as representing CCA without the express written approval of the Administration. Whenever I express an opinion on social media, I will never represent myself as speaking for CCA. (Suspension or Expulsion)

### **Use of CCA Computers & Internet Access**

- I will use CCA computer resources responsibly. I will not retrieve, save, or display hate-based, offensive, or sexually explicit material using any computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials that violate responsible use. (Suspension or Expulsion)
- I will not use any technology resource in such a way that would disrupt the activities of other users. I will not delete or destroy data that does not belong to me. I will not change or alter any settings/passwords that are not mine. (Detention to Expulsion)
- I will not attempt to bypass security settings or Internet filters or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers. (Suspension or Expulsion)
- I understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource. (Suspension or Expulsion)
- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission. (Detention to Expulsion)

- I will not access or use files, software or other resources owned by others without the owner's permission. I will only use those school network directories that are designated for my use or for the purpose designated by my teacher. (Detention to Expulsion)

In addition to the consequences listed above, electronic devices may be confiscated by any staff member and stored in the administrator's office. The device may be picked up by the student **at the end of the day for \$5 or it may stay locked at the school for a week.** Parents will be notified.

### **Continued misuse of electronic devices or severe infractions can result in the loss of privileges to bring any devices to school. Enforcement**

*CCA will enforce the provisions of this technology policy with discipline commensurate with the seriousness of the violation, including law-enforcement referral if warranted.*

- 1<sup>st</sup> The device will be confiscated by any staff member and stored in the administrator's office. The device may be picked up by the student **at the end of the day for \$5 or it may stay locked at the school for a week.** Parents will be notified.
- 2<sup>nd</sup> The device will be confiscated by any staff member and stored in the administrator's office. The device may be picked up **by the parents** at the end of the school day **for \$5.**
- 3<sup>rd</sup> The student will receive a one day **suspension** and the device will not be permitted on campus for the remainder of the semester.
- 4<sup>th</sup> Subsequent violations will result in **five days suspension** and possible expulsion.

## **Disciplinary Actions for Misconduct**

### **Actions for Minor Misconduct:**

The classroom teacher is normally the closest to any discipline issue that arises. While teachers have the opportunity to exercise discretion with each occurrence of a discipline issue in class, they should normally and regularly apply the classroom management procedures to maintain consistency in their own classroom and throughout the school. (This procedure is also to be followed by any substitute, volunteer teacher or assistant when they are acting with the delegated authority of CCA).

This initial rebuke in the classroom offers the student the opportunity to demonstrate that he is "wise" and desires to honor his parents and the Lord with his obedience and a good response to correction. (Prov. 17:10). Parents are alerted to potential problems, especially in regard to attitude, and helps them assume final responsibility for the correction of their child (Eph. 6:4).

CCA uses a demerit system to track misconduct. Disciplinary actions are based on the severity of the offense and/or the repetition of minor offenses. The demerit system is as follows:

- Warning, name on board + 2 checks = 1 demerit
- 1 demerit = copy-work writing assignment
- 2nd demerit = longer copy-work writing assignment
- 3<sup>rd</sup> demerit = detention.

There is no time frame on demerits; they are cumulative over time. Check marks last for 1 week, then the slate is marked clean. Check marks, demerits and detentions are accumulated class by class. A check mark in one class does not carry over to the next class. All writing assignments are to be turned in to the teacher issuing the

demerits. Failure to complete the assignment and turn in the next school day will result in a zero homework grade. Demerits will also be logged into the Jupiter behavior log so parents are notified that their student has received a demerit.

Students will be sent to the office for disruptive behavior that is preventing normal classroom activities from continuing or for blatant disrespect. Blatant disrespect is defined by the teacher and teachers will clearly communicate to their students what is unacceptable behavior in their classroom.

Normally during an office visit, Administration will:

1. Investigate and determine the nature of the offense.
2. Seek to give godly and biblical counsel to the student (1 Tim 3:16)
3. Contact the parent.
4. After the parents have dealt with the offense at home, the parents should notify the administration that they have done so.
5. Should there be repeated discipline issues, parents will be contacted to meet with administration, seeking support in averting further problems.
6. Continued discipline issues may result in suspension or expulsion.

Misconduct is categorized into the following levels and the associated consequences for each is listed below.

### **Actions for Major Misconduct:**

#### **Level One Offenses** – Follow demerit system

1. Disrespect, rudeness to other adults or students.
2. Tardy to class.
3. Dress code violation (automatic demerit)

#### **Level Two Offenses** – Demerit to Detention

1. Late to Homeroom (Demerit. Every 3<sup>rd</sup> demerit = 1 hr detention in addition to tardy fees, see page 30)
2. Profanity, cursing
3. Bringing pocket knife to school.
4. Being in unauthorized area on school property and/or without supervision of teacher or staff member.
5. Public display of affection.
6. Harassment

#### **Level Three Offenses** - Detention or Suspension.

1. Lying and dishonesty
2. Being in unauthorized area on school property and/or without supervision of teacher or staff member.
3. Pattern of disrespect, disobedience or disruptive behavior.
4. Leaving school property without permission.
5. Fighting (1<sup>st</sup> offense = detention; 2<sup>nd</sup> offense = suspension)
6. Stealing.
7. Careless driving on campus (No more than 5 mph in parking lots).
8. Repeated level one or two offenses.

#### **Level Four Offenses** - Suspension or Expulsion.

1. Sexual Misconduct
2. Continued disrespect, disobedience or disruptive behavior after repeated disciplinary actions.
3. Repeated stealing.
4. Tobacco, alcohol, drugs, and drug/vape paraphernalia on campus (including parking lots).
5. Possession of guns, knives or other weapons while on school premises or while in attendance at any school-related activity or event.
6. Not conforming to Biblical standards of moral sexual behavior.
7. Possession or accessing immoral content, including images, videos, and sound recordings/music on an electronic device on campus or at any CCA event.
8. Vandalism

## 9. Pornography

### **Description of Detention:**

A student given detention will be required to stay after school on a Tuesday for 1 hour. Parents will be notified of all detentions so they may plan for the schedule change.

### **Description of Suspension:**

- Suspension is the removal of the student from the normal classroom setting for a period of time. Only a member of the academic administration may assign an in or out of school suspension. There will be a conference, which includes the student, parents, and school administration. (This is to ensure that everyone understands the changes in attitude and actions that are expected prior to returning to the classroom.)
- This suspension should be served under the supervision of the school administration (in-school suspension) or the parents (out of school suspension). Class assignments during the suspension period are to be completed. The administrator will approve all out of school suspensions. There will be a 10 point deduction from each assignment completed during the suspension period.

### **Description of Expulsion:**

Removed for the remainder of the school year and denied re-admittance.

## **Re-Admittance Policy**

Students who over time demonstrate an unwillingness to grow and mature within the mission and purpose of the school will be asked to not return for the coming year. Students notified will have the remainder of the school year to demonstrate significant improvement in the issues which caused them to be Not Invited Back (NIB).

- Students whose parents do not support the school's philosophy and policies may also be classified as NIB.
- Students may be classified as NIB if they are in violation of a serious conduct issue at any time during the school year, have been placed on a behavior contract, or do not exhibit behavior reflective of the philosophy and spirit of the school.
- A student may be classified as NIB only once during his or her entire school career and still have the option to reapply at a later time. If a student receives an NIB a second time, the student will not be considered for re-enrollment.
- Students who are withdrawn as NIB will be not allowed to reapply for at least 12 months.



