



Christian Academy of the Cumberlandlands  
*“Academic Excellence in a Christian Atmosphere”*

## Student/Parent Handbook 2023-2024

## MISSION

Christian Academy of the Cumberland's mission is to develop the whole student with a distinctly Christian worldview through its academic excellence and biblically-based teaching, to equip the next generation in service to the Lord and others.

## VISION

Christian Academy of the Cumberland (hereafter, CAC) will equip students to acquire wisdom, knowledge, and a biblical worldview, and to serve Christ as they integrate all of God's truth into their lives. Our intent is to graduate students who impact their community as scholar servants for God's glory.

The curriculum will emphasize a biblical worldview that translates into life-changing Christian convictions. Excellence will be pursued in all aspects of the school's environment. The educational setting will include comprehensive facilities that nurture a stimulating, friendly, and safe learning environment.

## CORE VALUES

**Excellence-** We strive for continuous improvement and the pursuit of excellence to underlie all we do.

**Partnership-** We view education as a partnership between parents and school

**Truth-** We acknowledge absolute truth, as revealed in God's Word, and its relevance to our lives

**Glorify God-** We seek to glorify God in all activities and relationships, and in the use of the resources God has given us.

**Respect-** Each person is created in God's image and therefore will be treated with respect.

**Honesty-** Our relationships and academic performance will be based on honesty and fairness.

## STATEMENT OF FAITH

CAC, its staff, and board members embrace the historic tenets of Christianity as presented in this Statement of Faith. We are in essential agreement with these creeds and confessions when they speak to the doctrinal issues addressed in this statement of faith. We respect and acknowledge the primacy of the family and their churches, and refer any other doctrinal questions to parents and their churches for clarification. This statement of faith and all other doctrinal issues the school affirms will be established and resolved by the Bible.

- We believe the 66 books of the Old and New Testaments are alone the perfect, inspired, infallible, and authoritative Word of God and, as such, rightly interpreted are the final authority in faith and practice. (Jeremiah 30:2; Psalm 19:7-9; Matthew 24:35; Galatians 1:12; 2 Timothy 3:16-17; 1 Peter 1:23-25; 2 Peter 1:20-21; Revelation 22:18-19)
- We believe there is one God, eternally existent in three Persons: Father, Son and Holy Spirit, who is infinite, eternal, and unchangeable in His being, wisdom, power, holiness, justice, goodness, and truth; He alone is sovereign over all things, ordaining whatsoever comes to pass. (Genesis 1:1; Deuteronomy 6:4; Isaiah 43:10-13, 45:5-25; Daniel 4:34-37; Malachi 3:6; Matthew 28:19; Acts 17:25-31; Romans 11:33-36; 1 John 5:7)
- We believe God created all things out of nothing, for His own glory and good pleasure, and for the display of His eternal power, wisdom, and goodness. Having created all things, God created man in His image, male and female, perfect, sinless, and immortal, and He charged mankind with the governance of the created world to cultivate it for His glory. (Genesis 1-2; Psalm 19:1, 24:1; Colossians 1:15-18; Hebrews 1:10)
- We believe in the historicity of Adam and Eve, our first parents; we believe that though they were created sinless, they did not remain in that perfect state, but willfully and consciously disobeyed their Creator's command. Consequently, the guilt of Adam's sin and his fallen nature are transferred to all mankind. (Genesis 2:7-25; Romans 5:12-19; 1 Corinthians 15:21-22)

