



2021-2022

# Parent and Student Handbook

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# CUMBERLAND CHRISTIAN ACADEMY

## BOARD MEMBERS

Mr. Boyd Wages, Board Chairman

Mrs. Stacey Bronner

Mr. Alan Taylor

Mrs. Tesh Liburd

Mr. Reggie Ewing, Treasurer

Mr. Herm Simms

Rev. Richard Hemphill  
Emeritus

## LEADERSHIP

Mr. Eddie Fincher - Head of School

Dr. Mark Ohliger, J.D. - Director of Operations

Mrs. Ann Weaver, M.Ed. - High School Principal

Ms. Portea Merrill - Middle School Principal

Mrs. Melody Spencer, M.Ed. - Elementary/Preschool Principal

Mr. Dave Hubbard - Campus Pastor / Webmaster

Mr. Barry Coleman - Athletics Director

Mrs. Melody Spencer - Interim Fine Arts Director

Mrs. Melitha Alvey - Admissions Director

Mrs. Jan Cooper - Registrar/Int'l Students/HomeSchool Director

Mrs. Carrie McCall - HR/Business Director

Mrs. Lydea Cheeks - IT Director

Mr. Bill Cowan - School Resource Officer

Mrs. Courtney Richardson - Transportation Director

Mrs. Virginia Glover - Athletics Coordinator

## ***PHILOSOPHY***

Cumberland Christian Academy is an independent Christian school founded on the truth that the ultimate goal of all creation is to bring glory and honor to the triune God of the universe. The Holy Scripture says, "For from Him and through Him and to Him are all things. To Him be the glory forever! Amen." (*Romans 11:36*) This verse teaches that since God is the source and accomplisher, the goal of all created things is His glory. Therefore, mankind's and CCA's ultimate purpose is to glorify God and enjoy Him forever. (*Genesis 1:26-27; 1 Corinthians 10:31*)

We glorify God by obeying His Word. The Bible teaches that man was created in God's own image and commanded to occupy the earth and have dominion over it. (*Genesis 1:27-28*) However, when Adam and Eve chose to sin, they destroyed their relationship with God and their ability to think and act as God intended. We inherit a sinful heart from Adam. (*1 Corinthians 15:21-22*)

God provided a solution by sending His son, Jesus Christ, to earth to die for mankind's sins. By repenting and placing our faith in Him, we can be saved from judgment, cleansed from sin, and restored to a right relationship with God. Now, guided by His Word and filled with the Holy Spirit, we can properly relate to God and manage the earth as He intended. The purpose of Christian education is to impart these and similar truths so that every student knows the reality of who they are and God's plan for what they are to become. (*1 John 4:14, 1:7; John 3:16; Ephesians 5:18*)

Cumberland Christian Academy is a Christian ministry with full authority to minister the gospel, conduct missions, conduct worship services, and minister the historic sacraments of the faith under the direction of its elders (The Board, Head of School, Executive Director) and its deacons (The Leadership Team). The school exists, within the context of its mission and purpose statements, to support Christian families and activate students to be vital participants in other gospel ministries, *especially local churches*.

## ***VISION STATEMENT***

Educate Every Student Every Day, in every way to ensure college, career, and citizenship readiness to compete and lead in a global society.

## ***OUR MISSION AND PURPOSE***

Learn by providing a wide range of educational options utilizing in person learning, virtual instruction, independent study, online tutorial programs, dual enrollment as well as English Language Learner support.

Innovate by implementing STEM Certification, state-of-the-art classrooms, enrichment programs, Performing and Visual Arts, and athletic development.

Fuse the 4C's of 21st Century Education (Collaboration, Communication, Creativity, and Critical Thinking) into the daily curriculum taught from pre-kindergarten through high school graduation.

Elevate students by building leadership capacity through Christian development of discipline, character, responsibility, and service to the community.

## **GOALS**

CCA's goals are to nurture and challenge students to:

- know Jesus Christ as Savior and Lord (*John 17:3*)
- adopt a biblical worldview (*Psalms 111:10*)
- love one another as themselves (*Matthew 22:37-39*)
- achieve academic excellence (*Colossians 3:23*)
- grow into Christ-likeness as they mature spiritually, emotionally, socially, and physically (*Luke 2:52*)
- evangelize and make disciples of all nations (*Matthew 28:19-20*)

In order that they may bring glory to God by serving our Lord and others through their character, spiritual integrity, and leadership (*1 Corinthians 10:31*).

## **WHAT WE BELIEVE**

- One God is revealed in three persons: the Father, the Son, and the Holy Spirit. (*Deuteronomy 6:4; John 1:14, 18; Matthew 28:19; John 8:58; John 15:26*)
- The triune God created all things. (*Col. 1:6; John 1, 3*)
- Jesus Christ is God the Son in the flesh. He was born of a virgin. Because He is God, He led a sinless life and performed miracles while on the earth. (*John 1:1, 14; Matthew 3:17; Luke 1:26-35; Matthew 1:22-23; Hebrews 4:15; Acts 2:22*)
- Jesus Christ died on the cross for not only our sins, but also for the sins of the whole world. We have redemption through His blood, even the forgiveness of sins. (*1 John 2:2; Hebrews 9:22-28; Colossians 1:14*)
- Salvation is found in Christ alone. (*Acts 4:12; 1 John 4:9; John 14:6*)
- The Lord Jesus Christ was buried and He rose on the third day so that we who believe may be justified freely before God. (*1 Corinthians 15:3-7; Romans 5:1-2*)
- The Holy Bible is God's written revelation to all men, is inspired by Him without error, and is the authoritative Word of God. (*2 Timothy 3:16-17; Psalm 7-11; 1 Thessalonians 2:13*)
- God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (*Gen 1:26-27*) Rejection of one's biological sex is a rejection of the image of God within that person.
- God instituted marriage to be the life-long union of one man and one woman (*Genesis 2:18-25; Matthew 19:4-6*). The school further believes that homosexual unions are in violation of natural law as posited by scripture (*Genesis 1:28*). Homosexual unions come under categorical prohibition in the Old and New Testaments (*Leviticus 18:22, 24; 20:13; 1 Corinthians 6:9-10; 1 Timothy 1:9-10*) as contrary to God's design (*Romans 1:26-27*). In obedience to God's word, Cumberland Christian Academy declares that same-sex unions are contrary to the will of God and sin against the commandments of God. Heterosexual marriage is an estate to be held in honor by all and kept inviolate (*Hebrews 13:4; 1 Thessalonians 4:2-5*).
- God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (*Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.*)
- Every person must be afforded compassion, love, kindness, respect, and dignity. (*Mark 12:28-31; Luke 6:31.*) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Cumberland Christian Academy.

## ***CORE VALUES***

### *MISSIONS & COMMUNITY SERVICE*

- We are an educational ministry whose primary core value is to share the gospel and teach our students to do so; to serve one another, the community, and the world.

### *WORSHIP/ ARTS*

- Understanding that God is worthy of worship in everything we do, we are equipping all of our students to be lifetime worshippers, using all of their gifts to glorify God.
- We will equip many students to be worship artists serving the church, and engaging the world through godly artistic expression.

### *CREATING COMMUNITY*

- Creating community through missions, trips, retreats, clubs, small groups, Bible classes, and discipleship, we will teach God's truth through mentor and peer relationships.

### *SCIENCE, TECHNOLOGY, ENGINEERING, MATH*

- Preparing students to be lifetime witnesses for Christ by demonstrating excellence in Science, Technology, Engineering, and Mathematics both in school and in their careers.
- Students will know that a knowable God has created an understandable world through these disciplines.

### *HUMANITIES*

- Creating students that understand the world and are able to communicate biblical purpose and truth persuasively through writing, oral rhetoric, and multimedia.

### *ATHLETICS*

- We will teach Christian standards of behavior and discipline to athletes, enabling them to excel on and off the court and field and to impact the world for Christ as part of a team.
- We will empower those whose God-given skills allow them to do so to impact higher education for Christ.

### *STUDENT BEHAVIOR OUTCOMES/SAFE ENVIRONMENT*

- We will create a safe and loving environment through biblical affirmation, advocacy, and discipline.

### *CUSTOMER SERVICE*

- Acknowledging that families and their children are our customers, we will do everything we can to serve them better without compromising biblical and professional ethics.

### *BUSINESS AFFAIRS*

- We will keep tuition affordable for the average Christian family.
- We will operate on a balanced budget with financial integrity.
- We will keep debt low.
- We will treat others the way we would want to be treated.



## *THE FUTURE*

- We will continue to work towards a unified campus while improving all current processes and outcomes along the way.

## *STUDENT OUTCOMES*

### *ACADEMICS*

- CCA students will articulate a Christian, biblical worldview.
- CCA students will perform as well as or better than their public school peers in standardized testing.
- CCA students will be accepted to vocational tech, colleges, and universities that fit their test scores, GPA, artistic ability, athletic ability, available finances, and spiritual maturity.
- CCA will be challenged by the faculty to achieve their full potential and are graded commensurate with their work.
- CCA students become lifelong learners by learning how to learn.
- Rigor of all academic classes meets or exceeds GA state standards.
- All classes embrace and use the 4 C's, the cornerstone of 21st century learning (Collaboration, Communication, Creativity, and Critical Thinking) as methods for instruction.

### *ATHLETICS*

- The student athlete, as a member of Cumberland Christian Academy team, will experience and understand setting and accomplishing team goals.
- The student athlete learns the benefit of a disciplined schedule that athletic participation requires.
- The student athlete learns submission to authority in the player-coach relationship.
- The student athlete is taught to praise God in winning and losing.
- The student athlete learns the unity shared by all Christian believers through experiencing fellowship with competing schools.
- The student athlete learns to use their special giftedness to benefit the team.
- Students who wish to do so are afforded opportunities to transition to a college athletic setting that is appropriate to their ability.

### *FINE ARTS*

- Students will develop a heart of worship through exposure to and participation in Christ-centered art.
- Students will be prepared to be agents of cultural change in their generation through Christian art and media.