# Academics

## Enrollment Options

### On-Campus

We offer a 5-day program where students attend all classes offered on-campus three days per week and work at home the other two days as directed by their CCA teachers. In high school, students are not required to take a course if they have already completed the class. Students are allowed to complete classes not offered by CCA at home or at other institutions. Medically driven accommodations may be made at the discretion of the CCA administration.

For classes completed at home and not at an academic institution, parents must complete an electronic grade card for those classes. The grade card will be provided, by the umbrella coordinator, upon notifying the coordinator that home classes are being completed. All quarterly grades must be entered into the file and the file emailed on or before the due date. If grades are not received for courses taken outside the school two quarters in a row, the school may not give the student credit for the class if arrangements have not been made with the umbrella coordinator.

### Extracurricular Activities/Fine Arts

Students taking dance classes may use those classes for their one credit of PE and their one credit of Fine Art and the parent or teacher assigns their grade on the ***ELECTIVE/HOME STUDY COURSE FORM***. Students taking music lessons may use those hours toward their Fine Art credit. The fine art course is also submitted using the Elective/Home Study Course Form. For students that complete more hours of dance or music beyond those required for Fine Art, they can submit those hours for credit to be shown on their transcripts, however a grade will not be given to avoid GPA inflation.

### CCA High School Speech Credit

A half credit of speech is woven throughout the high school classes and fairs at CCA. One half credit is equivalent to a minimum of 75 hr. of work. The credit includes speech research, writing, practicing and presentation. The half credit will be earned through speaking assignments in classes and in history fair and science fair. Over the course of all 4 years of high school, the half credit will be earned as follows.

<b>Class/Activity</b>	<b>Hours Toward Credit</b>
4 years Bible	16 hr.
4 years English	12 hr.
3 years Science	6 hr.
3 years Social Science	12 hr.
History Fair (15 hr/fair – assumes 2 fairs in HS)	30 hr.
Science Fair (5 hr/fair – assumes 1 fair in HS)	5 hr.
<b>Total</b>	<b>81 hr.*</b>

\*The extra hours can help compensate for students coming in from other schools after the freshman year that may miss some of these assignments.

The detailed breakdown for each area of study is:

Bible: 4 hr of public speaking per year.

English: 3 hr of public speaking per year.

Science: 2 hr of public speaking per year

Social Science: 4 hr of public speaking per year.

This method of earning speech credit will be discontinued after the 2019-2020 school year. Beginning in the 2020-2021 school year, speech classes will be offered at CCA to obtain this credit requirement.

## **Students Enrolled in Non-traditional Classes**

### **Accelerated Christian Education (ACE)**

To meet the special needs of students with documented learning disabilities that affect their pace of learning or the grade level on which they can perform, CCA has introduced the Accelerated Christian Education (ACE) learning communities. This option allow students to go at a slower pace while still working on their academic level. This venue can also be used to help students fill class gaps when our scheduling does not meet their needs. The maximum size for this community is 12 students.

### **Teaching Textbooks Math**

CCA offers this learning community for students pursuing a vocational learning track. It allows students some flexibility in pacing and learning style. **Attention Athletes:** This course is not NCAA approved.

## **Class by Class – Offered Junior and Senior years ONLY**

For the purposes of promoting dual enrollment, CCA juniors and seniors may enroll at CCA class-by-class. Since the purpose is to encourage the benefits of dual enrollment, the class-by-class option is not offered to the lower grades.

For classes completed at other academic institutions, print-outs of school grading system records or academic transcripts from the institution must be submitted to the Guidance Counselor to have the courses added to the student's transcript.

## **Umbrella Program**

The umbrella program is an oversight program for students completely schooled at home. Students enrolled in the umbrella program are required to complete a curriculum list identifying all courses to be completed during the year and the curriculum to be used. The list will be reviewed and approved by the umbrella program coordinator. The coordinator will prepare grade cards based on the final curriculum list and send the grade card to the parents. Parents must download the file and use it to keep a running, electronic record of their child's grades for the year. At the end of each quarter, parents record the final quarter grades on the grade card and then send the file to the coordinator via email. Grades cannot be accepted by any other delivery method due to quality assurance issues created by transferring grades multiple times. Due dates for grade submission are given by the umbrella coordinator. Grades must be received within 2 weeks of the due date to remain in good academic standing. Persons failing to submit grades for two quarters will be automatically dropped from the program unless special arrangements due to extenuating circumstances have been made with the coordinator.

Attendance records are provided to the umbrella families by the coordinator and parents must document at least 180 school days to receive credit for the year. A school day must consist of at least 4 hr. of instruction and the attendance record is due in May at the end of the CCA school year.

In addition to the above requirements, high school students must create and maintain a portfolio in accordance with the CCA Portfolio Guidelines. **Submission of the portfolio and strict adherence to the guidelines is required to receive credit for the class.**

## Attendance Policy

In middle school and high school a large amount of material must be covered. High school is particularly important due to meeting graduation and diploma requirements. Because of this CCA has an attendance policy that balances the benefits of homeschool, yet fosters responsibility and accountability as a school for covering the required amount of material to receive credit for a class. Extensive absences hurt learning comprehension and can force students to have to take multiple tests in a short period of time. It also complicates things for the teacher and the rest of the class, because teachers have to take time to try to catch the student up and they cannot return graded work or tests until all students have completed their work. All the way around, extensive absences hurt the student, cause issues for their teacher, and their classmates. Students are expected to be at school on school days and parents need to plan weekend trips, doctor appointments, etc accordingly. If traveling during a school week, the student must work before they leave or while they are gone and all work is due on the day of return. The missing work policy will apply if work is not submitted on time.

After 6 absences in a class during a single semester, the parent and student may be required to come to a meeting with the teacher and guidance counselor to discuss a plan for the remainder of the semester. The plan will be on a case by case basis and the requirements in the plan will be specific to the situation.

## Absences

Absences should be minimized, particularly since students only have 3 days per week on campus. In middle school and high school, absences should be limited to 3 per quarter. If a student misses more than 6 days in a quarter, administration may call a meeting with the parents to discuss the suitability of this school model for their student.

### **Absence – UNPLANNED due to illness/emergency:**

When a student has an unplanned absence due to illness/emergency, parents should notify their child's teachers and let them know about the absence and make arrangements for picking up any papers needed to work at home. If a student is too sick to do school work, the parent must notify the teacher that their child was too sick to work. The student gets a one day extension for every day that they are absent. If the parent does not communicate with the teacher, the assignments are expected on the original due dates and late homework penalties will be applied. Students must bring in the work due the day of their absence and be ready to take any tests from the day absent and those for their day of return unless other arrangements have been made with the student's teacher(s).

### **Absence - PLANNED:**

When a student's family is planning an absence (i.e. vacation, mission trip, etc.), a parent should notify the teachers and the office **in writing at least two weeks in advance**. This is required to provide adequate time for teachers to prepare assignments for the absence. Teachers are not required to have completed lesson plans before their normal deadline, but will make every effort to have those provided in a timely manner.

Elementary students are responsible for gathering assignments that will be missed, and are responsible for turning them in when they return to school. **The student should be prepared to join the class where it is currently working when he/she returns.** This includes being prepared for tests, reports, and any other assignments pending, unless other arrangements have been made between parent and classroom teacher.

Secondary students are responsible for gathering assignments that will be missed and are responsible for turning them in when they return to school. Tests and projects should be made up prior to the absence or at the teacher's discretion. The student should be prepared to join the class where it is currently working when

he/she returns. This includes any other assignments pending, unless other arrangements have been made between parent and classroom teacher.

