



CCA | **CROSSROADS**
CHRISTIAN ACADEMY

“Preparing a People For the Lord”

SCHOOL CATALOG

2016-2017

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This printed version of the CPA Catalog is subject to change.



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 catalog. 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 catalog**:

Foundations: p. 1	Our foundational beliefs and philosophy
Character Education: p.6	How we plan to partner for discipleship
Academics: p. 19	Everything from grades to diplomas
Support Policies: 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 catalog.

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 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 Master/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 called by God to CCA. 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 to 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.

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 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 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 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 1st 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 (6th – 12th only)
- Character References (6th – 12th 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 and technology 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 School Catalog 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 school catalog 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 1st of each month and are considered late after the 5th 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 between 8:00 a.m. – 8:10 a.m.. Tardy fees (\$20) will be applied for each 3rd tardy in a 9 week period.
- Parents will be charged a late fee for child pick-up - \$5 for every 15 min late.
- 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).
- **Parents must acknowledge that CCA uses a weekly electronic newsletter, texts and emails 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, including those found in the school catalog.
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. Will use iPads for academic purposes only as well as cell phones for emergency purposes only. Cell phones and iPads 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.

*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 what they post on blogs and on social-networking Web sites such as Facebook, Instagram, and Twitter. Student’s 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.

Gentlemen	Ladies
<p>Hair/Personal Appearance: Must be neat, clean, and well groomed. No extreme hairstyles.</p> <p>Slacks and Shorts: Solid khaki/beige/tan, navy, blue denim jeans. 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>Shirts: Must be 2-4 button polo with school logo Solid undershirt with no writing or designs can be worn under polo.</p> <p>Footwear: Grades K4 - 5th - Closed toe shoes (only), no sandals. Any color/style is permitted. Grades 6th-12th - Color and type are at the student's discretion.</p> <p>Outerwear: School fleece, school crew sweatshirt (no hood) or Navy/White button or V-neck sweater (with polo underneath). Outside overcoats are your choice, but they may not be worn inside during school hours.</p> <p>Miscellaneous: No piercings, except ears. No hats, bandana, or other headgear is to be worn during school hours.</p>	<p>Hair/Personal Appearance: Must be neat, clean and well groomed. No extreme hairstyles.</p> <p>Slacks, Skorts and Capris: Solid khaki, navy, denim blue jeans. Skorts (elementary only) must be no shorter than 2" above knee. Slacks, skorts and Capri pants should not have any frays, holes or be form fitted. No cargo style pants are allowed. K4-5th can wear skirts, no shorter than 2 inches above the knee.</p> <p>Jumpers (K4- 5th): 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>Shirts: 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.</p> <p>Footwear: Grades K4 - 5th - Closed toe shoes (only), no sandals. Any color/style is permitted. Grades 6th-12th - Color and type are at the student's discretion.</p> <p>Outerwear: Any solid color fleece jacket with school logo. Pull over, any color crew neck sweatshirt (no hoods) with school logo. Solid color sweater or cardigan with polo underneath. No stripes, patterns or logos. No hoods. Outside overcoats are student choice, but they may not be worn inside during school hours.</p> <p>Miscellaneous: Except for ears, body piercing is not allowed. 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

- Must be clean, neat and gender appropriate.
- No tight-fitting or sagging pants, no holes, patches, torn areas, or frayed edges. **NO LEGGINGS** or **Yoga pants** in Middle School and High School.
- Pants may not drag on the ground.

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

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 Not Invited Back 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 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 and all secondary discipline cases referred to the office are to be accompanied by an Office Visit form.
 3. 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.
 4. 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.
 5. 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 – 6)

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-2 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 3-6 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 carry a Daily Record on a clipboard 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 and Shurley English workbooks *must* come 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**

Rewards

Jolly Jar: classes are rewarded with colorful pom-poms in a jar for attention to procedures and classroom rules. When a full jar is achieved, the class will enjoy a special treat such as an ice-cream party!