- We believe in the deity and humanity of our Lord Jesus Christ, His virgin birth His sinless life, His miracles, His vicarious and sin-atonement death on a cross by the shedding of His blood, His bodily resurrection from the dead, His ascension to the right hand of the Father, and in His personal return in glory and power. (Luke 1:27-35, 24; John 1:1-4, 14, 10:30, 14:10, 20:30-31, 21:25; Romans 5:8; 1 Corinthians 15:1-4, 2 Corinthians 5:21; Philippians 2:5-11; Hebrews 4:15; 1 Peter 1:19; Revelation 19:11-20:4)
- We believe in the presence of the Holy Spirit, by whose indwelling Christians are enabled to live Godly lives. (Romans 6:12-13, 8:7-14; 1 Corinthians 6:9-11; 2 Corinthians 5:17; Galatians 2:19-20, 5:22-25)
- We believe in the spiritual unity of all believers in our Lord Jesus Christ. (1 Corinthians 12:13; Galatians 3:28; Ephesians 2:11-22, 4:3-6)
- We believe the chief end of man is to glorify God and enjoy Him forever. (Psalm 16:5-11, 86:9, 144:15; Isaiah 12:2; Luke 2:10; Romans 11:36; 1 Corinthians 6:20, 10:31; Philippians 4:4; Revelation 4:4, 21:3-4)
- We believe that men are justified by faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (Romans 3:20-28, 4:5-6, 5:1; Galatians 3:10-14, 22, 5:4-5; Ephesians 2:8-9)
- We believe that faith without works is dead. (Galatians 5:6; Ephesians 2:10; Titus 2:11-12, 14; James 2:14-26)
- We believe marriage is the uniting of one man and one woman in covenant commitment for a lifetime. (Genesis 1:27-28, Malachi 2:14-16, Matthew 5:31-32, Matthew 19:3-9, Romans 1:18-32, 1 Corinthians 7:1-16, Ephesians 5:21-33, 1 Peter 3:1-7)
- We believe that sexual purity is confined to Biblical marriage and that all forms of fornication, adultery, homosexuality, and pornography are morally depraved and they are a perversion to God's mandated design. (Matthew 5:28, 15:19-20; Romans 1:24-32; 1 Corinthians 6:9-20; Galatians 5:19-21; Hebrews 13:4)
- We believe in the sanctity of human life, under the government of God, and that the extinguishing of life through abortion, suicide, homicide, or active euthanasia (assisted suicide) is biblically classified as sin. (Genesis 1:27; Exodus 20:13; Job 31:15; Psalm 119:73, 139:14-15; Ecclesiastes 11:5)

## **PHILOSOPHY OF CHRISTIAN EDUCATION AT CAC**

CAC was founded in 2006 to assist families in the rearing of their children by providing a strong academic program integrated with Biblical instruction, which merges faith and learning. We believe educating the whole child necessitates three important forces in the child's life: A Christ-centered home, church, and school. Together, all three provide a much greater assurance of raising up young men and women who will make a positive and impactful difference in our world for Christ. We believe education is a partnership. Students function best when there is consistency between the home, church, and school. Our desire and goal is to be an extension of your home and church (Deuteronomy 6:6-7; Ephesians 6:4) and, our educational philosophy is based upon three aspects:

**Christian Worldview:** We seek to permeate every aspect of CAC with scriptural values and biblical principles. A Christian worldview is examining every element of life under the light of God's truth. It is an understanding that God is the creator of all things and nothing exists without reference to God. The school's desire is to assist parents in raising up children who know God, love Him, follow Him, and bring God glory in every area of their lives (Colossians 1:16-17).

**Academic Excellence:** Our goal is to develop the whole student. Students' intellectual vitality and overall qualities of mind, body, and spirit are nurtured to stimulate their God-given talents and abilities that will help guide the students into their futures. We offer a comprehensive and foundational core of Bible, Language Arts, Math, Science, and History. Students are taught how history displays God's judgment and providence, how mathematics manifests the order and symmetry of God's creation, how the language arts can provide them with the tools necessary to extend Christ's kingdom, how science testifies of God's actions and methods, and how through the creative arts God has entrusted to them a finite ability to create. We believe in high standards and that students will rise to the challenge of tough expectations. Students must be taught and challenged to think at higher levels as well as be prepared for the unique world in which they live. They must not only learn, but also learn how to learn, as well as discover or rediscover the joy of learning (Philippians 1:9-10).

**Christian Character:** Christian character should be a natural outgrowth of Christian Education. We seek to encourage traditional values of faith in God, purity of mind and heart, love of family and country, respect for authority, service to others, hard work, and honesty in all things. (Philippians 4:8).

### **ADMISSION PROCEDURES**

CAC will admit all prospective students, both male and female, regardless of race, color, national or ethnic origin provided, in the opinion of the school, the student may profit from the program of studies and activities planned by the school. The enrollment process consists of the following:

1. Application
2. Family Interview
3. Registration Fee
4. Agreement with/Acceptance of our Parent-Student Handbook

Following the acceptance/completion of the above requirements, the family will be contacted with the decision regarding acceptance.

