

SOLI DEO GLORIA

Soli Deo Gloria his will be our song

All the praise and glory
To our God alone belongs

Soli Deo Gloria be our prayer

Spread through us
of the knowledge of his truth everywhere

Christ Presbyterian Academy
Family Handbook
2012-13

We've been singing his Holy Flame
And we will stand as his Grand Display
To God alone be the Glory



Christ Presbyterian Academy Family Handbook 2012-2013



Mission

Christ Presbyterian Academy, an educational ministry of Christ Presbyterian Church, assists Christian families in helping students come to know God, evaluate all knowledge and all life by His truth, and live transformed by His truth for His glory.

Motto

Soli Deo Gloria
To God Alone Be the Glory

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From the Headmaster

Dear CPA Family,

Happy new school year!

The beauty—and the difficulty—of our profession is this: we graduate one senior class...and the next class steps up for their “time.” We “tie a ribbon” around one school year...we begin preparation for the next. The Class of 2012 marked CPA’s twenty-first graduating class. Now the Class of 2012 takes their place in the Long Purple Line...1,170 graduates to this point.

We weren’t even out of school yet when we started working toward the new school year. Our campus has been a “beehive” of activity this summer—in all of the buildings. We thank God for the teachers and coaches who have left their mark on CPA, and we look forward to the impact that this new “crop” of employees will make on our community.

As the new school year dawns, this is an exciting time to be at Christ Presbyterian Academy!

- We look forward to our second year in the High School building;
- Enrollment is stronger (and larger!) than ever before in our history; and
- Godly men and women continue to be drawn to CPA to teach, to coach, to minister in His name.

Thank you for entrusting your children to our care in 2012-13. Thank you for partnering with CPA in this Kingdom endeavor. *Soli Deo Gloria*. To God alone be the glory.

Blessings,

Richard B. Anderson
Headmaster

Introduction

We are pleased to present this 2012-2013 *Family Handbook* for Christ Presbyterian Academy as a resource for school families.

Note: This manual supersedes all previous policy manuals and memos that may have been issued from time to time on subjects covered herein. CPA reserves the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures and benefits at any time, and we will provide notification of such changes. Changes will be effective on the dates determined by the Academy, and after those dates all superseded policies will be null.



I. Beliefs and Mission

History

Christ Presbyterian Academy was established in 1985 as a ministry of Christ Presbyterian Church for the education of the covenant children of Christ Presbyterian Church and, space permitting, those of other believers who would desire to educate them at the Academy. It began with a faculty and staff of 11 and with 124 children in grades K-6. The Academy doubled in size the next year and has experienced continued growth, adding grades and classes to develop a comprehensive Preschool-12 program. Current enrollment is more than 1,140, with a faculty and staff of just over 200.

Mission Statement

Christ Presbyterian Academy, an educational ministry of Christ Presbyterian Church, assists Christian families in helping students come to know God, evaluate all knowledge and all life by His truth, and live transformed by His truth for His glory.

Vision

A covenant school that inspires students through vibrant educational programs to discern through the filter of Truth and engage through the power of the Gospel to impact the world.

Motto

The school motto best sums up the Academy's reason for being: *Soli Deo Gloria*—To God Alone Be the Glory

Mission Statement Explained

Christ Presbyterian Academy is an educational ministry of Christ Presbyterian Church...committed to assist Christian parents

Education is a lifelong process that begins in the home, is systematically pursued in academic studies at school, and is nurtured by a Biblical understanding of life and of the nature of truth. Education continues so long as the infinite mind of God will instruct the finite mind of man.

It is the duty of Christian parents to instruct their children in the Truth. The church, the Body of Christ in the world, must provide assistance to parents in the Biblical academic instruction of their children. It is the duty of every person to seek the instruction of the Lord our God and to walk in life according to the principles found throughout Holy Scriptures. One so educated can see oneself, all people, and the world in which they live as they exist in objective reality. Instruction that denies this truth is not education, but is a form of delusion that obscures the light of the knowledge and glory of God.

Christian education seeks excellence in all of its pursuits and promotes the development of creative imagination whereby one participates in the creative processes of the arts and of life. Christian education provides inspiration for great learning, achievement,

and purity of the mind and the body.

...in helping students come to know God

Through the teaching of the Word at every level, the witness of the Holy Spirit in (or, through) the lives of the faculty, the faithful prayers of both family and faculty, and the grace of our Lord, the student will come to faith in Jesus Christ and learn to live in relationship with Him.

...evaluate all knowledge and all life by His truth

God's Truth is revealed in both His Word and His creation. Therefore, each student exercising an inquiring mind will come to understand His Truth both through the teaching of the Scriptures and the disciplines of the curriculum.

Education is the total process of evaluating all knowledge and all life by God's Truth. By His Truth we comprehend that God is Sovereign, that He is the Creator, that Jesus Christ is our Redeemer, that He is the Source of all truth, wisdom, and love. Through faith, we abide in Him and He abides in us. As we evaluate all knowledge and all life by His Truth, we mold the realms of our human nature—moral, mental, physical, and spiritual—to achieve the excellence that will glorify God.

Morally, are God's law and His commandments our standard for right and wrong? Do we strive to build virtuous lives based on His character and His law?

Mentally, do we strive to think God's thoughts after Him and His creation, to develop our minds and intellect to the highest reaches that God makes available to us? Are we prepared to test and defend his truth against the things of this world? What are the absolutes of His Truth?

Physically, do we receive our bodies as gifts of God, to be nourished and cared for as temples of the Holy Spirit? Do we use our strengths and abilities in all realms of life for His glory?

Spiritually, do we sense and know the power of prayer and the abiding presence of God in all realms of life: moral, mental, physical, and spiritual? Do we sense and know the joy and freedom of being one with God and Jesus? Do we honor Jesus Christ as both Lord and Savior? Are we slaves to righteousness such that the power of Jesus Christ flows through us as living water into the lives of those around us? Are we most satisfied when we are satisfied in Him?

...and live transformed by His truth for His glory

How should we then live? If Christ is for us, who can be against us? Our highest priority is to know God Himself and to love Him, to be holy as He is holy. Through faith in Christ we receive His free and unmerited gift of grace, forgiveness of sin, and salvation. We know the Truth and the Truth sets us free. Through prayer and His Word we apply the truth and righteousness of Christ to our lives. We are humble in spirit and have broken and contrite hearts because of our sin, yet Christ gives us mercy and

forgiveness and leads us in His triumphal train as conquerors. His living waters flow through us, His power and majesty are ever before us, and we begin each day in eager anticipation to see what He will do in our lives. As Christ was a servant to His disciples, so too we strive to be servants in our earthly vocations of family, church, school, work, and play. We use all the gifts He has given us to the utmost of our ability for His glory. “The chief aim of man is to glorify God and enjoy Him forever.” And the promise to us is eternal life through Jesus Christ Our Lord. How should we then live? *Soli Deo Gloria!* To God Alone Be the Glory!

Statement of Purpose

Christ Presbyterian Academy is a parochial school, an integral facet of the ministry of Christ Presbyterian Church (PCA) of Nashville, Tennessee. Primarily, it is committed to the education of the children of Christ Presbyterian Church and seeks to provide a curriculum that reflects the variety of needs of all these children. As space permits, the Academy attempts to meet the needs of children of other professing Christians.

This education is based upon the Holy Scriptures, which the Academy holds to be the complete, inspired, and inerrant Word of God. We hold the Bible, as originally given by the Holy Spirit through human agents of revelation, to be wholly trustworthy, and assert this to be a crucial article of faith with implications for the entire life and practice of all Christians; further we hold that any view which imputes to Holy Scripture a lesser degree of inerrancy than total is in conflict with the Bible’s self-testimony in general and with the teaching of Jesus Christ in particular. We believe that the system of doctrine taught by Holy Scripture is that summarized in the Westminster Standards.

Committed to a belief that the responsibility for educating and nurturing the child rests with the parents, the Academy also recognizes the necessity for the church and the school to work together with the family to provide a unified worldview. It is not to take the place of the home or the church but is committed to help both fulfill their Christian responsibilities.

God—Father, Son, and Holy Spirit—reveals Himself in His world and in His Word. He is the Sovereign Lord of History, the Author and Revealer of Truth, the Creator, Sustainer, and Consummator of Life. Without Him, life is meaningless and education is misdirected.

God the Father, by the power of the Holy Spirit, has given us truth in His Son, Jesus Christ, and the Holy Scriptures, the only infallible and authoritative basis for faith and practice. Education is the total process of coming to know the truth of God, applying that truth to all of life, and evaluating all of life by that truth. It is rediscovering that pattern of life in which God is preeminent.

Mankind is naturally blinded to the truth because of the disintegrating effect sin has on each one of us in every area of life. Because of sin, our minds are darkened, and we are incapable of understanding or obeying God’s truth. Freedom from blindness comes through faith in Jesus Christ to all who believe. He alone has paid the penalty for our sins and has taken our deserved judgment and death. He offers us the free gift of eternal life because of His immeasurable grace and calls us according to the purpose of

His own will. Only through faith in Jesus is the human being at last set free to hear, understand, and obey God's truth and to become a part of God's family. Life at the Academy seeks every opportunity to know and share this truth and to experience its effect upon our lives and our approach to education. In all of its activities, CPA submits itself to the enlightenment of the Holy Spirit who has been sent by God to guide us into all truth. All things are to be done to God's glory; our primary responsibility is to Him. Therefore, true education has God alone at its center.

We recognize and affirm that every person has been created in the image of God with a unique identity. Within each person exists individual strengths and weaknesses, capabilities, and limitations. Thus, we want every person in our school to grow as an individual—acknowledging, appreciating, and using the identity which God has given, and following the course which God has established.

This unique identity is only fully realized as a person is in community with other Christians. Within the Christian community there is a blending of selves without the loss of individuality. Here we accept and are accepted; affirm and are affirmed; encourage and are encouraged; and find strength as we give our lives to Christ and to each other.

Within this community we, as individuals, learn to recognize, accept, and prepare ourselves for the responsibilities that God has given to us. In this learning process, we experience times of success and times of failure. Throughout our efforts, we will be upheld and guided by the loving support and discipline of the community of Christ.

Living out these beliefs at the Academy includes educating the whole person for a whole life by providing experiences that educate the spiritual, emotional, intellectual, and physical areas of life. The goal of the Academy is that its students will come to know Jesus Christ, even as they are being trained for productive living in contemporary society.

The individual is a spiritual being, created for fellowship with God. This relationship is initiated only through a personal encounter with Christ. Subsequent growth in the Christian life is a progressive development nurtured by praying, studying, obeying Scriptures, and participating in the Christian community. This development leads to a concern for the family, church, nation, and world.

The individual also is an emotional being who acts, reacts, and interacts according to a God-given set of affections and feelings. Only through a relationship with Christ is it possible to recognize the talents and limitations God has given, and to accept oneself. The person in relationship with Christ reaches out to others, learning to accept and share in life and experiences with them. Through this sharing, one learns the joy of giving, loving, and trusting. Sometimes disappointments are experienced, and frustrations in oneself and with others. The relationship with Christ opens the possibility for the Christian to act, in all circumstances, honestly and appropriately.

The individual also is a rational being, capable of developing and exercising those mental disciplines necessary for life in contemporary times. The human intellect, blighted and warped by sin, is set free through faith in Jesus Christ, to know God, to

look at life from God's perspective, and to think God's thoughts after Him. Through training, discipline, encouragement, and exposure to the various branches of learning, the human intellect grows and develops according to its own unique capabilities and limitations. Through this intellectual growth, the individual takes his place in society and makes his own positive contributions to that society. Faith and the intellect are compatible. In God's scheme, neither can adequately develop nor function without the other. The person of faith, therefore, takes seriously the intellect; the truly rational person, faith.

The individual also is a physical being. Throughout history, however, mankind has promoted two errors concerning this physical being. One demeans the physical body, viewing it as a hindrance, a type of prison to be endured. The other worships the body, making its care, development and well being the central issue of life. We reject both extremes. The physical body is a part of a person's essential being and is a gift from God. Therefore the Christian has a duty to understand it, care for it, and develop it properly. The body is to be disciplined, not worshipped, to be nourished and not rejected. The physical body of the Christian is the dwelling place of God's Holy Spirit. As such, it is to be offered up to God for His use.

Education, therefore, is concerned with the whole person. It seeks to bring the whole person to God through Christ and to aid one's subsequent growth in the new relationship. It also seeks to give the whole person training for productive life in contemporary society.

Statement of Faith

The constitution of Christ Presbyterian Academy describes its foundational commitment to the education of children of Christ Presbyterian Church, as well as, space permitting, the children of other professing Christians. The enrollment policy further states that at least one parent of each student must be a professing Christian. While the CPA community includes a diverse range of spiritual backgrounds, this diversity is to be unified around the most important element of the faith: the person of the Lord Jesus Christ.

The spiritual tenets of Christ Presbyterian Academy are:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, 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 for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord, and is not a result of good works.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life and to perform good works.

- We believe in the resurrection of both the saved and the lost: those that are saved, to the resurrection of life; those that are lost, to the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Statement of the Reformed Faith

By Dr. Benjamin B. Warfield (1851-1921)

1. **The Bible.** I believe that my one aim in life and death should be to glorify God and enjoy Him forever; and that God teaches me how to glorify Him and enjoy Him in His Holy Word, that is, the Bible, which He has given by the infallible inspiration of His Holy Spirit in order that I may certainly know what I am to believe concerning Him and what duty He requires of me.
2. **God.** I believe that God is a Spirit, infinite, eternal and incomparable in all that He is: one God but three persons—the Father, the Son, and the Holy Spirit—my Creator, my Redeemer, and my Sanctifier, in whose power and wisdom, righteousness, goodness and truth I may safely put my trust.
3. **Creation.** I believe that the heavens and the earth, and all that is in them is the work of God's hand, and that they fulfill the end for which they were created; my whole trust in Him shall not be put to shame but may rest securely in the protection of His almighty love.
4. **Man.** I believe that God created man after His own image, in knowledge, righteousness and holiness, and entered into a covenant of life with him upon the sole condition of the obedience that was His due: so that it was by willfully sinning against God that man fell into the sin and misery in which I have been born.
5. **The Fall.** I believe that, being fallen in Adam, my first father, I am by nature a child of wrath, under the condemnation of God and corrupted in body and soul, prone to evil and liable to eternal death, from which dreadful state I cannot be delivered save through the unmerited grace of God my Savior.
6. **Grace.** I believe that God has not left the world to perish in its sin, but out of the great love wherewith He has loved it, has from all eternity graciously chosen unto Himself a multitude which no man can number, to deliver them out of their sin and misery, and of them to build up again in the world His kingdom of righteousness, in which kingdom I may be assured I have my part if I hold fast to Christ the Lord.
7. **Christ.** I believe that God has redeemed His people unto himself through Jesus Christ our Lord who, though He was and ever continues to be the eternal Son of God, yet was born of a woman, born under the law, that He might redeem them that are under the law: I believe that He bore the penalty due to sins in His own body on the tree and fulfilled in His own person the obedience I owe to the righteousness of God, and now presents me to His Father as His purchased possession, to the praise of the glory of His grace forever: wherefore renouncing all merit of my own, I put all

my trust only in the blood and righteousness of Jesus Christ my redeemer.