### *SPIRITUAL LIFE*

- Students will experience continuous spiritual transformation in their lives as they come to know Christ and grow into His likeness.
- Students will become a catalyst for spiritual change in the lives of others.
- Students will discover God's hope and vision for their lives.
- Students will become pro missions and understand global evangelism.
- Students will understand spiritual warfare and how to deal with it.
- Students will understand how to live for Christ in an imperfect world.
- Students will understand what it means to be daily favored with God's love, daily enabled to walk in His power, and daily encouraged and strengthened by His presence.

- Students will follow the honor code written for each campus grade levels.

## ***GENERAL ADMISSIONS REQUIREMENTS***

Cumberland Christian Academy's mission is to offer Christ-centered instruction that will transform each student's heart, soul, and mind. We seek families that are willing to grow not only intellectually, but also emotionally, physically, morally, and spiritually in accordance with a Christian worldview. (*Luke 2:52*) Our curriculum reflects our Christian perspective and is designed to prepare the student for college. (*1 Samuel 16:7*)

Academically we look for average or above average students who can succeed in a traditional classroom environment. Occasionally we make exceptions with the hope that eventually the student will rise to the challenge.

CCA will not deny admittance to any student based on race, color, or national origin. Parents must complete the admissions process for their student(s) by returning all specified forms with accompanying fees. With the exception of international students and hybrid homeschool students, applicants must undergo the required student screening, interview process, and placement testing before being considered for admittance. To be in K3, K4, K5, and First Grade, a student must be 3, 4, 5, or 6 years old respectfully on or before September 1.

Acceptance of students into CCA will not be official until all admissions requirements have been satisfactorily met. Applicants who withhold relevant information or who falsify information may not be accepted and may be required to withdraw from CCA if enrolled. Students who have been suspended or expelled from CCA or any other school may not be admitted. Students who are married or who have children will not be considered for admittance.

New students will receive notification of the admittance decision from the Admissions Office. The invitation to enroll will contain instructions for completing the online enrollment packet. Upon acceptance, families will also submit:

\*Copy of immunization form

\*Copy of social security card

\*Copy of birth certificate

Student candidates applying to CCA are subject to the campus Principal and/or Head of School interview. Students entering CCA from homeschool or the international program are subject to interview by the Registrar or Principal.

CCA believes that God has placed the full responsibility for the training and education of the child upon the parents/guardians. Parents/guardians may choose to delegate some of their responsibility to a school, but it is the parents/guardians who are accountable before God for the education of their child. (*Proverbs 22:6*)

Because of this shared responsibility, there must be close communication and agreement between the home and school. If CCA is to be an extension of the home, there must be consistency between the two regarding the educational objectives, methods of achieving those objectives, and obligations of each party. Parents should choose CCA because its curriculum and methods are in harmony with the home. It is the responsibility of CCA to answer any and all questions regarding these issues to the satisfaction of families seeking admission. No parent, grandparent, or guardian should seek admission until they are satisfied with the answers to all questions. CCA assumes that if a family applies for admission, they are in complete accord with the Christian values, mission, purpose, beliefs, core values, objectives, methods, and obligations that accompany admission.

## ***International Admissions Requirements***

### ***F-1 ADMISSION PROCEDURE***

The student's international agent should contact our Registrar to schedule an interview and obtain an application form. The Registrar will collect the completed application form, a non-refundable application/registration fee, and other documents needed. Upon student acceptance, CCA will send an official acceptance letter and I-20 form to the applying student's home address.

### ***REQUIRED DOCUMENTS***

- Completed CCA student application with non-refundable application/registration fee
- Transcript for rising 10<sup>th</sup>-12<sup>th</sup> graders or report card for rising 6<sup>th</sup>-9<sup>th</sup> graders (translated into English and complete with grading scale)
- Any standardized test scores from the past three years
- Immunization records, translated into English
- Copy of passport/student VISA
- Proof of Medical Insurance

### ***ADDITIONAL REQUIREMENTS***

- Students must read and adhere to all standards outlined in the CCA handbook.
- International students must not purchase or drink alcoholic beverages (including beer and wine) while in the United States.
- Use of illegal drugs or association with anyone involved with illegal drug use will result in immediate return of the student to his or her home country.
- Smoking is strictly prohibited.
- Host family arrangements must be confirmed before arriving in the U.S.
- International students must reside with a U.S. host family that is compatible with CCA values and/or objectives.
- We strongly recommend that students arrive a week before school starts or by the first day of school at the latest. Students who report 20 days or more after the beginning of any term may not receive academic credit for that term.
- Students must immediately inform the school of any change in host family arrangements, address changes, etc. Failure to do so will result in immediate return to the student's home country.
- If the student's English language is not proficient for high school success, ESL classes may be required at an additional fee.
- International students may not drive until the second semester of their Senior year.
- College-bound international students are required to take the internet based TOEFL.

## **INTERNATIONAL STUDENT TUITION, FEES AND ADDITIONAL EXPENSES**

### ***INTERNATIONAL TUITION***

- We accept direct wire transfer of funds.
- Tuition is due in one (1) annual payment unless other arrangements have been made with CCA.
- Tuition is non-refundable.
- Students participating in athletics must pay additional per sport fees.
- Uniform shirts may be purchased through CCA's website. Khaki pants may be purchased locally provided they comply with dress code.

- CCA will distribute host family fee reimbursements each semester.
- Lunch items and snacks may be purchased from the school.
- Additional fee for International Club field trips will be required.

### ***IMPORTANT ADDITIONAL INFORMATION***

- Students must meet with CCA's International Director to establish an approved graduation plan.
- Any online coursework needed for graduation or other purpose will be paid for by the student or agent.
- All students must have a sponsoring international agent unless approved by our International Director.
- International students are allowed to participate in CCA athletics subject to rules and requirements of the conference.

### ***SHORT-TERM INTERNATIONAL ADMISSION PROCEDURE***

Contact our Registrar to view and obtain an application form. She will collect the completed application form, \$300 non-refundable application/registration fee, and other documents needed.

### ***REQUIRED DOCUMENTS***

A copy of the student passport, visa, immunization records, and proof of medical insurance must be submitted with the student application. These documents must be translated to English.

## ***PHILOSOPHY OF ADMISSIONS***

### ***RELIGIOUS CONCERNS***

Cumberland Christian Academy exists to glorify God by transforming, in partnership with parents and the Holy Spirit, students' hearts, minds, and souls. As such, our admissions philosophy is driven by the desire for partnership with Christian parents; this defines CCA, first and foremost, as a "covenant school." Beyond the desire to partner with Christian parents, CCA will follow God's lead by prayerfully considering students from non-religious families as an evangelistic outreach. At all times such admissions will be typically limited to approximately 10% of applicants. These families will be required to acknowledge our unapologetically Christian approach. An additional percentage of applicants accepted on an evangelical basis are to be students from other nations. Those actively belonging to faiths that heretically distort the nature of Christ, are not an appropriate fit with CCA's mission, values, and goals.

In obedience to God's word, Cumberland Christian Academy declares that homosexuality and same-sex unions are contrary to the will of God and a sin against the commandments of God. Therefore, the school reserves the right to dismiss any employee, student, or parent, who live or professes to an unrepentant lifestyle or act of homosexuality. Attending CCA is not a right, but subject to the final discretion of the administration in all cases and for any reason. The school unilaterally reserves the right to dismiss any student, family, or employee without explanation or documentation.

### ***ACADEMIC ABILITY***

CCA primarily accepts those students whose average score is in the 50<sup>th</sup> percentile or above on nationally normed tests. This is primarily a function of resources; CCA is not extensively equipped for remedial education and currently does not offer educational therapy, etc. Students who fall below these norms may be accepted with a

written probationary academic contract. A student's ability to remain at CCA is based partially on the ability to successfully advance between grades. Students failing two or more classes may be dismissed, placed on a plan of improvement, or required to attend credit recovery classes at their parent's expense prior to reenrollment.

### ***ABILITY TO PAY***

CCA operates on tuition payments. While we reserve the right to make tuition reductions based on extenuating circumstances for temporary family situations, no CCA-funded aid is available. Any state funding or contribution based tuition support will be distributed according to policy guidelines related to the funding source; such scholarships never supersede CCA standards and values.

### ***OTHER CONCERNS***

Students deemed to be a risk to the CCA community may not be admitted. Students who are repentant of previous non-threatening behaviors may be accepted on a case-by-case basis with a written behavioral contract in place.

### ***NON-DISCRIMINATORY POLICY***

CCA admits students of any race, color, gender, and national origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, hiring of staff, or athletic and other school-administered programs.

### ***ADMISSIONS CONFIDENTIALITY***

For the protection of the student and all parties, the reasons for Cumberland's admissions decisions are not public information and remain confidential.

### ***RE-ADMISSION PROCEDURES***

Only students who left CCA in good standing will be considered for re-admission. At the discretion of the admissions director, a student may be required to interview with the principal, be assessed, and/or complete a shadow day. Re-admission of students into CCA will not be official until all requirements have been satisfactorily met. This will include the completion of the online enrollment packet. Initial admittance does not imply automatic re-admission in the future. CCA reserves the right to refuse re-admission to any returning student.

### ***CHRISTIAN ARBITRATION POLICY***

CCA seeks to work with all its personnel, students, and families based on covenant relationship according to biblical concepts. We pledge to resolve according to biblical principles any and all conflicts which might arise. Should an issue arise which cannot be resolved after prayer, appeals, and long-suffering patience, we will use Christian mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation*. The *Procedure for Christian Conciliation* was developed by the Institute for Christian Conciliation, a division of Peacemaker<sup>®</sup> Ministries (complete text of the Rules is available at [www.peacemaker.net](http://www.peacemaker.net)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. All personnel and families connected with CCA must agree with the school on this policy.

