

Candies Creek Academy

Teacher Handbook 2016-17



"A School for the Nations"

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FOUNDATIONAL STATEMENTS

VISION STATEMENT

Candies Creek Academy shall forge individuals who embrace their royal identity in Christ so they will fulfill their God-given purpose to glorify and proclaim His excellencies among the nations.

MISSION STATEMENT

The mission of Candies Creek Academy is to partner with parents to equip, model, and mobilize students to be effective disciples through Christ-centered education with academic excellence.

ARTICLES OF FAITH

THE SCRIPTURES

We believe that the Holy Bible was written by men divinely inspired; that it is truth without mixture of error; and that it is the standard by which all human conduct and creeds should be tried (II Timothy 3:15–17).

THE TRUE GOD

We believe that there is one, and only one, true and living God; that in the unity of the Godhead there are three persons; the Father, the Son, and the Holy Spirit (John 4:24; 10–30).

- God the Father reigns with sovereign, providential care over His universe, His creatures, and the flow and stream of human history. Everything is under His sovereign Hand to fulfill His will and to bring Him glory (Genesis 1:1; Deuteronomy 6:4; Job 38–39).
- God the Son was incarnated as the Lord Jesus Christ without ceasing to be God; He was conceived of the Holy Spirit and born of

the Virgin Mary; He accomplished the redemption of mankind through his substitutionary death on the cross, and has guaranteed man's justification through His literal, physical resurrection from the dead; He is now exalted at the right hand of God, where He is our Intercessor and Advocate forever (Isaiah 7:14; Luke 1:35; John 1:1–2, 14; Galatians 4:4–5; Acts 2:18–36; Romans 3:24–25; 8:34 1 Peter 2:24; Hebrews 9:24; 1 John 2:1–2).

- God the Holy Spirit inspired holy men of old to write the Scriptures; He is the one who convicts the world of sin, of righteousness, and of judgment; He is the supernatural agent in regeneration, baptizing all believers into the body of Christ and sealing and indwelling believers until the day of redemption; He is the divine Teacher who assists believers to understand and appropriate Scriptures; He also comforts believers, cultivates Christian character, and bestows spiritual gifts upon believers by which they may serve God through His church (John 16:8–11; Romans 8:9; 1 Corinthians 12:4–14; Ephesians 1:13–14; 17–18; 4:7–12; 1 John 2:20, 27).

THE FALL OF MAN

We believe that man was created in holiness, but by voluntary transgression fell from that holy state, in consequence of which all mankind are now sinners and are under condemnation of eternal ruin. We do further believe that man is totally depraved and, of himself, utterly unable to remedy his lost condition (Genesis 1:26–27; Romans 3:22–23; 5:12; 6:23; Ephesians 2:1–3; 4:17–19).

THE WAY OF SALVATION

We believe that the salvation of sinners is wholly a work of God's grace in an unbeliever's heart, made possible through the atoning death and bodily resurrection of Jesus Christ, and received by

sinner through personal faith in Jesus Christ (Ephesians 2:8; Isaiah 53:4–5; Hebrews 7:25).

JUSTIFICATION

We believe that through justification the perfect righteousness of God is imputed to the believers in Christ Jesus (Acts 13:39; Romans 5:1–2).

THE FREEDOM OF SALVATION

We believe that the blessings of salvation are made free to all by the Gospel, and that nothing prevents the salvation of the greatest sinner but his own depravity and rejection of the gospel (Isaiah 55:1; John 3:16).

GRACE IN REGENERATION

We believe that in order to be saved, sinners must be regenerated or born again through the work of the Holy Spirit (John 3:3; II Corinthians 5:17).

REPENTANCE AND FAITH

We believe that repentance and faith are inseparable graces, wrought in our souls by the regenerating Spirit of God, and are essential steps in salvation (Mark 1:15; Romans 10:9).

GOD'S PURPOSE AND ELECTION

We believe that election is the eternal purpose of God, according to which He graciously regenerates, sanctifies, and saves sinners; and that this is consistent with the free agency of man (Romans 8:28–31; II Peter 1:10–11).

SANCTIFICATION

We believe that sanctification is a progressive process by which the believer is made partaker of God's holiness, and that this process begins in regeneration (I Thessalonians 4:3), and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit (Philippians 2:12–13).