Parents must contact the school office to begin the admission process. The registration fee is non-refundable, non-transferable and, guarantees a place for your child upon acceptance. Placement testing may also be given to assure your child is best served in our school.

### **K-12 Entrance Requirements**

A child entering kindergarten must be five years old on or before August 15 of the enrollment year. Before a child in any grade can be admitted, the following records must be on file:

1. Proof of a current physical examination
2. Current immunization record/religious objection form
3. Copy of Birth Certificate

### **NON-DISCRIMINATION POLICY**

CAC does not discriminate based on race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs, or other school administered programs and activities.

### **CHURCH AFFILIATION**

Our school is nondenominational and operates independently from any church affiliation.

### **ATTENDANCE REQUIREMENTS/MAKEUP WORK**

A student enrolled at CAC is expected to be present and on time every day school is in session. Attendance records for the students are reported on the student's report card each grading term. During school hours, all children must be checked out through the school office. A child will not be released to anyone other than the legal guardians unless explicit permission has been granted. Therefore, if anyone, other than the guardian or persons listed on the carpool information sheet is going to pick up your child, please call to notify school personnel.

When a student is absent, he/she shall bring a Parent Note to the office upon the return to school. The note shall include:

1. Teacher name
2. Student name
3. Date(s) of, and reason for, absence
4. Phone number of parent or legal guardian
4. Parent or legal guardian signature

If a student has a serious medical condition and expects an attendance problem, the parent/guardian should contact the school office as soon as possible.

Makeup work: Parents shall contact the student's teacher to arrange makeup work for any missed assignments and/or tests.

### **TARDY POLICY**

A tardy is defined as any occasion when the student is late for school at the beginning of the day, or late for a class during the day, without an excused absence. To be counted "on time", the student must be in the room, in his or her seat, and prepared for class to begin. Each student is allowed four tardies per grading term. Upon a fifth or subsequent tardy, a meeting with the parent/legal guardian will be held to discuss disciplinary action.

### **BIBLE**

Bible curriculum is part of our daily instruction.

### **BOARD OF DIRECTORS**

The Principal is responsible for overseeing the affairs of the school in accordance with Scripture, the school's bylaws, foundational documents, and Statement of Faith. The School Board is comprised of at least four members. The School Board regularly examines the school's policies, programs, and curricula to insure their consistency with the school's mission and philosophy. Because of the corporate nature of the Board, any single member, as an individual, has no authority over the school in any capacity.

### **CHAPEL**

Chapel will be conducted at least once weekly. Chapel dress will be worn.

### **CODE OF STUDENT CONDUCT**

CAC has developed a Code of Student Citizenship by which all students are expected to abide. Each teacher will use a system of classroom management to encourage compliance with the school code. Students who do not follow the code will be subject to disciplinary action.

- Since God is holy and since His name is to be revered, students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs, conversation, or behavior that treat the Lord's name, character, or institutions with triviality are not permitted.
- Since appropriate response to authority is biblically mandated and critical to the shaping of a child's life, students must obey their parents, school policy, and all instructions from the CAC staff and its supporting adults, promptly, willingly, completely and cheerfully. Disrespectfulness toward staff will not be tolerated. An atmosphere of mutual respect and courtesy will be maintained between students and staff.

