



2011-2012

Parent/Student Handbook

CUMBERLAND CHRISTIAN ACADEMY

Business Office

2356 Clay Road SW, Austell, Georgia 30106

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Email address: office@cumberlandchristian.org

Admissions Office

2356 Clay Road SW, Austell, Georgia 30106

770-819-5040

Elementary, Kindergarten & Preschool Campus

2356 Clay Road SW, Austell, Georgia 30106

770-819-6437

Middle School Campus

located at Westside Church

4900 Floyd Road SW, Mableton, Georgia 30126

770-819-9942

fax 770-819-9091

High School Campus

located at Trinity Fellowship

2115 Pair Road SW, Marietta, Georgia 30008

770-423-0404

fax 770-423-0366

Dr. Larry F. Kendrick, Headmaster Emeritus

Dr. Lee Campbell, Headmaster

Dr. Mark Ohliger, Director of Operations/Assistant Headmaster

Boyd F. Wages, Board Chairman

TABLE OF CONTENTS - Student Policies

Board Members	6
School Calendar	7
Philosophy	8
Mission	8
Goals	8
Statement of Faith	9
4.0 General Requirements	10
4.0.1 Admissions	10
4.0.2 Unity	10
4.0.3 Parental Involvement	11
4.0.4 Admission Procedures	11
4.0.5 Re-admission Procedures	12
4.0.6 Christian Arbitration Policy	12
4.1 Financial Information	13
4.1.1 Tuition	13
4.1.2 Tuition Payment Policies	13
4.1.3 Registration	13
4.1.4 Other Fees and/or Optional Costs	14
4.1.5 Fundraising	14
4.1.6 Early Withdrawal Policy	14
4.1.7 Transcripts Requests	14
4.1.8 Homeschool Resources	15
4.2 Attendance	17
4.2.1 School Term	17
4.2.2 Absence	17
4.2.3 Make-Up Work	17
4.2.4 Arrival	18
4.2.5 Late Arrival	18
4.2.6 Departure	18
4.2.7 Early Departure	18
4.3 Academic Procedures	19
4.3.1 Curriculum	19
4.3.2 Extracurricular Activities	19
4.3.3 Grading Scale	19
4.3.4 Grading Weights	19
4.3.5 High School	19
4.3.6 Homework	21
4.3.7 Incompletes	21
4.3.8 Progress Reports	21

4.3.9	Pass/Fail Policy	21
4.3.10	Academic Probation	21
4.3.11	Report Cards	21
4.3.12	Social Promotion/Retention	22
4.3.13	Testing	22
4.3.14	Renweb	22
4.3.15	Transcript Credits	22
4.4	Classroom	24
4.4.1	Chapel Standards	24
4.4.2	Discipline	24
4.4.3	Field Trips/Student Travel Policy	25
4.4.4	Holiday Observances	26
4.4.5	Lockers	26
4.4.6	Lunchroom Standards	26
4.4.7	Media/Music/Entertainment	27
4.4.8	Sickness/Medicine	27
4.4.9	Student Drivers	27
4.4.10	Social Events	27
4.4.11	Senior Trips, Senior Day, Etc.	27
4.4.12	Visitors/Loitering	28
4.5	Student Conduct	29
4.5.1	General Standards	29
4.6	Student Uniform Policy	32
4.6.1	General Dress Code Policies	32
4.6.2	Attire for School Functions	32
4.6.3	Casual Day	33
4.6.4	Uniform Policy High School	34
	Uniform Policy Middle School	35
	Uniform Policy K5 – 5 th Grade	36
	Uniform Policy Preschool K3 – K4	37
	Uniform Sources	38

CUMBERLAND CHRISTIAN ACADEMY BOARD MEMBERS

Boyd Wages
Board Chairman

Rev. Richard Hemphill

Wendell Lusk

Steve Mason

Richard Skelton

Rev. A. T. Stewart

Alan Taylor

Dr. Larry Kendrick
Headmaster, Emeritus

Dr. Lee Campbell
Headmaster

CCA 2011-2012 SCHOOL CALENDAR

<ul style="list-style-type: none"> August 8-12 August 15 August 29-31 • September 5 October 14 October 17-21 October 20 November 22 • November 23-25 December 16 • Dec 19-30 January 2 January 5 • January 16 • February 20-24 March 9 March 15 • April 2-6 May 18 May 20 May 25 • May 28 May 29-June 1 	<ul style="list-style-type: none"> Monday-Friday Monday Monday-Wednesday Monday Monday Monday-Friday Thursday Tuesday Wednesday-Friday Friday Inclusive Monday Thursday Monday Monday-Friday Friday Thursday Monday-Friday Friday Sunday Friday Monday Tuesday-Friday 	<ul style="list-style-type: none"> Pre-planning for faculty/staff First day of school 8th-12th Retreat Labor Day holiday End of 1st Quarter (*Early Dismissal) Conference Week (*Early Dismissal K3-8th grades only) 1st Quarter report card *Early Dismissal Thanksgiving Holiday End of 2nd Quarter/1st Semester *Early Dismissal Christmas Holidays First Day of 2nd Semester 2nd Quarter/1st Semester report card MLK Day holiday Winter Break - Student Holiday (Staff Reports Tues – Fri) End of 3rd Quarter (*Early Dismissal) 3rd Quarter report card Spring Break Last day of Kindergarten & Preschool *Early Dismissal (K3 – K5 only) Kindergarten Graduation 7:00 PM HS Baccalaureate at 6pm Last day of school (grades 1st-12th) *Early Dismissal (1st – 12th grade) High School Graduation 7:30 PM Memorial Day holiday Post-planning for faculty/staff
<ul style="list-style-type: none"> • School Holiday 		

*Early Dismissal times will vary according to campus and grade level. Advance notice will be published via book-bag, email, and/or website.

Note: Class/Mission Trips, Annual Fund Giving Campaign, Achievement Testing, PTF Meetings, and special events will be announced as details become available.

INCLEMENT WEATHER POLICY: CCA follows Cobb County's school closings in case of severe weather.

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; Romans 8:29; 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 from Adam the same sinful heart. (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)

MISSION

To offer Christ-centered instruction that will transform each student's heart, soul, and mind. (Matthew 22:37)

GOALS

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

- know Jesus Christ as Savior and Lord (John 17:3)
- adopt a biblical world view (Psalm 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)

STATEMENT OF FAITH

We believe...

