

Candies Creek Academy Student / Family Handbook



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

JUSTIFICATION

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

THE FREENESS 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

Refer to the "Baptist Faith and Message" as adopted by the Southern Baptist Convention which can be found on file in the church library, or church office.

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.

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. We believe our role as educators is to be *in loco parentis*, "in the place of the parent." 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. 8. Field trips. 	<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. 8. Guest speakers, trips. 	<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 overnight. 6. World view discussion/ written papers.

This chart is drawn from the essay, *"The Lost Tools of Learning,"* by Dorothy Sayers

PARENT INVOLVEMENT

DEFINING RELATIONSHIPS

Candies Creek Academy exists as a support and extension of the family unit. Because the Bible indicates that the family is the most important human institution God designed, we consider the family to be of first importance to every child. We strive to support the family and respect parental authority and responsibility in all we do. We believe that parents are ultimately responsible for the education of their children; we see ourselves as “subcontractors” of the parents, who work in tandem and full cooperation with the parents. The parents are *the* contractors –the ones who are responsible for getting the job done. Our authority and our task are delegated to us from the parents. Therefore, we strongly encourage parental involvement in the education of their children and have formatted our program to foster such involvement.

PARENTAL PARTICIPATION

1. Visit the school/class at any time. (Simply call ahead out of courtesy to the teacher.)
2. Assist in the classroom when possible. Arrangements should be made with the teacher concerned.
3. Act as chaperone on field trips or as a host for class parties.
4. Share your expertise, experience, and travels as they may relate to an area of study in a class.
5. Attend all Parent-Teacher Conferences. Informal conferences may be held anytime at the parent’s request.
6. Closely monitor and praise your child’s progress by reading all teacher notes and papers sent home.
7. Communicate your ideas for school improvement and comments regarding the school program to the administration. We want to hear from you.
8. Serve on one of the school committees.

COMMUNICATION & GRIEVANCES GUIDELINES

We consider it a great privilege to serve families in educating their children from a Classical Christian perspective. We are committed to upholding and supporting each family’s authority in the lives of their children. This kind of relationship requires clear communication. We recognize that in this relationship there lies a great temptation to talk to others (gossip) about a specific issue or person rather than take direct action to resolve conflicts in a manner consistent with Scripture. We believe the lines of communication and the settling of grievances should follow the Biblical principles found in Matthew 18 and James 3; conflicts should be handled discreetly and carefully, while believing and speaking the best about each individual involved. Our staff and administration will abide by these same principles in communicating with parents and students.

Parents to Teacher: If an issue, positive or negative, should arise regarding an individual teacher’s behavior, rules or procedures, the parents should speak directly to the teacher. If the issue is not satisfactorily resolved, the parent may bring the concern to the Administrator.

Parents to Administrator: If an issue, positive or negative, should arise regarding school rules, procedures, curriculum or the Administrator’s behavior, the parents should speak directly to the Administrator. If the issue is not satisfactorily resolved, it may be taken before the School Board.

Parents to Board: If an issue, positive or negative, regarding any policy, curriculum, program, or staff member has not been satisfactorily resolved with the teacher, or Administrator, the parents may present their concerns to the Board at a regularly scheduled board meeting. Parents should communicate with the Administrator to schedule such a hearing.

It is always best to communicate directly with the person primarily in authority over the issue at hand. The Board will not serve as the initial contact on school related issues. No individual Board member may speak on behalf of the Board unless specifically authorized by the Board to do so on any specific issue.

STUDENT CITIZENSHIP

CODE OF CONDUCT

All students are expected to abide by the Code of Conduct. Middle and High school students will be required to sign the Code at the beginning of each school year. Each teacher will use a system of classroom management to encourage compliance with the school Code. Students who do not follow the Code will be subject to disciplinary action.

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

2. Students are expected to obey their parents, school policy and all instructions from the Academy staff and its supporting adults. Students will be expected to do so promptly, willingly, completely and cheerfully. Talking back, arguing and undue familiarity with Academy staff will not be tolerated. An atmosphere of mutual respect and courtesy will be maintained between students and staff.

3. Students will demonstrate honesty in all their dealings with one another and the staff because fidelity to the truth is commanded by God and is the core of all meaningful relationships. Students will respect the property and belongings of others.

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 students will show honor for female staff and students by demonstrating gentlemanly etiquette at all times (e.g. boys shall hold doors open for female staff and students). Female students will show respect for male staff and students by exhibiting ladylike etiquette at all times.