THE PERSEVERANCE OF SAINTS

We believe that all the redeemed, once saved, endure to the end, and that they are kept by the power of God through faith in Jesus Christ, and are thus secure in Christ forever (John 6:37–40; 10:27–30; Romans 8:1; 38–39; II Timothy 1:12).

A NEW TESTAMENT LOCAL CHURCH OF JESUS CHRIST

We believe that a local church of Jesus Christ is a congregation of baptized believers bound together in the faith and fellowship of the gospel, and that Jesus committed the ministry of His gospel to His churches; that the Church worldwide is the Body and Bride of Christ which includes all of the redeemed of all the ages from every tribe, and tongue, and people, and nation; that both men and women are gifted for service in the church, but that the offices of pastor and deacon are limited to men as qualified by Scripture (Acts 2:41–42; Matthew 28:20; 2 Corinthians 11:2; Ephesians 1:22–23; 5:25–27; 1 Timothy 3:1–15).

BAPTISM AND THE LORD'S SUPPER

We believe that baptism is the immersion of a believer in water in the name of the Father, Son, Holy Ghost, and on the authority of the New Testament church and that salvation is a prerequisite to the Lord's Supper.

THE LORD'S DAY

We believe that Sunday (first day of the week) is the Lord's Day, and is to be kept sacred to religious purposes (Acts 20:7; Exodus 20:8).

HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman; that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of

sex; and that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Genesis 2:24; 19:5, 13; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4).

THE FAMILY

We believe that God has ordained the human family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime (Genesis 1:26-28; 2:15-25). Family relationships have specific Scriptural guidelines:

- We believe that men and women are spiritually equal, and of equal worth, in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and in the church (Galatians 3:28; Colossians 3:18; 1 Timothy 2:8-15; 3:4-5, 12).
- We believe that a husband is to love his wife as Christ loved the church, and that the wife is to love her husband and submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ (Ephesians 5:21-33; Titus 2:4; 1 Peter 3:1-7).
- We believe that children are a heritage from the Lord and that parents are responsible for teaching children spiritual and moral values through their own consistent lifestyle and appropriate discipline, and that children are to honor and obey their parents (Ephesians 6:1-4; Colossians 3:20-21).
- We believe that parents are responsible for teaching their children spiritual and moral values and modeling Christ-like behavior as the primary disciplers of their own children,

and that the Church exists to support, equip, encourage and partner with parents in the disciple-making process. (Deuteronomy 6:4-9; Ephesians 6:1-4).

MISSIONS

We believe that God has given the church a Great Commission to proclaim the Gospel to, and to make disciples of, all nations; He has equipped the church through the Holy Spirit to be His witnesses in both Jerusalem, and in Judea and Samaria, and to the ends of the earth for the glory of God; we must use all available means to go to the nations of the earth and not wait for them to come to us (Matthew 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 1 Corinthians 9:19-22; 2 Corinthians 5:20).

ABORTION

We believe that human life begins at conception and that the unborn child is a living human being made in the likeness of God (Genesis 1:26-27; Psalm 139:1-18; Isaiah 44:24; Jeremiah 1:5).

THE WORLD TO COME

We believe that at the end of the age our Lord Jesus will return to judge all men in righteousness. We further believe that the unrighteous will be consigned to hell, the place of everlasting punishment, and the righteous will dwell forever in heaven with the Lord (Mt 16:27; 18:8-9; 19:28; 24:27, 30, 36, 44; 25:31-46; 26:64; Jn 14:1-3; Acts 1:11; 17:31; Rom 14:10; 1 Cor 4:5; 15:24-28, 35-38; 2 Cor 5:10; Phil 3:20-21; 2 Thess 1:7-12; Titus 2:13; 2 Peter 3:7-18; Rev 20:1-22).

THE BAPTIST FAITH AND MESSAGE

This statement of faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do, however, fully affirm, in its entirety, the Baptist Faith and Message as it has been amended by our denomination, the Southern Baptist Convention, June 14, 2000, and it

shall serve as an auxiliary document to the statements declared herein.