## ***FINANCIAL INFORMATION***

- Enrollment will be based on a first come, first served basis.
- CCA offers a referral credit/tuition discount for each family who refers a new family that enrolls in K5–12th grade. Referral discounts are applied the second semester once the family enrolls and pays January’s tuition. A 1099 will be issued when legally required.
- CCA’s After School Program (ASP) is available with an extra fee, for students K3–8th grade. Please see our website for further information and rates.
- International students should refer to the CCA website for registration and tuition information.
- FISH Certificates, tuition discounts, grants, and scholarships have no redemptive cash value and are not refundable in the event of withdrawal.

## ***TUITION POLICIES***

### ***PAYMENT OPTIONS***

**Annual:** A tuition discount will be granted if the full year’s tuition is paid on or before June 1st. A tuition discount will be granted if the ½ year’s tuition is paid by June 1st. (Refundable with 25% early withdrawal penalty.) For families with more than one child—if only one child’s tuition is paid in full, it must be the amount for the oldest child.

**Semester:** Two payments are made. Half is due on or before July 28<sup>th</sup>. The remaining half is due on or before January 10<sup>th</sup>.

**Monthly:** Monthly payments may only be paid through FACTS (tuition management company). For new families, the person responsible for payments must register with FACTS and may choose:

- Automatic withdrawal – register online (link provided through CCA website)
- Credit Card – contact FACTS at 1-866-441-4637 for registration and fees

Discounts are given to families for enrolling more than one child.

### ***DELINQUENT PAYMENTS***

Cumberland Christian Academy is both a ministry and a corporation and therefore must maintain a regular cash flow for the express purpose of meeting operating expenses. Therefore, this tuition payment policy must be the agreement between school families and the members of the CCA board. Students who have tuition accounts over 30 days past due or have an outstanding balance at the end of the school year will not be allowed to graduate, receive school records, or re-enroll for the next school year until past-due accounts are paid. CCA reserves the right to dismiss any student who is more than 30 days past due on tuition and/or fees. We also have the right to withhold transcripts for lack of payment. Parents who fail to pay on time should contact the business office for specific policies regarding delinquent payments. Unpaid fees may be added to the family’s FACTS accounts.

### ***REGISTRATION FEE***

Applications for new students include a **non-refundable** registration fee. Refer to CCA’s admission policy in its entirety.

Currently enrolled students whose tuition/fee accounts are not past due are allowed a discounted re-enrollment

fee by registering early for the next school term.

### ***OTHER FEES AND/OR OPTIONAL COSTS***

- **Student Lunches** – K3 through 12th grade students may bring their lunches from home or purchase foods from our lunch program. The lunch program varies from campus to campus.
- **Supply List** - All grade levels are subject to reasonable supply list requirements to be purchased during the summer and brought to school at the beginning of the school year.
- **Athletic** - The amounts vary with each sport and must be paid before a student can participate. Report cards and permanent records may be held for unpaid sports fees.
- **Events/Field Trips** - Events such as field trips or special banquets/dinners will be announced throughout the school term. For some activities, special T-shirts may be available for purchase.
- **Chromebook or Laptop (something with a keyboard)** - K5-12th grades are required to bring their own device to school.
- **Preschool** - Parents may be charged for mats, totes, etc.
- **Beta Club** – High school students chosen for membership in the CCA chapter of the National Beta Club will be asked to pay a one-time fee of \$20 (National) which provides a certificate, Beta pin, and a seal for the diploma at graduation. Students are chosen for Beta Club membership on the basis of scholastic average, Christian character, and commendable attitudes as observed by the school staff.
- **Lost Textbooks** – Students are held responsible for any textbooks issued to them. Please be aware that if, for example, a book is taken out of a locker or desk, the student to whom it is assigned is still responsible for it. Because damaged, stolen, or missing textbooks will have to be replaced by the student, it is recommended that the student use extreme care. Report cards and permanent records may be held for lost or damaged books.
- **Art** - A fee may be charged for an art course to cover the cost of a student's consumable supplies necessary for the course.
- **Science Lab / Technology Fee** - A fee will be charged for a science course to cover the cost of a student's consumable supplies necessary for the course.
- **College Applications** - Parents of 11<sup>th</sup> and 12<sup>th</sup> grade students are responsible for college application fees and ACT/SAT registration and for forwarding information to the college counselor.
- **Late Tuition Fee** - Fee will be charged for any late tuition payment after a 5 day grace period.
- **Returned Check Fee** - Fee will be charged for returned checks.
- **Graduation Fee** - Fee applies to K5 and 12TH grade students (see yearly tuition sheet).
- **BUS FEES** - Families with one student will be charged \$30 per month. Families with two or more students will be charged \$55 per month. This charge will be added to your FACTS account. Those families paying annually or per semester can pay online or by check monthly. Due to the extremely low rider rate, there will be no prorated refunds for lack of use or for announced, temporary disruption of services.

### ***FUNDRAISING***

All CCA families are encouraged to become actively involved in fundraising functions of the school such as the Patriot Fund and other specific fundraising activities.

### ***EARLY WITHDRAWAL POLICY***

When you enroll your child at CCA, it is assumed that a student is enrolling for the entire year and school budgets are set accordingly. All registration fees are fully non-refundable. Prepaid tuition is refundable on a prorated basis subject to a 25% penalty. For parents who have not prepaid tuition, if a student withdraws between July 1<sup>st</sup> and the end of the school year, a 30-day advance written notice is required. At that time, and in addition to the tuition due, an early withdrawal fee equal to 25% of the yearly tuition for this school term will be charged. After all fees are paid and withdrawal forms have been turned in, records will be available after two school days. Military and

full-time missionary families are exempt from this policy in the case of a transfer.

### ***TRANSCRIPT REQUESTS***

Transcripts will be released upon the request of parents and high school students and forwarded to the school desired, provided all accounts are current. Transcripts will not be sent if tuition/fees have not been paid in full. After all requirements have been met, records will be released within two school days of the request. Transcripts may be sent to colleges based upon the request of a student. A fee of \$5 per transcript will be charged after 10 requests.

## **ACADEMIC PROCEDURES**

### ***ACADEMIC PATHWAYS***

Several academic pathways are available for parents to consider: Traditional, Virtual, and Cumberland Online.

Traditional students are those who come to the classroom for instruction by the teacher.

Virtual education consists of at least two days of in-class instruction, assessments, and labs, with the other days being virtual education during class time at home. Learning will be aligned with researched-based pedagogy to include live video instruction, grading, and attendance being taken by the teacher.

Cumberland Online is a robust, comprehensive online or eLearning option offered at each of our campuses as an alternative to in-person learning for families who prefer their child(ren) to continue learning remotely. The online option is an accredited, self-paced, independent curriculum that students can take at home or on campus, but offers no teacher support for learning. All assessments are proctored by Cumberland staff. This option is available to students in grades 3-12.

### ***ACCREDITATION***

Grades K3-12 are accredited by ACSI, the Association of Christian Schools International and by SACS, the Southern Association of Colleges and Schools, now AdvancED. In addition, CCA is "Accredited with Quality" by the Georgia Accrediting Commission (GAC) for grades K-12. As an accredited school; therefore, CCA does not need to be licensed by Bright from the Start under Georgia Department of Early Care and Learning. We are committed to ongoing self-monitoring to maintain compliance with state licensing requirements.

### ***PHILOSOPHY OF INSTRUCTION***

Instruction at Cumberland Christian Academy will, at all levels and in all subjects, exhibit the following observable characteristics:

- **Christ Centered:** CCA exists to serve students by directing them to Jesus Christ. All learning points to Christ and all instruction is Christ-centered.
- **College Preparatory:** CCA intends to create opportunities to place students in institutions of higher learning; all instruction is framed in the context of this goal.
- **Differentiated:** Recognizing the God-given differences in each learner as identified by research, CCA charges its teachers to teach uniform objectives in varied styles and with varied methods.
- **Multicultural:** CCA students represent many cultures. Without compromising the gospel, CCA teachers will value and affirm the cultures represented.



- **Normative:** CCA does not offer remedial studies and offers limited advanced studies. Teachers are charged, to the extent possible, to challenge the high achiever, cover the student that struggles, and teach to the average student in such a way as to encourage development and ultimate college success.

## ***SCHEDULE CHANGES***

Within five days of the beginning of a semester, a student may drop or add a course with written parental permission (in cases involving core classes) and at the discretion of the Registrar, Counselor, or Principal. The following criteria must be met:

1. The student must justify his need for such a change.
2. The change must be made within the class schedule available.
3. Please see transcript credits for related issues.

## **GRADUATION/DIPLOMA OPTIONS**

### ***COLLEGE PREP DIPLOMA – HIGHEST HONORS – CUMBERLAND SCHOLAR - 26 UNITS***

1. Bible: 4.5 units (May also include Missions, Worship Arts, and/or Christian Leadership)
2. English & Literature: 4 units (Must include English 9, English 11, American Literature and two additional units).
3. Mathematics: 4 units (Algebra I, Geometry, Algebra II, & one higher level of math).
4. Social Studies: 4 units (World History, U.S. History, Government & Economics and one additional unit).
5. Science: 4 units (Must include a physical science, a life science course and two additional units).
6. Foreign Language: 2 units of same language
7. Health/PE: 1 unit
8. Electives: 1.5 unit (Fine Arts and/or Technology) or more
9. At least 2 dual enrollment classes
10. Test Preparation: .5 units

### ***OTHER REQUIREMENTS***

1. Earn a 3.7 Core (HOPE) GPA
2. Score a 1200 Critical Reading & Math on the SAT or a 26 on the ACT in a single sitting
3. Complete 50 or more documented community service hours
4. Take not fewer than four “Courses of Rigor” as defined by GAFutures
5. Participate in not less than four school retreats, trips, or mission trips
6. Be accepted to one or more four year colleges by Jan. 31 of senior year
7. Show distinction in arts, leadership, or athletics by completing one or more of the following:
  - Participate in Fine Arts for a minimum of two years
  - Student Government member two or more years
  - Letter for at least two years in the same sport

### ***COLLEGE PREP DIPLOMA WITH HONORS - 25.5 UNITS***

1. Bible: 4.5 units (May Include Missions, Worship Arts, and/or Christian Leadership)
2. English & Literature: 4 units (Must include English 9, English 11 - American Literature and two additional

units).