8. The Lord. I believe that Jesus Christ my redeemer who died for my offenses was raised again for my justification and ascended into the heavens where He sits at the right hand of the Father Almighty, continually making intercession for His people, and governing the whole world as head over all things for His Church so that I need fear no evil and may surely know that nothing can snatch me out of His hands and nothing can separate me from his love.
9. The Holy Spirit. I believe that the redemption wrought by the Lord Jesus Christ is effectually applied to all His people by the Holy Spirit, who works faith in me and thereby unites me to Christ, renews me in the whole man after the image of God, and enables me more and more to die unto sin and to live unto righteousness; until, this gracious work having been completed in me, I shall be received into glory: in which great hope abiding, I must ever strive to perfect holiness in the fear of God.
10. The Gospel. I believe that God requires of me, under the gospel, first of all, out of a true sense of my sin and misery and apprehension of his mercy in Christ, that I should turn with grief and hatred from sin and receive and rest upon Jesus Christ alone for salvation; that so being united to Him, I may receive pardon from my sins and be accepted as righteous in God's sight only for the righteousness of Christ imputed to me and received by faith alone: and thus only do I believe I may be received into the number and have a right to all the privileges of the sons of God.
11. Good Works. I believe that having been pardoned and accepted for Christ's sake, it is further required of me that I walk in the Spirit whom He has purchased for me, and by whom love is shed abroad in my heart, that I fulfill the obedience I owe to Christ my King, faithfully performing all the duties laid upon me by the holy law of God my heavenly Father and ever reflecting in my life and conduct the perfect example that has been set me by Christ my Leader who has died for me and granted to me His Holy Spirit that I may do the good works which God has prepared before that I should walk in them.
12. The Church. I believe that God has established His Church in the world and endowed it with the ministry of the Word and the holy ordinances of Baptism, the Lord's Supper and Prayer; in order that through these as means, the riches of His grace in the gospel may be made known to the world, and by the blessing of Christ and the working of this Spirit in them that by faith receive them the benefits of redemption may be communicated to His people: wherefore also it is required of me that I attend on these means of grace with diligence, preparation, and prayer, so that through them I may be instructed and strengthened in faith, and in holiness of life and in love; and that I use my best endeavors to carry this gospel and convey these means of grace to the whole world.
13. The Future. I believe that as Jesus Christ has once come in grace, so also He is to come a second time in glory, to judge the world in righteousness and assign to each His eternal award: and I believe that if I die in Christ, I shall be at death made perfect in holiness and go home to the Lord; and when He shall return in His majesty, I shall be raised in glory and made perfectly blessed in the full enjoyment of

God to all eternity: encouraged by which blessed hope it is required of me willingly to take part in suffering hardship here as a good soldier of Christ Jesus, being assured that if I die with Him I shall also reign with Him.

**And to Him, my Redeemer, with the Father,
And the Holy Spirit, Three Persons, and God,
Be glory forever, world without end. Amen, and Amen.**

Special Days

God is the Lord of revelation and history. Because He is the Creator of time, each day has particular significance to His people. Christ Presbyterian Academy seeks to honor God in the formulation of the school calendar year, recognizing with gratitude that the Lord has used specific days throughout history for special purposes.

The Academy teaches the significance of these days and events to students as an example of the way that God works throughout the redemptive history of His people. The Academy neither sanctions nor encourages in any form the celebration of any day or season which does not bring honor to God.



II. Governance and Leadership

Headmaster

The Headmaster serves as the chief executive officer of the Academy and is responsible for the implementation of all policies and the supervision of all operations of the Academy. A primary duty of the Headmaster is to ensure that the vision, values and ministry of the Academy are implemented. The Headmaster is selected by the Academy Board of Trustees on behalf of the Session of Christ Presbyterian Church and is accountable to the Board for the discharge of his duties.

Board of Trustees

The Academy is governed by a Board of Trustees, which provides oversight to ensure that the vision, values and ministry of the Academy are upheld. The Board is ultimately responsible for all Academy policy. It operates under and derives all of its authority from the Session of Christ Presbyterian Church. The Session approves all Board members and may supersede any Board action it deems necessary. The Board functions on a policy level and delegates all operational authority to the Headmaster to execute the mission of the Academy. The Headmaster reports to the Board during periodic Board meetings as well as at other times he or the Board deem necessary.

The Board has ultimate responsibility for the integrity of the Academy and the standing and reputation built by its founders and those who have labored over the years. The Board's collective judgment will affect how the institution can serve its constituencies in years to come. The Board of Trustees should seek to hold the school to the highest standards of service.

The Board consists of up to eleven trustees, and an additional five non-voting members. Voting members include the Senior Pastor of Christ Presbyterian Church (*ex officio*), five Ruling Elders, two Deacons, one representative from Women in the Church, and one from Parent Support Fellowship. Non-voting *ex officio* members are the Headmaster; the principals of the elementary, middle and high schools; and the Executive Director of Operations.

VOTING MEMBERS

Bruce Williams (Chair)
Jay Clarke
Steve Jackson
Llew Ann King
Bill Mooney
Clayton Price
The Rev. Scott Sauls
John Thompson

NON-VOTING MEMBERS

Richard Anderson
Anne Purdy
Rhonda Smith
Nathaniel Morrow
Matt Moore

Petitions to the Board

In cases of severe student discipline, parents and students may request a Board appearance. All such requests must be made in writing to the Headmaster who will present them to the Board for consideration. Routine matters involving tuition

contracts, input on Academy operations, or other concerns should first be communicated to appropriate teachers, staff or administrators for consideration. If the outcome is not satisfactory, the Headmaster should be notified. The Headmaster will alert the Board of any issues that warrant its attention.

CPA Leadership Team

To discharge his duties, the Headmaster leads a team that executes the daily operation of the Academy on his behalf. The Leadership Team consists of:

- The Headmaster,
- the Assistant Headmaster
- the Principals of the preschool, elementary school, middle school, and high school,
- the Academic Dean,
- the Artistic Director,
- the Athletic Director,
- the Director of Development and Alumni Relations,
- the Director of Enrollment,
- the Director of Communications,
- the Executive Director of Operations, and
- the Director of Finance.

The Leadership Team meets regularly to communicate, report on progress, and make decisions related to the operation of the Academy. All CPA employees have direct lines of communication to a member of the Leadership Team.



III. Enrollment and Admissions

Enrollment Policies

Note: As of 2012-2013, the following policies apply to Preschool through 12th grade.

Beginning in October, families may request an admission packet for the next school year. Applications are due by December 31, and must be received at Academy offices by that date in order to maintain priority status as listed below. Applications received later will be held for consideration if space becomes available.

All visitors to the campus must check in at the main office. Prospective students visiting our classes must have their parents call the Office of Enrollment at (615) 301-3531 to arrange this visit in advance.

Christ Presbyterian Academy does not discriminate based on race or ethnic background.

Students applying for kindergarten must attain five years of age by July 1 of the year they begin school.

Applicants will be considered based on Academy enrollment priorities:

- Re-enrolling current students.
- Active Church families; siblings of current students. The priority of an applicant who qualifies by either descriptor will be based on the length of time it has applied, either that a family has maintained active membership with the Church, or that a sibling has been consistently enrolled at CPA, whichever is greater.
- A student's participation in Salama Urban Ministries, as certified by the ministry director.
- Active membership in a PCA church (Nashville Presbytery), as certified by church staff.
- Other qualified prospective students, children of professing Christians.

The following enrollment policy has been adopted by the CPA Board.

1. Parents and student(s) meet with an administrator (elementary, middle, or upper school principal or Headmaster) for discussion of Academy's history, purpose, and goals. The family will be invited to consider and articulate how their own faith, perspectives, and goals are in harmony with the Academy.
2. Parents provide student academic records (year-end grade reports, standardized testing reports, immunization records, and attendance records) for the current and previous three years of school.
3. Students take the CPA entrance exam on the designated date(s), on the CPA campus.
4. Review of all applicants takes place by an enrollment committee. School records and testing will be used to evaluate whether CPA can meet the needs of the student. Admission may be declined or made on a probationary basis (the terms of which,

including its duration, are determined by the administration) for any of the following reasons:

- Scoring in the lower 10% of the applicant class on any portion of the entrance testing
- Any grade in the previous or current school year of D or F

Exceptions may be considered at the discretion of the Enrollment Committee, which will seek counsel from the Board of Trustees, if necessary, regarding special circumstances in enrollment decisions.

Reenrollment Policy

Reenrollment packets for each student are mailed by February 15 for the following school year. Reenrollment contracts are due March 1 of each school term, accompanied by a deposit in the amount of \$500 per student to confirm attendance the following year. In addition, reenrollment packets will not be mailed / provided until tuition for the current school year is paid in full. If CPA does not receive the contract and deposit by March 1, the student's place will be considered vacant and will be filled from the waiting list. If the parent does not plan to re-enroll, they are asked to send a written statement to that effect by the designated March date.

A family may subsequently withdraw the contract and forfeit only the commitment fee, if they notify the Academy in writing prior to May 1. After that date, the contract constitutes parents' obligation for the full tuition amount.

If a family feels the need to withdraw a student after the May 1 deadline, a request may be submitted to the Board of Trustees in writing for their consideration. In most cases, release from a contract will only be granted for the following reasons:

1. Job transfer out of town
2. Financial reversal (loss of income)
3. Medical/ psychological recommendation from a professional that a school change is in the best interest of the student

During the school year, if a family is sixty days late with a tuition payment, the student(s) may be subject to financial dismissal.

Tuition

The tuition for Christ Presbyterian Academy is established by the Board of Trustees. Families with more than three children in the Academy are granted a \$500 per child tuition reduction for each additional child enrolled after the third (unless the family already receives a staff benefit).

Each child of a CPA alumnus who does not attend CPC receives one-half of the preferred-rate discount. Any alumnus who is a CPC member will receive the typical preferred-rate discount.

Information regarding Financial Aid can be found in FINANCES AND RESOURCES.

Church Membership Policy Affecting Tuition Rates and Admission

Families will qualify for priority enrollment and preferred tuition rates by establishing formal membership at Christ Presbyterian Church on or before December 31 of the year prior to their student's enrollment at the Academy, and by maintaining active status at the Church while the student is enrolled at the Academy. Families joining CPC after placing an application should contact the Office of Enrollment to update their CPC membership status.

For purposes of receiving the preferred rate, active status for members of Christ Presbyterian Church is defined as:

- Completion of the membership process at the Church, concluding with a formal membership commitment;
- **AND** regular attendance in Sunday-morning worship as evidenced by one parent signing the attendance register at least two Sundays per month;
- **AND** regular tithes and offerings to the general fund of the church;
- **AND** participation in at least one ministry of the Church in addition to parental involvement at CPA.

Note: The above standards will only be used by CPA to determine qualification for the preferred tuition rates, and will not affect church membership.

Other Enrollment Costs

Enrollment Application Fee (non-refundable)	\$50
Commitment Fee (non-refundable).....	\$500

Additional expenses for all students include the costs of textbooks, required materials, and supplies. An Academy-wide activity fee is charged to each student, and miscellaneous fees are charged for specific events as determined by the administrator of each school. High-school and middle-school students must pay lab fees for relevant coursework.

Tuition Payment

Method of Payment

Families may choose to pay their tuition obligation by one of two methods. They may choose to pay tuition directly to the school, in full, on or before August 1 *or* by installment payments to FACTS Management, our tuition-billing provider. Families will choose their preferred billing method when signing the enrollment contract. When using FACTS Management, families need to register by using “eCashier”, FACTS Management’s registration website. A computer link is available on CPA’s website. Various payment options are available through FACTS beginning in April for the upcoming school year.

Tuition Refund Plan

Students are enrolled for the full academic year and, because of budgeted annual expenses no adjustment or waiver of tuition or fees will be made for absences, withdrawal, or dismissal. Therefore, in the interest of parents, the Academy makes available an optional tuition refund plan. Information and enrollment instructions are included in each Admissions or Reenrollment Packet. Enrollment must be completed by registration date.

This plan provides an allowance of tuition on a pro-rated basis, in the event of withdrawal of a student for medical causes or other reasons, or dismissal by the Academy. The tuition refund coverage becomes effective on August 1 in the event of a student’s inability to attend school due to a medical reason (i.e., accident, illness, or mental or nervous disability.) The non-medical coverage (voluntary withdrawals and dismissals) does not become effective until the student has attended the first 14 consecutive calendar days of the academic year.

Student Accident Plan

The accident plan will pay for medical expenses incurred as a result of accidental bodily injury (including that due to interscholastic sports), if sustained and requiring treatment during the period of coverage, in accordance with the following available benefits. A.W.G. Dewar Insurance, Inc. pays 100% of eligible expenses incurred for services actually performed for medical care or treatment by a doctor, hospital confinement, or for the professional care and services of a registered nurse, for each incident resulting in injury up to a maximum payment of \$1,000. There is no limit to the number of accidents covered by the plan during the policy term. Enrollment in the plan is optional. Information and enrollment instructions are included in each Admissions or Reenrollment Packet.

Student Accident Insurance Policy

CPA maintains a blanket accident policy on all students. This is meant to be a supplement to the normal family medical insurance, not a replacement. Insured persons are covered for injury resulting from an accident which occurs directly from: (1) activities that are

scheduled or supervised by CPA; (2) premises owned, leased or borrowed by CPA; or (3) travel scheduled, sponsored or supervised by CPA. This policy covers all CPA athletics programs, including football.