- The Holy Bible is God's written revelation to all men, is inspired by Him without error, and is the authoritative Word of God. (II Timothy 3:16-17; Psalm 7-11; I Thessalonians 2:13)
- 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)
- In six days, God created the heavens and earth in a state of perfection. (Genesis 1:1-25)
- The archangel, Lucifer, and a third of the angels marred the universe by their rebellion. Lucifer became Satan, the adversary of God. Satan tempted man to rebel against God, and mankind became servants to Satan. (Isaiah 14:12-14; Revelation 12; Ezekiel 28:12-19; Genesis 2-3; Romans 1:25)
- 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)
- Salvation is found in Christ alone. (Acts 4:12; I John 4:9; John 14:6)
- Jesus Christ died on the cross to be a propitiation for not only our sins, but also for the sins of the whole world. Without the shedding of blood, there is no remission of sins; therefore we have redemption through His blood, even the forgiveness of sins. (I John 2:2; Hebrews 9:22-28; Colossian 1:14)
- The Lord Jesus Christ was buried, and He rose again on the third day according to the scriptures so that we who believe may be justified freely before God. (I Corinthians 15:3-7; Romans 5:1-2)
- Jesus Christ ascended to Heaven and is now seated at the right hand of God the Father who is on the throne of the universe. To this day, Jesus Christ intercedes as an advocate for us who believe. (Ephesians 1: 20-22; John 2:1-2)
- Our Lord Jesus Christ will suddenly return to the earth one day to overthrow Satan and his kingdom upon this earth, and Christ will reign forever. (I Thessalonians 4:13-18; Revelation 19-20)
- Heaven is the eternal abode of those who have placed their trust in the Lord Jesus Christ, and hell is the eternal abode of those who refuse forgiveness by Jesus Christ. (Revelation 21-22; Revelation 20:7-15; Matthew 10:32; Matthew 13:38-42)
- Regeneration by the Holy Spirit is absolutely necessary for lost and sinful man. The Holy Spirit ministers on earth today. He indwells believers and enables them to live a godly life. (John 3:5-8; Romans 7:23; II Corinthians 3:18; Titus 3:5; Romans 8:9-11)
- Jesus commands and empowers us to share our faith with others, teaching and encouraging them to know Christ and His Word. (Matthew 28:19-20; Mark 16:15; Acts 1:8)
- In order to convince the world that our faith is of God, we must become as one as God and Christ are one. By this shall men know that we are Christ's disciples, if we love one another. (John 17:20-25; John 13:34)

Section 4 — STUDENT POLICIES

4.0 GENERAL REQUIREMENTS

4.0.1 Admissions

Cumberland Christian Academy's mission is to offer Christ-centered instruction that will transform each student's heart, soul, and mind. 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 this school. We seek students that are willing to grow not only intellectually, but also emotionally, physically, morally, and spiritually in accordance with a Christian world view. (Luke 2:52)

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 is not equipped to address special learning needs. Our curriculum reflects our Christian perspective and is designed to prepare the student for college. (I Samuel 16:7)

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 objectives, methods, and obligations that accompany admission.

4.0.2 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) If a disagreement occurs it should be dealt with quickly and maturely so that unity may be restored. (Matthew 6:24) Should parents/guardians lose confidence in CCA's ability to serve the best interest of their child, they should withdraw their child. 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 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. This includes attitude problems of the student such as gossiping, sowing seeds of discord, or failure to support the staff and/or policies of the school. It also may include biblically immoral or illegal activities that take place outside school. 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.

4.0.3 Parental Involvement

Parents/guardians are asked to take an active part in CCA by encouraging their child to learn. As in any activity that children undertake, the interest of the parents/guardians 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.

4.0.4 Admission Procedures

All families interested in attending CCA should contact the Admissions office for an interview. The purpose of the interview is to have an opportunity to show the facilities and staff to the parents and explain CCA's philosophy and standards. It is necessary for parents to bring the student's most recent report card and standardized test scores to the interview. Elementary school students may be required to spend a day visiting the classroom and/or completing an admissions test. Middle school and high school students are required to attend the interview and/or may be required to spend a day visiting the classroom.

CCA reserves the right to pursue a behavioral background check on new students, as well as recommendations from recent academic and/or community leaders. Students who have been suspended or expelled from CCA or any other school may be refused admission. Married students or unmarried students with children will not be considered for admission.

Preschool (3-4 year), Kindergarten (5 year), and 1st grade students must have had appropriate birthdays by October 1st. For example, a child seeking admission to 1st grade must have had his/her sixth birthday by October 1st of the year admitted.

Admission Checklist:

- Appointment with Admissions Director
- Interview (students for grades 6-12 must be present at the interview)
- Admissions test (if required by Principal)
- Visit to the classroom (if required by Principal)
- Copy of Birth Certificate
- Copy of recent report card
- Copy of recent standardized test scores
- Copy of discipline records or Principal recommendation
- Copy of immunization records
- Completed and signed application with matriculation fee (non-refundable)
- Financial Agreement Form

Acceptance of students into CCA will not be official until all of the above requirements have been satisfactorily met. New students will receive a letter notifying them of acceptance. Applicants who withhold relevant information or who falsify information may be required to withdraw from CCA.

4.0.5 Re-admission Procedures

Re-Admission Checklist:

- Completed and signed application with matriculation fee (non-refundable)
- Copy of immunization records (if any changes)
- Financial Agreement Form

Re-admission of students into CCA will not be official until all of the above requirements have been satisfactorily met. Initial admittance does not imply automatic re-admission in the future. CCA reserves the right to refuse re-admission to any returning student.

4.0.6 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 any and all conflicts which might arise according to biblical principles. Should an issue arise which cannot be resolved after prayer, appeals, and longsuffering patience, we pledge and promise to use Christian mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker[®] Ministries (complete text of the Rules is available at www.HisPeace.org). 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.

4.1 FINANCIAL INFORMATION

4.1.1 Tuition for 2011-2012

<u>Grades</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>4th Child</u>
K3-K4 T/Th ½ Day	\$1490	\$1350	\$1270	\$1200
K3-K4 MWF ½ Day	\$2490	\$2250	\$2120	\$2000
K3-K4 M-F ½ Day	\$3290	\$2970	\$2800	\$2640
K3-K4 M-F Full Day(2:30pm)	\$3990	\$3600	\$3400	\$3200
K3-K4 M-F Extended Day	\$4890	\$4410	\$4160	\$3920
K5 Extended Day	\$6990	\$6300	\$5950	\$5600
K5-3rd	\$5890	\$5310	\$5010	\$4720
4th-8th	\$6390	\$5760	\$5440	\$5120
9th-12th	\$6990	\$6300	\$5950	\$5600

[Please note: 1st Child rate applies to the oldest child of the family.]

International Students \$8500.00

4.1.2 Tuition Payment Policies

- ANNUAL OPTION: A tuition discount of 3% will be granted if the full year’s tuition is paid before August 1. In families with more than one child—if only one child’s tuition will be paid in full, it must be the amount for the oldest child. Discounts are given to families for enrolling more than one child as reflected in the rate chart above.
- SEMESTER OPTION: ½ tuition due August 1st and ½ due no later than January 10th.
- MONTHLY OPTION: For those choosing the monthly option, all tuition accounts are set up on a ten-month pay plan with FACTS tuition management. The ten-month plan requires paying one-tenth of the tuition amount each month beginning August 5th or 20th and ending May 5th or 20th. Payments are deducted directly from your bank account through your FACTS account. There may be a small fee for this service.