When a student will be absent from class due to participation in a **CCA sponsored activity**, teachers will be notified in advance and arrangements for assignments made.

## **Academic Dishonesty:**

### **Significance and Purpose**

One of the major goals of CCA is to aid parents and other Christian ministries in making disciples of the students admitted to the academy. We also wish to provide our students with a high quality academic education, which we understand in terms of real spiritual, intellectual, and emotional growth. Among other things, this demands that we require our students and their parents to adhere to high standards of personal integrity and provide corrective disciplinary action when they fail to do so. Academic dishonesty in any form is both a serious breach of personal integrity and a serious hindrance to real student learning. Because of this, the academy has developed this policy, which is intended to curb, and when necessary, correct academic dishonesty, to better help the academy minister to the needs of its students.

### **Definitions**

1. General: Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of that course. This includes but is not limited to:
  - a. Claiming or indicating in any form or fashion that the student has fulfilled any assignment or other academic responsibility, such as reading assigned texts or engaging in assigned study, when in fact he has not done so.
  - b. Using any assistance, including but not limited to copying the work of other students, homework, in taking quizzes, tests or examinations without the direct and explicit authorization of the course instructor.
  - c. Using any resources, including but not limited to solution manuals and teacher edition textbooks to copy answers and submit them as their own, individual work.
  - d. Obtaining quizzes, tests, exams or other academic materials created by or belonging to an instructor, other staff member, the academy itself, or previously enrolled students, without the authorization of the teacher.
  - e. Engaging in plagiarism, "the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement."
  - f. Altering a graded paper or project for the purpose of disputing the accuracy of a grade.
  - g. Collaborating with another student/s during any quiz, test, exam, or fulfillment of any other academic assignment.

### **Enforcement**

1. Discovery and Determination of Academic Dishonesty: Determination of academic dishonesty may be made by the teacher of the course. Other school officials, including proctors or substitutes, may alert the teacher to the possibility if they become aware of dishonesty. Once the teacher has determined that academic dishonesty has taken place, he or she shall inform the student(s), as well as the relevant school officials, and shall impose the penalties as described below.
2. The intent of these penalties is to (a) act as a deterrent against such conduct, and (b) to protect the integrity of grades awarded by this academy. Discretion in these penalties may be exercised by the teacher, in consultation with school officials, in the event that a student voluntarily acknowledges academic dishonesty rather than being discovered. Otherwise, the penalties described below are to be given automatically.



- a. First Offense: A first offense will result in (1) a written warning from the teacher to both the student and his parents, (2) a grade of zero for the assignment involved, and (3) a copy of the written warning sent to the school administration.
- b. Second Offense: A second offense will result in (1) a written warning from the administrator to both the student and his parents, (2) a grade of zero for the assignment involved, (3) a conference between the administrator and the parents, (4) a writing assignment for the student in which he investigates and reports on Biblical instruction regarding honesty and integrity.
- c. Third Offense: A third offense will result in (1) a one day suspension from school, (2) a grade of zero for the assignment involved.
- d. Fourth Offense: A fourth offense may result in expulsion from the academy.

## **Accreditation & Affiliation:**

CCA is not accredited, but the academy is approved by the State of Tennessee as a Category IV Church Related School. CCA is also a member of the Tennessee Association of Nonpublic Academic Schools (TANAS). All CCA students are officially classified as homeschool students by the State and all rules applicable to homeschooling apply.

## **Lesson Plans:**

**Elementary:** Lesson plans in K – 6 are posted on Jupiter and will be posted at least 2 weeks in advance for parents and students to view and print from home.

**Secondary (7<sup>th</sup>-12<sup>th</sup>):** Math assignments are posted one chapter at a time on Jupiter. All other assignments are given at least daily in class or on-line and students are expected to have a planner to record those assignments. The maintenance of a planner and tracking assignments is required to promote critical organizational skills necessary for college and/or future employment.

## **Required School Days**

The State of Tennessee requires that all students complete at least 180 days of schooling for at least 4 hours per day. Attendance sheets will be provided to parents and must be submitting documenting the completion of the 180 days each May. The student will not receive credit for the year if the completed and signed sheet is not turned in to the CCA office.

## **Auditing of Classes:**

The academy does not allow the auditing of classes. Any student enrolled in any class at the academy will receive a grade reflecting his level of achievement in the class.

## **Community Service**

*“Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave, just as the Son of Man did not come to be served, but to serve...”*

**Matthew 20:26-28 NIV**

CCA requires all high school students to complete 30 hours of community service each year for graduation. Community service is donating your time to help people outside your immediate family. Service at church, mission trips, and regular service at non-profit agencies are common examples of community service. Students

are required to donate **a minimum of 15 hours per semester** working on community service projects. Each semester, students must submit an **AGENCY EVALUATION OF STUDENT VOLUNTEER** form completed by your community service project manager confirming your 15 hours of service in order to receive 1/2 credit at the end of the school year.

### **How to complete Community Service Requirement:**

1. **Be prepared.** As soon as you arrive at the agency, give the form to the responsible party who will be completing it at the end of your day. Get the phone number and fax number of the person responsible so that these hours will be counted towards your requirement of 15 hours per semester in the event you don't have the form with you.
2. **Serve with a servant's heart.** Don't count down the hours; look at how God can use this experience to work through you to touch the lives of the others.
3. **Turn everything in on time!** Once you have completed your hours and your evaluation(s) have been filled out with the attached summary, turn them in to the school office.

### **Deadlines**

All high school students must have the completed evaluation forms and their attached summaries turned in **no later** than:

**December 1<sup>st</sup> for 1<sup>st</sup> semester to receive a 1/4 credit**

**May 1<sup>st</sup> for 2<sup>nd</sup> semester to receive the remaining 1/4 credit**

**Failure to complete this requirement and submit these forms will result in not having enough credits to graduate.**

### **Dual Enrollment:**

CCA encourages dual enrollment for juniors and seniors who wish to enter college on a part-time basis and earn college credit while they complete the requirements for graduation from CCA. Grades earned through a dual enrollment class must be printed at the end of the semester and given to the guidance counselor to receive credit for the class. Due to increased rigor, students earn an extra point for their grade point average calculation.

### **Graduation Requirements for High School Students Dual Enrolling at Tennessee College of Applied Technology (TCAT)**

The State of Tennessee allows a modification of graduation requirements for students pursuing a specific elective focus. The State is also fostering Career and Technical education as part of the Drive to 55 initiative. CCA also wishes to foster this initiative by allowing modification of the standard CCA graduation requirements when a student is dual enrolling in a TCAT program or other State approved technical program. Modification is **NOT** allowed for college bound students dual enrolling classes at other colleges and universities. Students may use the credits earned at a TCAT as their elective focus credits. The classes that may be waived by CCA and replaced with TCAT class credits include:

- Two years of a foreign language (2 Credits)
- Computer (1 Credit)
- Speech (0.5 Credit)

Students using this modification must meet the following criteria:

- Students do not have any plans to pursue entry into a 4-year college after graduation.
- Students must be dual enrolled in a Tennessee College of Applied Technology (TCAT) program or another similar State approved technical/vocational school.
- The speech credit at CCA is earned over all four years of high school by completing speaking assignments in English, Bible, Science and History. Speech assignments given to TCAT dual enrolled students in courses taken at CCA will NOT be waived. As with any other class assignment, failure to complete a speaking assignment for a class in which the student is enrolled will result in a grade of zero for the assignment.

