



ACADEMIC ACCOUNTABILITY POLICY

Students at CCA are responsible for:

- completing, and producing for evaluation, assignments within time limits acceptable to the teacher and administration
- maintaining, being responsible for, and producing in all classes, at all times, necessary materials such as assigned textbooks, writing materials, and class supplies, and using these materials in an appropriate manner
- participating actively in all classes and class-related activities
- making academic progress by passing, in addition to State Mandated examinations, all courses required for promotion to the next grade level and graduation.

Textbooks: Students are expected to take care of and bring to class the textbooks that have been assigned to them. Teachers will conduct textbook checks on the last school day of every month. Students who fail to bring their assigned textbook to class on the day of a textbook check may face disciplinary action. Students who fail to bring in their assigned textbook for five consecutive classes are assumed to have lost their textbook, and a bill will be sent to the student's parents to recover the cost of the lost textbook. Students are responsible for all damage that occurs to textbooks assigned to them, and the school will bill parents to recover the cost of damaged textbooks.

Communications: Parents are encouraged to check their child's teacher's webpage and contact their child's teacher whenever they have questions or concerns about their child's academic progress. Because email is the most convenient means of communication for teachers, all parents are strongly encouraged to check their email regularly when they have provided the email addresses to teachers.

NOTE:

Under the 6 week grading policy, it is imperative that parents check student grades and progress regularly on the parent portal PowerSchool program as well as with the teacher and student to monitor student progress.

At parent and teacher request, particularly when grades fall below 70, students are strongly urged to attend weekly teacher tutoring sessions. Please note that tutoring is not automatically mandatory, so this puts more responsibility on students and parents to be actively engaged in seeking appropriate help from teachers. Students may be assigned mandatory tutoring by school administration, per consultation with teacher(s) and/or activity sponsor(s).