3. Mathematics: 4 units (Algebra I, Geometry, Algebra II, & one higher level of math).
4. Social Studies: 4 units (World History, U.S. History, Government & Economics and one additional unit).
5. Science: 4 units (Must include physical science course, life science course & two additional units).
6. Foreign Language: 2 units of same language
7. Health/PE: 1 unit
8. Electives: 1 unit (Fine Arts and/or Technology)
9. Test Preparation: .5 units
10. At least 1 dual enrollment class

### ***OTHER REQUIREMENTS***

1. Earn a 3.0 Core (HOPE) GPA
2. Score a super score of 950 in Critical Reading & Math SAT Scores; with a minimum of 450 in each section or a composite of 20 on the ACT.
3. Complete 35 or more documented community service hours
4. Be accepted to one or more two or four year colleges by Jan. 31 of Senior year
5. Demonstrate involvement in the larger life of the school through either club membership, athletics, Missions, Student Government or Fine Arts totaling not less than one year
6. Take not fewer than four "Courses of Rigor" as defined by GAFutures

### ***COLLEGE PREP DIPLOMA - 25 UNITS***

1. Bible: 4 units (May also include Missions, Worship Arts, and/or Christian Leadership)
2. English & Literature: 4 units (Must include English 9, English 11 - American Literature and two additional units).
3. Mathematics: 4 units (Algebra I, Geometry, Algebra II, & one higher level of math).
4. Social Studies: 4 units (World History, U.S. History, Government & Economics and one additional unit).
5. Science: 4 units (Must include physical science course, life science course & two additional units).
6. Foreign Language: 2 units of same language
7. Health/PE: 1 unit
8. Electives: 1.5 units (Fine Arts and/or Technology)
9. Test Preparation: .5 units
10. Take not fewer than four "Courses of Rigor" as defined by GAFutures

### ***CCA GENERAL DIPLOMA - 24 UNITS***

1. Bible: 4 units
2. English & Literature: 4 units
3. Mathematics: 3 units (Algebra I and two additional units).
4. Social Studies: 3 units
5. Science: 3 units (must include Physical Science course, Life Science course & one additional unit).
6. Health/PE: 1 unit
7. Electives, etc: 6 units

### ***SPECIAL GRADUATION CIRCUMSTANCES***

Permission may be granted in special circumstances to graduate with a minimum of 23 units. Such cases must be

approved by the Head of School, Principal, Registrar, and Counselor).

### ***VALEDICTORIAN***

- Student must earn 17 full credits at CCA.
- Student must earn at least an Honors/ College Prep Diploma.
- Student must be at CCA not less than two full years.
- Home school credits and online academy credits from other schools do not count for the purpose of choosing Valedictorian.
- CCA-issued honors credit and dual enrollment credits do count. Honors credits from other schools do not count as honors but as simple GPA credits.
- In the case of a quality point tie, a numerical score will be used; in the case of a numerical tie, the SAT score will be used to break the tie.
- GPA will be based on scores at the end of the second quarter of the Senior year; to qualify, a student must not make less than a B by midpoint of second semester.
- CCA makes all final determinations based on school policies.
- All teacher/office aide credits will be reported on the student's transcript but will not be calculated into the student's GPA for the purpose of Valedictorian and Salutatorian calculations.

### ***SALUTATORIAN***

- Student must earn 14 full credits at CCA.
- Student must earn at least an Honors/ College Prep Diploma.
- Student must be at CCA not less than two full years.
- Home school credits and online academy credits from other schools do not count for the purpose of choosing salutatorian.
- CCA-issued honors credit, and dual enrollment credits do count. Honors credits from other schools do not count as honors but as simple GPA credits.
- In the case of a quality point tie, a numerical score will be used; in the case of a numerical tie, the SAT score will be used to break the tie.
- GPA will be based on scores at the end of the second quarter of the Senior year; to qualify, a student must not make less than a B by midpoint of second semester.
- CCA makes all final determinations based on school policies.
- All teacher/office aide credits will be reported on the student's transcript but will not be calculated into the student's GPA for the purpose of Valedictorian and Salutatorian calculations.

### ***CO-SALUTATORIAN***

In the case of a transfer student whose GPA meets or exceeds the score of the selected Valedictorian or Salutatorian, CCA may name that student as a Co-Salutatorian. However, the following conditions must be met: the transfer student must be accepted to a four-year college; up to five homeschool credits may be included if validated by CCA's Registrar; and all other credits must come from an accredited institution. CCA makes all final determinations based on school policies.

### ***COLLEGE PREP DIPLOMA CONSIDERATIONS***

- The Principal, Registrar, Counselor has the authority to deviate by 1.5 units from standards for the College Prep Diploma in the case of transfer students only as long as state admissions to Georgia four year

institutions are met.

- A valid certificate of competition for a live, not online, Kaplan SAT Test Prep (or approved alternative with the same approximate 60 seat hours) class may fully substitute for CCA test prep for all diplomas; alternatively, test prep may be completed through GA Virtual School, Keystone, or CCA's approved online courses; self study and self-directed, unsupervised classes will not count. A "P" will appear on the transcript, rather than a letter or numeric grade.

## **TESTING AND COLLEGE APPLICATION REQUIREMENTS**

Choice of college, or even the decision to attend college, is a student/parent decision. CCA fully supports other options, such as missions, the military, or technical school. However, as a College Preparatory School, CCA has the goal of creating several options from which every student and parent may choose. Each CCA student who is working towards a College Preparatory diploma is expected to take the SAT or ACT preparation classes at CCA or an alternate location and participate in college fairs and presentations.

### *PROMOTION TO THE NEXT GRADE IN UPPER SCHOOL*

In order for High School students to track to the next grade level, it is necessary for students to show that they are progressing towards a High School diploma. Here are the requirements for each level:

- To be considered a 9th grader - students must have successfully completed English, Math, History, and Science courses appropriate for the 8th grade. If one of these courses is failed, (defined as the numerical average of both semesters being a 70 or above) the student must complete an approved credit recovery plan for the failed core subject using CCA or an approved online provider. Correspondence courses, unapproved outside tutoring, etc. will not be accepted. If a student's cumulative GPA for the 8th Grade is less than a 2.5, as defined above, or if the student fails more than two core courses, or if the student's actual numeric grade in any core course is less than a 50, CCA recommends and may require repeating the 8th Grade.
- To be considered a 10th grader- students must have completed at least six credit hours. English 9, one math credit, one science credit and one social studies credit must have been earned.
- To be considered an 11th grader- students must have completed 12 credit hours. Of those, they need two credits each: english, math, science, and social studies. Students must have earned the health/PE credit previously or be enrolled during his/her 11th grade year.
- To be considered a 12th grader- students must have completed 19 credit hours. Of those, they need to have earned three credits in English. They must have at least two in each of the following: math, science, and social studies, with at least three credits in one of those subjects.

Students will stay in FACTS as the previous grade until all credit requirements are met, with the ability to be promoted mid-year.

Students with a signed parental contract who elect the General Diploma may have slightly different requirements. Only in the case of written contracts, approved in advance, will deviation from the above standards be considered, but not guaranteed.

### ***TRANSCRIPT CREDITS***

All classes attempted will be listed on the transcript\*. Courses changed during the first week of school, or the first

day of the first week, will not appear on the transcript. Withdrawals prior to a date established and updated each year in this handbook (normally equal to approximately the 7th day of class) will appear as a “W” on the transcript. No quality points will be issued. Withdrawals after an established date, will appear as a “WP” or “WF” on the transcript as indicated by the student’s average. No quality points will be issued for a “WP.” However, a “WF” will have the same net effect as an “F” on the transcript with 0 quality points based on .5 attempted credits.

### ***TRANSCRIPT CREDIT FOR OUTSOURCED CORE COURSES***

Beginning January 2012, in accordance with ACSI accreditation, students may no longer use alternative teachers or programs to earn credit for CCA core classes unless the alternate program is approved by CCA’s Registrar. All summer work in core classes must be approved by the School Counselor or Registrar in writing. Summer work is limited to failed classes, approved dual enrollment classes, and approved online courses that meet seat hour requirements. No courses will be approved retroactively. All requests and approvals must be in writing before the start date of the course.

The sole exception to this policy will be related to scheduling issues when students must take an online class to graduate on time. In no case shall a student taking outsourced core courses receive a tuition discount and take less than a minimum full-time load. Any computer time or study hall time is strictly a courtesy.

### ***TRANSCRIPT CREDIT FOR OUTSOURCED OR ONLINE ELECTIVES***

In all cases the provider must be approved in advance by CCA’s Registrar. Students must choose one of the following options in advance of enrollment and inform the School Registrar in writing:

### ***DUAL ENROLLMENT POLICY***

- Juniors and Seniors are encouraged to take dual enrollment classes.
- 10th Graders who have a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, may enroll in any approved dual enrollment course.
- 9th Grade students are not eligible for dual enrollment classes.
- Students must have a core GPA of 2.5, and their scores on either the SAT, ACT, or Accuplacer Test must meet the dual enrollment partner’s minimum.
- CCA endorses part-time dual enrollment, with Seniors taking up to 15 total hours of college classes per semester in lieu of, or in addition to, classes required for a CCA/GA High School diploma.
- Students who have successfully completed at least 15 credits at CCA are eligible for a reduced load their Senior year. In light of the HOPE Grant historically covering tuition, fees, and books, no tuition discount is available. Students must take a minimum of three CCA classes per semester on campus and plan to participate in retreats and mission trips as college schedules allow.
- CCA has partnered with Chattahoochee Tech and recommends that students take dual enrollment classes through them. Other colleges/universities may be utilized but must be approved by the Counselor or Registrar.
- Certain courses may be substituted for a state-required core class needed for High School graduation with approval from the Registrar and Counselor.
- Each semester class will equal 1 Carnegie unit on the CCA transcript per 3-4 semester hours, BUT will receive a maximum of 5 quality points. Receiving institutions may choose to assign more or less credit based on their internal policies.
- CCA must be approved to see and review all student grades.
- Students must be accepted to the college’s dual enrollment program.
- Parents are responsible for all college tuition and fees.