POLICY BENEFITS:

AGGREGATE LIMIT OF INDEMNITY \$250,000

ACCIDENTAL MEDICAL EXPENSE BENEFIT

DEDUCTIBLE AMOUNT NONE
COINSURANCE PERCENTAGE 100%
BENEFIT PERIOD 104 WEEKS
AGGREGATE MAXIMUM \$25,000

ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS

PRINCIPAL SUM \$5,000

CATASTROPHIC COVERAGE

AGGREGATE LIMIT OF INDEMNITY \$5,000,000

ACCIDENTAL CATASTROPHIC MEDICAL EXPENSE BENEFIT

DEDUCTIBLE AMOUNT \$25,000
COINSURANCE PERCENTAGE 100%
BENEFIT PERIOD 10 YEARS
AGGREGATE MAXIMUM \$5,000,000

Claim benefits are subject to the detail policy limits, explanations and exclusions as indicated in the policy. If you have any questions or need forms for filing claims, please contact **George D. Brantly**, Risk Manager, Christ Presbyterian Academy, 2323 Old Hickory Blvd., Nashville, TN 37215, (615) 584-3196, gbrantly@christpres.org.

Enrollment Policies for Students Who Need Learning Services

A child with academic, emotional and/or attentional challenges that have been professionally certified may be admitted to the Academy and accepted into the Learning Services Program.

If the child's parents are active CPC Church members, the child may be admitted to the Academy, based on the following conditions:

- CPA has or can reasonably acquire the resources to meet the child's needs, as determined by the Learning Services Director and the Enrollment Committee.
- Certification of disabling condition(s) has been professionally established or reviewed within two years prior to the application for CPA enrollment.
- A thorough review of the child's application and certifying documents is made by the administration, including the Learning Specialist.
- Standard admissions procedures are completed.
- The current enrollment in Learning Services allows for additional students.

If the child's parents are not active Church members, the child will be considered for admission to CPA, based on the following conditions:

- The conditions set for a child of active Church members as described above, are satisfied.
- If incremental costs of accommodating the child's educational needs, either at the time of admission or at some time during the child's tenure at CPA, are beyond the scope of the Learning Services Program, it may be the responsibility of the parents to underwrite them. Exceptions may be considered at the discretion of the administration with Board approval.

For Students Already Enrolled at CPA

Students already enrolled at CPA may qualify for enrollment in the Learning Services Program provided the following conditions are met.

- Recent psycho-educational testing, administered within the past two years by a licensed psychological examiner or agency, documents a disabling condition, according to State of Tennessee standards.

OR

- A medical doctor has diagnosed Attention Deficit Hyperactivity Disorder or any other medical/physical condition that significantly impacts the student's ability to learn.

OR

- Recent psychological testing documents intellectual giftedness as defined by the State of Tennessee guidelines.

OR

- A recent psychological evaluation documents a mental health disorder such as an anxiety disorder, depression, or obsessive-compulsive disorder,

In addition to one of the above conditions being met:

- The diagnosed condition seriously impacts the child's learning as documented by grades, standardized test scores, teacher evaluation and parent evaluation.

The extent to which a child's needs are addressed by the CPA staff is at the discretion of the administration. Some forms of educational interventions, including tutoring, speech/language therapy, occupational therapy, physical therapy and counseling, may be determined by the Learning Services Program to be the responsibility of a child's parents.

More information can be found in ACADEMICS/LEARNING SERVICES.

Confidentiality of Records Policy

Cumulative academic records for current K-12 students are stored in locked, fireproof file cabinets located in each respective school. Records for past students are stored in the Academy's administrative offices. Access to records is given to authorized teachers (including Learning Services coordinators), administrators, and parents when circumstances necessitate, but the records never leave the office area. Student

information is not released outside of the Academy without signed parental authorization, unless required by law. Upon parent request, school records and transcripts are mailed directly to other schools and universities in sealed envelopes with "Official Transcript Enclosed" stamped on the back.



IV. Finances and Resources

Financial Aid

Financial Aid Overview

Limited financial aid is available on the basis of need to families with students in grades K-8. Distribution of funds is determined by the Financial Aid Committee of the CPA Board of Trustees and the CPC Diaconate.

Work Study Overview

Limited Work Study funds are available on the basis of need to families with students in grades 9-12. Distribution of funds is determined by the Financial Aid Committee of the CPA Board of Trustees and the CPC Diaconate.

CPA, as a Division I school of the Tennessee Secondary School Athletic Association, does not provide scholarships for high-school students, but offers a Work Study Program. The Work Study Program offers students the opportunity to earn money through an on-campus job while gaining valuable work experience.

TSSAA athletes may apply for Work Study. They will receive a paycheck for hours worked and will be considered part-time employees of CPA. Non-TSSAA athletes will have the amount of hours worked applied as a credit to their tuition account but will not receive a paycheck.

Application Process

Financial Aid and Work Study Applications are available in the Enrollment Office on February 1 of each year. Completed applications must be submitted before the Academy's spring break in order to be considered for the following school year. Priority for Financial Aid and Work Study is given to active members of CPC.

Information from the families is first submitted to the School and Scholastic Service for Financial Aid (SSS). Every family is assigned a number in order to remain anonymous to the Financial Aid Committee. The committee makes a confidential evaluation of each applicant family's current salary, net worth, and circumstances. The committee then determines the amount of financial aid that can be provided to each qualifying family based on fund availability and the evaluation provided by the SSS report.

Generally, no qualifying student is awarded more than half of the tuition amount, unless there are extenuating circumstances to consider, as a finite amount of funds is available for financial aid. Grants are made for only one academic year at a time, and new applications must be submitted each year.

Families who apply for Financial Aid or Work Study should re-enroll their students by the March 1 deadline. A family applying for aid will qualify for a temporary waiver of the enrollment fee until May 1. This will allow the family to review their aid grant before making a final decision on Reenrollment. In this case, the financial obligation described in the enrollment contract will not be enforced until the family reviews and

accepts the terms of the aid grant and confirms their enrollment decision by the May 1 deadline.

Communication of Awarded Funds

Financial Aid and Work Study award letters are mailed by April 15 of each year, and families have until May 1 to confirm their student's enrollment based on the information received. If families choose to withdraw and forfeit the financial aid/work study award, those funds become available to the Financial Aid committee to help meet needs of other families.

To accept an award, a family must sign and return the financial aid agreement to the Office of Enrollment with the Reenrollment fee. By agreeing to the terms of the financial aid agreement, they are agreeing to the terms of the enrollment contract and are obligated for the tuition balance for the following school year. For non-TSSAA athletes, financial-aid grants will be posted in full as a credit on the tuition account, and the family will be billed for the balance according to an approved payment schedule.

Administration of Work Study Funds

The Work Study Program begins the first weekday after the last day of school, and ends on the last day of school. (Example: For 2012-2013, the program began on Monday, May 28, and will end on Friday, May 24, 2013.) High-school students who receive a Work Study grant must work according to the following guidelines:

Students who participate in TSSAA athletics at the high-school level must earn 100% of the amount awarded by working at the Academy during the summer as well as during the school year, receiving a regular paycheck for earnings. Each family is responsible for fulfilling its tuition obligation. Students who participate in athletics and who are new (their first year at CPA) must wait until after the third day of school to begin the Work Study Program.

Students who do not participate in TSSAA athletics must work for 50% of the amount awarded, up to a maximum of \$1,000. The amount of the student's grant will be credited toward tuition at the beginning of the year. Members of the staff, in conjunction with the Work Study Coordinator, will supervise the student's work until the stipulated funds have been earned. Work Study Program students will be paid through the Office of Human Resources, according to the payroll schedule. All financial obligations for tuition and fees for the school year are the responsibility of the parents, as agreed upon under the terms of the Enrollment Contract. Students have the opportunity to earn an amount equal to but not exceeding their stated allotment if they complete all their work by the end of the school year.

It is incumbent upon the applicant to inform the Office of Enrollment of any significant financial improvement that changes the family's financial need after Work Study funds have been approved. The Work Study Committee will be periodically advised of each student's work progress, and any change in Work Study status would affect future earnings only. All funds earned to date would remain intact.

Types of Work That Qualify as Work-Study Hours:

- duties on campus, supervised by an Academy administrator or teacher or by a Church administrator
- maintenance on campus, supervised by maintenance staff
- “Working Mission Trips”
Time spent on mission trips, in general, do not qualify as paid work-study hours. Mission trips must include a component of service labor and not solely for the purpose of evangelism. “Working Mission Trips” (i.e. building, painting, etc.) must be approved in advance, with the chart of work well defined. Time sheets must be completed as for other projects, submitting records for the hours actually worked, not including days or afternoons spent on other activities.
- working at CPA summer camps on campus, supervised by a summer camp director
- working with CPC Children’s Ministry—counseling at elementary or MS church camps, teaching VBS, etc.—supervised by Children’s Ministry administrators
- Salama Urban Ministry, serving as teachers’ aids, etc., supervised by Salama staff members
- Serving CPC Members (elderly, widowed, single parents, people with health issues, etc.) who need yard work, painting, other physical labor. Each project shall be initiated and supervised by a CPC Deacon (no tips may be received)

Donor Recognition Policy

As with all areas of Christ Presbyterian Academy, fundraising efforts should be focused on bringing glory alone to God (*Soli Deo Gloria*). That philosophy should encourage, and not discourage, appropriate appreciation to donors. Proper gratefulness should be expressed to those who are faithful to use well the resources God has entrusted them. At the same time, recognition should always point to the fact that all of our possessions belong to God. Ultimately, recognition to donors must focus on the fact that God is our great provider, and He gives us the privilege to invest his money to further His work. The following policy is intended to encourage appropriate recognition to donors that is honoring to God.

- Written thank-you notes should be sent to all donors to express appreciation.
- CPA events and programs cannot be named, but they may be sponsored or presented (e.g., The CPA Lions Golf Classic sponsored or presented by Callaway Golf Clubs). The sponsoring or presenting organization or person must be approved by the school's Leadership Team.
- No advertising or donor recognition will appear on CPA clothing, except for organizations that have formal contractual partnerships with the school. Advertising or donor recognition may appear on ad specialties (such as fan items at athletic events) only as approved by the Office of Communications,
- CPA publications are an appropriate place to write stories of how people or groups support CPA's mission.
- Listing donors to CPA without giving levels can be included in an annual report-type publication.
- No non-CPA fliers or other promotional information is to be distributed for the purposes of donor and/or non-donor advertising. Information may be made available, upon approval, for CPA families if a product or service has been recognized as beneficial for students to meet educational or school-program goals.
- Verbal announcements at events may be utilized to thank donors appropriately, but prior commitments are not to be made, regarding announcements naming a donor or a list of donors.
- Temporary signs can be used to thank donors of specific events or activities, but will only be displayed during the day(s) of the event. All signs must be approved through the official Communications process.
- Academy property—buildings, facilities, equipment, and furnishings, in part or whole—are not available for naming.
- The website will not be used to recognize or list donors.

Ways To Support the Academy

- All Academy constituents may provide ongoing tax-deductible financial support through giving to the Academy's development priorities: the CPA Annual Fund, Capital Campaign, Endowment, and Planned Gifts. Avenues of giving within the Annual Fund include area of greatest need (unrestricted), financial aid, academics, fine arts, and athletics. *For more information or to make a gift online, please visit*

cpalions.org/support

- Parents are able to volunteer through Parent Support Fellowship (PSF), in athletics, in fine arts, and in helping with individual classes and programs.
- Parents are able to give personal gifts of any type to individual faculty or staff members directly to show appreciation. It should be remembered that, as a personal gift to a private person, no tax-deduction applies.
- Parents may also pool their separate gifts for a faculty or staff member. A few guidelines should be followed:
 - Donors should be explicitly informed that gifts benefiting an individual are not tax-deductible.
 - The Academy cannot endorse the effort through written or verbal means during a school-sponsored event, publication, or communication.
 - The school cannot provide names and contact information to solicit gifts for individuals or specific groups within the overall faculty and staff.

Student-Outreach Activity Policy

All outreach projects sponsored by Christ Presbyterian Academy must be age-appropriate for students and approved by the administration. General outreach efforts should primarily be directed toward 501(c)3 nonprofit organizations.

In the event of specific outreach-identified needs—such as weather-related disasters, medical or family related emergencies—all support raised will be deposited into the Academy’s Outreach Account for distribution. All monies will be issued by the Academy in the form of a check made out to a specific provider or purchased gift cards (i.e. Kroger, WalMart, NES) to meet the identified need.

Collections of used clothing, furniture, books or canned goods will be quantified according to instructions from the financial office (e.g., pounds of food, number of pieces of furniture or items of clothing). The donor must assign an estimated value.

Generally, donors may request standard acknowledgement of their contributions during the active period of a collection and within two weeks of its end. An acknowledgement will note participation in the relevant event (e.g., food drive, book collection), but will *not* provide a personalized heading or a description of an individual contribution. The finance office will provide an itemized receipt for the contribution of a single item with an estimated value greater than \$250.00, if the donor requests it at the time of contribution.

The responsibility for assigning a value to a non-cash contribution lies solely with the donor. The Academy will not specify a value for a non-cash contribution in any acknowledgement or receipt.

No individual, outside group, or organization (ministry, nonprofit, or charity) will be allowed to solicit funds through an event or other fundraising method on campus or through any mass communication.

No outside group or organization may use Christ Presbyterian Academy's name in any communications, in a way that would imply an endorsement.

The Academy will not allow or ask students to sell any items for fundraising purposes.



V. Support Services

Food Services

Lunch Program

The CPA Lunch Program is a self-supporting, nonprofit service to the Academy. The objective of the lunch program is to provide nutritious, well-balanced meals in an atmosphere of service and hospitality.

Hot lunches are served Monday through Friday at a cost of \$4.50 (K-5) and \$5.50 (6-12). Milk (2% Sweet Acidophilus) and orange juice (100% juice) are available each day at a cost of \$0.75 per carton. A salad bar, baked potato, chips, popcorn, pretzels, ice cream, yogurt, and fresh fruit are available for middle- and high-school students and are priced individually. Microwave ovens are available for students who wish to heat lunches from home.

Menus are available on the CPA website

Lunch Payment Plan

A count of students who intend to purchase a hot lunch is taken every day in the classrooms. Each student has a lunch account that is maintained in the checkout register. Its operation is similar to that of a debit account: parents deposit funds as needed, and the cost of each day's purchases is deducted from the account. It is the parent's responsibility to keep lunch accounts current. Food items may also be purchased with cash.