- Since fidelity to the truth is commanded by God and is the core of all meaningful relationships, students will demonstrate honesty in all their dealings with one another and the staff. Students will respect the property others.
- Since whatever we do, we are to do heartily, as to the Lord and not unto men, students will work diligently on all of their schoolwork, striving to do their best at all times.
- Since working with others involves self-discipline and gratitude, students will be prompt in their arrival to class and school activities. Students will refrain from actions that distract others from their academic pursuits and refrain from harmful and rough physical contact with other students such as hitting, punching, tripping, wrestling, and similar activities.
- Since we care about the health and well-being of our students and staff, the possession and/or use of drugs, alcohol, tobacco, vaping paraphernalia, or weapons of any sort, is strictly forbidden on school grounds.
- Since words have a power and integrity of their own and, since God expects man to be stewards of thoughts and expressions, students will refrain from language and actions which are vulgar, inappropriate, and demeaning to either God or mankind. Teasing, criticizing, put-downs, insults, and name-calling are not permitted.
- Since our physical facilities and school materials exist as God's provision and, since some activities are inconsistent with responsible stewardship, students are expected to treat all school materials and facilities with respect and care.
- Since students are to conduct themselves in a manner consistent with biblical principles of purity and holiness, public displays of affection (e.g. holding hands, kissing, etc.) are not permitted on school grounds.
- Since our students serve as ambassadors for Christ and representatives of the school, it is expected that students will always conduct themselves accordingly, whether they are at, or away from, school.

### **Student Behavior Expectations**

- Love God and Others
- Listen and Obey
- Use Kind Words
- Have a Servant's Heart
- Be Honest
- Try your Best
- Seek and Ask for Forgiveness

### **CURRICULUM**

**Bible:** We seek to inspire and motivate all students toward a total personal commitment to Jesus Christ so they might live by, and believe personally in, the Gospel, allowing Christ to change and equip them for their future.

**English:** We seek to equip every student with the skills necessary for good writing and speaking; including spelling, grammar, style, clarity, proofreading, presentation, articulation, etc. We encourage clear thinking by the students by requiring clear and focused writing.

**Mathematics:** We seek to ensure students have a thorough mastery of basic mathematical functions, emphasize a conceptual, as well as practical, understanding of math through the frequent use of word problems and, illustrate logical mathematical systems and reasoning.

**Reading:** We seek to teach students to read beginning in kindergarten, using phonics as the primary building blocks for instruction; introduce the students to high quality literature and, have students read a wide variety of literary classics.

**Science/History/Geography:** We seek to broaden students' understanding of history, geography, and science by gradually deepening their level of exposure and research as the students mature throughout their school years. In science, laboratory experiments will be a part of classroom activity to give the students hands-on experience.

**Spanish:** Bilingual education helps students effectively connect with people of different cultures and backgrounds, increasing their ability to share the word of God with others.

**Art:** We seek to teach all students basic fundamentals, equip students to knowledgeably use a variety of art media and, encourage the students to appreciate and imitate the beauty in creation.

**Computer:** We seek to equip students with a knowledge of basic computer skills to be computer literate in an ever-evolving technological society.

**Lost Arts:** We seek to equip students with ideas, techniques, and actions that seem to be lost in today's society. We will practice etiquette, letter writing, social graces, etc.

**Music:** We seek to nurture an appreciation for vocal and instrumental music and, encourage the students to select an area of interest to pursue on their own.

**Physical Education:** We seek to teach fundamental skills through exercise, games, and activities to achieve adequate physical fitness.

**Library:** We encourage our students to take advantage of the library. Books may be checked out weekly. The student must pay for all lost library books. The charge will be the replacement cost of the book. Students' report cards will be withheld each nine-week period until delinquent library fines are paid.

**Standardized Testing:** CAC shall administer a nationally standardized academic achievement test to all students in grades K-8.

## **DISCIPLINE**

Discipline at CAC is divided into three categories: Level 1, Level 2, and Level 3 Behavior Infractions.

### **Level 1 Behavior Infractions include:**

- Inappropriate language or comments
- Physical contact (minor pushing, shoving, horseplay)
- Non-compliance
- Minor class disruption (excessive talking)
- Lying/cheating
- Inappropriate use of school property or materials (i.e., computer misuse)
- Cell phone violations
- Dress code violations

Level 1 Behavior Infractions will be handled by the classroom teacher in accordance with their classroom discipline plan. Each teacher will send their classroom discipline plan home to parents. To ensure students demonstrate appropriate behaviors in the classroom, procedures and routines must be frequently modeled and practiced.

Other possible consequences and interventions could include, but are not limited to:

- Written warning
- Additional academic assignments
- Work assignments
- Detention
- Non-participation in extracurricular activities
- Student behavioral intervention plan
- Suspension (zero grade for any work missed that day)
- Expulsion
- Parent conference
- Paddling or in-school suspension

If a student accumulates three Level 1 Behavior Infractions in one nine-week grading period, the classroom teacher can send the student to the office with a discipline referral to conference with administration.