- CCA offers administrative support for students' joint enrollment at Chattahoochee Tech. . If parents elect a different institution, they must be prepared to complete the process with the understanding that CCA may or may not accept the credits.

Students acknowledge that they will receive full credit for the course on their transcript for the credits attempted. If numerical averages are not available, CCA's policy is to have a mid-grade level numerical average recorded as follows: 100 for A+, 95 for A's, 85 for B's and 75 for C's on a student's transcript numerical average.

### ***CREDIT RECOVERY POLICY***

All core classes required for a Georgia college preparatory diploma must be either passed with a C or better at Cumberland Christian Academy, or passed with a passing grade issued by an institution from which CCA's Registrar is authorized to accept transfer credits. Examples of such institutions include formerly attended public and accredited private schools. Home school credits are validated following policies listed on CCA's home-school website and in CCA's Parent-Student Handbook. Elective courses, Bible courses, and any other courses CCA may require in addition to state graduation requirements may or may not be repeated based upon a student's individual academic plan and needs.

In all cases when a student fails a core class, an examination of attendance records will be conducted in order to verify that the student has met seat hour requirements and that the student has an average of at least a 57% or better. If seat hour requirements are not met, the student may not elect a credit-recovery option and instead would be required to repeat the failed course in a CCA classroom or through an approved online institution for credit. If the student scored below 57% as the semester average, the student will need to repeat the full course at CCA or take an approved online full course (not credit recovery).

When seat hours have been met, eligible students may elect one of two credit-recovery options: 1) Cumberland Online, or 2) an individually designed plan with a certified teacher approved by CCA. In both cases, additional charges may apply, and completion of course documentation must be submitted to the School Registrar. Every attempted class appears on the CCA transcript unless a student transfers by the annually approved date of said class to an alternative one for class credit (see High School withdrawal policies for required transcript documentation after the drop/add period). Each failed class appears as zero quality points on the CCA transcript. CCA's grading scale for credit recovery, with assumed seat hours, will always be the same as CCA's grading scale for all other classes. This zero effectively averages with the student's credit recovery grade as a part of the summative average of all quality points to render approximately half of the quality points the student would have received if the class had been passed on the first attempt. CCA may or may not elect to allow students taking Algebra I or Spanish I in the eighth grade to begin their high school transcript in their ninth grade year. The school counselor and/or registrar are authorized to determine what is in the best interest of the student in satisfying core academic concepts after consultation with the teacher.

In order to address procedures for future unforeseen circumstances, it is hereby established that exceptions to this policy will be approved on a case by case and/or class by class basis by CCA's administration. Under no circumstances will any attempted credit be removed from the transcript. Teacher-driven credit recovery programs must be approved by the principal and must meet a minimum of 20 seat hours per half Carnegie unit of credit recovery, provided semester seat hours have already been met. Otherwise, a student must fully repeat the course.

### ***FAILING GRADES***

Any grade below a 70 is a failing grade. If a student has a numerical semester grade of a 67 - 69, after the final exam, the teacher will give them a substantial extra project, equivalent to the largest paper, project, or exam that exists

within the class. Meanwhile, the student will receive an “I” for incomplete on their report card. The student will be required to turn in the additional assignment on the first day back from Christmas Break for a course taken during fall semester, and the last day of teacher post-planning for a course taken during spring semester. Failure to turn in the project, or in cases where performance on the project merits a grade that would not equal a passing final grade for the course if counted as 10% of the total semester grade, will automatically result in an F for the semester grade. This policy replaces an F, whereas credit recovery or a full retake of the course generates an additional grade and the F remains on the student’s transcript.

### ***GRADUATION PARTICIPATION REQUIREMENTS***

Students should have a \$0 balance or a payment plan approved by the business office.

Students are required to attend practice, the Senior brunch, Baccalaureate, and graduation. Students who fail one semester-long class may participate in graduation and not receive an official diploma at that time. These students must have an approved credit recovery plan. The diploma will be issued through the corporate office upon successful completion of credit recovery. Policy exceptions: minor exceptions are approved by a confidential vote of the counselor, registrar, and principal. Other exceptions, if allowable, will be forwarded to the Head of School.

### **HOMESCHOOL HYBRID STUDENTS**

Homeschool hybrid students take a limited number of classes both on and off campus. CCA encourages participation by home school students in our academics, arts, athletics, missions, retreats, trips, and chapels. Our desire is to be a resource for, and support to, home school parents. Middle school and upper school students may choose from any CCA classes or activities. Trips, missions, and activities are billed at the full rate even if CCA offers discounts for full time students.

Home School students may select from a large number of classes at the middle school and high school level. See the link on our website under “Homeschool Students” for a complete list.

Home School students must earn a minimum of 16 semester credits to graduate with a CCA diploma unless approved by the Registrar and High School principal.

### ***GRADUATION REQUIREMENTS FOR A CCA STATE APPROVED/ACCREDITED DIPLOMA***

Students are encouraged to enter CCA’s high school as soon as possible. Typically, students enter in grade nine after completing homeschool for middle and elementary school. After this entry point, some students may choose to do partial work at CCA or to fully enroll. In all cases, the school counselor and registrar must verify any homeschool documentation which may be incorporated into their CCA transcript. We strongly encourage students to complete a minimum of their junior and senior years at CCA. Students who are attempting to earn a CCA diploma and are entering either full or part-time in their Junior year must submit, prior to entry, complete documentation of home school credits. CCA will post these credits on an official transcript only after the completion of the academic year and after their approval by the school registrar. In all cases a graduation contract showing the expected sequences of courses will be produced by the counselor and registrar and signed by the parents. A diploma will not be issued unless a minimum of ten courses (or 18 semesters of courses) are taken at CCA (these classes do not include dual enrollment classes). These courses must include two CCA Math courses, Junior & Senior level English, one CCA upper level science, Senior Bible, and World History. In all cases, state diploma requirements must be met. Home school students desiring a CCA diploma must take a minimum of four classes their senior year and participate in the spiritual life of the school. In order to be considered for valedictorian or salutatorian, a student must earn 30 half credits directly from CCA. Home school credits and credits from institutions with widely dissimilar grading

scales may not be included in GPA totals in regard to class rank.

### ***STUDENTS NOT PLANNING ON A CCA STATE APPROVED/ACCREDITED DIPLOMA***

Students may take any combination of classes approved by parents; no home school courses will appear on the CCA transcript. Requirements are listed in a separate section for graduation with a CCA diploma. Home school students who wish to “walk” (i.e., participate in CCA's graduation) may do so but will receive a homeschool diploma provided by the parent.

- Participate in at least one retreat and mission trip and/or participate in at least two years of CCA fine arts or athletics.
- Take at least six semester classes at CCA, at least four semesters of which are completed their senior year
- Provide CCA with a completed home school transcript meeting state minimum course requirements for graduation

### ***GRADUATION CORDS***

- Valedictorian: gold diploma seal, white cord
  - Salutatorian: silver diploma seal, red cord
  - 3.7 CCA GPA: gold cord
  - Beta Club: gold diploma seal, Beta stole
  - Highest Honors: gold diploma seal, medallion
  - Honors: gold diploma seal, medallion
  - HOPE Scholarship: silver cord
  - College prep diploma with acceptance: light blue cord
  - Athletic signing: green cord
  - Military signing or ROTC scholarship: navy and white cord
  - Student Government Service/ Honor Council\*: purple cord
- \*Requires two or more years at the 9th through 12th grade class office level or one or more years at the Upper School Campus level

Under no circumstances may students wear paraphernalia from outside honor societies, organizations, etc.

Recognitions and awards at graduation are limited to yearbook dedication, Teacher of the Year, STAR student, Beta Club, official Military and athletic signings, Patriot award, Home-School award, and the Kendrick Scholarship.

College acceptance, future plans, and scholarships as reported in the program, slide show, etc. must reflect actual scholarships and acceptances.

Graduation hats may be individually decorated with an approved design. Robes may not be decorated.

### **HONORS COURSES CREDITS**

Honors courses are given 1/2 extra quality point. They are currently defined as Biology II, Calculus I, Chemistry II, Honors Physics, Spanish III, Spanish IV, Internships\*, approved online electives not required for graduation, and any fifth math or science (support classes are not included). Dual enrollment and online AP classes are given one extra



quality point. (Cumberland uses the dual enrollment model.)

Note: CCA calculates GPA differently than HOPE. The above extra quality points do not count towards the HOPE grade point average.

\*Internships are an honors credit accruing  $\frac{1}{2}$  credit. They must be approved by the Counselor or Registrar and include 40 contact hours with the provider, a three page research paper, a 10 slide Google slides presentation presented to the Counselor or Registrar, and written positive feedback from the provider. A 20 hour internship that has been approved in advance will not receive honors credit, and will receive  $\frac{1}{4}$  credit; only a successful validation of completion is necessary in this case. All internships must be unpaid.

### ***FACTS (FORMERLY RENWEB) / GOOGLE CLASSROOM***

Parents of students in grades K5-12<sup>th</sup> may view their grades on FACTS. Updates are generally made weekly. To access this information use the FACTS login button on CCA's website at [www.cumberlandchristian.org](http://www.cumberlandchristian.org). An email account is necessary in order to set up parental and/or student access. Assignments and or homework in grades K5-2nd may be worksheets or Google Classroom. Homework will be in a packet sent home by the teachers. Assignments and or homework in grades 3rd-12th will be listed only on the student's Google Classroom.

### ***CLASSROOM***

#### ***TEACHER ROLE***

The teacher is generally responsible for enforcing classroom regulations and discipline in accordance with the Scripture and school policy. There should be respect for the teacher as the authority of the class. The teacher may use a variety of verbal corrections, restrictions, and visual warnings (pins, flags, name on board, etc.) to teach discipline to the students.