5. Since whatever we do, we are to do it heartily, as to the Lord, and not unto men, students will work diligently on all of their school work, striving to do their best at all times. Items and devices that distract students from their educational pursuits, such as personal electronic musical devices, cell phones, games, toys, roller skates, skateboards, and the like shall not be available for use during school-day hours.

6. Students will be prompt in their arrival to class and school activities. Students will refrain from actions that distract others from their academic pursuits and refrain from harmful and rough physical contact with other students such as hitting, punching, tripping, wrestling, and the like.

7. 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 student shall be permitted to have any type of deadly weapon on the Academy campus.

8. Students will refrain from language and actions which are vulgar, inappropriate and demeaning to either God or mankind. Teasing, criticizing, put-downs, insults and name-calling are not permitted.

9. Students are expected to treat all school materials (e.g. textbooks, desks, furniture, electronics, computers) and facilities with respect and care. Students are expected to keep the school's campus neat and clean.

10. Since students are to conduct themselves in a manner consistent with biblical principles of purity and holiness, students shall refrain from all forms of inappropriate sexual behavior, including fornication, viewing of pornography, immodest dress, and homosexuality. Public displays of affection in the context of boy-girl relationships (e.g. holding hands, kissing, etc.) are not permitted on the Academy campus.

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

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

DISCIPLINE GUIDELINES

GENERAL

Misbehavior shall be viewed from a spiritual and Scriptural perspective with the goal of shepherding the child's heart toward a God-pleasing life. All discipline will be based on the biblical principles of confession, repentance, reconciliation, restitution, mercy, grace, and forgiveness.

Parents are ultimately responsible for their child's behavior even while the child is at school. These discipline procedures shall have the function of placing the responsibility of discipline on the parent. The parents shall be responsible for administering all forms of corrective punishment.

Practically, the vast majority of real and potential discipline problems will be dealt with at the classroom level. The kind and amount of discipline (within these stated guidelines) will be determined by the teachers and the Administrator. The specifics and nature of each discipline incident and the individual personality of the student involved will be considered in the administration of discipline.

UNACCEPTABLE BEHAVIORS

These behaviors, or any demonstration of behavior in some way connected to these behaviors will result in immediate discipline from the Academy Administrator:

1. **Disrespect** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school; including lying, cheating, stealing.
3. **Rebellion** e.g., outright disobedience in response to instructions.
4. **Fighting** e.g., striking in anger with the intention to harm another student.
5. **Unkind, obscene or profane language**, including taking the Lord's name in vain.

If for any of the above behaviors, or other reasons, a teacher deems it necessary for a student to receive discipline from the Administrator, the following accounting will be observed across an entire school year:

1. The **first two** times a student is sent to the Administrator for discipline the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be expected.
2. The **third** incident will be followed by a meeting with the student, student's parents, Administrator, and teacher if necessary.
3. Should a **fourth** incident arise, a two-day suspension will be imposed on the student. The student will be required to make-up all classroom assignments and tests missed during the suspension period.
4. Should a **fifth** incident arise, the student will be subject to expulsion from the school.
5. The Administrator may, at his/her discretion, bypass the above office-visit process and impose an immediate suspension or expulsion on a student who is not making progress in correcting serious misbehavior.

SCHOOL EXPULSION

The Candies Creek Academy realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate the behavioral problems the student is having, the Administrator is empowered to expel the student. The procedure will be as follows:

1. Parents will be notified immediately after the decision for expulsion.
2. The student will turn in all school texts/materials, clear out his/her desk and storage, and be picked up by his/her parents the same day.
3. Transfer of school records will be arranged within a week following expulsion.
4. Appeals may be made first to the Administrator and then to the Academy School Board.

SERIOUS MISCONDUCT

If a student should commit an act with such serious consequences that the school deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any flagrant act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours or when school is not in session.

RE-ADMITTANCE

Should an expelled student desire to be readmitted to Candies Creek Academy at a later date, the School Board, in consultation with the Administrator, shall be responsible to make a decision based on the student's attitude and circumstances at the time of reapplication.

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.