## **Final Semester Exams:**

All middle school and high school students must take final semester exams in math and science.

## **Grading:**

### **General Perspectives**

CCA will strive to view and publicly present grades not as a commentary on the relative worth or value of the individual, but rather as an accurate reflection of the quality of his/her work in a given subject at a given time. While many today do indeed use grades for the purpose of classifying students, we are committed to avoiding this tendency. At CCA, grades serve three basic purposes: 1) to help us in the progressive placement of students at a level and in the subjects responsive to their needs, background, and abilities, 2) to provide us with a just and legitimate means of holding students accountable for the quality of their work, and 3) to provide us with an ongoing and widely understood means of communicating a student's relative progress and achievement to his/her parents and others such as college entrance boards or other schools to which the student may transfer. We must establish just and objective standards which are based on legitimate accomplishment against reasonable expectations of what a student should be able to accomplish. It also means that we will make the effort to place students properly, basing such placement upon their background and abilities rather than only their chronological age. Finally, it means that students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard.

### **Grading Standards and Grade Point**

Courses at CCA are graded on a scale of 0-100. The course grade itself represents a percentage of content mastery, which is then used to determine the grade value of individual courses. The grade value of a given course is calculated by converting the course grade (0-100) to a percentage value. For example, if a student receives 85 of 100 points available, his/her grade is 85%. Elementary electives may be graded with S=Satisfactory or U=Unsatisfactory. The letter grade equivalents are as follows:

A grade of 93-100	=	A
A grade of 85-92	=	B
A grade of 75-84	=	C
A grade of 65-74	=	D
A grade of 0-64	=	F

CCA recognizes the need for a Grade Point Average, GPA, for secondary students. CCA also recognizes the difference in rigor between standard, honors, and dual enrollment courses for secondary students by weighting honors and dual enrollment courses in the GPA. The following grade points apply for **secondary** courses. Honors courses receive .5 extra quality points. Dual Enrollment courses receive 1.0 extra quality points. For

standard, 1 credit courses: A= 4.0, B=3.0, C=2.0, D=1.0 and F=0. Half credit courses receive half the quality points.

### **Academic Standing**

Any sequential course required for graduation that a student fails, must be successfully repeated before the student will be allowed to enroll in the subsequent course. A failed course will be replaced with the successful repeat of the course on the student transcript.

Students may attempt to absolve a failing grade in another academic setting. In this case, students must request transfer credit through the usual channels following the successful completion of the course, should they desire to have the course credit recognized by this academy.

A secondary student who earns a D in a course is not required to repeat the course, but may nonetheless elect to repeat the affected course before continuing in the course sequence in which the D was earned.

### **Graduation Requirements:**

CCA requires all State graduation course requirements for plus additional courses specific to the mission and vision of CCA and admission requirements of regional colleges and university. The requirements for graduation from CCA are:

Crossroads Christian Academy requires a total of 26.5 credit hours to graduate.

<b>Bible</b>	<b>4 credits/ 1 per year enrolled</b>
<b>English</b>	<b>4 credits</b>
<b>Math</b>	<b>4 credits</b> (Including Algebra I, II, Geometry, and a fourth higher level math course.)
<b>Science</b>	<b>3 credits</b> (Biology, Physical Science, Chemistry or Physics)
<b>World History/Geography</b>	<b>1 credit</b> (either course)
<b>American History</b>	<b>1 credit</b>
<b>Government</b>	<b>1/2 credit</b>
<b>Personal Finance</b>	<b>1/2 credit</b>
<b>Economics</b>	<b>1/2 credit</b>
<b>Speech</b>	<b>1/2 credit</b>
<b>Health**</b>	<b>1/2 credit</b>
<b>Physical Education**</b>	<b>1 credit</b>
<b>Foreign Language**</b>	<b>2 credits in the SAME language</b>
<b>Fine Arts ** Includes Dance, Music, Theater, Visual Arts</b>	<b>1 credit</b>
<b>Computer**</b>	<b>1 credit</b>
<b>Community Service (15 hours/ semester)</b>	<b>2 credits</b> (1/2 credit each year enrolled)
<b>TOTAL</b>	<b>26.5 credits</b>

**\*\*ADDITIONAL REQUIREMENTS:** The student will be responsible for completing the above classes in italics as elective courses at home to meet graduation requirements. Occasionally, some of these courses are offered at CCA, but students should not plan on the offerings. They are dependent upon the availability of instructors and sufficient class sizes. These classes will need to be completed during the school year and must have the proper documentation for the student to receive credit.

### **Special Notes:**

- **Time requirement:** ~ 75 hours = 1/2 credit; 150 hours = 1 credit
- **Foreign Language:** Only 2 semesters needed if taken at a local community college. If doing Rosetta Stone, student must complete all of Level I and II and provide print outs from program documenting completion. If using Fluenz, the student must complete modules 1, 2 and 3.
- **PE:** The student must keep a log documenting 150 hr of physical activity OR participate in a team sports activity for a full school year season.
- **Hope Scholarship Requirements:** Minimum 21 ACT (composite)/ 980 SAT (Math + Critical Reading ONLY)
- **Dual Enrollment:** Classes taken through a college as part of a dual enrollment program receive 1 credit hr for a semester course and get an additional point added to grade point for college level work. For example, if a student earns a B in a dual enrollment class, they receive 4 points for the class rather than 3.
- **Accommodations:** Students with pacing accommodations may take longer than 4 years to complete the required coursework. Students are allowed to go at a slower pace, but parents and students must keep in mind that all required classes must still be completed to graduate.

## **Graduation Ceremony**

CCA offers a graduation ceremony for Kindergarten, 8<sup>th</sup>, and 12<sup>th</sup> grades. Students completing all requirements for their grade level will be allowed to graduate. High school students that have not completed all graduation requirements, including submitting their completed portfolios for home classes, will not be given diplomas or final transcripts until the requirements have been met.

### **Honor Cords**

Honor cords will be given for academics and community service. Students with a cumulative GPA of 3.5 or higher will receive a gold honor cord. Students with a total of 200 or more hours of community service will receive the white honor cord.

### **Course Rigor and Selection of Valedictorian, Salutatorian, and Junior Class Attendants**

The Headmaster and the Guidance Counselor will have the responsibility of selecting the students for each award. The awards are based on the student's GPA, ACT score, and course rigor. To be eligible for a position of honor at graduation, a student must have taken at least 4 courses (a total of 8 semesters) at CCA during their Junior and Senior years and earned all grades without accommodations. However, if there are not two students in the graduating class that meet this criteria, all other factors will be considered by the Headmaster and Guidance Counselor to select a Valedictorian and Salutatorian.

Policies for classes completed are as follows:

- Students taking dual-enrollment classes during their Junior and Senior years are Accelerated Track students and will be given extra consideration for each advanced rigor course taken.
- In order to maintain consistency in rigor, courses taken at home will be weighted less than courses taken at CCA or other state approved schools. This weighting does not reflect the rigor of the at home course, it only serves as a leveler for the range of rigor that can occur in courses taken at home.

- Higher weighting will be given to courses taken at a school approved by the state. Courses taken at one-day co-ops or at home result in a lower ranking for positions of honor.

The awards will be as follows:

- Valedictorian – The member of the senior class that has the highest achievements in GPA, ACT score, and course rigor.
- Salutatorian – The member of the senior class that has the second highest achievements in GPA, ACT score, and course rigor.
- First Attendant - The member of the junior class that has the highest achievements in GPA, ACT scoring, and course rigor.
- Second Attendant - The member of the junior class that has the second highest achievements in GPA, ACT scoring, and course rigor.