Cumberland Christian Academy is a corporation and 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.

4.1.3 Registration

Applications for new students must include a \$575.00 non-refundable matriculation fee (\$775 for International Students). Refer to CCA’s Admission Policy in its entirety. Registration is opened to new students on March 1.

Currently enrolled students whose tuition accounts are not past due are allowed a discounted re-enrollment fee by registering early for the next school term. Early registration begins on February 1 and ensures a place for your student(s).

4.1.4 Other Fees and/or Optional Costs

- 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 \$15.00 (National) which provides a certificate, Beta pin, The Beta Journal, and a seal for the diploma at graduation. Students are chosen for Beta Club membership on the basis of scholastic average, Christian character, credible achievement, and commendable attitudes as observed by the school staff.
- Library fines - A fine of \$.10 per day is charged for overdue library materials. Report cards and permanent records may be held for unpaid library charges and/or lost books.
- Lunches - K5 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.
- 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 misused, 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.
- Athletic fees – 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.
- Other planned activities - Other 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.

4.1.5 Fundraising

All CCA families are encouraged to become actively involved in fundraising functions. Families who choose not to participate in fundraising activities are urged to increase their tuition payments by 10%.

4.1.6 Early Withdrawal Policy

It is assumed that an entering student is enrolling for the entire year therefore school budgets are set accordingly. If a student withdraws before 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 10% 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 at the end of the next regular business day.

4.1.7 Transcript Requests

Transcripts will be released upon the request of parents and forwarded to the school desired, provided all accounts are current. Transcripts will not be sent if tuition has not been paid in full. After all requirements have been met, records will be released at the end of the next regular business day.

4.1.8 Home School Resources

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 High School students many choose from any CCA classes or activities. Trips, missions, and activities are billed at the full rate even if CCA offers discounts for fulltime students.

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

Finances:

Matriculation: 1-4 classes - \$99 each; 5 or more classes \$699

Teacher Supervised On-Line Electives: \$99 per class plus on-line fee; typically \$300

Fine Arts Electives: \$299 per class

Sat Prep: \$299

Core Classes: \$499 for the first class; \$699 for the second; \$899 each for the third and fourth; full tuition for 5 or more of any combination of classes (except in the case of joint enrollment – see joint Enrollment Policy).

Retreat: Home School students in grades 8-12 may participate in CCA’s Fall Retreat - \$199

Trips/Missions: Home school students may participate in any educational trip or mission trip for the published price. Prices vary per trip.

Evaluation Fee: \$199 – a one time fee for those who wish to have home school credit evaluated for use on CCA transcripts (this fee is only \$100 for students who enter fulltime by their junior year, if previously paid then \$200 discounted from tuition).

All fees effective for students enrolling fall 2011 and afterwards

Chapels: Students who take 1 or more courses may attend chapel. Students enrolled in 3 or more courses must attend chapel.

Counseling Resources/Registrar Services: Guidance services are provided to students who wish to earn a CCA diploma.

Requirements for 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 Graduation for a CCA Diploma:

Students are encouraged to enter CCA's high school as soon as possible. Typically students enter in grade nine after completing home school 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 home school documentation which may be incorporated in their CCA transcript. We strongly encourage students to complete a minimum of their junior and senior years at CCA. Prior to entry, either full or part-time, into their junior year, parents of students who are attempting to earn a CCA must submit 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 10 courses (or 18 semesters) of courses are taken at CCA (not including Ingresso courses). 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.

4.2 ATTENDANCE

4.2.1 School Term

The school calendar is made up of 180 days. 1st – 12th grades have 4 nine-week grading periods of approximately 45 days. K3 – K5 students attend 175 days.

4.2.2 Absence

A student's presence in school is the responsibility of both parent(s) and student. Any excessive absences not due to sickness are indication of a parental problem. A student is allowed a 15 day maximum of excused absences per semester. Absences exceeding 15 days may cause dismissal from school, not entering the next school term, or graduation denial. Any appeal to change this policy must be made before the CCA Board. An excused absence is one validated by a parental 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 is counted absent.

High school juniors may be counted present for up to 3 days and seniors up to 3 days to visit colleges. High school attendance applies to each scheduled period. A student will receive an "F" for the semester in any class that is missed more than 15 days during that semester. Any appeals must be made to the CCA Board.

Any student who is absent from school on a given day may not participate in any extra curricular activities for that day.

4.2.3 Make-Up Work

The school office assists students and parents in contacting teachers when a student's illness requires a prolonged absence from school. When contacted by the parent, the office will notify teachers of the student's illness and request assignments. The parent may pick up the instructions and material sent by the teachers at the end of the following day. This allows teachers time to gather materials and provide meaningful assignments. In addition, students could contact a friend in the class who is willing to share notes and to return completed work to the teacher.

Students, especially those in the high school, are responsible for all assignments given by teachers. It is the responsibility of the student to ask the teacher for make-up work. Work missed due to an excused absence must be made up within two school days of his return to school. Assignments missed because of an extended illness must be made up within the same number of days the student was absent. Students with unexcused absences will not be permitted to make up missed assignments.

A student who is present when a test is announced is expected to take the test as scheduled or upon returning to school. In laboratory classes such as art, PE, music, and science, which do not lend themselves to make-up work, the teacher will determine the make-up procedure.

4.2.4 Arrival

Students may arrive as early as 7:15 AM at each campus and should report to the designated area for early arrivals where a faculty member will supervise a study hall.

School Hours

K3 – K4	8:15 - 12:15 or 2:30
K5	8:15 - 2:15
1 st – 5 th	8:00 - 3:00
6 th – 8 th	8:05 - 3:05
9 th – 12 th	8:10 - 3:15

4.2.5 Late Arrival

A student who arrives after school begins should report to the office. There he will sign in and receive a tardy slip that will admit him to class. Tardies will be excused for the following reasons:

- Dental/Medical appointment - The student must bring a note from the physician, which verifies that the student was seen by the doctor. The note must be presented NO LATER than the next school day after the appointment.
- Personal illness - The student must bring a note from the parent to verify that the parent was aware of the illness and gave the student permission to come to school late. The note must be presented NO LATER than the next school day after the student was tardy.
- Students who arrive late for any other reason must bring a note from a parent explaining the reason for the tardiness. This note must be delivered NO LATER than the next school day after the student was tardy.
- Three (3) unexcused tardies will be counted as one unexcused absence. If a student receives ten (10) or more unexcused tardies a conference with the principal will be scheduled in order to resolve the problem. Excessive tardies may cause a reduction in a student's grade or even failure.