#### ***HONOR CODES***

CCA operates on an Honor Code System for grades K5-12. These codes vary by grade level as they were developed by student focus groups.

#### ***ATTENDANCE SCHOOL TERM***

The K5-8th grade calendar is made up of 4 nine-week periods (quarters), approximately 45 days. K5-8th grade students attend 180 days and K3/K4 students attend 179 days. The 9-12th grade calendar is made up of 2 eighteen-week periods (semesters), approximately 90 days for a total of 180 calendar days per school year.

#### ***ARRIVAL***

As a convenience for our working parents/guardians, elementary, middle, and high school students may arrive as early as 7:00 AM at the elementary school campus and should report to the designated area for early arrivals where a faculty member will supervise students. Middle and high school students will be bussed to the Brownsville campus as needed. The Brownsville campus has morning care from 7:15-8:25am.

#### ***EARLY DEPARTURE***

If a student is to leave school early, a parent-signed note must be sent to the school office and the office has the responsibility of informing the student's teacher. A parent picking up a student must first sign out the student at the school office. The office personnel will then summon the student. Students who drive to campus must sign out at

the front office.

### ***SCHOOL HOURS***

K3-K4 8:10-12:15 or 2:15

K5-2nd 8:00-2:45

3rd-5th 8:00-3:00

6th-12th 8:30-3:30

### ***LATE START FRIDAYS***

The Clay Road campus will have a later start time on Fridays; however, before school care and bus service to the Brownsville campus will not be affected. This will allow for faculty and staff to have staff devotions, faculty meetings, and professional development on Friday mornings. Classes will begin 30 minutes later. K5-5th grades begin class at 8:30am and K3-K4 begin at 8:40am.

### ***ABSENCES / TARDIES***

School attendance is essential to student success. A student's presence in school is the responsibility of both parent and student. An excused absence is one validated by a parent's or physician's note to the office. It is required the day the student returns to school. If a student comes to school after 11:15 AM or leaves before 11:15 AM, he or she is counted absent. Any student who is absent from school on a given day may not participate in any co-curricular activities for that day. Students are allowed a maximum of 10 absences per semester. After 10 days, the parent will be requested to have a joint meeting with the principal. Absences exceeding 15 days may cause dismissal from school, not entering the next school term, or graduation denial. Extended leave for medical reasons, etc., must be approved by the academic committee and will normally result in a one-time charge of \$300 for the administration of missing work. (Note: all fees are passed on directly to the teachers that do the extra work.)

Students must sign in at the front desk if arriving late. Every 3rd tardy will be documented as an unexcused absence on the student's record and the student will be required to perform additional community service hours before or after school.

### ***APPEARANCE***

Boys who choose hair tinting/highlighting should select modest and/or natural tones, and length should be above the eyes and off the collar. No visible body piercings are allowed. No mohawks, mullets, spikes, or extreme, fad haircuts. Sideburns must not be excessive. Boys' facial hair must be well-kept.

Girls who choose hair tinting/highlighting should select modest and/or natural tones. No visible body piercings are allowed. Girls may wear earrings.

It is illegal in Georgia for students under 18 to get a tattoo, even with parent consent. Since most of our students will not be 18 until their Senior year, we reserve the right to dismiss those who obtain a visible tattoo before graduation.

Dress Code: Monday-Thursday **Applies to traditional, virtual, and homeschool students.**

Boys and girls: Khaki or navy pants or shorts (no higher than 2 inches above the knee) with a Cumberland logoed polo shirt, sweater, sweatshirt, or hoodie that reaches below the waist (no skin should show when arms are raised). **All shirts and hoodies must have the Cumberland logo (or be SOLID grey, red, or navy hoodie - no**

**decorations and no logo other than a CCA logo).** The hood of a hoodie may never be worn inside any campus building. Shirts from previous years (original logo) may also be worn. Girls may wear khaki or navy skorts or skirts that are no higher than 2 inches above the knee. Only tennis shoes or dress shoes with a rubber sole may be worn (closed toe shoes only). Belts should be worn if pants have loops. Undershirts must be a solid color and be tucked in. Crocs, flip flops, open toed shoes, and sandals are not allowed. Boots must have rubber soles. Pants must fit naturally around the waist and underwear should never be visible. Jackets must be removed once inside any campus building. Head coverings other than scarves or wraps must be removed once inside any campus building.

Students who arrive in an unapproved shirt will be asked to give in their shirt for an approved shirt loan. Once the loaned shirt has been washed and returned, the original shirt will be returned to the student.

### **DRESS CODE: FRIDAY (CASUAL DAYS) APPLIES TO TRADITIONAL, VIRTUAL, AND HOMESCHOOL STUDENTS.**

All choices of attire should be appropriate for a Christian school. No leggings are allowed at any time. Jeans should have no holes, be in good condition, and not be "skinny" jeans (khaki or navy pants or shorts may also be worn - see shorts restrictions above). Shoe policy is the same as Monday through Thursday dress. Jackets must be removed once inside any campus building. Head coverings other than scarves or wraps must be removed once inside any campus building.

Students wearing hoodies cannot have the hood over their heads at any time during the school day. Midriffs and other revealing outfits are not allowed on any day.

On game days, athletes may wear an approved Athletic outfit for their event. For other group events, such as Mission Trips, etc., students may wear attire approved by the team leader two days before and two days after the event.

## ***Grading***

### ***CHEATING/ PLAGIARISM***

Cheating, in any form, is expressly prohibited at The Cumberland School. Students who are caught cheating will be susceptible to disciplinary action and possible dismissal. Cheating comes in many different forms and will be addressed on an individual basis. Any student who does not complete his/her own coursework is cheating and will be dealt with according to the bylaws of the school. Plagiarism is also considered cheating and will be treated as such. On the first offense, the student will receive a 0 initially and must retake or redo the assignment for a maximum grade of 69. Please review the definitions of cheating and plagiarism below.

#### **Cheating includes but is not necessarily limited to:**

1. Plagiarism, explained below\*
2. Submission of work that is not the student's own for papers, assignments, tests, or exams
3. Submission or use of falsified data
4. Copying answers off of another student's work
5. Theft of or unauthorized access to a test or exam
6. Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination
7. Supplying or communicating (in any way) unauthorized information to another student for the preparation of an assignment, test, or exam
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the teacher, collaboration will usually be viewed by CCA as cheating. Each student, therefore, is responsible for

understanding the policies of each teacher concerning collaboration

### ***PLAGIARISM***

\*Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

In Grades 8th - 12th, this typically consists of students copying and pasting portions or whole sections of work from another source and claiming it as their own. In college, this typically consists of students using completed works from another author as their own.

On the first incident of cheating or plagiarism, a student will be required to redo the assignment for a maximum grade of 69%. Additional incidents will be handled in collaboration with the principal.

### **JV AND VARSITY ELIGIBILITY**

Any Senior who fails a core class required for graduation during the Fall Semester will be ineligible to play in the Spring Semester unless CCA credit recovery is completed during the Christmas break.

If a high school underclass student (or middle school student playing JV or Varsity) fails two core or elective classes during the fall semester, that student will be ineligible for the spring semester, unless required CCA credit recovery is completed during the Christmas break. Students who have failed core classes will be ineligible for the following year unless all their failed core classes are recovered by the beginning of the next eligibility season. Students who require recovery for more than two classes over the summer are automatically ineligible for the fall. Students are allowed to fail one elective or non-state required class and remain eligible without recovery.

Coaches of high school players in team sports may receive weekly updates on student progress during the season; these coaches are encouraged to use this confidential information to ensure student success. They are encouraged to contact students, parents, etc., as well as enforce play time restrictions as they deem fit to benefit students.

### **NATIONAL BETA CLUB**

9th through 12th Grade students are chosen for membership in the CCA Chapter of the National Beta Club based on their scholastic average (3.5), Christian character, credible achievements and commendable attitudes. Students must attain a cumulative GPA of 3.5 or better to be considered for membership and must maintain a GPA of 3.4.

### ***GPA***

Calculations of GPA are set on a standard scale of: A = 4, B = 3, C = 2, F = 0

AP Classes are given 1 extra quality point. See dual enrollment policies for additional modifications.

### ***MIDDLE SCHOOL MATH PLACEMENT***

Middle school math placement is based upon historic grades, test scores, teacher recommendations, and placement tests. Decisions will be made in consultation with the principal and the parent.

### ***PROGRESS REPORTS***

Students will receive a progress report emailed at each midterm. Parents who are concerned about a student's progress may contact the teacher for specific information. If a parent has a concern, please feel free to schedule a conference with the subject teacher. Parents are encouraged to check FACTS daily.

## ***PASS/FAIL POLICY***

Elementary and middle school students who fail two core subjects for the school year must either make up the classes in a summer school program or may be asked to repeat the grade level. High school students who fail any core course must either make up the class in a summer program or repeat the class in a subsequent year. See high school graduation requirements in the high school supplement for more information.

## ***ACADEMIC PROBATION***

A student who is attending CCA must maintain a grade average of "C" or above. This is determined by averaging his grades on a report card during a single grading period. If the student's grade falls below a "C" average, he/she may be placed on academic probation for the next quarter or semester of the school year.

## ***REPORT CARDS***

K-5 through 8th grades consist of 4 quarters. The yearly grade is the average of all four quarters. Semester averages appear on Q2 and Q4 report cards.

9-12th grades consist of 2 semesters, each of which are recorded on the student transcript.

## ***GRADING SCALE***

A - 90-100

B - 80-89

C - 70-79

F - 69 and Below

## ***GRADING WEIGHTS***

Teachers will notify parents of the grading weights via syllabus.

## ***Conferences***

Parent/teacher conferences will be offered every fall and as needed throughout the course of the school year. Parents are encouraged to attend and review their child's progress.

## ***TESTING***

CCA administers the Iowa Test of Basic Skills (ITBS) each spring to students in grades K5 through 11.

CCA administers the PSAT test each fall to students in grades 9-11.

CCA administers the SAT test each fall to students in grade 12.