Consequences

If a student fails to follow classroom rules or procedures after they have been explained and rehearsed, the teachers will follow this procedure:

1. 1st check = Verbal warning
2. 2nd check = 5 minutes of recess in time-out
3. 3rd check = 10 minutes of recess in time-out
4. 4th check = 15 minutes of recess in time-out
5. 5th check = teacher initiates Disciplinary Referral

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. Students are to arrive by 8:10
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. On pizza day students are to sign up on clipboard and deposit money in envelope.
5. Students are to remain seated at their desks and do their seatwork until teacher begins with morning prayer.
6. The days assignments will be posted by the teacher.
7. 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 will 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. 10:40 K4, K, 1-2 Use restrooms
2. 10:45 Students move in straight lines to Lunch room
3. Students are seated at their assigned tables and seats
4. Students are to remain seated and eat until dismissed to clean up
5. 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.
6. On pizza day students are to remain seated and they will be served their pizza and water.
7. 11:10 Students proceed by grade in line to the play-ground
8. 11:30 students line up by grade and are dismissed by grade to walk in line to their respective classrooms. Grades 3-6 students line up outside restrooms and are permitted to enter restroom one at a time. Students then proceed by grade in line back to their classrooms
9. Please send healthy lunches and plenty of water in bottles with student's names on. **ABSOLUTATELY NO SODAS. NO MICROWAVE MEALS.** No paper products are available.

Daily Helper

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

History Fair

- Students will research a historical figure in Tennessee History and do an age-appropriate speech in costume at the fair.

Specials (K – 5th only)

- Art (with a focus on entrepreneurship)
- Music
- Library

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.

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 7th – 12th:

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 25% Off Grade (more points deducted for missed answer) 0 if not turned in within 7 calendar days
Preparedness	Go immediately to seat and get out books, paper, pen, and pencils. Be prepared for class.	Unexcused Tardy: Name on Board; Missed instruction not repeated, no time extension on missed work. 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.
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.	1 st occurrence – Warning. Name written on board. 2 nd occurrence in same class period – Check mark by name. 3 rd occurrence in same class period – Removal from class. Students not allowed to return to class until end of period to retrieve their books. Work must be completed at home & returned the next day. Go to office and complete assigned copy task. Copy work not completed at school will be homework. Parent will be notified. 3 rd removal from class in a quarter – Parent conference scheduled.
Integrity and Honesty	No cellphones or ipods allowed during class unless the teacher gives permission for academic purposes. Phones will be silenced, and placed face down on the right corner of the desk during class. Note taking devices, (laptops, ipads, etc.), allowed with teacher’s permission.	Unapproved use during class: the teacher will send device to guidance office. 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 st 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.

Disciplinary Actions to 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).

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.

Disciplinary Actions to Major Misconduct:

Level One Offenses - One day detention.

1. Repetitive disrespect, rudeness to other adults or students.
2. Repetitive tardiness to school/class.

Level Two Offenses - Two days (1x per week) detention.

1. Lying/dishonesty.
2. Profanity, cursing.
3. Public display of affection.
4. Inappropriate Internet usage.
5. Harassment.
6. Disregard for standards of academic policy/plagiarism.
7. Cheating.
8. Being in unauthorized area on school property and/or without supervision of teacher or staff member.
9. Repeated level one offenses.

Level Three Offenses - Three days (1x per week) detention or suspension.

1. Pattern of disrespect, disobedience or disruptive behavior.
2. Leaving School Property without permission.
3. Fighting.
4. Stealing.
5. Pornography.
6. Reckless driving on campus (above legal 5 mph limit in parking lot).
7. Repeated level one or two offenses.

Level Four Offenses - Suspension or Expulsion.

1. Tobacco, alcohol, drug use/possession.
2. Possession of guns, knives or other weapons or look-alike weapons while on school premises or while in attendance at any school-related activity or event.
3. Immoral behavior or immoral content on social media or blogs.
4. Vandalism

Description of Detention:

A student given detention will be required to come before school or stay after school to perform a task specific to the infraction and the student. When a student earns a detention, the administration will pray over the situation and determine the task to be performed by seeking God's guidance. Only God truly knows the heart and what will do the most to bring the heart back into alignment with his ways.

Parents will be notified of all detentions and the administration will coordinate with the parent's schedule for the student to serve their detention. The administration will also discuss the plan for the detention with the parent.

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 deducted letter grade from each assignment during the suspension period.

Description of Expulsion:

Removed for the remainder of the school year and not invited back.

Not Invited Back 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.

- 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 modifications 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.

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.**

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, 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 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 (7th-12th): 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 ½ credit at the end of the school year. This evaluation must be filled out by the appropriate agency representative, **not** a parent or student.

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 1st for 1st semester to receive a 1/4 credit

May 1st for 2nd 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.

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.