4.2.6 Departure

Parents are expected to make arrangements for the pick up of their students immediately after school dismisses. Parents of students in grades K-3 through 8th will be required to fill out a pick-up authorization form to be kept on file in each school office.

K-3/K-4 half day students must be picked up **by 12:30 PM**

K-3,4,5 full day students must be picked up **by 2:30 PM**

1st - 5th grade students must be picked up **by 3:30 PM**

6th - 8th grade students must be picked up **by 3:30 PM**

9th - 12th grade students must be picked up **by 3:30 PM**

ANY PARENT WHO DOES NOT PICK UP THEIR CHILD BY REQUIRED TIMES WILL BE CHARGED A FEE OF \$5.00 PER HALF HOUR OR ANY PORTION THEREOF. If not paid, this amount will be forwarded to our accounting office to be added to their tuition account.

4.2.7 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.

4.3 ACADEMIC PROCEDURES

4.3.1 Curriculum

CCA is a Christ-centered school. We believe Scripture should be an integral part of all curriculum and should be included in every area of training for life. We use a combination of ABEKA Book Publications, ACSI Purposeful Design and Bob Jones University Press as our core textbooks with other publishers used to supplement. These publishers are recognized as the leaders in Christian school curriculum. In our upper grades, we do on occasion use secular publications combined with Christian supplemental material in certain subjects.

4.3.2 Extracurricular Activities

A student must maintain an overall “C” average on their current report card to participate in extracurricular activities such as sports, music, clubs, etc. Athletes must sign an Athletic Eligibility Agreement and pay any applicable fees to participate.

4.3.3 Grading Scale

A	90-100
B	80-89
C	70-79
F	below 70

4.3.4 Grading Weights

Most 1st-12th grade teachers will calculate a student’s subject grade using the following percentages. Teachers will notify parents in writing if there are any exceptions.

Daily Class-work/Daily Homework	20%
Quizzes/Small Papers or Projects	20%
Tests/Large Papers or Projects	50%
Class Participation (Teacher Discretion)	10%

4.3.5 High School

- **Marking Period:** The academic year is divided into two semesters having 18 weeks each. Each semester grade is recorded separately on the transcript. No student will be graduated who has not completed their senior year with Cumberland Christian Academy.
- **Credits** (9th - 12th Grades)—One-half credit = one semester course. The half unit is only awarded if the grade is 70 or above in the semester course.
- **Graduation Requirements:** Twenty-four units taken during grades 9-12 are required for graduation. Specifically, these must include:
 - **College Prep Diploma**
 - 1. **Bible:** 4 units
 - 2. **English & Literature:** 4 units (Must include English 9, English 11 - American Literature and 2 additional units).
 - 3. **Mathematics:** 4 units (Algebra I, Geometry, Algebra II, & one higher level of math).

4. **Social Studies:** 4 units (World History, US History, Government & Economics and one additional unit).
5. **Science:** 4 units (Must include a physical science course, a life science course and 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)

General Diploma

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 a physical science course, a life science course and 1 additional unit).
6. **Health/PE:** 1 unit
7. **Electives:** 6 units

*Public school requirements for a diploma currently require a total of 24 units (depending on the diploma level). In public school, Bible is not included. Under situations where a student transfers to Cumberland or has special circumstances which make 24 units impossible during the four years of high school, permission may be granted with board approval to graduate with a minimum of 23 units. In most cases, 24 units out of a possible 28 unit potential will be attainable. Parents with concerns in this area should talk with the Principal. Any exception to the requirements must be approved by the Headmaster.

- **National Beta Club:** High school 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

Honors courses are given 1 extra quality point: Calculus I & II, Chemistry II, Biology II, Physics. AP Classes are given 1 extra quality point.

- **Schedule Changes**
Within ten days of the beginning of a semester, a student may drop or add a course with parental permission and at the discretion of the 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.
- **Valedictorian/Salutatorian:** A student's G.P.A. will determine the valedictorian and salutatorian among high school seniors. The final ranking will be determined after the 4th quarter of the senior year and includes all classes. In the event of a tie, the numeric average will determine the student with the highest rank.

- **College acceptance requirements vary.** It is the student's responsibility to make sure that they meet all the required requirements of a particular college. We encourage you to make an appointment with our school counselor if you have any questions with regards to your child's goals.

4.3.6 Homework

Homework has many benefits. It teaches the student responsibility and organization. It helps them better retain what they learned in the classroom. It provides a way of enriching the study of a particular topic. And it keeps parents involved with their child's learning. Too much homework, however, can have negative effects. It can saturate a child's interest and create a fatigue for learning. It can prevent them from having time for leisure activities such as sports or the arts. It can also encourage cheating or too much parental help if a child feels unable to handle it on his own.

Generally, homework is given only on Monday, Tuesday, and Thursday nights. Wednesday is a church night for many of our families, and homework should be minimal. Weekend homework is considered more feasible for grades 6 through 12.

4.3.7 Incompletes

No make-up work should be accepted after the end of the grading period. Incomplete grades should be a rarity, and the Principal should be made aware of the circumstances. All grades should be submitted to the office within 3 days after the close of the grading period in order for grades to be checked and/or recorded.

4.3.8 Progress Reports

1st – 5th grade students will receive a progress report at the mid-point of each 9-week grading period. 6th–12th grade students whose grades fall below a "C" will receive progress reports midway through each 9-week grading period. Parents who are concerned about a student's progress may contact the teacher or the office for specific information and are also encouraged to schedule a conference with the subject teacher. No student can be failed if the parent has not been notified of poor grades.

4.3.9 Pass/Fail Policy

Students who fail 2 or more basic subjects (math, science, history, language, reading, phonics) must either make up the classes in a summer school program or repeat the grade level.

4.3.10 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 falls below "C," he may be placed on academic probation for the next semester in the school year. The Headmaster will decide the consequences for the student. If there is no improvement, the student may not be allowed to return to CCA the next school year.

4.3.11 Report Cards

Parents are urged to consult the school calendar in this handbook for the dates report cards are sent home. The K-5 through high school classes have four 9-week grading periods.

K-5 and elementary report cards are sent home for review, to be signed by parents and returned to school the next school day. K5 report cards not returned within one week will be considered lost and duplicated for a \$3.00 penalty fee.

Middle school and high school report cards are computer-generated. Two copies will be sent home each grading period. Parents are asked to sign one copy and return it to the school office the next school day.

Cumberland has implemented online grade access for parents and students (RENWEB). Each family will have a passcode assigned at the beginning of the year. This code will allow access to weekly grades and report cards as they are updated. Instructions for logging in to RENWEB can be found on the Cumberland website.