**Level 2 Behavior Infractions include:**

- Abusive/ Inappropriate language toward a staff member
- Fighting
- Major pushing and shoving
- Major disrespect
- Major classroom disruption/Tantrums
- Major verbal altercation between students
- Theft
- Habitual discipline

Level 2 Behavior Infractions, or students reaching a habitual discipline level, will receive an immediate referral to the office to conference with administration. Administration will contact the parent to discuss the incident.

**Other consequences and interventions could include, but are not limited to:**

- Loss of Privileges
- Required Parent Conference
- Restitution
- Suspension

**Level 3 Behavior Infractions include:**

- Bullying/Threats
- Alcohol/Drugs/Tobacco/Vaping
- Immoral conduct
- Vandalism/Tagging
- Arson Tools/Weapons

Students committing Level 3 Behavior Infractions will be immediately sent to the office with a referral, and their parents will be contacted by administration.

**Other possible consequences and interventions could include, but are not limited to:**

- Loss of Privileges
- Restitution
- Behavior Intervention Plan



## **Bullying**

CAC will not tolerate bullying or the acceptance of bullying. God commands us to love our neighbors as ourselves. (Matt 22:39)

Bullying occurs when someone repeatedly, with words or actions, hurts, frightens, or threatens, another person. Some examples of bullying include the following incidences that are repeated:

- Pushing, hitting, kicking, or throwing things at someone
- Constant name calling or teasing
- Threatening to hurt someone
- Spreading rumors about someone, including cyber-bullying on social media
- Racial taunting
- Making sexual comments
- Vandalizing someone's property
- Ridiculing

Students who believe they have been bullied, or have seen another student being bullied, should immediately report the problem to a teacher or other staff member. Any parent who becomes aware of a bullying incident should report it to a teacher or school administration. Bullying is a **Level 3 Behavior Infraction**.

## **CHEATING AND PLAGIARISM**

Cheating is a breaking of academic integrity and involves one or more of the following:

- Use, copy, or turn in another person's, or computer generated (i.e. Artificial Intelligence (AI)) work.
- Being in possession of a copied test/exam given by a teacher.
- Failure to follow testing procedures given by a teacher.
- Using any type of notes or "cheat sheet" during a test or exam, unless the teacher has authorized otherwise.
- Communicating in any way with another student during a test or exam.
- Discussing a test or exam with a student who has already taken the exam.
- Using/stealing the ideas of another person and using them as your own, without giving proper credit to the original author.
- Assisting another student to cheat in any of the examples given above.

### **Discipline for Cheating/Plagiarism**

As Christians, we recognize cheating is a serious offense in God's eyes. Therefore, students found to be cheating/plagiarizing will be referred to the administrator/principal for a conference and discipline. Discipline can include, but is not limited to:

- Detention
- Suspension
- Expulsion

## **DRESS CODE**

The following dress code must be followed at school or on field trips, except on designated dress up days. The Dress Code applies to all students, grades K-12.

Every student is expected to maintain the level of personal hygiene necessary to ensure a healthy school environment. Students are encouraged to observe a standard of grooming and dress code with the level of formality of the school situation. **Modesty must prevail.** By school board policy, the administration reserves the right to determine appropriateness of dress in cases not covered by the dress code.