CONFESSION OF FAITH

ACCS members profess:

We believe in God the Father Almighty, Maker of heaven and earth; and in Jesus Christ His only Son, our Lord. Jesus Christ was conceived by the Holy Spirit, and was born of a virgin, Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hades, and on the third day He rose again from the dead. He ascended into Heaven, where He sits at the right hand of God the Father Almighty. From Heaven He shall come to earth again to judge the living and the dead. We believe in the Holy Spirit, one holy catholic church, the communion of all true saints, the forgiveness of sins, the resurrection of the body, and the gift of everlasting life. (Apostle's Creed)

- We believe that God reveals Himself through the creation, preservation, and government of the universe. We believe that God makes Himself more clearly and fully known through the Scriptures, which are the only inerrant and infallible Word of God, our ultimate and final authoritative rule for faith and practice. These Scriptures are made up of 66 books, from Genesis to Revelation, the authority of which depend not upon the testimony of any man or church, and are all to be received as the Word of God.
- We believe that there is but one living and true God, eternally existent in three Persons of one power, substance, and eternity—Father, Son and Holy Spirit. He is perfectly wise, the overflowing fountain of all good. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is

holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of all that has been made.

- We believe in the true deity and full humanity of our Lord Jesus Christ, such that two distinct natures, divine and human, were inseparably joined together in one person, without conversion, composition, or confusion. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
- We believe that Adam was made from the dust of the ground and formed after God's image and likeness, which was good, righteous, and holy. Because of Adam's sin all mankind is in a state of rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- We believe that salvation is by grace through faith alone, and that faith without works is dead. We believe that God freely justifies His own, not by infusing righteousness into them, but by pardoning their sins, and by accounting and accepting their persons as righteous, for the sake of Jesus Christ alone.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, as the Spirit of Christ within us enables us to do freely and cheerfully what the will of God revealed in Scripture requires to be done. We believe that good works are only those which arise from true faith, conform to God's Word, and are done for His glory.
- We believe God has appointed a day when He will judge the world in righteousness through Jesus Christ. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of

life, and those who are lost to the resurrection of damnation.

- We believe in the spiritual unity of all believers in our Lord Jesus Christ. All who are united to Christ as Head of the Church are united to one another in love, and have communion in each other's gifts and graces.

CLASSICAL CHRISTIAN EDUCATION

Jesus Christ is the focal point of all that is, has been, and ever will be. We believe that the education of our children begins with this reality. We desire our children to self-consciously live and move and have their being in Christ, as the Scriptures teach.

We believe that all knowledge is interrelated and ultimately teaches us about God's character, wisdom, and power. Ultimate reality exists only in Him, the Creator and Sustainer of all things, and therefore truth can be understood ultimately only as it relates to Him as the Sovereign Lord over all. The Scriptures teach that the fear of the Lord is the beginning of wisdom and knowledge. We believe therefore that every aspect of our children's education needs to be intentionally grounded in our historic Christian faith.

We believe God has given parents, not the Church or the State, the responsibility of educating their children and teaching them to faithfully love and serve Him. Our board and staff view themselves as servants of parents who assist parents in their covenantal obligation to educate their children in the Lord. Our school administration, academic instruction and discipline aim to be consistent with and supportive of biblical teaching concerning the family and the authority of parents. Our instructional format shall endeavor to maximize parental participation in every child's academic training.

We believe that biblical discipline, the encouragement of an obedient child and the

correction of a disobedient child, is a critical and necessary part of education. Under no circumstances will the misbehavior of one child be permitted continually to hinder the education of other children.

We also believe that all instruction should point students to love God through their academic endeavors and efforts. Students should be challenged at all levels to do quality academic work because God is worthy of their best. Students will be taught to behave in a godly manner because God is holy and therefore commands that his children be holy. Parents and teachers should teach the children to do all they do "heartily, as unto the Lord" with the purpose of glorifying Him with their best efforts.

We believe students should be provided an historically substantive and rigorous liberal arts education that draws deeply from the history and culture of Western Civilization. We employ proven classical methods and curricula that are modeled on the medieval Trivium. The Trivium is understood as an approach to instruction in which the tools of learning are imparted to students in stages that correspond with their natural pattern of cognitive development: (see chart on page 6)

- Grammar –the tool of knowledge.
- Logic –the tool of reasoning.
- Rhetoric –the tool of communication.

The goal of the Trivium is to educate students not in what to think primarily; but in how to think thoroughly, maturely and Biblically. It is our desire that these tools of learning will equip students to think clearly, reason persuasively, and speak precisely, to evaluate all human knowledge and experience in the light of Truth, and to do so with grace, humility, and wisdom.

We believe that a child's education should affirm and nurture the God-created differences between men and women. Behavioral expectations, classroom instruction, role-modeling, and school

culture will encourage growth of the students into Biblical manhood and Biblical womanhood.