To assist in this task, balance notifications for K-5 students will be sent home, in Tuesday folders, when their lunch account balance has fallen to \$30 or less. Students in sixth through 12th grades, as well as faculty and staff, will receive a verbal notification at the register when their balance reaches \$30 or less. Students in K-5 will receive a note at the register when only \$10 remains in their account. If funds are not deposited for future purchases, and the balance reaches -0-, a K-5 student will be allowed to charge one hot lunch and another notice will be sent home with the student. Students in grades 6-12 whose accounts fall to -0- will be allowed to purchase on one occasion a PBJ sandwich for \$1, and will be expected to communicate with parents about bringing their account up to current. No additional purchases are allowed for any student beyond the one meal on credit balance.

Each student is issued a separate account; accounts are not shared. Students may only use their own personal account and are not allowed to use another student's account to make a purchase.

Written parental notification is required to transfer money from one sibling's account to another's. You may do so by emailing the Director of Food Services.

Families may deposit any amount at any time during the year. Payments are received at the Elementary Reception desk, or at the Cash Registers as a student checks out. Payments should be made to CPA, to the attention of the Director of Food Services. Meals do not appear on your tuition statement. You may request an account statement of your student's activity that will show itemized food selections for each purchased

lunch.

Funds that remain in a lunch account at the end of the school year can be reimbursed to parents at their request, or can remain in the account for the student's next year.

Coffee Service

Between the hours of 8 a.m. – 2:30 p.m., the CPA Food Services staff will facilitate requests for coffee service. Assistance is available on any school day when lunch is planned, from 8 a.m. to 2:30 p.m.

The person requesting service must pick up coffee and all supplies from the kitchen pantry and return equipment and leftover supplies after use. Coffee urns can be returned to the kitchen for cleaning; the small "air pots" should be cleaned before they are returned. All leftover supplies should also be returned.

The Food Services Director advises the following regarding the amount of coffee to prepare:

1. For small events (requiring under 25 cups of coffee), Food Services provides an "Air Pot" coffee carafe. The hosts will make coffee in one of the school workrooms with the coffee provided, or supply their own coffeemaker.
2. For 30-60 cups, a medium-sized percolator-type coffee urn is supplied with coffee and supplies. Event hosts are responsible to begin the coffee-making process ahead of time.
3. For larger groups requiring 40-80 cups, the kitchen staff will make the coffee. It will be placed on a cart outside the kitchen door for pick-up, and must be returned as soon as the event is finished.

Clinic/ Illness

Clinic Information

- The clinic is open from 9:00 a.m. to 3:00 p.m., Monday-Friday.
- The school nurse is available for general health concerns of students at school. The nurse is qualified to assess and treat minor illnesses or injuries that occur during the day. If a student needs to be sent home from school due to illness or injury, the nurse will contact a parent or guardian to make arrangements for dismissal.

Dismissal from School Due to Illness or Injury

- A student may be dismissed from school due to illness or injury after being evaluated by the school nurse. A written note from the nurse is required before the student can sign out with the appropriate school administrator.
- Students are not permitted to use their cell phones to contact a parent for pickup without first being evaluated by the nurse.
- No student will be permitted to leave campus until a parent authorizes it.

Information on early dismissal is found in STUDENT CONDUCT / ABSENCES.

Medication Guidelines

- The school nurse is licensed to administer or supervise the self-administration of prescribed and over-the-counter medications at school as described in the following sections. Whenever possible, medications should be administered at home.
- The first dose of a new medication should always be given at home.
- Medications at school will be kept in a locked cabinet in the clinic at all times.

Students Are Not Permitted To Carry Medications Of Any Kind With Them To School. With the exception of emergency or rescue medications, students are not permitted to have any medications (over-the-counter or prescription) in their purses, backpacks, pockets, lockers, or anywhere else at school. If a student requires medication during school hours, a parent should bring the medication to the school nurse and complete the proper authorization form.

Clinic Stock Medications

The school nurse stocks limited medications in the clinic: ibuprofen, acetaminophen, TUMS, Benadryl (for severe allergic reactions only), and topical ointments such as 1% hydrocortisone and antibiotic ointment. Routine allergy medications are not kept in the clinic, and can only be administered if the proper authorization forms are completed and filed with the school nurse.

Prescription Medications

In order for the school nurse to dispense prescription medication, a parent must complete a Medication Authorization Form (available from the CPA website for download, or from the school nurse). This must be signed by the ordering physician and a parent and delivered (or faxed to 370-0884) to the school nurse. The medication must be delivered by a parent to the nurse. It must be in its original pharmacy container, with the correct name, medication name, and dosage on the printed label (a pharmacy will make an extra bottle with the correct label if requested). Please note that the first dose of a new medication must be given at home, so a parent can monitor for unusual reaction or allergic response. Also, as most antibiotics are to be taken three times per day, doses can be administered to a student at home (before school, after school, and at bedtime). The school nurse is available to answer questions about taking medications at school.

Non-Prescription Medications

For the school nurse to dispense non-prescription medication, a parent must complete and sign a Medication Authorization Form (available for download from the CPA website or from the school nurse). A parent (not a student) must bring a new, unopened container of the medication to the school nurse. All medications are kept in the nurse's locked cabinet. Students are not permitted to carry any medications with them to school.

Emergency or Rescue Medications

Inhalers and Epi-Pens, may be carried and self-administered by a competent student when so ordered by a physician. If a student needs to carry an Epi-Pen, a CPA Epi-Pen Authorization Form must be completed, signed by the physician and parent, and filed

in the clinic. The Medication Authorization Form may be used for an inhaler (available for download from the CPA website or from the school nurse). The physician may fax the signed form to the school nurse at 370-0884.

Pain Medications for After-School Athletics or Activities

If it is necessary for students to carry over-the-counter painkillers for athletics and after school activities, they should bring a small or sample-sized container for after-school use only. Students are prohibited from sharing medications (prescription or over-the-counter medications) with each other.

Medications for CPA-Sponsored, Overnight Field Trips

Parents will receive instructions regarding medication management, prior to school-organized trips away from campus. Medications will be collected before the trip. Unused portions will be returned upon arrival back at school after the trip. A designated, trained faculty member will supervise students as they self-administer their medications at the proper time and will keep accurate records of all medications. Students may not carry any medications with them or in their luggage, or keep them in their rooms on school trips, with the exception of the emergency or rescue medications described previously.

Conditions Requiring Exclusion from School

In consideration of other students, parents should follow guidelines from the American Academy of Pediatrics to determine whether a child should come to school during or after an illness. This will help to curtail the spread of illness.

- **Fever:** an oral temperature of 100 degrees or greater. Students may return to school when their temperature has remained below 100 degrees for a minimum of 24 hours, without the use of fever-reducing medication, if they are otherwise free of symptoms that would exclude them from school.
- **Vomiting or Diarrhea:** defined as two or more episodes in one day. Students may return to school when they have been symptom-free for 24 hours.
- **Strep Throat:** diagnosed by a physician by means of a throat culture. Students may not return to school until 24 hours after treatment with antibiotics has begun. The school nurse will check with the student and contact parents if the student has returned to school prematurely.
- **Constant, productive cough, wheezing, difficulty breathing, or infectious (yellow/green) nasal discharge:** If symptoms are likely to cause trouble with school day activities, then the child should stay home and, possibly, be examined by a physician. Returning to school can take place 24 hours after beginning antibiotic treatment, or after symptoms have subsided.
- **Pink Eye:** indicated by redness or irritation of the eye with crusting or green-yellow drainage. A child with symptoms will be dismissed from school until 24 hours after treatment with antibiotic eye medication has begun.
- **Unexplained skin rash:** A child should not come to school until the symptoms have been evaluated and cleared by a physician.
- **Impetigo:** small, red, fluid-filled blisters with crusted yellow scabs, usually found on the face but possible anywhere. A child may not return to school until 24 hours after antibiotic treatment is begun.
- **Head Lice, Nits, or Scabies:** A child must be cleared by a health care provider

before returning to school. Information and recommendations for treatment and follow-up are available on the CPA website (follow links to “School Nurse”).

- **Chicken Pox: a child** may return to school after all lesions have dried or crusted (usually about 6 days after onset of rash).
- **Pertussis (Whooping Cough):** a child must stay out of school until 5 days of antibiotic treatment are completed.
- **After an illness lasting 2 or more weeks, severe injury, surgery, or other change in health status:** written instructions from a physician and parent must be provided to the nurse upon return to school, including recommendations for the student’s return to extracurricular activities.

Parent Contacts When a Child is Ill

- Elementary: Mary Bess Smith (301-3655).
- Middle School: Deaver Corzine (301-3521).
- High School: Sallie Wallace (301-3551).

Please note that in the middle and high schools, FATIGUE IS NOT AN ILLNESS and will not be an excused absence.

Parents are asked to notify the school nurse by phone or by email if a child:

- is diagnosed with an infectious disease, such as Strep Throat, Pertussis, Chicken Pox, Mononucleosis, etc.
- has any restrictions on activities due to illness or injury
- has been placed on any new medications, particularly if a dose must be taken during the school day, or if the medication might affect performance at school. Students may not keep or carry medications with them at school.
- might require any special medical attention or treatments during the school day
- might require over-the-counter pain medication during the day (acetaminophen and ibuprofen are stock medications in the clinic, and should not be sent to school with a child.)

When Parents Leave Town

Any time both parents/guardians will be unavailable due to travel, parents must notify the school nurse and administrative assistant. They must provide written instructions and be very specific with the following information:

- How long they will be away
- How they can be reached in an emergency
- Who will be taking care of the children while they are away
- How temporary caretakers can be reached (cell phone numbers, etc.)
- Specific instructions about what to do if a child is injured or becomes ill at school while the parents are away, such as who can take the child to the doctor or pick up the child from school.

Immunization Requirements

Christ Presbyterian Academy students are required to comply with all state immunization requirements as outlined by the Tennessee Department of Health. All students K-12 are required to show evidence of the second MMR vaccine. Incoming kindergartners and seventh graders must also have received three doses of the

Hepatitis B vaccine. Kindergartners who have not been exposed to chicken pox must have received the chicken pox vaccine.

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CHRIST
PRESBYTERIAN ACADEMY

VI. Facilities

Campus Visitation

CPA is a closed campus. Parents and prospective parents, as well as supporters, alumni, and other interested people are welcome to visit, after signing in at the Academy office and receiving a nametag.

Visits by prospective students are allowed during the school day when arranged in advance by their parents with the Office of Enrollment.

Respect for Property and Buildings

Damaging or abusing property, whether it belongs to an individual or the Academy, is a violation of the rights of others.

A person who damages Academy property is expected to make an immediate report to the office. A person who damages any property belonging to another, even if accidentally, is expected to acknowledge it and to make amends, including restitution for loss.

Facilities Maintenance

Upkeep and maintenance of all CPA facilities and grounds will be the direct responsibility of the Facilities Department under the Shared Services operations of Christ Presbyterian Church & Academy.

Athletic Facilities Use

Use of CPA athletic facilities is under the authority of the athletic director, limited to the following groups:

1. Athletic teams at CPA
 2. Athletic teams sanctioned by the Academy or the Church
 3. Athletic teams coached by a full-time staff member of the Academy or the Church
- A fee shall be paid to Christ Presbyterian Academy for each use, determined by the athletic director on the basis of location length of time (full day, half-day, multiple days). The facility fee is intended to cover expenses of the property.
 - For use of the gyms, fields, or weight rooms, and for athletic use of the Event Center (gym), the athletic department should be contacted. Arrangements for use of the Event Center for purposes other than athletics, and use of all other spaces in CPA buildings, are the responsibility of the CPA Facilities department.
 - Non-CPA facility users must provide the Academy with a Certificate of Liability Insurance specifying Christ Presbyterian Church/Christ Presbyterian Academy as exempt from liability. CPA must have received this certificate at its Administrative offices before the program begins.

- A personal release of liability for CPC/CPA must be signed by every program participant, or by the parents of all participants that are students (even if over the age of 18). The only form acceptable is available from CPA, and must be on file in the CPA administrative offices before the individual may participate. The form is available from the CPA administrative office or the athletic department.

If the director of a program utilizing CPA facilities is an employee of the Academy or the Church, the director is to conduct business related to the program outside of the regular hours of the faculty / staff member's contractual responsibilities.

- The program director and staff are responsible to properly maintain any equipment to be used so as to ensure the safety of every participant.
- The program director is responsible for making sure that fields used are free of litter, and indoor floors are swept and clean, trash is emptied, all equipment is put away properly, and the facility is properly prepared for its next use.
- Each program director is fully responsible for their administrative and accounting needs. Specifically, no expenditures are to be charged to or administered through CPA, even if the intent is to reimburse fully. Fee payments are to be made to the program director or to the program bank account, rather than to the Academy or the Church. All fees and tax liabilities are the exclusive responsibility of the program director, as well as complaints of or refunds to participants.

AHERA Management

In compliance with state and federal regulations of 1988, a study was conducted to ascertain any possible health hazard stemming from the use of asbestos in building materials used to construct this facility.

At that time, there was no asbestos found in the building and a management plan stating the same is on file in the CPC Business Manager's office in the Church administrative area should you desire to investigate this matter further.

The Maintenance Supervisor for Christ Presbyterian Church is the designated LEA (Local Educational Agency) contact person.



VII. Parent Information and Involvement

Morning Arrivals and Afternoon Dismissals

- Elementary students will be unloaded from cars on the building side, and not on the parking lot side that would require circling around the car to enter the building. Cars will remain in line to exit, and must refrain from pulling out of line to leave the sidewalk area.
- Cars should pull up as far as possible to the car in front or the corner of the sidewalk before allowing riders to exit. This enables several cars to unload simultaneously.
- Elementary / middle-school students may enter the building at 7:15 a.m. Drivers must not leave students unsupervised prior to this time.
- Elementary students are dropped off at the elementary entrance (Area B).
- Middle-school students are dropped off and picked up in the lower parking lot outside the Middle School entrance (Area D).
- High-school students are dropped off and picked up in front of the High School building.
- No parking is allowed at any time in drop-off areas. Parents wishing to escort their children into the building should park in the parking lot and escort them into the building.
- The driveway and parking lot speed limit around the building perimeter is 12 mph.
- A car must not be left unattended in any pick-up area.
- Cell phones must not be used for voice or text when children are present during carpool.
- On occasion, a rider is unavailable or not ready when a car is in place for pickup. In this case, the driver should remain in line and exit the pickup area in order, then return to the end of the carpool line
- Drivers who desire to make one pick-up of students in two separate areas must have the older student(s) come to the carpool area of the youngest sibling. Elementary students may not be released to middle-school siblings. High-school siblings may collect younger elementary-school siblings.