### **Weighting for Selecting Positions of Honor:**

GPA x 200; ACT x 15; College Courses x 12; PE College Course x 10; Core Courses at CCA x 10; Core Courses Taken at home x 5

Due to the nature of our school and the flexibility to take courses at CCA, at home, and at other co-ops or community colleges, the ACT score is included into the selection as a leveling factor to help account for variations in instruction and rigor. It is a nationally accepted tool for measuring overall academic performance and ability, therefore we are adopting this tool as a means to help select positions of honor. Also, PE college courses are weighted the same as CCA classes and only one PE class is counted for selecting honor positions.

### **Definition of Carnegie Units (Credits) - Secondary**

In general, one CCA credit is equivalent to one full year of instruction in a given course of study. Students enrolled at CCA will earn course credits on a semester-by-semester basis (with .5 credit awarded for one semester). High school semester grades stand alone and each semester must be passed to earn credit. On the secondary level, standard 1 credit courses will meet at CCA for at least 50 minute class periods, three times per week, for 36 weeks, with assignments equal to 60 minutes minimum given for each day at home under the oversight and direction of the classroom instructor. This schedule constitutes 150 clock hours of instruction in one school year. Thus, a student meeting the minimum attendance requirement for a standard CCA course earns the equivalent Carnegie unit, the credit commonly reported on high school transcripts and widely recognized by college admissions departments.

### **Home Workload:**

As a general rule, an hour of work in the satellite classroom is assigned for each hour in the central classroom. However, variables such as student ability, work ethic, variety of assignments, and honors vs. standard courses will impact this standard. Elementary students can expect to spend about 40% of their time on English and 30% on Math, understanding that these two areas are the foundation for strong academics.

Beginning in junior high, there is a big transition and students will have more work to complete at home. This may require weekend work as well.

### **Incompletes:**

Students may be awarded a grade of I (incomplete) when circumstances beyond their control render them incapable of fulfilling all of the requirements for completing a given course by the end of the semester in which it is offered. All “academic incompletes” must be approved by both the teacher and the administration.

All course requirements must be fulfilled by the date determined by the course instructor and the administration. Any required work not completed by that date will be awarded a grade of “O.” A student’s final grade will be calculated after the date given for completion of the course using whatever grading system was employed for all other students in the course (unless other arrangements have been previously made) and including all grades earned up to that time. Teachers must provide the administration with a description of the grading system to be used as well as any and all evaluation materials (e.g. tests and keys) necessary for completing the course.

## **Laptops/Tablets/Phones**

Secondary students may use laptops in class. There will be no Internet access in the classroom, unless specifically authorized by the teacher. There will be no printing, headsets or earphones without permission. When given permission to use earbuds, there is to be no sharing with other students. Each family has their own rules for what students may or may not listen to and we want to respect those rules. No earbuds may be used during testing. Violation may result in loss of privilege for the semester. Elementary students may not use electronic devices, unless permission is granted for a specific purpose. For full requirements see Technology Standards on page 17 and 18.

## **Missing Assignment Notice:**

To keep parents informed, a grade of “m” will be entered into the grading system for all missing work. Parents are expected to monitor grades at a minimum of once per week. It is preferable for parents to check grades daily to monitor for missing work and address issues in a timely fashion. Missing assignments not turned in within 7 days of the due date are given a grade of o.

## **Accommodations:**

CCA is not staffed with personnel qualified to diagnose learning disabilities or prepare Individualized Education Programs (IEPs). Students with learning disabilities and IEPs may be accepted to CCA if the administration feels the school can meet the needs of the student. Accommodations recommended by professionals qualified to make diagnoses of learning issues will be reviewed by CCA administration and teachers to determine if the accommodations can be made for the student. CCA does not employ a teacher with Special Education qualifications. CCA partners with the parent in educating their child and expects the parents’ of students with learning disabilities to lead the efforts for diagnosing, treating, and accommodating the needs of their child. In order to keep the pace of classes sufficient for all students in a classroom, students with learning issues can be required to have an aid for the classes as part of their admission requirements.

## **Parent/Teacher Conferences:**

Conferences are encouraged at any time of the year and may be initiated by the teacher or parent. Progress reports are sent home with all 7<sup>th</sup> – 12<sup>th</sup> grade students at the end of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters. A conference will be requested with parents of students that have an average of 77 or below for the quarter in a class.

## **Computers and Printing**

All 7<sup>th</sup> through 12<sup>th</sup> grade students **MUST** have access to a computer, learn how to type, and have access to a printer. Students **MUST** print their own papers. Printing papers for students is not included in tuition or fees and teachers will not use their own ink to print papers at their homes. If parents own a printer, they are expected to check ink supplies regularly and ensure ink supplies do not run out. If a printer is not owned by the family, students should plan to have assignments completed one day in advance of the due date to allow time to go to a copy and printing store to have the document printed. It is recommended all students have flash drives

to store and transfer files. Printing issues will **NOT** be accepted as excuses for late work and missing work policies will apply. It is also not acceptable to email papers to teachers unless specifically asked to do so by the teacher.

## **Position/Policy on Difficult or Controversial Topics**

One area of particular concern for Christian schools is the relationship between sound academic instruction and the treatment of difficult or controversial issues. At CCA we do not intend to shield our students from all of the sin and ugliness inherent in a fallen world, but rather teach them to confront those realities openly and honestly from a God-centered perspective. We desire to teach our students to be in the world without becoming of the world. We believe it is our responsibility to train students under controlled circumstances so they might be able to take ground for the Kingdom without becoming casualties.

1. We will not encourage our children to retreat from contact with a sinful world, but rather train them to effectively reach out to unbelievers.
2. We will from time to time engage in the study of other peoples, cultures, and thought forms, including godless cultures, so that our students might be better able to understand and communicate with all whom the Lord brings them into contact with.
3. Whenever they are brought into contact with difficult or controversial realities, students will be taught and encouraged to evaluate and correctly respond to those realities in light of God's word, so they may be able to confront the world without becoming stained by the world.
4. Teachers will use the pedagogical opportunities presented by the treatment of difficult or controversial issues to challenge their students to develop skills in analysis, evaluation, synthesis, and proper applications, and to apply those skills to godly purposes.

## **Reporting of grades/ Report Cards:**

All grades are recorded in Jupiter and may be accessed by the parent or student at any time to determine grade status. Grade cards are sent home at the end of each quarter in the elementary grades. The 7<sup>th</sup> – 12<sup>th</sup> grade students do not get grade cards at the end of the quarters, but progress reports will be sent home to address student performance overall.

## **Secondary Makeup Test Policy:**

When a secondary student misses a test for any reason, he/she will be required to make up the test on the next school day. For pre-planned absences, the tests will be taken prior to the absence or at the teacher's discretion. All tests must be taken at school. No tests will be sent home for administration by the parent unless severe medical issues are inhibiting progress of the student. Each situation will be addressed on a case-by-case basis.

## **Standardized Testing**

All students in K through 12<sup>th</sup> are required to complete standardized testing each year. All students in K through 11<sup>th</sup> will be required to take achievement and ability tests offered each spring at CCA or offered through other qualified organizations. Seniors must take the ACT during their senior year. TANAS requires CCA students to participate in a standardized test each year.