DRESS CODE POLICY

We believe that the use of a uniform dress code contributes to a positive discipline environment, and removes one of the peer pressure factors often used to create envy, jealousy, and negative competition among students in the school. Wearing a uniform also sends a signal to a student that going to school is a time for hard work and studious activity. Uniforms also eliminate any confusion about what is acceptable, modest and appropriate attire for attending school. Uniforms also tend to decrease the cost of student clothing. Often parents need only purchase two or three sets of uniforms to last throughout the school year and often these items can be handed down to other siblings or children.

DRESS CODE RATIONALE

1. Being overly concerned with clothing and outward appearances is contrary to God's will for us as revealed in Scripture (1 Sam. 16:7; Matt. 6:19-21; James 4:4; 1 John 2:15-17).

2. Pressures felt by children to compete in areas of dress are destructive to the unity of the school and the body of Christ.

3. Everything in our lives, including our clothing, should reflect the order of the Godhead and the

order He has created in the world (1 Corinthians 14:40).

4. Clothing should be modest and not draw attention to the individual (1 Timothy 2:9) and should reflect differences in the sexes (Deuteronomy 22:5).

5. Our children are serving as witnesses and ambassadors both for the Lord Jesus Christ and of Candies Creek Academy. Student appearance is a reflection of both.

DRESS CODE FOR ALL STUDENTS

The dress code for male and female students is khaki pants or knee-length shorts, or khaki skirts for girls in tan, navy, black, or brown. Shirts shall be collared and solid-colored "polo" style shirts, both short and long-sleeved. Polo shirts embroidered with the Candies Creek Academy are also acceptable (these will be made available for purchase at school at least twice each year by the Academy as a fund-raiser). During winter months students may wear solid-colored sweaters or sweatshirts over top of their collared, solid-colored polo shirts. Occasionally the Academy Administrator can declare a "jeans" day, which requires students to continue to maintain the following clothing guidelines:

- Sweatshirts and sweaters can only be worn with a collared shirt underneath.
- Shirts are to be tucked in at all times. "Blousing" of shirts is not permitted.
- Excessive jewelry and excessive make-up are not permitted. Earrings and necklaces are not permitted on boys.
- Jewelry in pierced body parts, with the exception of earrings for girls, is not permitted.
- All students must keep their hair neatly groomed and conservatively styled.
- Visible tattoos are not permitted.
- Outerwear coats and jackets are not to be worn in the building during the school day.
- Student apparel and gear, such as outer jackets, coats, backpacks, lunch containers, and notebooks, shall not display any offensive, outlandish, or uncouth commercial slogans, product promotions, celebrity representations, or pictures/cartoons of commercial characters.
- Any outlandish or distracting clothing, jewelry, makeup, hairstyle, or appearance will not be permitted.

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 school faculty and Administrator will enforce the Dress Code Policy. Interpretation and application of the Dress Code standards will be the responsibility of the Administrator. Students not complying with the Dress Code Policy will be required to rectify their appearance immediately. Cheerful, consistent compliance is expected. Students who violate the Dress Code Policy, either by action or by challenging and rebellious attitudes, will be subject to disciplinary actions.

ATTENDANCE REQUIREMENTS

A student enrolled at Candies Creek Academy is expected to be present and on time every day school is in session. The school calendar will be announced in the preceding spring, as well as again at the beginning of each School Year.

The actual number of days school is in session will be determined by the yearly school calendar. Attendance records for the students are reported on the students’ report card each grading term.

RELEASING STUDENTS FROM A CLASSROOM

Teachers are not permitted to release a student to anyone before first checking with the office. The teachers and Administrator have the responsibility for and custody of all the children while they are in school. The Academy office should be made aware of any instance when a legal parent or guardian desires to remove a child during regular school hours. A child is never to be released to a stranger until the office and parent(s) have been contacted and explicit permission has been received.

TYPES OF ABSENCES

- (1) **SHORT-TERM ABSENCES:** If a student needs to be absent from school for one to two

days, for any reason, the parents should contact the school office by note or phone as soon as possible.

- (2) **LONG-TERM ABSENCES:** If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork, which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.
- (3) **EXTENDED ABSENCES:** We will gladly cooperate with families taking their children from school for vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all school-work to be completed within the time specified by the teacher. We recommend that students complete their assignments prior to planned, extended absences. This eliminates the need to work on vacation and complete make-up work.
- (4) **MAKE-UP WORK:** Students may take make-up tests and submit any other make-up work to their teacher. It is expected that the child or the parents will discuss these arrangements with the teacher and take the initiative in completing the missed work. Students must complete missed work within a period of days equivalent to the number of days absent plus one (1) day (e.g. a student absent two days has three days after he returns to school to complete missed work). Parents are not to give tests to their children at home without prior explicit approval from the teacher.