Elementary-School Students

After 3:15 p.m., all elementary students remaining will go to the late duty teacher's classroom. Drivers must check the Late Carpool duty schedule posted outside the Academy office at the main school entrance to determine the late duty teacher and proper classroom. Parents must then pick up children in that teacher's room.

Any elementary students not collected by 3:30 p.m. will be put in paid after care. Parents must pay the current rate of after care when they pick up their child.

Elementary-school riders being picked up in carpool are available only at the sidewalk pickup zone, and are not allowed to walk through the carpool line to meet their driver in the parking area.

Grades K-1: (east side next to primary playgrounds / pavilion) Students will exit the K-1 hall exit and wait inside the fenced playground. Having entered at the Sanctuary

covered drive-through, drivers will form a double line facing south in the parking area next to the primary playground. Exit and enter through the east driveway, being careful not to block the driveway exit.

Grades 2-3: (south side at flagpole outside Elementary School building). Students will exit the ES entrance and line up near the flagpole.

Grades 4-5: (south side Elementary Entrance area) Drivers will enter and exit from the east driveway. Cars will line up in two lanes facing east along the sidewalk in front of the double doors leading to the Elementary Entrance. Students will line up outside with their grade groups and load as their rides become accessible.

Middle-School Students

(west side, lower level business office area) Enter at entrance for carpool D and drive around to student loading areas. This area is ONLY for MIDDLE SCHOOL grades 6-8. Sixth-grade students with elementary siblings will be walked to carpool by a MS teacher.

High-School Students

As cars are stopped and lined up waiting to load, high-school students (and MS students with permission of principal) will load from outside the High School building.

Guidelines for Students on Campus after School Hours

Parents are responsible for their students' safety and behavior after school and while attending athletic and fine arts events. In order to provide the safest environment for your child the following guidelines should be observed:

- Students must be accompanied by a parent or designated adult at all times except when the child is involved in an organized school-sponsored event.
- No child or student is allowed to play on the playscape, track, all-purpose, baseball, softball, soccer or football practice fields, the sand pit, the creek, or scout barn areas, etc., unless supervised by a parent or other adult.

Parent-Communication Policy

The Board of Trustees and Administration hope that members of the CPA community can glorify God and be molded into the image of Christ while working together (Psalm 133). The goals of a policy for communication are to promote peace and encourage high standards of performance and personal conduct (Ephesians 4:1-3) by facilitating communication between parents and staff and allowing authority structures in place to observe and follow up on that communication. All communications should model Christ-like behavior. Interactions by any CPA community member that are blatantly disrespectful or abusive are never appropriate and could result in student or employee dismissal or Reenrollment refusal.

In an effort to encourage parents to communicate honestly and candidly with the CPA administration, a Parent Feedback link is available on the website.

Parent/Teacher Conferences

Days for parent-teacher conferences are designated in the school calendar each semester. On conference days, school will not be in session so as to allow ample time for each conference.

Parents of all elementary-school students are scheduled to attend a conference each semester. Parents of sixth-grade students and parents of all students in their first year at CPA will be scheduled for a conference during the first semester. Conferences for middle- and high-school students may be scheduled at the request of a teacher or a parent. Parents are expected to give priority to participation in these conferences.

A parent or a teacher may request to schedule a conference at other times during the school year, but it will be scheduled either before or after school hours or during the school day, based on teacher availability. Parents may arrange for these conferences by contacting the teacher with whom they wish to meet. The Headmaster or principal will be available for any of these conferences, if so requested by the parent or the teacher.

Timely/Urgent Communications

Phone calls and/or other electronic communication are used to ensure that information is effectively distributed to the CPA community in a short time. Typically, these communications are used when school is not open, to inform about snow days, unexpected school closings, or emergency occurrences. The communication may also be used during school hours for circumstances such as sudden inclement weather and emergencies. The communication is initiated by the Headmaster, a principal or a designated member of the administration.

Communicating Weather-Related Closings/Delays

Occasionally, adverse weather affects the normal operations of the Academy. The Academy's response to weather conditions will be determined by the Headmaster, taking into account the safety of the students. If a decision is made, it is be posted on the CPA website; shared via email, social media and/or text, and communicated to local TV channels for their Weather Report updates.

Most often, weather-related problems result in closing school for the entire day. In some circumstances, the start of the school day is delayed, giving the opportunity for class work to those students who will be able to reach school after the weather has abated. During times of threatening weather, parents should use discretion as to whether or not to bring their children to school. The safety of the children is paramount, so parents must make the decision as to whether to bring children to school late, to pick them up early, or to keep them home when icy conditions make driving hazardous.

If it is necessary to dismiss school before the scheduled end of the day, the information will be announced on TV stations and via the CPA communications office through means such as phone calls, texts and email. Regular procedures for end-of-the-day pickup apply. Academy staff members will remain to supervise students until parents

are able to pick them up. No student will be allowed to leave class to call home.

If any parent feels that a child's safety is threatened because of imminent weather conditions, the parent is encouraged to contact the school about picking up the child or requesting that the child ride home with another parent. When calling, parents should be brief to avoid tying up phone lines; parents should remind students they are picking up to sign out at the office.

If there is an imminent threat of weather conditions that are a danger to people exposed out-of-doors, appropriate measures will be taken for the safety of students and staff. In this case, students will not be released to leave the building, even in the company of a parent, until it is clear that conditions are safe.

Email Communications

All faculty and staff are accessible by email during the school day, although a response may not be sent until the next day. A directory of faculty and staff emails is available on the CPA website.

As a policy, CPA does not distribute family or personal email addresses to other school families or to external parties.

CPA Website (www.cpalions.org)

The CPA website is a tremendous resource for parents and students. The home page is updated daily with current news and events, and the site also includes such information as lunch menus, uniform information, athletic scores, directions to away games, fine arts ticket information, staff contacts and summer reading lists.

Concerns regarding the website should be addressed to the Communications Office by sending an email to: cpacommunications@cpalions.org.

PowerSchool

PowerSchool is a secure, web-based information repository students in the middle and high schools to view their own information. Parents of students in grades 2-12 can see their children's information via a passcode.

The PowerSchool website presents recent grades and academic progress (updated periodically), mid-quarter grade review, nine-week report cards, announcements, messages, attendance (high school only), and some assignments, based on grade level.

PowerSchool will be locked for any student whose tuition-and-fees balance is past due.

Questions or concerns regarding PowerSchool should be directed to the school Academic Coordinator.

Calendar

A listing of key calendar dates for the school year, and a PDF version of the entire annual printed calendar, are available on the website at: www.cpalions.org/calendar.

Parent Support Fellowship (PSF)

Parent Support Fellowship (PSF) provides support to the Academy in general, its staff and faculty through prayer, encouragement, and active involvement in school activities and concerns. It operates under the direction of an appointed Board whose members represent the families of the Academy. PSF includes all parents and grandparents of CPA students, and welcomes members of Christ Presbyterian Church who desire to

actively support the Academy.

PSF Board members are asked to serve based on gifts and abilities, area of experience, and willingness to serve. Since all members are expected to handle committee assignments, consideration will be given to the needs of each new Board. Members serve two-year terms, with couples counting as one member. Membership of the PSF Board shall remain constant at nine members.

Nominations for Board members can be made in early spring by current Board members, trustees, administrators, or Academy parents, with the Academy Board of Trustees selecting the slate of possible candidates. PSF Board members, including the President and President-Elect are appointed by the Academy Board of Trustees.

PSF 2012-2013 Board and Committee Chairs

President..... Mary Lisa and Mike Gingras
Secretary / Treasurer..... Kim and Charles Crews
Prayer Ministry..... Valerie and Brad Duvall, Julie and Jeff Cook
Faculty and Staff Appreciation Karen and Mark Hattan, Debbie and Donn Beam
Parent Education Kate and Grant Jackson
Elementary School Committee..... Trish and David Cooper
Middle School Committee Catherine and Henry DePhillips
High School Committee Lori and Jeff Orr
CPA Dads..... Angie and Rob Gage, Melissa and Dan Hutts

Prayer Ministry

The purpose of the CPA Prayer Ministry is to support the mission of the Academy by encouraging parents to enthusiastically pray for their children, other students, staff, and needs of Christ Presbyterian Academy.

“Not to us, O Lord, not to us, but to Thy name give glory.” Psalm 115:1

This purpose will be administered under the direction of a CPC Elder, a CPA Board member, and a CPA Faculty Liaison.

2012–2013 Prayer Ministry Team:

CPC Elder / CPA Board Member – Bruce Williams
Prayer Ministry Coordinators – Julie Cook, Valerie Duvall
CPA Faculty Liaison – Melissa Jean
Elementary School Representatives – Fran and Wes King
Middle School Representatives – Julie and Rob Dustin
High School Representatives – Dru and David Wilson
School-Wide Prayer – Geniese and Tom Gilman

Parent Field Trip Support

Field trips offer Academy students opportunities to enrich classroom learning and provide service to the community. Each trip is carefully planned by the classroom teacher and approved by the appropriate administrator.

In the elementary grades, each family is asked to provide one driver for one field trip

per child, if at all possible. Drivers can be moms or dads, with a well-maintained car containing at least four belted seat positions. The driver should have a cell phone.. Children love having their parent along on a field trip; parents get to know other children and parents, and the burden for driving does not fall onto the same people all the time. Drivers for field trips should observe the following guidelines:

1. Drivers should make arrangements for other children, and must not plan to take them along.
2. Drivers must arrive at school fully prepared, at the appointed time.
3. Drivers will be given map or specific written directions to the destination by the teacher, and should follow it rather than an independent route. A buddy system should be organized among drivers
4. Children in the car must be confirmed as properly buckled up individually, and using booster seats when required.
5. Drivers are expected to observe posted speed limits and obey all other laws and rules of the road.
6. While on the field trip, drivers must maintain responsibility for their assigned children, unless explicitly directed by a teacher.
7. In case of unexpected problems, drivers should contact the CPA office by means of the emergency telephone number provided to them, as well as the "Driver Buddy" assigned to them.
8. Cars should not make any stops going to or returning from the destination site.
9. In-car electronic entertainment (videos, handheld games) should not be employed.

Other Parent Opportunities

Parents are welcome and encouraged to participate in numerous aspects of academy life. From donating books to the CPA Library, to working concessions at athletic events, opportunities abound. A current list of parent opportunities is available on the website, www.cpalions.org, in the Parents section.



VIII. Citizenship and Conduct

Attendance

Daily attendance and punctuality are essential to academic achievement and the total development of students at CPA. Regular school attendance increases the likelihood of a child's success in school. If you are aware of a situation with the potential to cause your child an unusual number of absences, please contact the school to discuss it.

Punctuality

Students who arrive by the start of their school day go directly to their classroom. Arriving later requires a student to sign in at the appropriate office. If tardiness results from causes that are excused absences (listed in a later section, this chapter), no penalties will be imposed. If a student is habitually tardy, the school may impose guidelines to address the problem.

In middle and high school, students are expected to be in the classroom by the starting time for each class. Entering the classroom late will earn penalties for tardiness unless, in the teacher's view, the portion of the class period remaining is inadequate for the student to be credited with attendance, thus resulting in the student's being marked absent.

Excessive Absences

An accumulation of absences has several effects. It is CPA policy that, except in a case of serious illness or accident substantiated by the care-giving physician, a student who misses more than nine (9) classes in any course during one semester may not receive semester credit for the course. This policy applies whether absences are excused or unexcused. Parents of high-school students will receive communication about their child's attendance record at the following benchmarks:

- 3 absences in a class: email sent to parents
- 5 absences in a class: notification letter sent home (students can have a parent note for 5 absences; every absence after that requires a note from a physician)
- 7 absences in a class: required parent meeting with high-school administration
- 10 absences in a class: may result in loss of credit for the course

State law provides that if a student has five (5) or more unexcused absences, a school administrator must seek a conference to discuss the situation with parents. If the number of unexcused absences reaches ten (10), the school may be required to notify the State Truancy Office. Also, state law requires that students with 10 consecutive or 15 total unexcused absences in a semester will lose their Driver's License or be ineligible to obtain a Driver's License.

Absence Due to Illness

If a student is ill and will miss any part of the academic day, a parent should call or email the school's administrative assistant by 8:30 a.m. and leave a message. Upon returning to school, the student should bring a written note to the office and attend "ASAP" (middle school and high school) for missed work. After five sick days, parents

must provide a doctor's note to verify the illness. Elementary students should talk with their homeroom teacher regarding missed assignments.

Participation in Extracurricular Activities

In most cases any student involved in interscholastic athletics, a fine arts production, or other extracurricular event may not participate in that activity if absent the day of that practice or event. For the purposes of this stipulation, any student arriving after 10:30 a.m. will be considered absent and will forfeit participation in any extracurricular activity that day.

Excused Absences

Absences that are foreseeable should be submitted to the school office on the planned-absence form, one week in advance. With inadequate prior notice, an otherwise excusable absence will be considered unexcused. Upon returning to school after an excused absence, a student must bring a verifying note.

Absence from school for part or all of a day for the following reasons will be considered excused, and incur no penalty:

- School-related trips (note from supervising teacher)
- Injury or Illness (note from a parent)*
- Death in the family (note from a parent)
- College Visits (note from the college office)
- Court Appearances (note or other document from court)
- Driver's License Testing (note or other document from the licensing station)

Using the same form, a student may request that an absence for other reasons be excused. These requests will be evaluated by on a case-by-case basis, taking into account the nature of the request, the student's record in academics, attendance, and discipline issues, as well as concurrent events on the school calendar. Examples of requests that will be considered for approval as an approved absence:

- Mission Trips
- Non-CPA competitions
- Major Family Events (e.g., 50th Anniversary)
- Weddings (immediate family)
- Graduations (immediate family)

Examples of requests that will not be considered for approval as an approved absence:

- Concerts
- Sporting Events
- Vacations
- Shopping Trips
- Hunting / Fishing Trips
- Hair Appointments

Consequences for Unexcused Absences

At the end of each grading period, there will be a 0.5 point reduction in the nine-week grade for each class, for every day unexcused. Implementation of this policy begins in fourth grade.