## **Tardy Policy:**

A student is tardy when they are not seated and ready for work at 8:10. When a child is tardy, the teacher will record his or her name. A pattern of tardiness will be discussed with the parents. After the 3<sup>rd</sup> unexcused tardy in a quarter, each subsequent unexcused tardy will result in a \$10 fee per tardy. The tardy count resets at the



beginning of each quarter. Providing a doctor's note, dentist note, or note from faculty/staff member when tardy is considered an excused tardy.

**Middle School and High School Students:** Unexcused tardies are part of the demerit system. Being late to homeroom without a doctor's note, dentist note, or note from faculty/staff members results in an automatic demerit.

## **Early Dismissal:**

It is urged that early dismissals be kept to a minimum. Students should not leave even a few minutes before class is over unless there is an emergency, or illness. Routine doctor and dental appointments should be scheduled after school or on home study days. If an early dismissal is necessary, a note should be given to the teacher that morning. Parents will first go to the school office; sign the early dismissal log, then wait on the bench while the office notifies the teacher.

## **Transcript/School Records:**

Elementary (K-6<sup>th</sup> grade) students will have on file a grade card of the classes taken through CCA.

Secondary (7<sup>th</sup>- 12<sup>th</sup> grade) student transcripts, including courses completed, credits, the grade earned, and the grade point average will be kept on file. Conduct records are not transcribed unless a student is suspended or expelled.

All transcripts will be kept in a duplicate location to avoid their loss or destruction. Parents may view their student's record in the school office. In each student's file will be his/her application, any standardized test results/transcripts, attendance and grades while at CCA.

Transcripts are available upon request for those who have fulfilled their financial and all of their disciplinary obligations to CCA in accordance with our policies. The first five requests are free for students currently enrolled at CCA, with a \$5 per transcript fee thereafter, and \$10 per transcript fee for CCA alumni or withdrawn students. There is a two week notice for all transcripts.

## **Withdrawal from Courses:**

Credit for a course is given on a semester basis. Students in the secondary program receive half credit for one credit courses if they withdraw at the end of a semester. If a student withdraws before the end of the semester, the grades earned to the date of withdrawal will be transferred to the new institution. If the student leaves the on-campus program to enter the umbrella program, the grades earned on campus will be given to the parent to add to grades earned at home for quarterly grade reporting.

## **Writing Standards**

All written work at CCA should be neat with correct spelling, grammar, and thought flow, with correct headings. Students may be required by the classroom teacher or the home teacher to rewrite unacceptable work.

For grades 1-3, students will learn manuscript and transition to cursive. For grades 4-6, students are encouraged to use cursive writing. Secondary students are expected to be proficient enough in keyboarding to type their own assignments.





## Support Policies

Current students at CCA will re-enroll for the next school year in March. CCA is committed to flexible registration that allows students to advance by individual course rather than by complete grade level. Qualified students may go up or down grade levels in specific subjects, providing they have met the class prerequisite or have qualified through standardized testing. High school students register for the classes recommended and approved by their guidance counselor.

Students entering kindergarten must be age 5 by September 1; students entering 1<sup>st</sup> grade must be 6 by September 1.

### **Audio-Visuals:**

It is our belief that the occasional use of visual media in classes can enhance the learning process by adding a visual dimension to the academic experience, especially media of historical or literary nature. Out of respect for the different convictions parents have in what they choose to let their children watch, if there are times when teachers have the opportunity to utilize excerpts from certain videos which powerfully bring the concepts presented in class to the student's awareness, we will follow these guidelines:

1. All visual media utilized in school courses will relate directly to the content being studied.
2. All visual media utilized in school courses will be evaluated by the teacher prior to showing to ensure there is no inappropriate content for the age of students watching the media.
3. If there is any doubt whatsoever, the teacher will consult with the guidance counselor and/or the Administrator prior to showing the video.

Prior written approval from parents will be obtained by the teacher for each student to watch, either in part or in whole, any video whose rating stipulates a higher age than the students to whom it will be shown. Students without parental approval will be excused from class during the showing of the media. An example of a movie that has been used in the past that fits this description is *The Passion of the Christ*.

### **Arrival/Dismissal:**

**Doors open at 7:55. Please do not drop off before that time as the students will be unsupervised.**

The school day runs from 8:10 a.m. to 1:35 p.m. for K – 5<sup>th</sup>, and until 2:00 p.m. for 6<sup>th</sup>- 12<sup>th</sup>. Doors open at 7:55 and students are considered tardy if not in their classroom at 8:10am., and should be picked up no later than 1:45p.m. for elementary and 2:15 p.m. for middle school and high school.

Students in high school may be coming and going at various times throughout the day due to dual enrollment and electives. Only the school front entrance will be used for students coming into school and students must sign in at the office before coming to class.

## **Student Drop-Off Routine**

The primary drop off time for students begins at 7:55a.m. Parents should drive up to the entrance of the school. Students will exit their parent's vehicle and walk into the school entrance. If a parent wants to enter the building with their children, he or she should park in the parking lot only. Do not leave your car unattended in the traffic pattern. High school students may park their vehicles in the upper lot (near the gym). There is no parking allowed in front of the gym. Parents should refrain from entering the building to talk to teachers during drop-off and class time.

## **Student Pick-Up Routine**

Parents should pick up their elementary students between 1:35 – 1:45 p.m. each day by entering the line at the main entrance. For the safety of your children, we require written permission for your children to leave with anyone other than parents or people who are listed on the application. We will NOT release your children to individuals without photo identification and appropriate written authorization. All requests for pick up must be in writing. **No verbal authorization will be accepted.** Our plan is for all of our students to be dismissed in a timely and orderly manner. The following procedure has been developed in order to assure that all families may pick up their children quickly and safely. Please do your part in cooperating with the dismissal procedure.

a. Grades Pre-Kindergarten through 6th Grade: All parents should post a sign stating student's last name and grade(s). At 1:30 p.m. classes will begin preparing for dismissal. At 1:35 p.m., students will remain in their seats until their teachers dismiss them as their names are called by a teacher/float worker at the entrance to the side parking lot.

b. 7<sup>th</sup> Grade through High School: Students in middle and high school will be dismissed by teachers at 2:00. They will stand facing the road and talking quietly. High school students who drive to school may leave by themselves. No student driver is allowed to leave during school hours unless parents have indicated they may leave on the *Student Driver Permission Form*.

Parents must refrain from entering the building to try to talk with their child's teacher between 1:15 – 2:15 p.m. This is a very important time of closure for each class and should not be interrupted. Conversations with teachers during dismissal cause slow-downs. Parents desiring to speak to a teacher or staff member may pull into the upper parking lot and wait until after 2:15 p.m. or until that teacher is free.

In addition, students who are not picked up by 1:50 p.m. (2:15 p.m. for upper grades) will go to the office until the parent picks up the child. An additional \$5.00 late pick-up fee will be added to the next month's tuition fee for each 15 minutes past pick-up time.

## **Transportation**

CCA does not provide transportation for students.

## **Celebrations:**

Due to the limited classroom time at CCA, we ask that all parties be given outside of school unless previously arranged with the teacher. Should a parent like to plan a birthday recognition on a school day, it should be conducted **during the lunch period**, include all children in the class, and be individual treats such as cupcakes or cookies that can be easily served.

## **Chapel:**

The spiritual goal for CCA graduates is that they graduate with a biblical worldview and chapel is one avenue we use to teach, engage and reinforce this goal. CCA chapels emphasize active, age appropriate student participation in all areas to promote ownership and to model the diverse gifts in the body of Christ, emphasizing those elements of Christian faith which unify, rather than divide. Chapel will emphasize putting faith into action in the “real world” to promote being in the world but not of it with firm rooting in the scripture.