4.3.12 Social Promotion/Retention

Cumberland seeks to uphold high academic standards in all areas. Occasionally, however, Cumberland discovers a sincere and hard working student who is unable to pass in specific academic subjects. In such situations where parents and teachers are in agreement, social promotion may be exercised. In these cases, such approved action is noted on permanent records, and the promotion is carried out. At the high school level, a student will continue to advance to the next grade as far as his homeroom is concerned, but the credits that he earns determine his actual grade level.

4.3.13 Testing

CCA administers the Stanford Achievement Test each year to grades K-5 through 12. These scores provide both a measure of the individual's and the school's achievement.

CCA administers the PLAN test to 9th graders and the PSAT to grades 10 and 11 during the fall each year. We offer these tests for the purpose of preparing the students for the SAT (Scholastic Aptitude Test) and the ACT (American College Test).

Juniors and seniors are encouraged to register for both the SAT and the ACT. Since some colleges prefer one of these tests over the other, a student is assured of adequate test information if he takes both. Also, if a student does poorly on one of these tests, analysis of both tests will give colleges a clearer picture of the student's scholastic aptitude and achievement. All forms necessary for the registration of these tests are available through the Principal's office.

4.3.14 Renweb

Parents may view their student's grades and homework assignments on line. Updates are generally made weekly. For sign in purposes, an email account is necessary in order to set up parental and/or student access.

4.3.15 Transcript Credits

All Classes attempted will be listed on the transcript*

Withdrawals prior to day 20 of class will appear as a "W" on the transcript. No quality points will be issued.

Withdrawals after day 20 of class 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.

*see below for attempted online and joint enrolment classes

Transcript Credit for Outsourced Core Courses

It is the intent of CCA to move towards a policy that requires all core courses to be taken on campus through CCA teachers. In the spring of 2011 & fall of 2011, in respect to CCA’s accreditation as a home school center students may with the permission of the headmaster and the counselor utilize an approved outside provider for a maximum of four semesters (2 total credits) as a matter of preference.

Beginning January 2012 in preparation for ACSI accreditation students may no longer use alternative teachers or programs to earn credit for CCA core classes.

All summer work in core classes must be approved by the school counselor in writing. Summer work is limited to failed classes.

The sole exception to this policy will be related to scheduling issues when students who must take an online class to graduate on time and the school counselor deems an online substitute to be the only alternative.

In no case shall a student receive a tuition discount and take less than a minimum fulltime load. Any computer time or study hall time available at CCA is strictly a courtesy.

Transcript Credit for Outsourced Electives (Ingressio)

In all cases the provider must be approved in advance by the Headmaster, Counselor, and Ingressio Administrator; Current approved providers are Chattahoochee Tech, Keystone, and Georgia Virtual School. Individual courses must be approved by the school counselor and Ingressio Administrator. Students are limited to 4 total credits of outside electives.

Students must choose one of the following options in advance of enrollment and inform the school registrar in writing:

- a) I chooses not to have this course recorded on my transcript
- b) I choose for the course to appear on my transcript as “pass” (≥ 70) or “fail” (< 70). I understand that the course will not affect my credits attempted or quality points.
- c) I choose to receive full credit for the course on my transcript for the credits attempted. AP courses (only if the AP test is taken) and courses taken at Chattahoochee Tech earn up to 5 quality points. Courses taken online beyond the scope of CCA offerings that build on CCA curriculum (E.g. Spanish 3 after completing Spanish 1 & 2 at CCA) earn up to 4.5 quality points and will be referred to as “Honors”.

4.4 CLASSROOM

4.4.1 Chapel Standards

Attendance by all students is required. Proper courtesy and respectful behavior toward the speaker and other students is expected. Parents are always welcome to attend.

4.4.2 Discipline

CCA follows the written works of Dr. James Dobson of *Focus on the Family* (such as Dare To Discipline, Strong Willed Child, Love Must be Tough) in disciplining children. Firm, loving guidance is provided to the degree necessary to attain the respect and cooperation of our students.

- **Teacher**

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.

- **Demerit System (Grades 4-12)**

For older students, Demerits will be given for improper behavior. For behavioral infractions, students will be given demerits and warnings until the need for stronger action is recognized. Each week a student starts with a clean sheet regarding demerit accumulation toward detention time. Each month students start anew regarding administrative conferences and penalties.

For a given week of school, the following scale will be used for Grades 4-8:

1-2 demerits.....warning only
3 demerits.....one hour in detention
6 demerits.....two hours in detention
9 demerits.....three hours in detention
10+ demerits in one month.....conference with administrator and any combination of Detention, ISS, Saturday School, Corporal Punishment or Suspension

For a given week of school, the following scale will be used for Grades 9-12:

1 demerit.....warning only
2 demerits.....one hour of detention after school
4 demerits.....two hours of detention after school
6 demerits.....three hours of detention after school
7+ demerits.....conference with administrator and any combination of Detention, ISS, Saturday School, or Suspension

8 demerits in one month.....Saturday School

9+ demerits in one month.....conference with administrator and any combination of Detention, ISS, Saturday School, or Suspension

- **Detention**
Detention is assigned by the school office for accumulation of demerits. Teachers assign detention for violations of class rules or failure to bring materials to class. Administrators assign detention as a first step in modifying minor behavior violations. The student will be notified when and where to report for detention. Failure to serve detention is very serious and can result in the student being assigned more serious consequences.
- **Saturday School**
Saturday school starts at 8 AM and ends at 12 noon. Middle school and high school students who are required to serve in Saturday school must pay a \$15.00 fine to the school. Failure to attend Saturday school will result in a two-day suspension.
- **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. ISS can be assigned for accumulation of demerits or by administrators for use in modifying behavior violations. When the student is assigned to ISS, he brings home a contract and a copy of the rules he must follow while in ISS. The alternative to ISS is out-of-school suspension.
- **Suspension**
A student who is suspended from school receives a grade of zero on each assignment he misses due to suspension. No make-up work will be accepted. 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 the administrator who suspended him to obtain admittance to class.
- **Corporal Punishment**
In some cases of misbehavior, instead of Suspension, students may be paddled by the Principal. Students are never paddled without express permission from a parent, and always with an adult witness other than the Administrator/Principal.
- **Dismissal**
If discipline problems persist, a student may be asked to withdraw from the school. The principal will notify the student and parents of such a decision. This decision may be reviewed by the headmaster and/or the school board.

4.4.3 Field Trips

Field trips can be a wonderful educational tool or simply a fun break from academics. The following should be taken into account when planning field trips:

- CCA is growing and has many school events already on the calendar. Therefore, teachers will need to fill out a field trip form and have it approved ahead of time.
- Class fundraisers for the various trips should not be scheduled during the “reserved” calendar weeks when other significant school activities are occurring.
- Teachers should try to hold down the cost of field trips—possibly have one “big” field trip a year with others being more reasonable in cost.
- There should be consistency on the campus regarding the number of field trips taken by each class. Grades K-8 generally should have no more than 5 field trips per year.
- Field trips should be considered a part of the curriculum and should be chosen on the appropriateness for each grade level.
- Administration may deny permission for a student to attend field trips if they have excessive behavioral or academic issues.