Probation

Students may be placed on probation by the administration at any time during the year if it is determined that the student is not meeting the standards of the school in a satisfactory manner. If, at the end of an academic year, the administration advises against a student returning, the student may not be issued a Reenrollment contract or may be asked to withdraw.

Making up Missed Work

Students are obligated to make-up work missed during any absences, regardless of whether or not they are excused, school-sponsored, emergency, or for full or partial days. Students will have an equal number of days to make up work as absent (1 day absent = 1 day to make up work).

ELEMENTARY SCHOOL

Parents of elementary students should call or email the school office by 10 a.m. to request homework. That work may be picked up from the homework table in the upstairs lobby after 3 p.m. All other arrangements for make-up work should be made with the classroom teacher.

MIDDLE SCHOOL

1. Teachers will not give assignments in advance. Students who are absent are encouraged to check PowerSchool for assignments.
2. The following guidelines apply for missed work/ tests/ assignments:
 - a. ASAP (Absent Student Assignment Procedure) is held Tuesday, Thursday and Friday from 2:20 to 2:55 p.m. On Monday and Wednesday, the student may pick up work or take quizzes or tests from 11:50 a.m. to 12:55 p.m. in assigned grade rooms, except for the first and third Mondays of each month.
 - b. Report to ASAP the day the student returns to school. If student leaves and returns the same day, he/she must report to ASAP that day.
 - c. Student will be expected to remain in ASAP every day or until he/she has finished all make-up work.
 - d. Students are responsible to make up tests on the day they return to school in the ASAP time slot unless otherwise approved by the teacher.
 - e. If a student misses an entire day, he/she will begin make up tests and assignments during ASAP on the day he/she returns to school.
 - f. We recommend that students check with other students or check PowerSchool to determine what they are missing when absent. There may be work they can do to keep from falling behind in their classes. All questions related to ASAP should be directed to the faculty team leader in the specific grade.

HIGH SCHOOL

A student will have one day per absence to make up missed work, and must attend ASAP (Absent Student Assignment Procedure), even if they just check in and leave after finding no assignments from classes missed. The student must finish all work by the date designated by each teacher.

ASAP is the term for teacher-supervised work sessions for completing assignments that are missed while a student is absent. It is held 6:45 to 7:25 am, Monday through Friday; and 2:55 to 3:45 pm, Monday through Thursday. On Friday, students may pick up work at the afternoon ASAP to be completed over the weekend.

1. No assignments will be given in advance except in special circumstances approved by an administrator. All missed work will be made up in ASAP until it is completed.
2. If a student comes late to school and misses a test, it must be taken in afternoon ASAP that day. If a test review is missed, the student is still expected to take the test on the announced day. Tests will not be made up during study hall. If a teacher allows a student to take the test under the teacher's supervision, the student is responsible for communicating the arrangement to the ASAP supervisor. Failure to communicate will cause the student's absence to be unexcused, resulting in demerits.
3. If absent for an entire day, a student will be expected to take missed tests on the day of returning to school, during ASAP.
4. Other than the above mentioned test make-up option, the student will choose ASAP upon returning to school or when signing in as tardy past 8 a.m. Any student who is tardy, even if excused, must report to ASAP. Depending on what work is missed, the student will be assigned to ASAP until all missed work is complete to the teacher's satisfaction. Students must sign in properly at ASAP to be counted as present.

Leaving Campus During the Academic Day

No student may leave campus during the school day unless accompanied by the student's parent or with a permission slip on file. The Academy will not release a student to any other person unless permission has been verified by a parent and approval given by the school office. For special cases involving high-school students with their own vehicles, see "Student Automobiles" section.

Elementary and Middle School

Students may leave campus during the school day only with parental telephone contact with the school office or personal appearance of a parent. Notes from home requesting a student to be dismissed at a particular time must be confirmed by telephone or personal contact. All students leaving campus early must sign out at the school office.

High School

A student will be dismissed from school for an appointment only with a written note or phone call from a parent, submitted to the school office by 8:00 am. As always, a student must sign out at the school office before leaving and sign in when returning. When signing in upon return, a student will choose AM or PM to make up the work missed.

Students who become ill during the academic day must be dismissed by the school nurse. See "Student Automobiles" for information about a student driving himself home when ill.

When a student is sent home for an uncorrectable dress-code violation, any class time missed is unexcused.

Campus Life

After-School Policy—Elementary and Middle School

At 3 p.m., students are dismissed to their pick-up areas. Elementary students not picked up by 3:15 will remain with the late-duty teacher until 3:30. (*For more details, refer to the Arrival/Dismissal Policy.*) Middle-school students will NOT be supervised and will receive demerits for being at school after 3:15, except for the following reasons:

1. Middle-school games/meets beginning immediately after school.
2. Team practices/games/rehearsals. Students must report immediately after school to their coaches/directors.

Please note:

1. ***Wednesday is not an exception.*** Students must leave the buildings between the end of school and the beginning of Wednesday-night activities at Christ Presbyterian Church.
2. Waiting for an older sibling to finish a practice/rehearsal is not permitted. **The school and church will strictly enforce this.**
3. Students remaining in the building will be sent to the carpool area until ride arrives.

This policy is designed for your child's protection and well-being, as well as for the school's security. Failure to pick up your student by 3:30 p.m. will result in disciplinary actions, unless other arrangements have been made through the administration.

Student Responsible Use Policies

For Technology and Electronic Devices

Christ Presbyterian Academy is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct academic research consistent with the educational goals of the Academy. We advocate training our students in the practice of safe, legal, and responsible use of information and technology. *With these opportunities comes responsibility.* The **Responsible Use Policy** is designed to give students and families clear, concise guidelines regarding the use of technology on the CPA campus. The underlying premise of this policy is that all members of the CPA community must uphold the values of honesty and integrity, consistent with the Biblically based mission of the Academy while conforming with laws of the United States and the State of Tennessee. While providing our students with access to extensive resources, we also have in place safeguards to protect students from pernicious or harmful materials on the Internet. However, on a global network, it is impossible to control all inappropriate materials. *We expect our students to use good judgment and to utilize technology with integrity.* The signatures at the end of this document are binding and indicate that the parties who signed have read the terms and conditions carefully and understand the significance of each.

Note: This Responsible Use Policy and all rules and regulations contained herein

apply to all students using any computer, laptop, electronic tablet (school-owned, school-issued, or personally owned) or mobile device on the Christ Presbyterian Academy campus. Agreement is implicit with the use of the device, even without a signature. By using this network, users have agreed to this policy.

USAGE GUIDELINES

Christ Presbyterian Academy provides our students access to various digital resources, including a wide range of educational materials through computers and online services. We use content-filtering technology on all school computers with Internet access to protect against unacceptable web content. However, no web-filtering technology is 100% effective. The Academy makes every effort to monitor online activity. **Listed below are guidelines and expected behaviors that each student is to follow while using technology at CPA.**

Safety and Privacy

- Students are not to give any personal identifying information regarding themselves or other students through email or the Internet, including full name, phone number, address, passwords, etc., except regarding themselves in the college-application process.
- Students are not to provide email addresses or other personal-identifying information regarding faculty or administration to anyone outside of the school without permission.
- Student pictures and/or work may not be included on a school/ classroom webpage with identifying captions, unless the site is password protected, or with parental permission for use as approved by the administration in official academy communications.

Extended Safety Pre-K: Teachers of students in Pre-K will provide Internet access/login for their students. Students in grades 3-5 may access the Internet using a school-owned computer when directed to do so by a teacher.

Password Protection

- Internet passwords are provided for each user's personal use only and are, therefore, confidential. Students are NOT to share any passwords and must secure and maintain private passwords for network, email use, PowerSchool and Moodle, as well as laptop/iPad access.
- If a student password has been discovered, the student will change it immediately and notify a teacher or administrator who in turn will notify the Technology Department.

Network Access

- Students are not to knowingly degrade or disrupt the network, online services, or equipment. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, or attempting to gain access to restricted or unauthorized network services, including servers or network information that is not open to the public.

- The utilization of proxy-avoidance IP numbers, websites, or programs is prohibited.
- Any commercial use is prohibited. Students may not use the school network for commercial or private business reasons.
- The Academy is not responsible for damaged or lost personal data transferred through the campus network or stored on school-owned laptops, computers, or servers.

Accessing Inappropriate Material:

- The Internet is a valuable source of information for education. Network and Internet access is provided as a tool for educational purposes only. Inappropriate materials available on the Internet are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store these types of material.
- Christ Presbyterian Academy's network and systems, including any and all computers and devices connected to them, will be monitored using network-monitoring systems and other tools available, including but not limited to content-filtering devices and firewalls. Information monitored and reported includes user name and sites/URLs accessed, applications accessed, and network resources accessed. Certain activities or sites may simply be blocked, where others may generate a notification to IT and Administrative staff.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, the student is to notify a teacher, an administrator, or a member of the Technology Team immediately so that the sites can be blocked from further access.
- The Academy has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information.

Online Etiquette

- Students are to use appropriate language and graphics in all digital communication. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening, demeaning or abusive language of any kind is not acceptable.
- Use of the school's online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexuality, is strictly prohibited. Violations will be subject to disciplinary measures.
- No public blogs, forums or other online posts damaging to the school are to be posted using school computers and/or networks.

E-Mail, Online Services and Social Media

- E-mail addresses provided by the school are to be used only for the exchange of appropriate academic or school-related information.
- E-mail during class is prohibited unless authorized by faculty or administration.

- Students will use appropriate language and will not send derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be subject to disciplinary measures.
- School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher, college counselor or administrator.
- The school reserves the right to search and read email as deemed necessary.
- Only school-related attachments may be sent on the school email system. No chain email letters are to be forwarded.
- Instant messaging, blogging, participation in chat rooms, Skype, Twitter, and other social media (such as Facebook or Pinterest), are all prohibited on the CPA network and during the academic day, except as part of an assigned-class activity that is approved and supervised by faculty or administration.

Cell Phones/Mobile Devices

- Students are not permitted to use cell phones on campus during the academic day except before or after school, or unless prior approval to use the device during a specific time period or class is given by a faculty or staff member. Elementary students' academic day, as it pertains to cell phone use, is from 7:15 a.m. to 3:30 p.m. High-school students may also use their cell phone during their lunch period. At all other times, these electronic devices are to be turned OFF and put away. Silent is not OFF. If a cell phone is heard or seen at any other time during the school day, it will be confiscated and specific disciplinary measures will be taken.

Audio and Video

- Listening to music, either aloud or with earphones, is not permitted during class without teacher permission.
- Listening to music during free periods or at other times while on campus is permitted unless it is disruptive to the activities taking place. Faculty and staff can further restrict this use at their discretion.
- Listening to Internet music websites during the academic day is strictly prohibited, as it has a negative impact on the availability of school resources (bandwidth) for academic purposes.
- Audio on computers and mobile devices should be turned off unless required for the activity being conducted.
- The use of computers or mobile devices to watch movies/videos is not permitted during the school day unless required for a class activity and approved and supervised by the teacher.
- Audio or video recording of others is not allowed unless prior written permission of all parties being recorded is received.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.
- Video streaming of any kind is only allowed with the permission and supervision of a faculty member in conjunction with a class project. Video

streaming has a negative impact on the availability of school resources for academic purposes.

Games

- Games are not permitted during school hours except as part of an assigned, in-class activity.
- Games that are “played” using the school network are not allowed.
- Screensavers that include gaming are not allowed.
- Games that include violence, adult content, inappropriate language, or weapons are not to be installed or played on school computers, including laptops or iPads. The school reserves the right to remove any game from a school-owned or an individually owned device that is considered inappropriate.

School-owned computers

- Students will not change any operating-system configuration or settings; these have been set by the Technology Department. Any change of the operating configuration or settings is subject to disciplinary measures by the administration.
- Students are not allowed to create any BIOS or Open Firmware passwords on any school computer/laptop/iPad. BIOS or Open Firmware passwords are set through the computer’s hardware and are not the same as regular passwords.
- Students are prohibited from accessing faculty, administration, and staff computers, as well as school servers, for any reason without explicit permission from the user or administrator of the computer/server.

Laptops/iPads

- All laptops/iPads, whether personally owned or obtained through the school, are expected to be in good working order at all times.
- Student laptops/iPads must not be left unattended at any time. They must be in a student’s possession or secured in a locked classroom or locker at all times. If a laptop/iPad is found to be unattended, it will be turned in to the Technology Department.
- School-issued/owned laptops/iPads must be carried and transported appropriately on campus. They should be carried in their cases if at all possible. Laptops should be closed when carried. Failure to close the lid of a laptop before transporting it could damage the hard drive and result in permanent loss of data.
- Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school.
- No food or beverages should be in the vicinity of laptops/iPads. These devices may not be used in the cafeteria during lunch.
- Laptops/iPads should be handled with respect and care and are not to be defaced or damaged in any way. Inappropriate treatment of school-issued devices will result in school repossession of these devices for a period of time determined by the administration.

- In the case of theft of a school-issued device, a police report must be filed, and a copy of the police report (including the serial number) must be submitted to the Technology Department in order to process the insurance claim.
- The school reserves the right to remove any software that has been installed that impedes the educational purpose of the iPad/laptop program.
- The school will monitor all technology use on campus during the school day, including logging website access, newsgroup access, bandwidth, and network use.

Copyright Law

Copyright Law protects the ownership of another's creative works. In an educational setting, students are permitted to use others' works under the Fair Use Clause, if they meet the restrictions and cite the work.

Downloading and Installing Software

- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc., through the school's network is prohibited unless it is part of an assigned, in-class activity.
- Applications, software, movies, songs, and other materials protected by copyright law may not be transmitted or duplicated. This includes copyrighted movies, which may not be "ripped" from DVDs or from the Internet and copied on laptops/iPads. Only commercial videos legally purchased from the iTunes store or a similar entity may be downloaded.
- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

File Sharing

- File sharing with the intent to obtain copyrighted materials such as software, movies, music, games, etc., is prohibited
- Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- No file-sharing software is to be installed on any device using the school network.