### Scriptural Purpose of Chapel:

1. To provide opportunities for corporate and individual age appropriate praise and worship of God through a variety of creative expressions. (Psalm 150)
2. To provide opportunities to learn about Christianity and the importance of having a personal relationship with Jesus Christ, as well as the importance of spiritual growth. (Acts 8:26-40)
3. To provide opportunities for both intellectual challenge and emotional response. (Matthew 22:37-38)
4. To provide opportunities for applying biblical principles within and outside our school community. (James 2:14-26)

Chapels are regularly scheduled for CCA students and parents are welcome to attend.

## **Communication:**

Communication between the school and home is vital to CCA. Because we function in something of a team-teaching situation with parents, communication is foundational to the student’s educational success. School personnel will communicate directly with the parents on most school matters. The school grading information system, the school newsletter, text blasts and email are the primary communication tools used by the school. We also have our school website and Facebook Page. Parents and secondary students are expected to read all of the sources and check them regularly. Please “like” the CCA Facebook Page and share often to promote the school and specific school activities.

Parents should encourage their student to talk with teachers about academic course work. Parents should correspond with teachers about course content and student performance, especially to clarify situations in which the student is having difficulty. Each teacher will, in the course syllabus, let the parent know what method of communication is preferred (note, phone, email, etc.) and the limits on times they are available on their off days. In grades 7<sup>th</sup> – 12<sup>th</sup>, students are expected to be the primary initiators of communication with teachers regarding assignment questions. Parents should only communicate after the student has attempted to understand on his/her own in order to foster communication skills, independence, responsibility and maturity in the student.

The administration of CCA desires to have an “open-door” policy. If you have concerns that you feel need to be addressed, please feel free to stop by and speak with someone on the administrative staff. It would be helpful to call ahead, if possible, to make an appointment. Email communication is always available as well.

If you have a concern about CCA, please speak directly with the person involved in the solution (Matthew 18). Please do not discuss your concern with others who are not involved in the solution. Following this scriptural process will maintain a Godly atmosphere of harmony, honoring to Christ.

## **Students Driving to School:**

Students will park in the designated area of the parking lot, in the upper lot along the playground fence. Driving is a privilege, not a right. A student's on-campus driving privilege will be revoked after the first event of dangerous driving.

## **Dances:**

1. Music will not be limited to Christian music, but all lyrics and themes must be wholesome and honoring to God. Music choices must be pre-approved by the sponsor of the event.
2. Dress for school events must be modest in length, style, and neckline. See Special Occasion Clothing in uniforms.

## **Field Trips:**

- 1) All field trips must be organized by school staff and approved by administration.
- 2) A minimum of two adult chaperones is required for any trip. The ratio for a large group will be one to ten.
- 3) For elementary, parents are required to transport their children to the destination and chaperone the trip. Teachers attend, but the parents are responsible for their child's behavior and safety.
- 4) All chaperones must be authorized by administration.
- 5) Students must be supervised by chaperones at all times.
- 6) Student Emergency Medical Forms must be in the possession of the field trip coordinator at all times.
- 7) Necessary student medications must be controlled and dispensed by a chaperone.
- 8) Students must follow the school's Student Code of Conduct at all times.
- 9) Seat belts, when available, will be used. When transporting in personal vehicles, every student must have their own seatbelt and be buckled in prior leaving.

## **Financial Policies:**

CCA meets its financial responsibilities primarily through each family's monthly financial commitment. The CCA administration must approve any alterations in the payment plan.

Upon execution of the Enrollment Contract and Tuition Agreement, your family agrees to be responsible for the full year's tuition to be paid in (a) one lump sum or (b) in equal monthly installments with the first installment to be paid no later than August 1<sup>st</sup>. with subsequent payments due on the first day of each month thereafter through the contract term. Financial commitments may be mailed to the school address, or placed in the CCA tuition box outside the office.

Accounts are considered delinquent if not paid by the 5<sup>th</sup> of the month due. A \$20 late fee per month will be assessed for tuition payments received after the 5<sup>th</sup> of the month. If the fifth falls on a weekend and you have not yet made your payment, it will be considered late. The five day allowance is only a *grace period*.

Monthly statements will be issued disclosing any late fees and providing a 30 day notice of past due amounts. Call or write the school if you become unable to meet your financial commitment.

Accounts delinquent 45-59 days will receive a notice of delinquency calling for the immediate payment of outstanding amounts. Accounts 60-89 days delinquent will require a meeting with the Finance Manager to institute a satisfactory repayment plan to all outstanding balances. Together we will attempt to determine ways for you to continue here at CCA as well as allowing you to meet your financial commitment, or to discuss the possibility of withdrawing your children from school. Any family with tuition that is more than sixty (60) days past due may be dismissed from CCA. Students may be reassigned to umbrella status. If account is more than ninety (90) days past due, the school shall obtain adequate security for such account. If the delinquency is not satisfied, the student will be withheld from classes until the delinquency is cured. If the delinquency is not satisfied within 120 days, the student will be dismissed.

Any account past due 6 months or longer will incur a fee of \$50 per month until the balance is paid. Any balance paid will go toward the oldest invoice first.

CCA reserves the right to transfer, contract, or utilize collection services agencies. CCA is entitled to be reimbursed for any attorney's fees and costs incurred in the collection of any unpaid balance.

There will be a \$40.00 fee charged for any returned (I.S.F) checks, in addition to any other fees that may be assessed by the bank or other financial institution. Two returned checks will require subsequent tuition payments to be made in cash.

By May 15<sup>th</sup>, *all past accounts* must be made current to reenroll for the following school year. Grades and records will not be released until *all* financial obligations have been resolved.

If you must withdraw your child from school, two weeks notice must be given. If notice is given during the first week of a month, one half of that month's tuition will be due. If notice is given the second week or later in a month, no tuition money will be refunded for that month. If tuition has been paid in full, the amount to be returned will be determined by reviewing the number of months actually attended. No records will be released until all fees are paid. Once the student's account is satisfied, records will be forwarded.

The re-enrollment fee per student is paid annually upon admission. This fee includes TANAS membership fees and student accident insurance. This fee is non-refundable upon a student's acceptance. A total refund will be made if a child is not accepted in the school.

An application fee of \$195.00 per family is to be paid annually upon admission. This fee is non-refundable upon a student's acceptance. A total refund will be made if a child is not accepted into the school.

A registration fee of \$125-\$250 per student is to be paid before the first day of school.

From time to time parents may be asked to contribute monetarily to extra activities, but these will be kept to a minimum.

## **Fire Drills / Crisis Action Plan:**

CCA will hold periodic fire drills in accordance with the requirements of the State of Tennessee. One practice tornado drill will be held during the year. An emergency plan is in place and staff is informed yearly about proper procedures.

## **Fundraising:**

CCA depends on fundraising to keep tuition costs as low as possible. Because of this, every family is expected to participate in fundraising throughout the year. The primary fundraising events are Fall Festival/Auction and the Golf Classic in Spring. Some sales fundraisers are also used to give parents a variety of ways to support the school and cover operating expenses. Student fundraising is also allowed for a special event or project. Any fundraising of this type must be approved by the Administrator prior to it being announced. Any fundraising of this type must provide a usable service or product to the students or families of CCA and all funds collected must be submitted to the finance office for proper accounting.