## ***FACTS***

Parents of students in grades 1-6 may view their grades online. Updates are generally made weekly. To access this information use the RenWeb login button on CCA's website at [www.cumberlandschool.org](http://www.cumberlandschool.org). An email account is necessary in order to set up parental and/or student access.

## ***IN-SCHOOL SUSPENSION (ISS)***

In-school suspension is a program designed to modify student behavior while keeping the student in school with access to schoolwork. It allows the student to earn grades for completed assignments and tests rather than

receive a zero for each item missed. This program isolates the student from his peers in a controlled environment, which makes him reconsider the appropriateness of his behavior. The alternative to ISS is out-of-school suspension.

## **SUSPENSION (OSS)**

A suspended student will not be allowed to come on campus or attend any school function or practice until the day he returns to school from suspension. A suspended student must report to a school administrator to obtain admittance to class. Please note that students may make up work/complete assignments when in OSS.

## **BEHAVIORAL PROBATION**

If a student consistently exhibits behavioral problems, he or she may be put on behavioral probation. A parent meeting will be required, and the student will be placed on a Behavior Improvement Plan (BIP). The BIP will be evaluated at the end of the quarter. If the student has not shown improvement, the student may be asked to withdraw from CCA.

## **CELL PHONES**

- Cell phones and smart watches may be used only before school, during morning break, during lunch, after 3:30pm and when approved by the teacher for a class activity. The use of devices during these allotted times during the school day is a privilege. If abused, individual privileges will be withdrawn. Electronic devices may NEVER be used during any chapel service.
- If a student uses his/her cell phone without authorization, the following consequences will incur:
  - 1st offense - the cell phone will be taken up by the teacher and the student will be given a warning. The phone will be returned to the student at the end of the class period
  - 2nd offense - the parent has to pick up the phone
  - 3rd offense - the parent has to pick up the phone AND the student loses phone privileges for the remainder of the 9 week period
- Any student, who is inappropriate in their usage of devices or social media during school hours will be subject to the above guidelines and may immediately lose this privilege for the remainder of the school year, even if it is the first offense.

**Note: The overriding rule concerning social media is to use it for good and to be kind.**

## **CLASSROOM CHAPEL STANDARDS**

Students of all grades are required to attend chapel on a weekly basis.

## **SCHOOL LUNCH PROGRAM**

- The lower school lunch program begins the second week of school. The first week will be disposable lunches only, no heat-up lunches please.
- Lunches are ordered on a weekly basis, prepaid only
- Menus are sent home on Monday for the next week (email)
- Lunch orders are completed online with credit or debit card payment
- Lunch orders must be completed online by Thursday morning.

## ***ACTIVITIES AND FIELD TRIP POLICY***

It is the intent of CCA to provide a student with a rich variety of activities and trips. Student activities at Cumberland Christian Academy will always be in support of our mission to transform the heart, mind, and soul of each student for Jesus Christ. Each activity that supplants class time will be approved by the principal in advance. The criterion for approval will be either: 1) Curriculum extension - direct support and/or extension of the classroom objectives. Field trips, etc. fall into this category. 2) Co-curricular focus - activities that have a focus other than in the immediate curriculum must have a justification related to the greater school mission. The most acceptable of these activities have a spiritual focus, support the school's greater purpose, and directly count towards seat hours. The primary activities in this category are missions, service projects, and retreats/activities focused on spiritual growth. Overnight field trips in grade 9 and above must incorporate a focus on worship and spiritual growth regardless of the destination; the incorporation of this focus is recommended for overnight trips at all levels. A lesser sub-category is fun events that do not directly support the general mission of the school but indirectly build community; such activities must be approved by the head of school's office and should be strictly limited in their utilization of classroom seat hours. In all cases teachers and chaperones are charged to search for "teachable moments" and use any such opportunities accordingly. In the case of full day and overnight trips it is mandated that high school planners provide an alternate activity or assignment for each trip.

All students must have signed permission for the event and fees paid in advance.

Drivers must supply a copy of their current driver's license and insurance. Drivers for field trips are not permitted to make any stops to or from the event that are not specified on the permission slip. The student must return with the school group unless the student's parent is in attendance on the trip. Students on field trips are representing our Lord, first, as well as CCA, and should reflect Christian standards of conduct at all times.

## ***COST/PUBLICITY***

Every effort to make trips affordable is to be made. Trip costs and destinations are to be a reflection of the demographics of CCA. All overnight trips will be publicized in advance and utilize staggered payment deadlines. Missions and school trip fees must be paid in advance. Credit cards are accepted.

## ***SUPERVISION***

Male and female chaperones will accompany all overnight trips that involve both genders.

## ***CHAPERONE POLICY FOR NON-CCA PERSONNEL***

The overarching purpose of all CCA travel is to glorify God and to bring students either into a relationship with Him or closer to Him; this purpose is valid for all retreats, formals, academic competitions, art competitions, missions, athletic, recreational and educational trips. CCA's professional educators have specialized training, a life call, background checks, reference checks, certifications, and experience in support of this purpose. Parents, grandparents, and other relatives by blood, marriage, or adoption who wish to chaperone trips are welcome to do so for a price set by CCA as long as there is space available and a student is not displaced; CCA exists in support of families. Non-relative, non-staff may be requested to attend trips only when their presence is required for a specific purpose; for example: a CCA alumni escorting a visit to the college they attend; a college student serving as a lifeguard on a CCA trip during their break, etc. In such cases: 1) these individuals must pass a criminal background check when requested by the school, 2) these individuals must sign CCA's code of ethics. We are thankful for the private, ethical involvement of significant others in our students' lives when those individuals model Christian

commitment. Parent chaperones supervising students on overnight trips and drivers transporting students other than their own children must have a background check. CCA reserves the right to approve or deny any non-CCA personnel chaperone.

## **ADDITIONAL POLICIES**

### ***BUS RULES***

- Remain sitting facing forward with feet on the floor at all times.
- Appropriate behavior while waiting for, riding or departing the bus is expected.
- Distraction of the driver or drivers outside the bus is strictly prohibited.
- PLEASE, NO EATING on the bus. Do not bring carbonated or hot beverages. Only water, sports drinks, etc. with a screw top are acceptable.
- Students will be expected to help pick up trash on the bus.
- Students may use cell phones, headphones / earbuds, etc. on the bus.
- Respect for the bus driver(s) is not optional.
- Disputes over bus capacity may be determined by longevity at CCA, and grade level.

**Violation of the CCA Bus Rules will result in the student losing Bus Privileges temporarily or permanently. There will be active video cameras on the bus at all times.**

### ***CONFIDENTIALITY***

While summative grades and test scores are confidential, parents agree to allow the school to publicize honors and scholarships.

### ***UNITY***

Parents/guardians are asked to bring problems or questions to the attention of the appropriate CCA personnel immediately and privately without creating gossip or discord. (Matthew 18:15-17) If a disagreement occurs it should be dealt with quickly and maturely so that unity may be restored (Romans 12:18). Attendance at CCA is not a right, but a privilege that can be forfeited by any student or family that does not conform to the standards and regulations of the school. CCA may withdraw a student or deny re-admission when, in the opinion of the school, the student or parent is not in harmony with the spirit of CCA, regardless of whether or not he/she conforms to the specific rules and regulations of CCA. The school may request the withdrawal of even a well-behaved student if the parents/guardians of that student become excessively disruptive, slanderous, abusive, disorderly, or uncooperative. All parents/guardians of CCA students must be in harmony with the aims and purposes of CCA.

### ***PARENTAL INVOLVEMENT***

Parents/guardians are urged to take an active part in CCA by encouraging their child to learn. As in any activity that



children undertake, the interest of the parent/guardian has a tremendous positive influence on the child's performance. Parents/guardians are urged to attend all PTF (Parent/Teacher Fellowship) meetings, orientations, open-houses, as well as any specially called meetings. CCA assumes that each family will be represented at these informative and important gatherings. Parents are also encouraged to volunteer to help in a variety of ways. This includes chaperoning field trips, substitute teaching, and assisting with class holiday parties. Other volunteer opportunities include banquets, sports, music and drama programs, and fundraising activities. Parents/guardians should notify the appropriate campus office to volunteer. Finally, parents/guardians are asked to pray for the school, staff, and students on a regular basis. Our real battles are not with each other, but against the powers of darkness (Ephesians 6:12). The power of prayer is our best weapon.

### ***MEDIA/MUSIC/ENTERTAINMENT***

"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things." Philippians 4:8

A wide range of opinions exists regarding what is considered acceptable in our school in the area of music, drama, and movies. CCA must find what we consider to be an acceptable standard, and our staff and students must be supportive of this standard even if it differs from their own. We seek to focus on what we have in common rather than our differences. The principal reserves the right to approve any media/music/film used at a school function. CCA supports or sponsors only Christian concerts.

We teach against watching or listening to movies, music, or other forms of media which promote or encourage unchristian behavior. Though we have liberty in Christ Jesus, we seek to separate ourselves from the world and from the practices of the world. Our forms of entertainment should glorify God and not defame our Lord or our Christian values. All school families are encouraged to support this policy and to use the variety of internet resources to preview and screen the media their children experience.

### ***SICKNESS/MEDICINE***

A child should not come to school with a fever or any other condition that is considered contagious. Students should be fever free (temperature below 100°) for 24 hours before returning to school. Students should also be free of diarrhea and vomiting for 24 hours before returning to school. All medicine for a student must be kept in the school office (with instructions for dosage). The office will only dispense medicine if it has written consent from the parents. Elementary students must see the elementary administrative assistant, not the receptionist.

### ***GAME ATTENDANCE***

Students are encouraged to come out and support the home team. When parents drop non-driving students off for CCA games, parents are fully responsible and CCA is not liable for the students and does not assume responsibility to supervise them. For their own safety, we request that students below grade 8 be accompanied by a parent or older sibling at a game.