MAXIMUM ALLOWED ABSENCES

In the event the total number of planned (that is, parent-approved) absences for a grading term exceeds ten percent of the total number of days of school in a grading term, the student may not receive credit for that term.

In the event the total number of absences, whether planned or unplanned (*for any reason*), is more than fifteen percent of the total number of days of school in a grading term, the student’s parents will meet with the Administrator (and teacher(s), if necessary) to determine whether the student will receive a letter grade or a grade of P (pass) or F (fail) on his report card.

In the event the total number of absences, whether *planned or unplanned*, is equal to or exceeds twenty percent of the total number of days of school in a grading term, the student will not receive credit for that term.

TARDY POLICY

A tardy is defined as any occasion when the student is late for school at the beginning of the day or late for a class during the day. To be counted "on time" the student must be in the room, in his or her seat and prepared for class to begin. Each student is allowed four (4) tardies per grading term. No distinctions will be made between "excused" or "unexcused" tardies.

If a student is tardy for a fifth time in a grading term then his parents will be assessed a ten dollar fine for each tardy thereafter. The fine(s) must be paid in full by the first day of the month following the date(s) in which the fines were assessed in order to avoid further disciplinary action for the student.

STUDENT LIFE

GRADING SCALE GUIDELINES

Candies Creek Academy shall measure the academic and objective progress of the 8th to 12th Grade students using the following criteria:

A. Percentages and Grade Equivalents:

A=94-100 (A+ = 99-100, A = 96-98 A- = 94-95)

B=86-93 (B+ = 92-93, B = 88-91, B- = 86-87)

C=76-85 (C+ = 83-85, C = 79-82, C- = 76-78)

D=70-75 (D+ = 75, D = 71-74, D- = 70)

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. Pre-K4 through 7th 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 has been shown. Continued time and effort needed.

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, second and third quarters. Report Cards shall be sent home with the students at the end of each quarter.

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..

Honors and awards will be given to students in the eighth grade and above. All subjects that are objectively graded (A-B-C-D-F) will be used in honors determinations. The honors and awards are as follows: (Other awards/honors may be recognized as appropriate)

- ❖ Martin Luther King, Jr. Day
- ❖ Spring Break
- ❖ Good Friday
- ❖ Easter Monday
- ❖ Memorial Day
- ❖ Labor Day
- ❖ Fall Break
- ❖ Thanksgiving
- ❖ Christmas

<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.

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.

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.

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 area public school systems 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.

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 according as follows:

- ❖ President's Day

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, diarrhea, contagious viruses, severe colds, and the like will be sent home to avoid infecting others.

Students who are lethargic, tired, and unable to do their schoolwork will be sent home for needed rest and recuperation. 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.

FINANCIAL POLICIES

ADMISSION PROCEDURES

1. Read the “Candies Creek Academy Student/Family Handbook.” Consult with the Academy Administrator or School Board members to find answers to specific questions.
2. Pray for the Lord’s guidance in this decision for your family.
3. Complete the Application for Admission and other applicable documents and return them to the school office with the application fee. Application fees will not be applied towards tuition.
4. Upon receipt of your completed Admission Applications and fee, a family interview with the Administrator or the School Board’s Admissions Team will be scheduled.
5. At the interview, the family’s questions about Candies Creek Academy will be answered, and the school’s expectations will be clarified. Each parent and student(s) must participate in the family interview.
6. The school will contact the parents with the decision regarding acceptance. If accepted, the family will receive a letter of acceptance and a Registration Packet.
7. The Registration Packet must be signed and returned to the school with the Enrollment Deposit. All financial arrangements between the family and the school must be clearly understood before the admissions process is considered final. Families are strongly urged to attend the annual Parent Orientation meeting held at the beginning of the new school year.

ADMISSION REQUIREMENTS FOR STUDENTS

1. Generally, a child should reach the age of four (4) by June 1st of the year in which he/she enters K4, and five (5) years of age by June 1st of the year in which he/she enters kindergarten at Candies Creek Academy (CCA).
2. Generally, a child who has not completed Kindergarten at CCA should reach the age of six (6) years by June 1st of the year in which he/she enters first grade at the Academy.
3. If a child has successfully completed the previous school year, he will generally proceed to the next grade level. New students will be assessed

individually so that they can be challenged with curricula appropriate to their needs and abilities.