The following guidelines apply to “big” class trips (they do not apply to the Junior and Senior mission trips).

- The trip should not cost more than \$500.
- Fundraising should not exceed 40% of the cost of the trip.
- Trips should be educational and stay within the Continental U.S.
- The trip must be approved by the principal and led by a teacher or administrator.
- Parents should be given ample notice.

Permission slips are required for students to travel under the school’s supervision, whether the trip is curricular or extracurricular. 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.

4.4.4 Holiday Observances

CCA chooses not to celebrate Halloween. Our Christmas observance will focus on the birth of JESUS rather than Santa Claus.

4.4.5 Lockers and Book bags

Students may obtain a personal lock for their locker. The combination to the lock or an extra key should be left with the school secretary. The school has the authority to check lockers and book bags at anytime. Lockers are the property of the school and are to be used only in ways supportive of school goals and policies. Any misuse of lockers and book bags or use of non-registered locks will result in loss of privileges. Decorations must be easily removable and maintain a Christian standard. Book bags are to be plain. No cartoon characters.

4.4.6 Lunchroom Standards

- For health reasons, sharing of food is not permitted.
- Students should properly dispose of all trash and leave their area neat and clean.
- Chairs are to be placed under tables in neat order before leaving.
- Students should exercise good manners and refrain from playing in the lunchroom.

4.4.7 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 opinion 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 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. A media committee made up of the appropriate teachers and any two principals/administrators will approve all media to be used at any 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.

4.4.8 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.

All medicine for a student must be kept in the school office (with instructions for dosage). The office will only dispense medicine brought from home and only upon written consent from the parents.

4.4.9 Student Drivers

Cumberland Christian Academy allows high school students with a valid Georgia driver's license to drive their vehicle to school. All vehicles must be registered with the high school office. Any student failing to show a responsible and cooperative spirit may lose his driving/parking privilege. After arriving at school, students should not return to their cars until school is dismissed. Students are not allowed to leave campus during their lunch period or any other time during school hours without written permission from the parent.

4.4.10 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. As a school we have determined not to participate in certain types of activities commonly accepted by the general public. Social dancing will not be allowed at any school-related event. We are instructed by Christ not to use our liberty to offend anyone. Families who conduct social events on their private property for school students and personnel are expected to abide by the same guidelines.

4.4.11 Senior Trips, Senior Day, Etc.

Rather than sponsoring beach or vacation trips for graduating seniors, Cumberland supports and sponsors mission and Christian service ventures for their upperclassmen. In like manner Cumberland refrains from allowing senior “prank” or “skip” days and encourages activities supportive of our mission and purpose.

4.4.12 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. The Principal's permission is required for anyone to visit a CCA student on campus. Loitering on school property is not allowed.

4.4.13 Promotional Photos/Video

CCA will make promotional photos and videos throughout the school year for use on our website, brochures, and PTF meetings. In order to represent our classrooms and school activities individuals and/or groups of students will be seen in the video or photos. If you do not want your child to participate please let your child's teacher or principal know.

4.5 STUDENT CONDUCT

4.5.1 General Standards

A lifestyle that reflects Christian principles stands out in today's culture. At Cumberland Christian Academy we have standards of conduct that we feel should be part of the student's mode of living. These standards are for the protection of our students and for the orderly operation of our school. Attendance at CCA is a *privilege* and not a *right*. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of Cumberland Christian Academy.

- Beloved, let us love one another: for love is of God: and everyone that loveth is born of God, and knoweth God.” 1 John 4:7
- **The Bible is explicit in teaching that Christians are to love one another.** The student is to treat others as he or she would expect to be treated. Students should be careful not to hurt, harass, or threaten anyone physically, emotionally, or in any other way. Matthew 5:43-48; Romans 12:14-21
- **CCA expects that its students live above reproach, showing respect to God, country, family, faculty and fellow students. Honesty is highly valued by God and CCA. Cheating and plagiarizing are not acceptable.** Consequences will include not only a failing grade, but character restoration as well. **Lying, complaining, arguing, gossiping, stealing, profaning, or disorderly conduct will not be tolerated.** Philippians 2:14; Ephesians 5:4; Colossians 3:8-9; Exodus 20:15
- **Students must exhibit cheerful obedience to authority** (parents, teachers, etc.) and school regulations, even when the person in authority is not immediately present. Such obedience should be willing and immediate, and is to extend to any member of the school staff, even if that person is not the student's own teacher. Students shall not cause dissension or demonstrate rebellion through active expression or passive indifference. Romans 13:1-7; Hebrews 13:17; 1 Peter 2:18-23
- **Conversations are not to infringe on the rights of others.**
- **Conversations, private or public, are expected to be positive, constructive, and respectful.** Foul, dirty, or suggestive language, drawings, or stories; pornography of any sort; gossip; misuse of God's name or spiritually meaningful terms; suggestive “sign language;” degrading names or “putting others down,” even if done in fun; are examples of conduct which are unacceptable at Cumberland Christian Academy and are causes for immediate disciplinary action.
- **Students shall not promote or participate in immorality** such as pornography, adultery, fornication, pre-marital sex, or homosexuality. 1 Corinthians 6:9-10; Galatians 5:19; Ephesians 5:3
- **Unnecessary bodily contact**, whether affectionate, playful, or hostile, is not acceptable at school. As a rule, students should respect personal space and boundaries.
- **No Chewing Gum on School Property.** It is unhealthy and unpleasant when gum is left around and an expensive task to remove gum from carpeting, desks, and chairs.

- **Tobacco in any form or alcoholic beverages are not allowed** at school or school functions or en route to school or school functions. Possession of these or of illegal drugs on campus or at school functions is cause for immediate suspension and/or expulsion.
- **Weapons are not allowed on school grounds or at school-sponsored events.** The term “weapons” includes, but is not limited to rifles, shotguns, handguns, pellet guns, BB guns, stun-guns, blank pistols, knives (including Bowie, switchblade, pocket, hunting), razors, chemical defensive devices, martial arts devices, or other items which school staff could reasonably conclude as being a violation of the intent of this restriction. Students shall not have any explosive device, including bullets, other ammunition, fireworks, smoke bombs, paint bombs, or any item which gives the appearance of these. Possession of weapons is grounds for immediate suspension and/or expulsion.
- **Cumberland Christian Academy expects full cooperation from both student and parents in the education of the student.** If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw. Also, if the student’s behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of CCA, whether or not there is any definite breach of conduct, he may be requested to seek his or her education elsewhere. In cases where students are asked to find another school, parents may appeal to the school board for a review of such an administrative decision.
- **CCA is God’s property.** Respect for the appearance and care of the school is a part of the Christian testimony presented by CCA. **Willful damage to, or destruction of, school/church property will not be tolerated.** Students are to report to the office any damaged furniture or other school property. All damage must be paid for, whether willful or accidental.
- **Hallways are quiet zones.** Students are to *walk* down halls on the proper side without talking or shoving.
- Students are to address teachers, school personnel and parent helpers by **Mr., Mrs., or Miss.**
- Students are asked to **leave all I-pod’s, MP3 players or similar devices, CD’s, tapes, radios, playing or collector cards (baseball, football, poke’mon, magic, etc.), non-educational magazines, questionable books, matches, lighters, and weapons of any kind (including pocket knives) at home.** If the above items are found on school premises, the school reserves the right to keep the item until the end of the school year.
- **Cell Phones - Cumberland Christian Academy respects the wishes of some parents to provide cellular telephones to their students for security and convenience purposes, however we prohibit the use of cell phones in the classroom in order to avoid disruptions during class time. Parents must also be aware that text messaging not only leads to distractions but in some cases to cheating. Be aware that CCA staff will seek to regulate cell phone usage in a responsible manner as**