OVERARCHING OBJECTIVES

1. To impart to students a Christian worldview, by teaching all subjects as parts of an integrated whole, unified by the Word of God.
2. To encourage every student to honor, glorify, and enjoy God in all they do, to develop a love for life-long learning, and to strive for excellence in all endeavors, as his or her gifts allow.
3. To follow a classical model of instruction by emphasizing grammar, logic, and rhetoric in all instruction.
4. To cultivate in our parents a sense of responsibility for their child's education and a sense of ownership in the mission and vision of Candies Creek Academy.
5. To embrace and cultivate Biblical principles concerning family, parenting, manhood, womanhood, and relational purity in every aspect of our school culture.
6. To present exemplary role models through our staff and board of all the virtues, beliefs and behaviors we desire in our students.
7. To provide an orderly and engaging atmosphere conducive to the attaining of these goals.

TRIVIUM APPLICATION CHART

Beginning Grammar (Pre-Polly)	GRAMMAR (Poll-Parrot)	LOGIC (Pert)	RHETORIC (Poetic)
Grades K-2	Grades 3-6	Grades 7-9	Grades 10-12
Approx. ages 4-8	Approx. ages 9-11	Approx. ages 12-14	Approx. ages 15-18
Student Characteristics	Student Characteristics	Student Characteristics	Student Characteristics
<ol style="list-style-type: none"> 1. Obviously excited about learning. 2. Enjoys games, stories, songs, projects. 3. Short attention span. 4. Wants to touch, taste, feel, smell, see. 5. Imaginative, creative. 	<ol style="list-style-type: none"> 1. Excited about new, interesting facts. 2. Likes to explain, figure out, talk. 3. Wants to relate own experiences to topic, or just to tell a story. 4. Likes collections, organizing items. 5. Likes chants, clever repetitious word sounds. 6. Easily memorizes. 7. Can assimilate another language well. 	<ol style="list-style-type: none"> 1. Still excitable, but needs challenges. 2. Judges, critiques, debates, critical. 3. Likes to organize items, others. 4. Shows off knowledge. 5. Wants to know "behind the scenes" facts. 6. Curious about "Why?" for most things. 7. Thinks, acts as though more knowledgeable than adults. 	<ol style="list-style-type: none"> 1. Concerned with present events, especially in own life. 2. Interested in justice, fairness. 3. Moving toward special interests, topics. 4. Can take on responsibility, independent work. 5. Can do synthesis. 6. Desires to express feelings, own ideas. 7. Generally idealistic.
Teaching Methods	Teaching Methods	Teaching Methods	Teaching Methods
<ol style="list-style-type: none"> 1. Guide discovery. 2. Explore, find things. 3. Use lots of tactile items to illustrate point. 4. Sing, play games, chant, recite, color, draw, paint, build. 5. Use body movements. 6. Short, creative projects. 7. Show and Tell, drama, hear/tell stories. 	<ol style="list-style-type: none"> 1. Lots of hands on work, projects. 2. Field trips, drama. 3. Make collections, displays, models. 4. Integrate subjects through above means. 5. Teach and assign research project. 6. Recitations, memorizations. 7. Drills, games. 8. Oral/written presentations. 	<ol style="list-style-type: none"> 1. Time lines, charts, maps (visual materials). 2. Debates, persuasive reports. 3. Drama, reenactments, role-playing. 4. Evaluation, critique (with guidelines). 5. Formal logic. 6. Research projects. 7. Oral/written presentations. 	<ol style="list-style-type: none"> 1. Drama, oral presentations. 2. Guide research in major areas with goal of synthesis of ideas. 3. Many papers, speeches, debates. 4. Given responsibilities, e.g. working with younger students, organize activities. 5. In-depth field trips, even

8. Field trips.		8. Guest speakers, trips.	overnight. 6. World view discussion/ written papers.
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This chart is drawn from the essay, *"The Lost Tools of Learning,"* by Dorothy Sayers

TEACHER EDUCATIONAL REQUIREMENTS

BACKGROUND AND DEGREES

Candies Creek Academy will employ only those teachers who have a college or university degree, and have studied the subjects related to the subject areas in which they are hired to instruct. It is preferable for Academy teachers to have either a minor or major in the subject field in which they will teach. It is also helpful for Academy teachers to have prior experience in classroom instruction, but it is not a requirement for employment.