4. Every child who becomes a student at CCA should understand that his/her parents have delegated their authority to Candies Creek Academy while the child is in school. Each student is therefore subject to the instruction and discipline of the teachers and staff while at school.

5. All students entering the seventh through twelfth grades will be required to sign the “Student Code of Conduct” prior to enrollment each year at CCA.

ADMISSION REQUIREMENTS FOR PARENTS

1. During the family interview with the School Board Admissions Team or the Administrator both parents should have a clear understanding of the Academy’s Articles of Faith, the Biblical philosophy of education and agree to have their child(ren) in an environment that operates according to a Biblical worldview and the exaltation of Jesus Christ. Parents must read the “Articles of Faith” and accept that it constitutes the doctrinal beliefs of the school and that those truths will be purposefully and clearly taught to their children who are enrolled at Candies Creek Academy. These matters will be reviewed in the personal interview.

2. The parents must be willing to cooperate with the policies of the School Board, and the implementation of those policies by the Administrator.

3. Parents must understand the school’s commitment to parental responsibility for their child’s education. CCA exists to assist parents in the task of educating their children, not to take over responsibility for the education of their children.

4. Prior to final admission of the student(s), both the parents and the school representative conducting the interview should clearly understand the financial arrangements between the school and the parents.

ACADEMY SCHOOL BOARD

The Board of Directors is responsible for overseeing the affairs and operation of the school in accordance with Scripture, the school’s Bylaws, foundational documents, and Articles of Faith. The Board is comprised of at least ten members, serving rotating terms of three-years each, who are all active members of the Candies Creek Church. The Board regularly examines the school’s policies,

programs, and curricula to insure their consistency with the school's mission and philosophy, and the Board relies on the Administrator of the school for implementation of these policies. Because of the corporate nature of the Board, any single member, as an individual, has no authority over the school in any capacity.

ADMINISTRATOR

The Administrator reports to the Board and is directly responsible for the day-to-day operations of the school, policy development and implementation, management of curriculum development and implementation, school programs, admissions, and so on.

TUITION AND FEE COLLECTION POLICY

The objective of this policy is to ensure that tuition and fees are collected in a timely manner and to establish a process whereby unpaid tuition and fees can be collected as early as possible. This process must be followed unless specific other arrangements have been made between the Board or its delegate and the family involved. Good faith will be presumed on the part of the families unless subsequent circumstances indicate no positive action can be expected. Late tuition and fees are defined as tuition and/or fees not paid by the tenth of each month.

The following process is to be followed in the collection of late tuition & fees:

1. In the event that tuition and/or fees are not paid within the first 10 days of the month, a payment reminder will be sent to all applicable families. This will be done no later than the tenth of each month. A \$25 late fee will be assessed to all accounts past due on the tenth of each month.
2. If tuition and/or fees are still not paid, or arrangements made within the following 15 days, the Administrator or his representative will personally contact the family. The essential elements or agreements made at that time will be recorded and filed.
3. If an agreement is not made or adhered to, and payment is not received after 60 days, students will be expelled and grades withheld until payment is received.

STUDENT WITHDRAWAL

Should a CCA student withdraw from the Academy at any time during the school year, his/her family will remain obligated to continue to pay tuition for the remainder of that school year, or until such time as a new student enrolls to take the withdrawn student's place.

Planning for the school year, the hiring of teachers, and the funding of the operation of the school depend on all students who enroll to complete the school year. Therefore when a student withdraws mid-year, his/her tuition is still required for the ongoing operation of the school.

PREPAID TUITION POLICY

This policy applies to any situation in which a family desires to prepay their tuition fees.

Acceptance of a student for enrollment constitutes a significant financial commitment on the part of the school (textbooks, personnel, supplies). Therefore, all prepaid tuition fees are non-refundable and non-transferable regardless of the circumstances. Any "unused funds" from pre-paid tuition (monies remaining as a result of a student discontinuing enrollment for any reason) will be calculated and acknowledged as a gift with a receipt to the donor.

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 will become a member of The Tennessee Association of Christian Schools (TACS) once our first school year actually begins in 2014. 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 September 30 to enter kindergarten.
- Each application for membership will be reviewed and approved by the Executive Director in accordance with the membership guidelines established by TACS.