- Students may not wear head coverings of any kind, including hats and hoods, unless worn for religious, medical, or safety purposes and approved in advance by administration. No tinted glasses or sunglasses may not be worn during the school day.
- No exposed midriffs will be permitted. Shirts must cover the midriff on all sides.
- No exposed cleavage will be permitted.
- Straps such as those found on tank tops, muscle shirts, halter tops, tube tops and/or spaghetti strap tops are not permitted. Tops that expose the back or parts of undergarments, including racerback tops or similar articles, are not permitted.
- All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt, are not permitted. Pants must be worn at the waist and completely cover the buttocks area. Pants may not be worn in such a way as to expose undergarments or skin around the midsection.
- Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. Students wearing any article of clothing that is deemed inappropriate, offensive, or a distraction to the educational environment by the administration will be required to change.
- Jeans/slacks/shorts with writing on the buttocks area or with holes are inappropriate and may not be worn at school.
- Shorts are to be not shorter than 4 inches above the knee.
- Dresses, jumpers, skirts, and skorts must be not shorter than 2 inches above the knee.
- Leggings and Jeggings may be worn only when an accompanying top completely covers the buttocks.
- Pajamas or sleepwear, unless worn during Spirit Week on a pajama day, are prohibited.
- Gloves may not be worn in the building.
- No piercings are permitted (boys or girls), other than earrings for girls.
- Footwear must be worn. Safety considerations may dictate the type of footwear worn in specific classes or school settings. Shoes with wheels, roller blades, or skating shoes of any kind are not permitted. If shoes are designed for laces, they are to be worn with appropriate tied laces.
- Clothing containing holes, cuts, tears and/or rips that expose undergarments or skin are not permitted.
- No extreme hair color, extreme hair style, extreme make-up, jewelry or tattoos. Contrasting hair colors must be a natural hair color.
- Boys' hair length must not be lower than the bottom of the shirt collar. Students' hair should not be in their eyes, or distracting from learning.
- Hoodies and crewneck sweatshirts may be worn over an approved CAC Dress Code shirt. Exception is on Mondays, Chapel Day.

### **Chapel Dress Code**

Chapel dress code shall be observed on days Chapel is held. All students K-12 must wear a royal blue or white polo shirt. Students must also wear:

- Shorts (no shorter than 4 inches above the knee), khaki in color or,
- Pants (no jeans) khaki in color or,

- Skirt or skort (females only and, no shorter than 2 inches above the knee), khaki in color

Students who do not follow the Dress Codes will be asked to change clothes or remove accessories. If the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire, or accompany the student home to change. The school may also provide appropriate clean clothing if necessary and available. Repeated Dress Code infractions may result in additional consequences.

### **ELECTRONIC DEVICES/CELL PHONES**

**No cell phone usage is allowed during school hours.** Electronic readers and tablets are at the teacher's discretion, and only for appropriate academic purposes. If a student violates this rule, the device or phone will be held in the office until the parent arrives and, the student will be subject to disciplinary actions.

### **FINANCIAL ASSISTANCE**

A limited amount of financial assistance is available for students with financial need. Please ask for the appropriate forms to apply.

### **GRADE SCALE AND REPORTING**

Teachers shall communicate frequently and regularly with parents about each student's academic performance and work habits in the classroom. Report Cards are sent home each nine weeks, with a progress report sent home at the midway point of the nine-week grading period. Parents/Guardians are responsible to attend the Parent/Teacher conferences to become informed of their child's progress. Below are the grading scales:

#### **ELEMENTARY (K-8)**

A: 94-100

B: 86-93

C: 78-85

D: 70-77

F: 69 or below

#### **HIGH SCHOOL**

A: 91-100

B: 83-90

C: 76-82

D: 70-75

F: 69 or below

### **GRADE PROMOTION POLICY**

Students must earn a passing grade (at least a 70% average for the year) in Reading, Math, Language Arts and, earn a passing grade in at least two of the other academic subjects. Exceptions may be made, depending on the circumstances.

## **HEALTH POLICY**

All students must have on file with the school office all medical reporting forms required by Tennessee state law. It is expected that students will be sent to school healthy, well rested, and ready for class.

- Students with fever, diarrhea, vomiting, contagious viruses, severe colds, and the like will be sent home to avoid infecting others.
- Students who are lethargic, tired, and unable to do their schoolwork will be sent home for needed rest and recuperation. CAC does not operate a health suite, and students who are not able to do their schoolwork will be sent home.
- Parents must provide the school with emergency numbers of friends/family who can pick up their sick child from school, if the child becomes ill.
- Do not send any student to school who has had a fever (100.4 degrees F or above), vomiting, diarrhea, or any other contagious disease **within the previous twenty-four hours**. The student will not be allowed to come into the classrooms and thus, must be sent back home. Students need to be medication and fever free for 24 hours before returning.
- We want to maintain a healthy, safe environment for all students, so please allow your child adequate time to recover from an illness before sending them back to school.