STATEMENT OF FAITH

All Academy teachers and classroom helpers, paid or volunteer, shall sign a statement of agreement to conduct themselves in the role of an Academy employee or helper in full support, respect to, and acknowledgment of the Academy's Articles of Faith.

The Headmaster and/or Board of Directors will only hire Southern Baptists or other evangelical Christians, who by their written testimony and signature of the Candies Creek Articles of Faith agree without written or mental reservation to fulfill their role at Candies Creek Academy in accordance with CCA's Articles of Faith, and will teach nothing contrary to said articles. They will furthermore affirm without written or mental reservation the Confession of Faith employed by the Association of Classical Christian Schools. ACCS's Confession of Faith is composed of three parts: the Apostle's Creed, the General Evangelical Confession of Faith, and the first two chapters of the Westminster Confession of Faith as listed on previous pages in this handbook. Those faculty or CCA personnel who do not abide by these confessions of faith will be subject to disciplinary action and/or dismissal.

CLASSICAL CHRISTIAN EDUCATION

All classroom teachers at Candies Creek Academy shall become well-versed in the methodology of Classical Christian education. They shall be provided annual training at, or near, the beginning of each school year. All newly hired teachers will be expected to attend a regional or national conference for training and learning, the expenses for which shall be provided by the CCA Board. If a new teacher's schedule does not permit attendance in their first year, they shall be expected to attend such training in the following year, with expenses for such training provided by the CCA Board. They shall attend mandatory Teacher Training days at the Academy under the leadership of the CCA Headmaster, or those whom the Headmaster brings to the campus for training.

The CCA School Board shall provide financial assistance to all CCA teachers to be able to attend at least one national Classical Christian training conference every three years. All teachers shall be provided an annual Professional Development Day to go and observe at a sister Classical Christian School. Records of such visits shall be maintained by the CCA office.

All CCA classroom instructors will be expected to operate their classroom and teaching environment according to Classical Christian teaching standards and procedures. Failure to do so will result in remedial training in Classical Christian instruction techniques, and a written warning placed in the teacher's personnel file. Multiple violations against Classical Christian teaching procedures can result in dismissal.

CCA teachers will be expected to cooperate with one another and to collaborate with one another in whatever ways are most beneficial for the teachers and for their respective classes.

TEACHER CITIZENSHIP

CODE OF CONDUCT

All teachers are expected to set a high standard in conduct and behavior, as well as with their attire and language.

1. Teachers are expected to treat worship, prayer and class discussion with proper reverence. Jokes, songs, conversation or behavior that treat the Lord's name, character, or institutions with triviality are not permitted.

2. Teachers are expected to help their students be obedient to their parents as well as to school policy and all instructions from the Academy staff and its supporting adults. Teachers should not allow students to talk back, argue, or express any undue familiarity with Academy staff. An atmosphere of mutual respect and courtesy will be maintained between students and staff.

3. Teachers will demonstrate honesty in all their dealings with one another and their students because fidelity to the truth is commanded by God and is the core of all meaningful relationships.

4. Since God created male and female in His image, equal in personhood, yet distinct in their manhood and womanhood and complementary in their roles, male teachers will show honor for female teachers and students by demonstrating gentlemanly etiquette at all times (e.g. holding doors open for female staff and students). Female teachers will show respect for male teachers and students by exhibiting ladylike etiquette at all times.

5. Teachers will be prompt in their arrival to school, class and school activities.

6. Because health and wellness are important issues for students and staff, the possession and use of drugs, alcohol, tobacco or any other illegal substances is strictly forbidden on the Academy campus. No staff shall be permitted to have any type of deadly weapon on campus.

7. Teachers will refrain from language and actions which are vulgar, inappropriate and demeaning to

either God or mankind. Teasing, criticizing, put-downs, insults and name-calling are not permitted.

8. Teachers are to conduct themselves in a manner consistent with biblical principles of purity and holiness. They shall refrain from all forms of inappropriate sexual behavior, including fornication, viewing of pornography, immodest dress, and homosexuality. Public displays of affection, except for holding hands or a fond embrace with one's spouse, are not permitted on the Academy campus.

9. Since spiritual disciplines (e.g. prayer, worship, Bible study, and fellowship) are essential to Christian growth and discipleship, all teachers will strive to maintain a faithful daily walk with Christ and be active in a local evangelical church.

10. Since our teachers serve as ambassadors for Christ and representatives of the Academy, it is expected that they will conduct themselves accordingly at all times, whether they are at school or away from school.