circumstances require. Students are expected to keep their phones “off” and in their book bag the entire day. Student and parental cooperation is expected.

- **The following offenses may result in immediate suspension or expulsion:**
 - Actions shocking to the conscience**
 - Fighting (may be considered assault and battery and in extreme cases could result in charges being filed).**
 - Abusive language to staff or students**
 - Threats against others**
 - Vandalism**
 - Theft and/or possession of stolen property**
 - Arson/tampering with fire alarm**
 - Furnishing, selling or possession of controlled substances (drugs, narcotics, alcohol, or poisons)**
 - Use of intoxicants**
 - Electronic or Cyber bullying or sending inappropriate material**

Public Law O.C.G.A 20-2-1184 requires all school systems to report assaults involving firearms, aggravated battery, sexual offenses, carrying deadly weapons, activities regarding marijuana or other controlled substance to local police and the District Attorney immediately.

It should be remembered that the school not only hopes to contribute much to the student, but the student is expected to contribute much towards the furthering of the mission of the school, both on and off campus. A student who counteracts the goals and purposes of school by indifference or overt action, or intentionally damages the reputation of the school may be asked to seek his/her education elsewhere.

4.6 STUDENT UNIFORM POLICY

4.6.1 General Dress Code Policies

Cumberland Christian Academy, in its effort to teach young people to honor God and to walk under His leadership, must take notice of dress and the personal attire of its students. The way we dress sends signals as to who we are and to what we aspire. Our goal is to encourage our students to dress in a manner that will honor our Lord and strengthen our testimony.

Shirts:

- Upon arrival at school, students should be properly dressed with shirts neatly tucked in. Shirrtails must remain tucked in until the student has left campus following dismissal.
- Any undershirts must be solid white with no writing, character advertisements, cartoon characters or slogans.
- When uniform sweatshirt is worn, the appropriate uniform shirt is to be worn underneath.

Pants:

- Pants must be traditional in style with pockets in side seams, not jean style, and must be hemmed. Pants cannot be fleece, denim or corduroy and cannot be rolled.
- Pants must fit properly at the waist and are not to be baggy.
- Jeans must be in good condition and not whitewashed to the point of having holes and tears. (applies daily to K3 & K4, applies to kindergarten through grade 12 when a jeans day is announced or earned)
- Belts must be worn with pants/shorts/skirts having belt loops.
- Belt loops should not be removed from clothing designed with them.

Acceptable	Not Acceptable
Wrinkle Resistant Cotton or Cotton Poly Blend	Jean Material
Plain or Pleated Front	Embroidery or Other Embellishments
Cuffs or No Cuffs	Extra Pockets
Variations of Tan Khaki Color	Colors other than Traditional Tan Khaki
Belt Loops or Elastic Waist	Hip Hugger or Low Cut Waist

Accessories:

- Shoes and socks should be worn at all times. No boots, sandals, or platform shoes.
- Non-uniform sweaters or jackets should be left in the lockers.
- Wallet chains are not allowed.
- Caps and hats may be worn to and from school but must not be worn inside the school building.
- Hairstyle, color of hair, or jewelry should not draw undue attention to an individual or detract from the educational process.
- All boys must maintain their natural hair color with their hair length being no longer than above their eyebrows, mid-ear and above their collars. No fad haircuts. Sideburns should not be excessive. Boys must be clean-shaven and may not wear earrings.
- No body piercing or tattoos.

FINAL DECISIONS REGARDING INTERPRETATION OF THE DRESS CODE WILL BE MADE BY THE ADMINISTRATOR/PRINCIPAL. PLEASE REFER TO CAMPUS GUIDELINES FOR SPECIFIC REQUIREMENTS.

4.6.2 Suggested Attire for School Functions

All students will be expected to dress in accordance with the general dress code policies as well as the uniform standard at all school functions. It is expected that dresses or skirts and blouses when worn to school functions should not be low cut or tight fitting, and at least to the knee. Skirts should not be rolled or hemmed higher than the knee.

- Junior Senior Banquet—formal
- Graduation—semi-formal
- Baccalaureate—semi-formal
- Other Banquets—semi-formal to business casual
- Drama/Music Events—business casual
- Sporting Events—casual

4.6.3 Casual Day

Acceptable "jeans day" attire consists of blue denim jeans that are fitted at the waist, hemmed, not touching the floor, and not ragged in any way. Jeans must fit properly and be neither too tight nor too baggy. Students should wear a crew-neck T-shirt or sweatshirt that has a Christian or CCA logo (no brand name logos). Neither undershirts nor overalls are permitted. Shirts are required to be tucked in.

**4.6.4 CUMBERLAND CHRISTIAN ACADEMY
UNIFORM POLICY
GRADES 9-12**

HIGH SCHOOL GIRLS ATTIRE

SHIRT: Red, Gray or Navy CCA polo shirt with school crest, short or long sleeves (purchased from CCA) or Light Blue Oxford with school crest (purchased from CCA), short or long sleeves

SLACKS: Khaki tailored style slacks (not cargo, low waist, or jean style), brown or black belt.

SKIRT: Khaki long skirt (style #152), brown or black belt.

SHORTS: Khaki tailored style knee-length walking shorts with a minimum 8" inseam **(Not allowed on chapel days)**

SHOES: Brown or black dress (heels may not exceed 2") shoes or Tennis shoes

SOCKS: Socks or hose with slacks or skirt or white crew socks with tennis shoes

SWEATSHIRT: Red, gray or navy (plain or purchased from CCA), worn over CCA Polo **(Not allowed on chapel days)**

SWEATER: Navy or Red School Apparel acrylic V-neck cardigan or pullover

JACKET: Fleece or Nylon, solid color, no writing/logos.