### ***VISITORS/LOITERING***

It is the desire of the principal, their assistants, and the faculty to be of service to both parent and student. We welcome visits from parents. We do ask that such visits be made by definite appointment with the principal or teacher. Visitors must sign in at the front desk and display a visitor's badge. The principal reserves the right to limit visitations that could be disruptive. Parents are always welcome to observe classes, etc. Please contact us in advance whenever possible. Alumni are encouraged to visit; please sign in at the front desk. Loitering on school property is not allowed.

### ***PROMOTIONAL PHOTOS/VIDEO***

CCA will make promotional photos and videos throughout the school year for use on our website, brochures, social media and PTF meetings. In order to represent our classrooms and school activities, individuals and/or groups of students will appear in the video or photos. If you do not want your child to participate, you must inform the campus principal in writing prior to the first Thursday of the academic year. In attending CCA parents accept this policy. Families that house foster children or have specific reasons not to have their child's photo published are responsible for personally contacting the school. The school does not accept responsibility for securing a photo release from each parent. Teachers and administrators are charged to communicate this policy to parents and are directed not to secure or distribute individual photo releases.

### ***CHILD ABUSE***

If a teacher or staff member suspects that a child is being abused or neglected, he or she must report it to the principal or administrator immediately and, by law, must report the incident within 24 hours to the local Department of Family and Children Services of the county in which the child lives.

### ***BULLYING***

Intentional, repeated, harassing, intimidating, or harming conduct towards another student in any form, in person or through social media, will not be tolerated and will be grounds for immediate suspension or expulsion.

### ***HOLIDAY OBSERVANCES***

Please see the current online school calendar.

### ***SOCIAL EVENTS***

All school social events shall be carried out in such a way as to support in practice and spirit the mission of CCA.

### ***STUDENT DRIVERS***

All student drivers are required to fill out and provide a contract signed by the student and a parent/guardian, pay the fee each semester, provide proof of auto and medical insurance, and comply with all rules regarding transportation. The form can be found on CCA's website.

Student may:

- Drive to/from school for purpose of attending classes or club meetings, athletic events, or other school events

Student may not: (Any violation will result in immediate loss of driving privileges)

- Leave campus for any reason without parent/guardian written permission
- Leave for lunch
- Drive any other student
- Drive to chapel
- Hang out in, or at, car between classes, during break, at lunch, or any other times school is in session

### ***PERSONAL DISPLAYS OF AFFECTION***

Personal Displays of Affection before, during, and after school while on school grounds, or while on any school retreat or field trip, are prohibited. Students are not allowed to hold hands, kiss, or have any public displays of affection. Teachers reserve the right to intervene when public displays of affection occur.

At games, students have the liberty to hold hands with another student. However, teachers and staff reserve the right to correct a student when public displays of affection become inappropriate.

## **PANDEMIC PLAN (When Needed)**

The safety and well being of our students and staff remain a top priority, thus we have worked with our stakeholders to create a plan which will allow us to offer “as close to normal as possible” classroom experience while taking necessary precautionary measures to keep students safe.

The school’s pandemic guidelines are based on the GAPPS, CDC, and Georgia Department of Education’s Restart and Recovery Plan. The DOE has outlined three options for reopening schools depending on the COVID-19 spread in each community. A copy of the plan is available here: <https://www.georgiainsights.com/recovery.html>

Cumberland Christian Academy will continue to monitor the spread of COVID-19 in our community and will adapt its planning accordingly. The Georgia K-12 Restart and Recovery Plan states schools in the Minimal/Moderate Spread category may open for in-person instruction based on guidance from the Georgia Department of Health (DPH). Cumberland Christian Academy will diligently implement preventive measures and safe practices to protect students and staff. At a minimum, these measures will include:

- Diligent and thorough hygiene for students and staff
- Masks may be required for students and staff on buses, hallways, lunchroom, playgrounds, and in classrooms
- Daily cleaning and increased and enhanced classroom and school disinfecting and sanitizing
- Availability of hand sanitizer in the schools and buses
- Increased signage throughout school buildings indicating health conscious protocols
- Social distancing may be practiced in classroom, lunchroom, playground and other areas

These options are tailored in the current COVID-19 environment in our community. However, if that environment should change, (example: if the Governor issues an Executive Order closing schools for in-person instruction), CCA is prepared to return to a full time virtual digital learning format. CCA will adapt instruction according to Department of Public Health guidelines.

## **SCHOOL BUILDING PROTOCOLS**

### **School Buildings**

- Post signage: How to Stop the Spread, COVID-19 symptoms, Preventative Measures, Staying Home when Sick, and Good Hygiene (classrooms, restrooms, hallways, all entrances)
- Utilize tape lines, spots on the floors, etc., to help teach students about appropriate spacing
- Custodial cleaning and disinfecting schedules for surfaces will be inspected continuously
- Student and staff will be encouraged to bring their own water bottles to utilize during the school day as water fountains will be unavailable
- Shared items/spaces utilized in classrooms including but not limited to computer keyboards, classroom novels, manipulative, small group tables, PE equipment, etc. will be disinfected as often as possible
- Social distancing guidelines will be implemented in all public areas as practiced

## Entering School Buildings

- Hand sanitizer will be available for students/staff
- Both campuses will develop a plan to limit unnecessary congregants of students in the morning
- Schools will adjust the process for students entering the building, including making hallways one-way and using lines for spacing
- Students' temperatures will be taken daily, in the morning and as needed, if there are concerns. Parents will be notified to pick up the student if the temperature is above 100.0 degrees Fahrenheit. Parents are encouraged to monitor their children's temperature and health daily. Students who are sick, showing symptoms, and/or with temperatures above 100.0 degrees Fahrenheit should stay home.
- We will follow CDC Guidelines if a child has a high temperature or shows symptoms at school. Please click link:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/COVID19-events-gatherings-readiness-and-planning-tool.pdf>
- A separate waiting area for students who are isolated due to health conditions and awaiting immediate parents pick-up will be available.
- FERPA – compliant notification to inform staff members and families of students who are in regular contact with any student or staff member who is found to have contracted COVID-19.

## Visitors to schools

- **Lunch with Students – temporarily suspended**
- **Visiting Classroom – temporarily suspended**
- Restrict all non-essential visitors and volunteers from coming inside the school
- Parent Conferences – Virtual/Phone Conference only
- Limit the number of individuals allowed in front office lobby at one time (will depend upon size for each school)
- Mask and appropriate PPE are required for entry into the office lobby
- Parent requests for school services should be completed via phone or email

## Transitions and Daily Practices

- Each school will utilize methods such as one-way hallways, staggered class changes, as appropriate for each building
- Age-appropriate reinforcement of good hygiene practices through posted and verbal messages, reminders from staff, and the wide availability of hand-washing and hand-sanitizing stations throughout the school buildings
- Students must have individual supplies, books, devices, desks, and other classroom necessities to eliminate the need for students to share these items
- Schools will develop schedules for student hygiene breaks and hand washing breaks as applicable
- Schools will utilize customary dismissal areas and processes as appropriate
- Daily check-in procedures delivered via digital means to assess both student and staff wellness
- Students will remain with their classroom groups as much as possible to restrict mixing with other student populations and increasing the risk of exposure to illness
- Grab-go-lunch at both schools, to allow students to eat in their classroom
- Systematic deep-cleaning of instructional settings; hourly cleansing and disinfecting of high traffic areas in both schools
- The classroom size will not exceed fifteen students
- Schools will implement appropriate social distancing for arrival staging. This may include the use of additional classrooms and large waiting areas to limit the number of students congregated in any one place
- Assigned seating arrangements in classrooms will be required to maintain social distancing
- Staff members and students will wear mask or face coverings in the hallways and in small-group instruction settings when social distancing is questionable

### **School Year Practices – First 20 Days**

- Teach and reinforce good hygiene measures such as social distancing during the first few days of school, utilize technology for virtual delivery to limit group sizes and avoid large assemblies
- Build positive relationships with students
- Utilize Social and Emotional Learning practices to support students returning to school
- Incorporate digital learning into face-to-face instruction to help assess student readiness

### **During the School year**

- Communicate process/procedural changes with students and parents anytime adjustments are made (Ex.The COVID-19 changes)
- Regularly communicate reminders of recommended PPE protocols and enhanced social distancing guidelines being utilized within the school building
- Regularly drill and practice digital learning so that students, staff and parents are prepared and familiar

### **Large Group Meetings**

- Schools will limit unnecessary congregations of students and staff
- Schools will abide by the maximum number of fifty people allowed to congregate as defined by the Governor’s current statewide Executive Order. We will monitor to make sure the area and social distancing is not compromised
- The Upper School will review locker room usage for Physical Education/Athletics and implement enhanced hygiene processes
- PE Teachers will develop plans as appropriate that will allow rotations in the gym among classes. Utilize outdoor areas and/or classrooms for a rotation as appropriate and available
- Review school cafeteria traffic patterns for lunch and determine where specific entrance/exit should be utilized along with one-way movement to pickup lunch to be eaten in classrooms
- Lunches that are pre-ordered are pre-packaged

### **Transportation**

- Hand sanitizing dispenser will be used as students enter the bus
- Face masks are required to ride the bus
- The school buses will be disinfected everyday after the am and pm routes
- The bus that transported a student who later tested positive will be temporarily grounded until it is thoroughly disinfected
- Students will sit one student per seat. Students within the same household will be allowed to share a seat.

### **Cumberland Christian Academy Student Mask Guidelines**

- Again, Staff members and students will wear mask or face coverings in the hallways and in small-group instruction settings when social distancing is questionable
- Bandana face mask covering are not allowed
- Student masks may not:
  - Advertise or display symbols that are inappropriate for a Christian School
  - Be considered racially insensitive or display or imply profane or obscene language or symbols
  - Include emblems, insignias, badges, tattoos, or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school environment

### **Activities and Athletics**

- School will follow The GAPPS, CDC, and Department of Health guidelines for all athletics-club activities

### ***HANDBOOK CLAUSE***

CCA reserves the right to amend the handbook at any time due to approved policy changes or clerical corrections. All changes will be approved by the Head of School or his designee or the school board if applicable. The most current parent/student handbook can be found on the CCA website.