STUDENT AND STAFF RELATIONS

To facilitate professional, friendly, and Biblical relationships between staff members and students, the following guidelines shall be observed.

A. Staff members are to remember that they serve as professional, adult role-models before the students (Titus 2:7, 8). Relationships among staff members and those between staff members and students are to be friendly and courteous, not familial or intimate.

B. Staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (1 Peter 2:12).

C. Flirtation, sexual innuendoes, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated.

Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.

D. If it is necessary for a male staff member to spend time alone with a female student or staff member, it should be arranged that they are easily visible to the public (e.g. an open door, windowed room, etc.)

E. Staff members shall not travel alone in a car with one student, without express parental consent.

DRESS CODE POLICY

We believe that teachers' attire should contribute to the atmosphere of order, godliness, and respect. Their dress will directly impact the willingness of the students to participate in their own dress code.

DRESS CODE FOR FACULTY AND STAFF

All faculty and staff at Candies Creek Academy will dress in "business casual" attire or higher. Clothing similar to the student's attire is acceptable, as well as dress shirts with or without ties for men, and dresses for women. All clothing shall be modest and tasteful. No low cut blouses or tight-fitting clothing for women, and no tight-fitting or un-tucked shirts for men. No jeans are permissible except on Administrator-declared "jeans" day. All faculty and staff should strive to have a "professional" appearance at all times.

DRESS CODE POLICY ENFORCEMENT

The Administrator will enforce the Dress Code Policy. Interpretation and application of the Dress Code standards will be the responsibility of the Administrator. Teachers not complying with the Dress Code Policy will be required to rectify their appearance immediately. Cheerful, consistent compliance is expected.

ACADEMIC LIFE

GRADING SCALE GUIDELINES

Candies Creek Academy shall measure the academic and objective progress of the 7th to 12th Grade students using the following criteria:

A. Percentages and Grade Equivalents:

A=93-100 (A+ 99-100, A 96-98 A- = 93-95) 4.0 GPA

B=85-92 (B+ 91-92, B 88-90 B- 85-87) 3.0 GPA

C=75-84 (C+ 83-84, C 79-82, C- 75-78) 2.0 GPA

D=70-74 (D+ 74, D 71-73, D- = 70) 1.0 GPA

F = Below 70

Only the base letter grade shall be reported on Grammar school report cards (i.e. minuses (-) and pluses (+) shall not be recorded).

B. K4 through 6th Grade students shall be measured for their academic and objective progress using the following criteria:

O = Outstanding - exceeding expectations

S = Satisfactory - meeting expectations

I = Improvement needed; not achieving potential

U = Unsatisfactory - needs to improve

C. A minimum of 10 grades per each grading term (including homework, quizzes, tests, projects, etc.) shall be used to determine each subject's grade.

D. All academic/objective grading at Candies Creek Academy will use objective standards to judge student performance. Grading on a "curve" will not be permitted.

E. Virtually all assigned work done for/in class should receive a recorded credit toward a grade.

F. Whenever appropriate teachers must include spelling, neatness and grammar mechanics in the grading of assignments. These elements shall make up a maximum of 10% of the total grade on any given assignment.

G. Late assignments will not be accepted, but rather counted as missed assignments. Teachers may choose to set a standard that allows the student to miss a specific number of assignments for a particular subject in a grading term without penalty to their overall grade. (E.g. If 15 homework assignments are given in the term, the teacher may allow the student to miss two assignments. When averaging the grade the teacher would count only 13 grades, eliminating the two missed or two lowest grades.)

GRADE REPORTING GUIDELINES

Mid-Term Progress Reports shall be sent home at the middle of the first and second semesters. Report Cards shall be sent home with the students at the end of each semester.

Teachers shall communicate frequently and regularly with parents about each student's academic performance and work habits in the classroom.

Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing or unsatisfactory grade for the grading term. Failure of the teacher to notify parents of a failing or unsatisfactory grade will not, however, result in the alteration of the grade.

Parents are expected to and responsible for attending Parent/Teacher conferences to stay informed of their child's progress.

HONORS AND AWARDS PROGRAM

Candies Creek Academy will maintain a system of formal honors and awards for students because:

- We believe that God is glorified when His people use to the utmost the gifts He has given them.
- The recognition of people who are faithful in using the particular gifts given them by God is endorsed in the Scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, I Timothy, etc.).
- We recognize that the glory for all human achievement goes to God. Therefore we seek to teach our students and their families the appropriate way to give glory to God for the accomplishments that He allows them to achieve.