Plagiarism

- Plagiarism includes the use of any created information that is not properly cited.
- Students should assume that all materials available on the Internet are protected by copyright law. Information obtained through the Internet must be properly cited, in compliance with copyright laws. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Shareware and Freeware

- Shareware and freeware may only be installed on school laptops with prior approval from the Technology Department.
- Shareware and freeware programs such as animated cursors (i.e., Comet Cursor), screensavers, etc., automatically open connections from outside of our network.

These spyware connections not only monitor the computer's activities, but they also slow down the operation of the computer and the network connection.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Responsible Use Policy. Such consequences could include the loss of the use of any school-owned computer/iPad for a specific amount of time determined by the administration and members of the Technology Department, and include possible disciplinary action and possible legal action. These consequences apply to all students using computers, laptops, iPads/electronic notebooks, or cell phones/mobile devices on the school's campus, whether these devices are personally owned or school-issued.
- Any laptop, iPad or mobile device used on the school network, even if privately owned, is subject to all policies and consequences of the Responsible Use Policy including the right to remove content from the device, and the right to retain the device in the school's possession, if there is an infraction of the RUP.
- In the case of repeated abuse and/or damages to a device, the school has the right to revoke a student's privilege of using a device on campus.
- Any change of the operating configuration or settings is subject to disciplinary measures by school administrators.
- Any iPad/computer/laptop damage that is the result of intentional damage or negligence is not covered by insurance. Consequences for these actions will include the student paying for the repair or replacement of the device, as well as other disciplinary actions as determined by the school administration.
- If a student uses a cell phone or other electronic device during the academic day without permission from a faculty or staff member, the device will be collected and sent to the appropriate administrator's office. Consequences of an increasing nature will be discussed when the device is returned to the student. A student who accumulates several of these violations may lose the privilege to carry the device on campus.
- Students are to report any known violations of the Responsible Use Policy to appropriate administrative staff members. Random checks of student laptops/iPads/other devices (both personally owned and school-issued) will be conducted throughout the year to ensure that these policies are followed.

Students are required to adhere to all provisions and conditions set forth in this Responsible Use Policy. Christ Presbyterian Academy takes no responsibility for activities conducted on school computers, laptops/iPads, personally owned or school-issued laptops/iPads/devices, or materials stored on such computers, laptops/iPads, or the school's network.

[Here is the RUP Form that students will sign and return]

Christ Presbyterian Academy
2012-2013 Responsible Use Policies
For Technology and Electronic Devices

Students are required to adhere to all provisions and conditions set forth in this Responsible Use Policy. Any violations of this policy will result in disciplinary action, the loss of computer/laptop/iPad/device privileges, and possible legal action. Students are to report any known violations of this Responsible Use Policy to appropriate administrative staff members. Christ Presbyterian Academy takes no responsibility for activities conducted on school computers or laptops; or materials stored on computers, laptops, or the network.

I agree to abide by the guidelines of the **Responsible Use Policy** as described above. I understand that there will be consequences for not adhering to these guidelines. These may include (but not be limited to) Saturday School, suspensions, loss of computer/laptop/iPad/device privileges, dismissal, or referral to law enforcement.

Student Name (print): _____ Grade: _____

Student's Signature:

Parent's Signature:

Lockers and Locks Policy

Students are to use the lockers and hooks for books and personal items. Students will be provided with a CPA-issued lock, if requested. Students are responsible to keep and maintain items in their locker safe. CPA is not responsible for items missing if student lockers do not have locks. In May, each student is expected to turn in the exact lock that was originally received, or pay a \$5.00 replacement fee before taking any final exams.

Warning: No books, bags, or personal belongings are allowed on the floor. Students will receive demerits for having books/bags left on the floor.

Driver's License

A student may be excused from school for the equivalent of 1/2 of a school day to obtain a driver's license, on one occasion only. An excused absence is granted provided no tests are scheduled during the absence.

State licensing procedures require students to maintain minimum standards of attendance (less than 10 consecutive or 15 total unexcused absences per semester) and academics (a passing grade in three of six courses); a license application and required verification form can be provided by the high-school office.

Student Automobile Policy

- Students are expected to drive cautiously and courteously on campus, observing the speed limit and being careful to watch for children.
- Student vehicles are to be parked in designated parking areas, and locked. Students must observe all traffic rules to maintain the privilege of driving to CPA. Vehicles are to be left in place after the school day begins, except for uses approved by the school office.
- A student driving to school must register the vehicle to be used with the high-school office.
- Each student is responsible to know and follow all driving rules of the Church and Academy campus.
- If a student is dismissed by the school nurse because of illness and intends to sign out and personally drive home, a parent must give verbal permission to the school office before the student leaves.
- A student's use of a personal vehicle to run errands for the school requires permission from the principal and a parent. The student is still expected to sign out and in at the office.
- Permission from the school office is required before a student may visit a car or the parking area during the school day.
- Vehicles are to be parked in designated areas. Spaces for seniors and faculty members will be communicated.
- Students are not to be driven by other students during the school day unless permitted by the school office after verifying parental approval.

Other Campus Restrictions

- No skateboards, roller blades, or skates are to be brought onto school grounds at any time.

CPA School Uniforms

Uniform Guidelines for all Students

Uniforms must be worn from the time of a student's arrival on campus until afternoon dismissal. Parents will be expected to partner with us in the enforcement of the CPA uniform policy prior to their student(s) even leaving home in the morning. All attire must also meet the following guidelines:

1. All uniform items must be originally purchased at **Educational Outfitters** with the exception of shoes, socks, belts, tights, leggings, and optional CPA outerwear.
2. All clothing must be of appropriate size, worn modestly, and in good repair.
3. **Brown or Black Belts** are required with pants and shorts.
4. Boys must have all shirts tucked in. Girls must have oxford shirts tucked in.
5. **T-shirts and camisoles** worn under collared shirts must be white, black or purple and have no visible lettering or graphics. White, black, or purple long-sleeve T-shirts may be worn underneath short-sleeve shirts.
6. **Skirts, skorts, and jumpers** must be no shorter than 3 inches from the top of the knee. (The 3" size of a standard 3" x 5" index card will serve as a consistent means of measurement.) All girls K-12 are required to wear **black shorts**, leggings or tights underneath the jumper and skirt.
7. **All shoes must be closed-toe.** *Grades K-6* may wear predominately white, grey or black athletic shoes with matching laces and non-marring soles; shoes may have a minimal amount of contrasting color such as a stripe or logo; Merrell-style jungle mocs in tan suede and black Mary Jane with rubber soles are permitted. *Grades 7-12* are required to wear brown or black leather shoes; moccasins and slippers are not allowed. No boots/Uggs may be worn unless specified by the administration.
8. **White or Black Socks** must be worn at all times. Acceptable alternatives for girls are black tights.
9. **Hair** must be clean and neat. Boys must have hair that is cut above the collar in the back, above the bottom of the ears so ears are visible, and above the eyebrows. Boys must be clean shaven. Hair accessories or scarves must be white, purple, or black. No hair style, hair color, or hair accessory that draws attention to the individual is permitted.
10. Boys are not permitted to have visible piercing. Girls are only allowed to have pierced ears visible. No gauges are permitted. Boys and girls with non-conforming piercings are NOT allowed to wear them on jeans/comfy days.
11. Hats are not permitted inside the buildings during the school day, except with permission during specially designated events and occasions.
12. On Chapel days, middle- and high-school students must wear Chapel attire. Boys wear a white oxford shirt, required tie, khaki pants, belt, required socks, and leather shoes. Girls wear a uniform skirt, tucked in white button-down oxford shirt, required socks or tights, and leather shoes.

Uniform Items for Students Grades K-5

Boys' K-5 Everyday Options:

- Khaki pants
- Khaki shorts
- Black or brown belt
- White, purple, black short-sleeve knit shirt
- White, purple, black long-sleeve knit shirt
- White long-sleeve oxford
- Black V-neck sweater
- Black sweater vest
- Black hooded sweatshirt
- Black fleece jacket
- White or black crew socks
- Shoes: See #7, Uniform Guidelines

Girls' K-5 Everyday Options

- Plaid jumper
- Plaid skort
- Plaid skirt or kilt
- Khaki pants
- Khaki shorts
- Black or brown belt
- White long or short-sleeve Peter Pan blouse
- White $\frac{3}{4}$ sleeve oxford overblouse
- White long-sleeve oxford shirt
- White, purple, black short-sleeve knit shirt
- White, purple, black long-sleeve knit shirt
- Black cardigan crew-neck sweater
- Black V-neck sweater
- Black sweater vest
- Black hooded sweatshirt
- Black fleece jacket
- Headbands and bows
- Black bike shorts, leggings, tights, knee socks
- White or black knee or ankle or crew socks
- Shoes: #7, Uniform Guidelines

Uniform Items for Students Grades 6-12

Boys' 6-12 Required Items (Chapel days and other designated days)

- Khaki pants
- Black or brown belt
- Long-sleeve white oxford cloth shirt
- Uniform tie

- Black or white ankle or crew sock
- Socks must be worn at all times.
- Shoes: See #7, Uniform Guidelines

Boys' 6-12 Optional Items (non-Chapel days)

- White, purple, black short- and long-sleeve polo-style knit shirt
- Black hooded sweatshirt
- Black fleece jacket
- Black sweater vest
- Grey CPA athletic hoodie / grey three-quarter zip jacket

Girls' 6-12 Required Items (Chapel days and other designated days)

- Plaid skirt or kilt with black bike shorts, leggings, or tights underneath
- Long-sleeve white oxford cloth shirt
- White or black knee socks or white ankle or crew socks
- Socks must be worn except with tights.
- Shoes: See #7, Uniform Guidelines

Girls' 6-12 Optional Items (non-Chapel days)

- Khaki pants (required if skirt length is too short)
- Black or brown belt
- White $\frac{3}{4}$ length overblouse
- White, purple, black short- and long-sleeve polo-style knit shirt
- Black sweater vest
- Black cardigan sweater
- Black hooded sweatshirt
- Black fleece-style jacket
- Grey CPA athletic hoodie / grey three-quarter zip jacket

Honor Code

Purpose

To enforce student conduct, disciplinary measures are designed to exact consequences for misbehavior. In contrast, the CPA Honor Code represents the internalizing of a godly character, derived from a desire to “walk in a manner worthy of the calling you have received.” Discipline, whether imposed by others or oneself, restricts behavior based on aversion to the consequences that might result. Honor, whether embodied in a code or not, governs behavior based on a character committed to spiritual values, regardless of the consequences that might result.

The CPA Honor Code helps the student to recognize that allegiance to Christ should exert a tangible influence on day-to-day life; to reject the temptation of grasping a benefit without earning it; to set a higher value on one’s dignity as a child of God than on acclaim in some area that could be gained through sullied efforts.

An honor code also supports the greater CPA community by promoting a strong sense of mutual trust and respect among all members of the community. A code establishes that expectations and stated criteria for success are applied evenly and fairly—whether in athletic competition, academic success, or the social environment.

One essential aspect of an Honor Code is the responsibility of a student to hold fellow-students to its standards. The thought of supervising one’s peers may seem odious to some students; it will smack of disloyalty and “tattling.” And so it could be, if the goal were to catch rule-breakers and get them into trouble. Instead, mutual accountability can only be based on an allegiance to God, and therefore to his standards, to his community at CPA and its ideals; an allegiance that overshadows personal affinities and fear of condemnation. Indeed, students may come to understand that it is no kindness to remain silent while a friend succeeds through dishonorable behavior: loyalty to a friend is a stronger and more costly bond than amiable disregard.

The Honor Code

The CPA Honor Code is founded on three commitments:

I will act with integrity.

I will communicate with honesty.

I will honor the rights of others.

Application of the Honor Code

In academic assignments, teachers will clearly explain what level of assistance is allowed and what resources are restricted. Based on these boundaries, students will certify the Honor Pledge, which states, “I have neither given nor received unauthorized aid on this work.”

A list of actions that are considered violations of the honor code is presented later in this section. Such a list is necessary as a basis for incorporating the honor code into the CPA environment. However, the Code’s foundational commitments are values that are not limited to a particular setting or activity, but that apply to choices one faces throughout life.

An Honor Council is charged with hearing accusations under the Honor Code and,

after deliberate consideration, recommending a course of action to the Headmaster. The appointed members of the Honor Council are available to advise students, parents and faculty on Honor Code procedures.

Honor Code Violations

1. Using unauthorized materials for academic work submitted for credit. Examples of unauthorized materials include notes, textbooks, previous examinations, exhibits, experiments, papers, or other supplementary items, whether from another student or a commercial source.
2. Providing unauthorized assistance to another student or receiving unauthorized assistance from another student. Examples include copying or allowing another student to copy a student's individual work; discussing an examination with another student in order to give or gain prior knowledge of it; providing or obtaining copies or excerpts of an assignment or examination for personal advantage, whether the work of a current or past student. These activities are forbidden whether accomplished by physical encounter or electronic transmittal.
3. Giving false or misleading information regarding any school-related matter, whether by intentional lies or ill-informed assertions (i.e., passing rumors). Examples include forged or misrepresented parental communications; answering untruthfully when questioned about misconduct or honor violations; falsely accusing another student of an honor violation, infraction of school rules, or a crime; dishonestly representing one's achievements, qualifications, or fulfillment of a regimen.
4. Making unauthorized changes in any reported grade or on an official academic report form, such as in-class grading.
5. Falsifying scientific or other data submitted for academic credit, or records of accomplishment submitted in athletics or other endeavors.
6. Plagiarizing: deliberately copying, writing, or presenting as one's own, information, ideas, or phrasing of another person without proper acknowledgment of the true source.
7. Using computing facilities or library resources in an academically dishonest manner or a manner that betrays the values of Christ Presbyterian Academy.
8. Falsely representing oneself or one's actions as authorized by the Academy.

(Components from Honor Codes in place at James Madison University, Harpeth Hall School, United States Naval Academy, Montgomery Bell Academy)

Student Discipline

It is Academy policy, as well as state law, to maintain strict standards of privacy regarding disciplinary actions imposed on a student. Information regarding such matters will be strictly limited to the student and parents, and leadership staff directly involved in the matter; the CPA Board of Trustees, when required by policy; specific members of staff and faculty, only to the extent necessary for implementing disciplinary measures, in accordance with the Family Educational Rights and Privacy Act (FERPA).