## **HOMEWORK**

Teachers at CAC may assign homework nightly as needed. Every effort will be made to avoid sending homework home on Wednesday nights so as to enable students to attend Wednesday evening church service. Family time is strongly encouraged at CAC and thus teachers will strive to limit homework to only what is essential to the academic program.

## **HONORS AND AWARDS PROGRAM**

We believe that God is glorified when His people use to the utmost the gifts He has given them. Therefore, we seek to publicly recognize those students who accomplish the necessary requirements to receive the applicable award/honor set forth below.

<b>Student of the Month</b>	<b>Certificate/Award</b>
Academic Accomplishment	Honor/Award Given
All A's in a grading term	Placement on 'A' Honor Roll
All A's and/or B's with at least one A	Placement on 'A/B' Honor Roll
All year A's	Certificate/Award
All year 'A/B' Honor Roll	Certificate/Award

Other awards will also be given at the end of the year such as: attendance, most improved, and most Christ-like.

## **INCLEMENT WEATHER POLICY**

Because CAC does not provide transportation service, the responsibility for getting children safely to and from school rests on parents or their designated representatives. Parents are therefore responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel. Parents who do not believe road conditions in their area permit safe travel should not attempt to get their children to school. Notify the school if this should happen. School closings will be listed on the CAC Facebook page and phone tree.

## **INSURANCE**

School-time accident insurance will be provided to all students. Parents/Guardians will be contacted if their student was involved in a school-time accident.

## **DISABILITY POLICY**

Children with severe learning disabilities and/or severe physical disabilities will not be admitted to CAC due to the lack of adequate staff, resources, and facilities. Children with mild learning/physical disabilities **may** be admitted if they are capable of functioning in a “traditional classroom setting.” If accepted, they will be required to meet the same academic and behavioral standards as all other students in their grade level. The students will be given as much instruction as their classmates-no more and no less. CAC reserves the right to decline any accommodation to a student with a learning/physical disability if it deems the accommodation to be a hindrance to the learning experience of other students in the school or, if it deems that the accommodation may compromise the school’s academic standards.

## **LOST AND FOUND**

Lost articles should be taken to the school office and may be recovered there. Articles not claimed by the end of each nine week grading period will be given to needy families or a benevolence ministry.

## **MEDICATION DISTRIBUTION**

- A staff person or a parent of the student must administer all medication taken by students.
- Students who require medication on an as needed basis (e.g. Epi-Pen or inhaler) must have a physician’s order on file to self-administer the medication.
- Prescription/Over-the-counter medication will be administered to students only at the written request of the parent. Parents must complete a Medication Administration Form before any medication can be distributed to a student.
- Over the counter cough drops and throat lozenges may be carried and taken by students with a handwritten note or verbal permission from their parents to the student’s teacher.

## **MEMBERSHIP**

CAC is a Category IV school operating under the membership of ACSI (Association of Christian Schools International). ACSI is a Tennessee State Approved Accrediting Agency.

## **PARENT INVOLVEMENT**

As a support and extension of the family unit, CAC considers the family to be of first importance to a child. God, through His word, the Bible, indicates that the family is the most important human institution He designed. We strive to support the family and respect parental authority and responsibility in all we do. Therefore, we strongly encourage parental involvement in the education of their children. Parents are asked to be actively involved with their child’s schoolwork at home by asking about their child’s day, assisting with homework, talking about the importance of education and, supporting school personnel. Parents are encouraged to be actively involved in the school and are welcome in the school at any time. Opportunities for involvement include: assisting in the classroom, chaperoning field trips, sharing your expertise, experience, and travels as they may relate to an area of study in class, attending Parent/Teacher conferences, and/or serving on committees.

## **SPORTS**

Depending upon participation, the following sports are anticipated: boys' and girls' basketball, girls' volleyball, cross country, and cheerleading. Participation in sports at CAC is a privilege. Therefore, good grades and acceptable behavior are prerequisites for participating in any sport. If a student's grades on a report card fall below a C grade average, their eligibility to continue playing sports is at the discretion of the campus principal and coach. Students must follow the Student Rules of Behavior as outlined in this handbook.