Our awards program is designed to teach the students who receive honors or awards to give the glory to God and not become prideful, and to teach those who do not receive honors or awards not to covet the gifts God has given to others, but rather to be thankful to God for the particular gifts He has given to them..

Academic honors and awards will be given to students in the seventh grade and above. All subjects that are objectively graded (A-B-C-D-F) will be used in honors determinations. Students K4 to 12th grade shall be eligible for Perfect Attendance and Character Awards. The academic honors and awards are as follows:

<u>ACCOMPLISHMENT</u>	<u>HONOR/AWARD GIVEN</u>
All A's in a grading term.	Placement on "A" Honor Roll, recognized in assembly.
Majority A's with no more than half B's in a grading period.	Placement on A-B Honor Roll, recognized in assembly.

All year placement on “A” Honor Roll	Certificate/Award received at year-end Awards Assembly.
All year placement on A-B Honor Roll	Certificate/Award received at year-end Awards Assembly.
Perfect Attendance	Certificate at year-end
“I Am Third” Awards	Awards Assembly

- ❖ Good Friday
- ❖ Easter Monday
- ❖ Memorial Day
- ❖ Labor Day
- ❖ Fall Break
- ❖ Thanksgiving
- ❖ Christmas

The school will seek to provide students with opportunities to celebrate joyful occasions in their individual lives, such as birthdays and personal accomplishments, with permission from their teachers.

INCLEMENT WEATHER POLICY

Candies Creek Academy encourages parents of students to car-pool where possible and does not provide transportation service to school. Therefore parents are responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel.

In the event of inclement weather, Candies Creek Academy will follow Bradley County School system regarding starting delays, early dismissals and cancellations. Parents should monitor local radio and television stations for announcements. The Academy also encourages parents who do not believe road conditions in their area permit safe travel not to attempt to get their children to school. They should keep their children at home and notify the school that they are doing so. Academy closings, early dismissals, and starting delays will also be posted on the Academy’s website.

The school will emphasize the Scriptural and spiritual elements of holidays such as Easter (the cross and resurrection) and Christmas (the incarnation of Christ), rather than the secular elements (Santa and the Easter Bunny).

The school is not “against” secular images and symbols. These are matters of personal conscience and Christian freedom for each family. The school simply chooses, as a Christian school, to de-emphasize secular elements in its recognition of the holidays.

Halloween will be ignored at Candies Creek Academy. Other holidays like Valentine’s Day shall be observed as the classroom teachers deem it spiritually and/or academically appropriate.

Interpretation and application of these holiday observance guidelines shall be the responsibility of the Administrator.

HOLIDAY OBSERVANCE POLICY

Observances of holidays at Candies Creek Academy shall be conducted as follows:

- ❖ President’s Day
- ❖ Martin Luther King, Jr. Day
- ❖ Spring Break

STUDENT MEDICAL CARE

All students attending Candies Creek Academy must have on file with the school office all medical reporting forms required by Tennessee state law. Families seeking exemption from state immunization requirements must complete and submit a notarized copy of the exemption documents for the state of Tennessee. Both of

these forms may be obtained from your family doctor.

It is expected that students are sent to school healthy, well-rested, and ready for class. Students with fevers 100° or above, diarrhea, vomiting, contagious viruses, severe colds, and the like will be sent home to avoid infecting others. Students must be fever-free and symptom-free for at least 24 hours before returning to school.

Students who are lethargic, tired, and unable to do their schoolwork will be sent home for needed rest and recuperation. Students who are not able to do their schoolwork will be sent home.

Parents must provide the school with emergency numbers of friends and/or family who can pick up their sick child from school, if the child becomes ill. Parents must also provide information necessary for the administration of any medications necessary for a student during school hours. These forms can be obtained from the school office, and should be on file there:

- Emergency Form: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency.
- Medication Administration Form: List of all medications an individual student may need to receive during normal school hours.

MEDICATION DISTRIBUTION

1. All medication (prescription and over-the-counter) taken by students must be administered by their classroom teacher or one of the Academy office personnel.

2. Students who require medication on an as needed basis through the use of an inhaler or Epi-Pen will be permitted to self-medicate if:

- A physician has determined that the student should carry the medical inhaler or Epi-Pen on his or her person and self-administer

the medication. Physician's orders need to be on file with the school office.