At no time is the CCA email/address list to be used for any type of solicitation of any kind by parents or students.

## **Illness/Emergency Medical Information**

A student must have on file a completed/ updated Emergency Medical Information Form and Immunization Form before being allowed to begin classes at CCA.

Students will be sent home if they become ill during the school day. If parents cannot be contacted, the emergency contact on the medical information form.

If a student has had a fever of 100 or more and/or experienced vomiting or diarrhea within the previous 24 hours, they should not attend school. Any type of communicable disease or illness must receive proper care to make sure the condition is completely treated before the student returns to school.

## **Insurance:**

Student insurance will be provided by CCA to cover students while in attendance in class or at school sponsored activities. This insurance is “secondary” insurance, providing coverage where the family “primary” coverage leaves off.

## **Lost & Found:**

A lost and found area will be designated in the academy building. This area will be cleaned out at the end of each month, with advance notice given, and all unclaimed items will be given to charity. To help limit the number of lost items, all items from home should be properly labeled.

## **Lunch:**



Please send a healthy lunch for your child. Microwaves and Refrigerators are available for Middle School and High School student use. CCA may provide various lunches that can be purchased and preordered. These will be announced via e-mail and the Crimson Communicator.

Birthday snacks may be brought in by the parent after arranging the date and time with the classroom teacher. Please keep in mind that some students may have food allergies. Please discuss this with your students teacher. If an outside birthday party is planned and invitations are sent to the school all classmates must be included.

## **Medical Policy**

Any injury or illness that may occur during school hours will be handled in the office. If the injury or illness is serious, the office staff will contact the parents and/or the doctor that was indicated on your Emergency Form. A parent will be notified to pick up a child that becomes ill at school.

Medical forms on each student will be filed in the CCA office. Any medications to be given to students must be approved in writing by the parent and filed in our office. No medication is to be kept in a child's possession. If a child needs medication during the school day, it must be kept in the school office and clearly labeled with the child's name and all instructions for disbursement. Please see the Administrator for more details if needed.

In certain circumstances, medication, such as inhalers, insulin, etc. may be kept in the classroom. Instructions for administering must be completed and signed by the parent.

## **Recess:**

*A recess time will be allowed each day for students in grades K-4 through 6th. Recess will be held outdoors when weather permits. In inclement weather, recess will be held in the classroom. Classroom teachers will oversee recess. Recess will also be structured with the following school wide rules:*

### **a. Recess Rules**

1. Honor God by treating teachers, adult leaders, and fellow students with respect.
2. Obey first request.
3. Demonstrate good sportsmanship at all times.
4. Stay within the boundaries that the leader sets.
5. Follow the rules established for using the playground.
6. Use any sports equipment carefully and appropriately.
7. No wrestling, roughhousing or football will be allowed.
8. Keep hands, feet and objects to yourself.
9. Do not throw mulch, rocks, or other objects.
10. No tree climbing.

### **Playground Rules**

1. Use each piece of equipment as it was intended.
2. Only one person at a time on each piece of equipment.
3. Do not stand or jump on the benches.
4. Do not walk or climb up the slide.

5. No standing on swings or twisting swings.
6. Do not stand on or walk on top of the monkey bars.
7. Do not climb or walk on top of fort or rails.

### **Recess Injuries:**

The teacher will be responsible for treating minor cuts and scrapes occurring during recess by cleaning the wound and applying a bandage. If the injury needs further evaluation, the teacher will bring the student to the office.

### **Sign-Out for Early Dismissal:**

Students who leave school early (before the end of their regularly scheduled classes) **MUST** sign out in the office so that the staff will know that the student is no longer on campus. Middle and High school students must also sign out in the downstairs office as well as the sign-out sheet in the main office. Failure to sign the early dismissal form may result in disciplinary action.

### **Textbooks:**

Purchase of the necessary textbooks is the parent's responsibility. CCA will provide a list of required textbooks with a student class schedule each year.

### **Visitor Policy:**

Parents are welcome to visit CCA throughout the day. All visitors **MUST** sign in at the office and receive a visitor tag to wear in plain sight while in the school facility. Guests are encouraged to dress modestly. Visits should not disrupt instruction, testing or other activities. Teachers cannot confer with parents about their child while the school day is in session. Students that shadow or visit a classroom are required to dress according to the dress code.

### **Emergency Closings**

CCA will generally follow either Loudon or Knox County for inclement weather. However, CCA may determine closing independently of Knox/Loudon. For inclement weather CCA will contact the following news agency who will then post our school's information on their website and TV station: WBIR. WBIR has a feature that uses text alert for school closings. Students and staff may sign up by using this link: <https://www.wbir.com/closings> . You can specify Crossroads Christian Academy school closing information for mobile or e-mail alerts.

Please take note that school closings are NOT days off. Students will be assigned work through Jupiter for the day. If CCA is open yet you feel it is dangerous to drive from your specific location, work at home. Contact teachers for the work to be completed.

If impending bad weather or other emergency situations develop during the class day, classes may be cancelled. If this situation occurs, parents will be contacted, students will be released to their parents or to persons listed on the emergency information sheet. A staff member will stay with students until everyone has been picked up.

### **Parent Partnership in Support of CCA**

CCA not only operates on a Christian foundation to help families grow spiritually and academically, it also serves as an opportunity to bring the strengths of many people together for the benefit of all. All students will be blessed from the cooperation of each CCA parent.

### **Parent Orientation**

The main teaching parent from each family must attend the mandatory in-service training meeting at the beginning of the school year. Both parents are encouraged to attend if possible. The purpose for this training is to equip parents to successfully serve as cooperative co-teachers. Because of the unique nature of cooperative schooling, it is mandatory that teachers and parents be able to meet, establish communication, and plan together. At this meeting parents will be given guidelines and strategies to use in their roles as co-teachers. They will also spend time with each child's teacher, receiving information on classroom procedures, lesson plans, systems of communication, etc.

### **Parent Volunteer Opportunities:**

One of the elements of a co-op that is also an element of a hybrid school is the need for parent participation. We need and want our parents to be an integral part of the everyday functioning of the school. There are multiple ways for parents to be involved that include individual opportunities and opportunities to be part of a team. Each year at Parent Orientation a list of opportunities and teams will be provided for parents to sign up to serve in the area of their choice. CCA is OUR school and it takes all of us working together for our students to keep it running smoothly and keep the bills paid.

A TEAM Participation Commitment form is to be signed by one parent from each family. This form states that because CCA is a cooperative venture among all the families enrolled in the education program, the parent understands and agrees to uphold their home study responsibilities and to participate on a TEAM.

The contributions of all families come under two main categories: New Parent In-Service Training and Parent Committee Teams. In addition to these, there are times parents can contribute through bi-annual work days, or other events.

### **Individual Volunteer Opportunities**

**Chapel/Assembly Speaker-** Spend time with our students sharing God's truth in ways that bring honor to the Lord and stirs their hearts to obedience.

**Substitute Teacher-** If you could be on call, or planned for ahead of time, this would help a class continue uninterrupted.

Please contact the school office if you are interested in helping in this capacity.

### **Financial Contributions**

CCA is a non-profit organization, operating under a 501(c) 3 status. This allows our families the opportunity to contribute over and beyond the tuition to our school and receive a tax benefit. These extra contributions may be designated toward our staff and teachers as a semi-yearly bonus, scholarship, or to any other area that your families are led to give. Any contributions should be given to the business office and earmarked as a donation.