HIGH SCHOOL BOYS ATTIRE

SHIRT: Red, gray, or navy CCA polo shirt with school crest, short or long sleeves (purchased from CCA) or Navy Blue Oxford with school crest (purchased from CCA), short or long sleeves

TIE: Conservative tie with no cartoon characters (only worn with white oxford shirt)

SLACKS: Khaki tailored style slacks (not cargo, low waist, or jean style)

SHORTS: Khaki tailored style knee-length walking shorts **(Not allowed on chapel days)**

BELT: Plain brown or black belt

SHOES: Tennis shoes or chapel attire shoes

SOCKS: Socks with slacks or white crew socks with tennis shoes

SWEATSHIRT/HOODIE: Red, gray or navy (plain or purchased from CCA), worn over CCA polo **(Not allowed on chapel days)**

SWEATER: Navy or Red School Apparel acrylic V-neck cardigan or pullover

JACKET: Solid Color or CCA logo only, fleece or nylon style.

**4.6.4 CUMBERLAND CHRISTIAN ACADEMY
UNIFORM POLICY
GRADES 6-8**

MIDDLE SCHOOL GIRLS ATTIRE

SHIRT: Red, gray or navy CCA polo shirt with school crest, short or long sleeves (purchased from CCA) or Light Blue Oxford with school crest (purchased from CCA)

SLACKS: Khaki tailored style slacks (not cargo, low waist, or jean style)

SKIRT: Khaki long skirt (style #152)

SHORTS: Khaki tailored style knee-length walking shorts with a minimum 8" inseam **(Not allowed on chapel days)**

CAPRI'S: Purchased through CCA **(Not allowed on chapel days)**

BELT: Plain brown or black belt

SHOES: Dress shoes (heels may not exceed 2") or tennis shoes

SOCKS: Socks or hose with slacks or skirt or white crew socks with tennis shoes

HOODIE: CCA logo only, worn over CCA polo

JACKET: Fleece style purchased from CCA-Navy only

MIDDLE SCHOOL BOYS ATTIRE

SHIRT: Red, gray, or navy CCA polo shirt with school crest, short or long sleeves (purchased from CCA) or Light Blue Oxford with school crest (purchased from CCA)

SLACKS: Khaki tailored style slacks (not cargo, low waist, or jean style)

SHORTS: Khaki tailored style knee-length walking shorts **(Not allowed on chapel days)**

BELT: Plain brown or black belt

SHOES: Dress shoes or tennis shoes

SOCKS: Socks with slacks or white crew socks with tennis shoes

HOODIE: CCA logo only, worn over CCA polo

JACKET: Fleece style purchased from CCA-Navy only

**CUMBERLAND CHRISTIAN ACADEMY
UNIFORM POLICY
GRADES K5-5**

ELEMENTARY SCHOOL GIRLS CHAPEL ATTIRE

SHIRT: Red or navy CCA polo shirt with school crest, short or long sleeves
(purchased from CCA)The following items are restricted to FRENCH TOAST brand only:
JUMPER: Navy or Khaki FRENCH TOAST style #1046 or #1047 (Plaid B or Plaid G)
SKIRT: Navy or Khaki Knee length #1066
SKORT: Knee length Khaki or Navy Skort [style #1070]
SHOES: Brown, Black or Navy dress shoes with White or Navy socks or tights
SWEATER: Navy, Red or White cardigan or pullover sweater

ELEMENTARY SCHOOL GIRLS NON-CHAPEL ATTIRE

SHIRT: Red or navy CCA polo shirt with school crest, short or long sleeves
SLACKS: Navy or khaki tailored twill with NO EMBELLISHMENTS
SHORTS: Navy or khaki tailored knee length shorts NO EMBELLISHMENTS
SKIRT/SKORT/JUMPER: Khaki or navy of same styles as above
SHOES: Tennis shoes Plain white or black w/minimal logo markings
SWEATSHIRT: Red, gray or navy CCA sweatshirt with school crest purchased from CCA
JACKET: Available through CCA with logo, or solid color Red or Navy – no logos
SWEATER: Navy, Red or White cardigan or pullover sweater

ELEMENTARY SCHOOL BOYS CHAPEL ATTIRE

SHIRT: Red or navy CCA polo shirt with school crest, short or long sleeves
SLACKS: Khaki or navy tailored twill slacks
SHOES: Chapel attire shoes
SWEATER: Navy, Red or White cardigan or pullover sweater

ELEMENTARY SCHOOL BOYS NON-CHAPEL ATTIRE

SHIRT: Red or navy CCA polo shirt with school crest, short or long sleeves (from CCA)
SLACKS: Navy or khaki tailored twill slacks
SHORTS: Navy or khaki knee-length shorts
SHOES: Tennis shoes Plain white or black w/minimal logo markings
SWEATER: Navy or Red cardigan or pullover sweater
SWEATSHIRT: Red, gray or navy CCA sweatshirt with school crest purchased from CCA
JACKET: Available through CCA with logo, or solid color Red or Navy – no logos

**CUMBERLAND CHRISTIAN ACADEMY
UNIFORM POLICY
K3 AND K4 STUDENTS**

Pre K GIRLS CHAPEL ATTIRE

Red, CCA polo shirt with school crest, short or long sleeves
(purchased from CCA) with skirt or jumper.

OR

DRESS of modest cut and length (Knee-length)

Pre K GIRLS DAILY/NON-CHAPEL ATTIRE

SHIRT: Collared, buttoned shirt or T-shirt

SLACKS: Jeans or slacks or shorts/skirt/jumper/dress: Knee-length

Children should wear washable, comfortable clothing and substantial shoes. However, no
“character” shirts should be worn.

Pre K BOYS CHAPEL ATTIRE

Red, CCA polo shirt with school crest, short or long sleeves
(purchased from CCA) with jeans or slacks.

Pre K BOYS DAILY/NON-CHAPEL ATTIRE

SHIRT: Collared, buttoned shirt or T-shirt

SLACKS: Jeans or slacks OR shorts: Knee-length

Children should wear washable, comfortable clothing and substantial shoes. However, no
“character” shirts should be worn.

Uniform Sources

Any item with the school crest or logo is purchased directly through Cumberland Christian Academy. You may order online through our web site or obtain an order form from the campus secretary. For assistance, you may also contact our admissions office at 770-819-5040.

K5 thru 5th grade female students are required to wear French Toast Uniform brand khaki or navy, skirts, skorts, and jumpers. Please see specific guidelines on page 28 of this handbook.

Middle and High School girl's chapel shirts and skirts are to be purchased through Cumberland Christian Academy.

Note: Uniform slacks and shorts as outlined on page #24 in section 4.6.1, may also be found in the uniform departments of Sears, JC Penney, and other retail stores.

FINAL DECISIONS REGARDING INTERPRETATION OF THE DRESS CODE WILL BE MADE BY THE ADMINISTRATOR/PRINCIPAL.