- Parents must complete the prescription medication administration form and indicate that: "the student is able to self-administer and carry the inhaler/ Epi-Pen and has been trained in its use."

3. Prescription and over-the-counter medication will be administered to students only at the written request of the parent. Parents must complete a Medication Administration Form before any medication can be distributed to a student. Any request for administration of medicine must include the student's name, description/type of medication, dosage of medication and the time(s) it is to be given.

4. All medications, prescription and over-the-counter, must be in the original pharmaceutical container labeled with the student's name and dosage directions.

4. Over-the-counter cough drops and throat lozenges may be carried and taken by students with a hand-written note from their parents or with verbal permission from the parents to the student's teacher. Over-the-counter cough drops and throat lozenges do not require completion of a Medication Administration Form.

NON-DISCRIMINATION POLICY

Candies Creek Academy admits students of any race, color, national and ethnic 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, admissions policies, scholarship programs, financial assistance and loan programs, athletic

programs, and other school administered programs and activities.

All students are expected to respect and abide by the Articles of Faith set forth in this document and affirmed by their parents before enrolling in the Academy.

EDUCATIONAL ASSOCIATIONS

THE ASSOCIATION OF CLASSICAL AND CHRISTIAN SCHOOLS

Candies Creek Academy is a member of the Association of Classical and Christian Schools. The ACCS is an association of Christian schools whose primary mission is to promote, establish, and equip schools committed to a classical approach to education in the light of a Christian worldview grounded in the Old and New Testament Scriptures. The mission of the association is both to promote the classical approach, and to provide accountability for member schools to ensure that our cultural heritage is not lost again. The ACCS seeks to set an educational standard for a unified and directed approach to classical and Christian

learning. Requirements for membership in the ACCS are as follows:

- Demonstrated conformity to the curriculum of the Trivium as set forth in the ACCS Mission Statement.
- Demonstrated commitment to furthering the work of the ACCS, its goals, purposes, mission and objectives.
- A commitment to a full K – 12 program.
- A commitment to a minimum of two years of Latin or ancient Greek required for each student.
- A commitment to a minimum of one year of formal logic required in the secondary program (grades 7 – 12).
- A commitment to a minimum of one year of rhetoric required in the secondary program (grades 7 – 12).
- Approval for membership must be by a four-fifths vote of the ACCS Board of Directors.

TENNESSEE ASSOCIATION OF CHRISTIAN SCHOOLS

Candies Creek Academy is a member of The Tennessee Association of Christian Schools (TACS). TACS was formed to provide an organization whereby Christian schools in Tennessee could obtain Christian guidance and educational services which would enhance the academic and spiritual credibility of member schools; provide an opportunity for Christian schools, who subscribe to TACS's Statement of Faith, to maintain high standards of spiritual and academic excellence, and to provide a vehicle for accreditation with the State of Tennessee.

To be a TACS member school, CCA must meet the following educational guidelines:

- The length of the school year must include 180 days of school, not including pre-and

post-in-service training days, professional days and days missed for inclement weather (state law T.C.A. 49-50-801).

- Length of the school day should equal or exceed 7 hours per day for 180 days per school year.
- High school classes should meet a minimum of 50 minutes to a maximum of 60 minutes per class period.
- Junior high school classes should meet a minimum of 50 minutes to a maximum of 60 minutes per class period.
- The number of high school class periods will vary from 6 to 7 per day depending on the length of the school day and the number of minutes allocated each class period.
- The number of junior high class periods will vary from 6 to 7 per day depending on the length of the school day and the number of minutes allocated each class period.
- The number of high school credits applicable toward a high school diploma must equal or exceed 24 credits of course work in grades 9-12.
- The academic qualifications for all classroom teachers should equal or exceed a 4-year college degree in the specialized field of the assigned teaching responsibilities.
- The academic qualifications for part-time and full-time school administrators should exceed a bachelor's degree with special emphasis on educational administration courses.
- Schools must adopt and promulgate state and federal health, safety, and sanitation standards.
- Schools must test all students each school year with a standardized achievement test, preferably the Stanford Achievement Test.
- Students must be 5 years of age by August 15 to enter kindergarten (TN Code Annotated).

- Each application for membership will be reviewed and approved by the Executive Director in accordance with the membership guidelines established by TACS.