## **STATE GUIDELINES**

According to federal law, we follow AHERA requirements/guidelines and keep an asbestos management plan and emergency/crisis manuals in the front office for parents and staff to view.

## **STUDENT DRIVERS**

Student drivers may not leave until school is dismissed without receiving a tardy unless a student has a doctor's note, is leaving for work (co-op program only) or, to take college credit classes at Roane State Community College. Student drivers may not leave school grounds for lunch.

## **SUPPLIES**

Parents/Guardians must provide all necessary school supplies. The school will provide parents with a supply list.

## **TEACHERS**

CAC strives to hire a teaching staff that is comprised of teachers with a Bachelor Degree from either a state or private university and certified in their teaching areas. CAC strives to hire the people best qualified for each position.

## **TUITION FEE/COLLECTION POLICY**

The objective of this policy is to ensure that tuition and fees are collected in a timely manner and to establish a process whereby unpaid tuition and fees can be collected as early as possible.

- If tuition/fees are not paid within the first 10 days of the month, a payment reminder will be sent to all applicable families.
- If tuition/fees are still not paid within 30 days, school administration will contact the family. Any payment agreement made at that time will be kept on file.
- If a payment agreement is not made or adhered to, and payment is not received after 60 days from the original due date, the student could be suspended and grades withheld until payment is received.

## **TUITION PREPAYMENT POLICY**

A tuition discount will be given if the full school year's tuition is paid by the beginning of the school year.

## **TUITION REFUND POLICY**

If a student has attended class one day in a month, that month's tuition is non-refundable. Any other prepaid tuition, except the first month of the school year, may be refunded at 50% if a student is withdrawn. Enrollment deposits are non-refundable.

## **PARENT-TEACHER CONFERENCE**

Parent-Teacher conferences are important whether students are doing well in school or are experiencing academic or social difficulties. Teachers encourage parents to request a conference when questions or concerns need to be addressed. When a teacher requests a conference, it is the responsibility of the parent to make every effort to meet with the teacher.

When a school visit is necessary, the parent/guardian must first make arrangements with the school office. A time will be scheduled that will be suitable with the parent/guardian and teacher's schedules. Parents are not to go directly to the classroom without first receiving permission from the school office. Conferences must be scheduled after school, not during the school day.

## **PARENT/TEACHER ORGANIZATION (KORT/PTO)**

All parents, grandparents, guardians, and/or others affiliated with a student are encouraged to participate in this group. Meetings are held monthly, on the second Tuesday of each month, August – May.

## **TELEPHONE USAGE**

It is the desire of the administration and faculty to serve both parents and students. We do request, however, that parents refrain from calling their children when they are in school, except in case of an emergency.

## **SCHOOL/OFFICE**

Students are not permitted in the school office without permission from the secretary. Parents and visitors who come to school for any reason are to report to the school office. Parents are not to go directly to the classroom, playground, or physical education area without first receiving permission from administration. Lunches, homework, etc., may be left in the office to be delivered to students. If you would like to eat lunch with your child, please check in with the secretary and wear a visitor badge while in the building.

## **SEARCH AND SEIZURE**

Lockers are school property and can thus be searched by the proper authority at any time, with or without cause. If there is a reasonable suspicion of drugs, pornographic material, tobacco, weapons, etc., a search of a student's possessions or outer clothing is warranted. Any inappropriate or illegal items will be confiscated.

## **VIDEO SURVEILLANCE**

CAC uses video and/or audio surveillance on all school properties.

## **VISITORS**

All visitors must report to the office immediately upon arrival. No one outside of the immediate family may visit a student without approval from the parent/guardian of the student and approval of the principal.

## **WITHDRAWAL**

In order to withdraw a student from school, parents must come in person to the school office. Student records will not be released until all bills are paid and all textbooks/other materials belonging to the school have been returned.

**STUDENT/PARENT SCHOOL AGREEMENT FORM**

**Please sign this page, remove it from the handbook, and return it to school.**

I have read and discussed this handbook with my child. We understand the rules and will abide by them.

Parent/Guardian Signature \_\_\_\_\_ ( for the 20xx-20xx School Year)

Date \_\_\_\_\_