Bible	4 credits/ 1 per year enrolled
English	4 credits
Math	4 credits (Including Algebra I, II, Geometry, and a fourth higher level math course.)
Science	3 credits (Biology, Physical Science, Chemistry or Physics)
World History/Geography	1 credit (either course)
American History	1 credit
Government	1/2 credit
Personal Finance	1/2 credit
Economics	1/2 credit
Speech	1/2 credit
Health**	1/2 credit
Physical Education**	1 credit

<i>Foreign Language**</i>	<i>2 credits in the SAME language</i>
<i>Fine Arts ** Includes Dance, Music, Theater, Visual Arts</i>	<i>1 credit</i>
<i>Computer**</i>	<i>1 credit</i>
<i>Community Service (15 hours/ semester)</i>	<i>2 credits (1/2 credit each year enrolled)</i>
<i>TOTAL</i>	<i>26.5 credits</i>

**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.

Graduation Ceremony

CCA offers a graduation ceremony for Kindergarten, 8th, and 12th 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.

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 modifications. 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. 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.

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.

Modifications:

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. Modifications recommended by professionals qualified to make diagnoses of learning issues will be reviewed by CCA administration and teachers to determine if the modifications 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 7th – 12th grade students at the end of the 1st, 2nd and 3rd 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 7th through 12th 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 7th – 12th 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 11th will be required to take achievement and ability tests offered each spring at CCA or offered through other qualified organizations. Juniors and Seniors are expected to take the ACT and/or the SAT at least once prior to graduating.

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. A tardy

fee of \$20.00 will be charged after three tardy arrivals, and every three subsequent tardy arrivals in each nine week period. There are NO excused tardies.

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.

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.
- While at school my phone will be either turned off or set to silent, without being set to vibrate.
- I will not use my phone to access the Internet during class unless my teacher specifically authorized me to do so.
- 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.
 - Cell phone **limited** areas: lunchroom/hallway
 - Cell phone **limited** timeframe: before/after school, between classes, and at lunch
- During the time of permitted use, I will never talk on my phone in a manner or at a volume which is disruptive to others.
- 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.

- 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.
- 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.
- I will not use my phone to access the Internet for any purpose which is not allowed at CCA for other devices.
- 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.
- 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.
- I will not use my phone to get information for a test/quiz or share information from a test/quiz with other students.

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 secondary 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.
- I will use my computer in conformity with laws of the U.S. and Tennessee. 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.
- 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.

- 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.
- 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.)*
- 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.
- 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.
- I understand that my device must be battery-powered.
- 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.
- I will follow all guidelines set by CCA and/or my teachers when publishing schoolwork online.
- 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.
- 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.

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.
- 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.
- 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.
- 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.

- 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.
- 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.

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.

- 1st 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.
- 2nd 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.**
- 3rd The student will receive a one day **suspension** and the device will not be permitted on campus for the remainder of the semester.
- 4th Subsequent violations will result in **five days suspension** and possible expulsion.

Transcript/School Records:

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

Secondary (7th- 12th 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 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 1st 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 8:00. 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 – 6th, and until 2:00 p.m. for 7th- 12th. Students should arrive between 8:00 a.m. and 8:10, and 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 is between 8:00 to 8:10 a.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. 7th 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 notified the school.

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 no 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 7th – 12th, 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 are 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.

Monthly financial commitments are due on the first of each month. The first tuition payment is due August 1st. Payments are considered delinquent if not received or postmarked by the fifth of the month. A \$20 late fee is charged each month the tuition payment is delinquent. Call or write the school if you become unable to meet your financial commitment. 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*.

Arrange a conference with the Administrator if your family is unable to meet its monthly financial commitment. 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 a past due tuition may not be allowed to return to CCA. Students may be reassigned to umbrella status.

Financial commitments may be mailed to the school address, or placed in the CCA tuition box outside the office. There will be a \$40.00 charge for any returned (I.S.F) checks. Two returned checks will require subsequent tuition payments to be made in cash.

By May 15th, *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 week's 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.

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 \$175.00 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 technology fee of \$75.00 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 the Turkey Trot at Thanksgiving and the Golf Tournament in the 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.

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

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. 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: <http://www.wbir.com/news/mobile/text.aspx> . 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 In-Service Training

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 Teams:

The school has many needs and each family must participate on a CCA "TEAM". These "TEAMS" consist of Library, Maintenance, and Fundraising/Marketing/Special Events. Being part of a "TEAM" promotes unity, school spirit and school/parent partnership. These teams are essential to the daily function and community life of CCA. In addition, all families are expected to serve in the school on a

rotation known as Float Duty. This fosters unity, community and provides valuable services to the school to keep things running.

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.