Principles of Discipline

1. Conduct and attitude shall be respectful. Disruptions in class, inappropriate behavior, or repeated violations of prescribed Academy policy will not be allowed.
2. Honesty and integrity are to be exemplified in the behavior of all Academy students.
3. Respect for authority is expected of each student at all times, either in or out of school.
4. Academy / church / personal property shall be protected. Malicious or careless defacing of property that results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property by the student or his / her parent(s).

Discipline in the Elementary School

The elementary years are foundational in training work habits and behavior. School provides many opportunities for children to successfully demonstrate behavior that brings glory to God and shows respect for themselves and others. Just as parents must responsibly impose discipline on behaviors that fall short of these goals, teachers at the Academy also discipline students in the context of training and teaching God's covenant children.

In the primary grades (K-2), teachers use behavioral systems that encourage and affirm students for making right choices in their behavior, and give consequences for inappropriate student behavior. As students mature, the emphasis becomes making a right choice because it is right, rather than for the goal of earning a reward or avoiding a consequence. Appropriate behaviors, attitudes and work habits are outlined in PowerSchool, and progress is noted quarterly. Teachers maintain a pattern of encouragement and may seek to counsel with students and parents. The principal and / or assistant principal are involved in discipline as needed.

Discipline in the Middle and High Schools

The following is a summary of disciplinary procedures implemented in the middle and high schools. This is not a hierarchy of disciplinary steps to be followed in order. It is simply a list of the responses to infractions the Academy may apply after taking all factors into consideration. Specifically, an infraction could arise that warrants for a student to be suspended or expelled even without prior offenses, and without the imposition of intermediate procedures.

Demerits/Saturday School: Grades 6-12

The Demerit System is used as a consequence for minor infractions of policies and procedures. Demerits serve as a warning and reminder for students to change their behavior or to remember a certain procedure. Any staff member can issue demerits. In this system, each incidence of infraction is represented by a number of demerits.

Quarterly demerit totals will be tracked to identify habitual behaviors. These behaviors might require specific interventions to encourage positive habits. The demerit threshold for identifying habitual behaviors is set by school administration. Possible interventions may include, but are not limited to, one or all of the following: behavior contract, in-school suspension, out-of-school suspension, or a hold put on readmission.

Counsel: In a private meeting, a teacher explains the concerns and potential consequences of an infraction. If the student is responsive, discipline may end with this simple counseling session.

Conferences: In areas of more serious or repeated concerns, the Headmaster, school principal, and any directly involved staff person will meet with the student and both parents to discuss the situation.

If the situation is determined to be one requiring ongoing counsel, the pastoral staff of the family's church will be asked to come alongside the family to help resolve the difficulty. The Academy recognizes that the shepherding of a family is the responsibility of their church.

Suspension and Expulsion: More serious conduct may warrant a student's suspension or expulsion. Behavior for which these penalties might be considered include:

- Fighting
- Flagrantly abusive language
- Bullying*
- Stealing
- Cheating on a test or assignment*
- Skipping class or leaving the Academy without permission
- Use or possession of fireworks, firearms, or other weapons on campus*
- Use of profanity or blasphemous language
- Inappropriate sexual conduct
- A history of attitude problems which do not respond to school authority
- One or more serious incidents of insubordination or disrespect
- Assault of a teacher
- Violating the CPA Drug, Alcohol, and Tobacco Policy*
- A credible threat* made against any member of the CPA community, including a student, a member of the staff of the Academy or Church, and families of students and staff, as well as Church and Academy property

- Specific behavior is discussed more fully in a relevant section within STUDENT CONDUCT.

The above is not an exhaustive list; the penalties of suspension and expulsion may be considered for any behavior inconsistent with the goals, philosophy, and policies of Christ Presbyterian Academy or any other just cause as determined by the Headmaster and, in the case of expulsion, the Board of Trustees.

- **In-School Suspension (ISS):** ISS restricts the student from attending class, but requires the student to be at school in a designated area under a teacher’s supervision. At the end of the nine-week grading period, each teacher will deduct 0.5 point per suspension day per course from the nine-week grade.
- **Suspension (Out-of-School Suspension or OSS):** Suspension restricts a student from attending class, being on campus, or participating in any form of extracurricular activity. Absences while on suspension are unexcused. All academic work missed during this period must be made up for credit. At the end of the nine-week grading period, each teacher will deduct one point per suspension day per course from the nine-week grade.
- **Expulsion:** If the severity of student conduct requires consideration of expulsion, the decision will be administered by the Board of Trustees. Any student expelled from the Academy may request readmission in writing to the Headmaster. Consideration for readmission shall be made by the Board of Trustees. The Academy reserves the right to deny readmission, admission, or continued enrollment to any student whose actions demonstrate that it is not in the Academy’s best interest to allow admission, readmission, or continued enrollment.

Disciplinary Disclosure: CPA, in accordance with National Association for College Admission Counseling (NACAC) standards, informs colleges of serious disciplinary violations occurring in grades 9-12 upon the college's request. These violations include but are not limited to suspensions and expulsions.

Middle School Demerits

- **RESPECTFUL:**

Not following classroom expectation	1 demerit
Talking without permission	1-2 demerits
Disrespect to teacher or fellow student	3-5 demerits
Being asked to leave class	5 demerits (phone call to parent)

- **RESPONSIBLE:**

Food/gum	2 demerits
Dress Code violation	3 demerits
Inappropriate use of technology	(see <i>Responsible Use Policy</i>)

Cell phone/MP3 player

(see *Cell Phone Policy*)

• **READY TO LEARN:**

Not prepared for class	1 demerit
Missing ASAP	2 demerits
Tardy to class	2 demerits
Incomplete homework	2 demerits
No homework	3 demerits

Notes For Middle School Demerits

1. Saturday School hours are calculated on a two-week period. The first hour is earned by receiving the same number demerits as the number of days in the two-week period. For example, if the first week has five days and the second week has three days, the student must earn eight demerits to receive the first hour of Saturday School.
2. After having received demerits equaling 1 hour of Saturday School, the student will receive an additional 30 minutes of Saturday School for every additional demerit amassed.
3. Saturday School is scheduled twice a month on a planned schedule from August to May, 8:00 a.m.–Noon.
4. If a student misses Saturday School for any reason other than an emergency, time served will be doubled. Any request to reschedule due to an emergency must be approved by the Middle School Principal or Disciplinary Committee Chair.
5. If at any time a student receives more than four hours of Saturday School during a two-week period, then the student will have to serve the additional hours in In-School Suspension the following week.
6. Students should dress in school uniform unless directed otherwise.

High School Demerits

RESPECTFUL:

Not following teacher directions	1-5 demerits
Not following classroom expectations	1-5 demerits
Removed from classroom	5 demerits (phone call to parent)
Disrespect to teacher or fellow student	3-5 demerits

RESPONSIBLE:

Tardy to class	2 demerits
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Dress code	2-5 demerits (if not in uniform, sent to office)
Inappropriate use of technology	2-5 demerits (confiscated; see <i>Responsible Use Policy</i> and <i>Cell Phone Policy</i>)

READY TO LEARN:

Not prepared for class	1-5 demerits
Missing ASAP	2 demerits
Missing required tutorials	4 demerits

Notes for High School Demerits

1. During the course of each week, if a student accumulates a number of demerits equal to the days in that week, the student is expected to attend the next Saturday School, reporting to the Academy on Saturday morning from 8 a.m.-Noon.
2. After having received demerits equaling 1 hour of Saturday School, the student will receive an additional 30 minutes of Saturday School for every additional demerit amassed.
3. A student who has not arrived as of 8:01 a.m. will be considered tardy, and time will be added.
4. Students should dress in school uniform unless directed otherwise.
5. If at any time a student receives more than four hours of Saturday School during a one-week period, the student will have to serve the additional hours in In-School Suspension the following week.
6. When a student earns 25 or more demerits in a quarter, there will be additional consequences based on the repetitive nature of the behaviors. Possible interventions may include, but are not limited to, one or all of the following: behavior contract, in-school suspension, out-of-school suspension, or a hold put on readmission.

Significant Infractions

Drug, Alcohol, and Tobacco Misuse

Family Commitment

In order for Christ Presbyterian Academy to be able to provide a drug- and alcohol-free environment in which students can concentrate on academic, emotional, spiritual and physical advancement, all members of the Christ Presbyterian Academy family must be committed to these policies. In this respect, the Board of Trustees, administration, faculty and staff of CPA pledge to uphold and administer these policies. The students and parents or guardians of CPA students are also called upon to honor, respect, and be in subjection to governmental authority regarding these issues and uphold the policies. Parents or guardians will be required to sign acknowledgment forms provided by Christ Presbyterian Academy regarding all actions (i.e., testing, searching, etc.) by CPA in accordance with these policies. The policy encompasses (1) the use, possession, exchange or otherwise handling of illegal drugs (or drug paraphernalia) (2) alcohol (3) the exchange or misuse of prescription drugs.

General Statement

As stated in the discipline philosophy, effective discipline practices benefit both the student and the school. CPA is unique in that students ranging from preschool through 12th grade are educated in close proximity. This variance in age and maturity creates a great responsibility for the Academy to provide a safe and structured environment for all students and families. Therefore, the following policy has been put in place, and failure to adhere to this policy will not be tolerated and will be followed by disciplinary action.

A student shall not unlawfully possess, use, sell, distribute or deliver any illegal drug, controlled substance (defined in T.C.A §§ 39-17-403 through 39-17-415) or legend drug (defined in T.C.A § 53-10-101). A student who unlawfully possesses, uses, sells, distributes or delivers any drug, controlled substance or legend drug as determined by the CPA administration, shall be deemed in violation of this policy and will face immediate expulsion for up to one calendar year. The possession (on one's person, in locker, car, or personal belongings), use, exchange (giver-receiver, seller-buyer, etc.), or otherwise handling of drugs (or drug paraphernalia) and/or alcohol by Christ Presbyterian Academy students on school property or at school-related activities (whether on campus or not) is strictly prohibited. Students involved in off-campus (whether at a school-related activity or not) violations supported by verifiable evidence are subject to the same consequences as for an on-campus violation based on the severity of the situation as determined by the school administration. A CPA student in possession of prescription or over-the-counter drugs, which have been medically prescribed for that student, is not covered by this policy. All students who take prescription drugs should report them to the School Nurse, and information will be kept confidential in accordance with HIPAA laws. In the case that someone is discovered dispensing or distributing scheduled substances to a minor (even if the distributor is a minor), the reporting requirement to the Department of Children's Services is mandatory. In cases involving illegal substances or illegal activities, the

Youth Guidance Division of the Metropolitan Nashville Police Department may be notified and any evidence preserved. The recommendation made by the Youth Guidance Division in this respect will be considered.

However, a student found to be selling, dealing, distributing, or otherwise providing illegal, prescription and/or over-the counter drugs or alcohol is in violation of this policy and may be subject to expulsion or other disciplinary action to be determined by the school administration and/or the school Board.

Testing

There will be two (2) general instances of testing for drugs and alcohol at Christ Presbyterian Academy.

1. All students in grades 8-12 shall be subject to random testing throughout each school year.
2. Any student of Christ Presbyterian Academy about whom a staff or faculty member of Christ Presbyterian Academy has reasonable suspicion of violation of this policy shall be subject to testing.

A positive test shall constitute a violation of this policy. A refusal to submit to a test for any reason shall constitute a violation of this policy. Any attempt to substitute, tamper with or adulterate a specimen submitted for testing shall constitute a violation of this policy. The costs associated with the required test above shall be the responsibility of Christ Presbyterian Academy. However, in the event of a positive test (or any other violation of this policy), the parents or guardians shall be responsible for the costs associated with any future tests of said student.

Testing Procedure

Christ Presbyterian Academy shall contract with such third parties as are deemed necessary by the administration to facilitate this policy. The third parties may include a collection company and a testing facility. Collection of samples shall be conducted either on or off campus (such as on a school trip) as determined by Christ Presbyterian Academy in each instance. Christ Presbyterian Academy may attempt to contact the parent(s) of the student(s) being tested due to reasonable suspicion of violation of this policy, but the Academy is not obligated to complete such communication successfully prior to testing, or liable for any failure to do so.

Coverage and Penalties

The premise of Christ Presbyterian Academy's policy is to strive to maintain a drug- and alcohol-free environment for all of its students. The maximum penalty for any violation of this policy shall, at the recommendation of the school administration, be expulsion of the student that will be determined by the Christ Presbyterian Academy Board of Trustees. If, upon review of the student's entire record with Christ Presbyterian Academy, the student is allowed to maintain his or her enrollment at Christ Presbyterian Academy after any violation, he or she may be subject to any or all of the following penalties depending upon the violation.

Penalties shall be determined by administration of Christ Presbyterian Academy in its sole discretion after taking into consideration such factors as it shall deem appropriate including, without limitation, the student's attitude and behavior during the process and probationary period, the student's entire record with the school, the student's compliance with the rules and regulations of Christ Presbyterian Academy, the student's compliance with the penalties and conditions for violation of this policy, and the student's full and complete participation in any investigation of the violation in question. Periodic testing and/or searching throughout his/her remaining period of enrollment at Christ Presbyterian Academy will be at the parents' or guardians' expense.

Administrative action may include:

1. In-school conference between representatives of Christ Presbyterian Academy, the student and his or her parent(s) or guardian(s).
2. Suspension to occur for five (5) days, and parents are to provide written documentation of student enrollment in a drug-counseling program approved by Christ Presbyterian Academy, with the parents' or guardians' being responsible for any cost or expense incurred.
3. A disciplinary probationary period of up to 30 calendar days, during which period the student may not be allowed to participate in or attend any extracurricular school activities, including, without limitation, school-sponsored events, performances, games, or contests. If deemed appropriate by the school administration, the student may be allowed to continue participation in practice or rehearsals for specified extracurricular activities.
4. Potential forfeiture of any awards or recognition earned or received by said student or the privilege of receiving any such awards or recognition, or representing Christ Presbyterian Academy in any superlative capacity for the current school year.
5. Attendance and participation in a drug- or alcohol-assessment program may be required and compliance with the recommendations thereof (including, but not limited to, completion of counseling) at the parents' or guardians' expense, through a program approved by Christ Presbyterian Academy.
6. Additional penalties may include, without limitation, assigned duties in and about the school campus and further suspension of involvement in additional extracurricular activities beyond the probationary period.
7. At the recommendation of the school administration, expulsion of the student will be determined by the Board of Trustees of Christ Presbyterian Academy.

Weapons

A student who knowingly brings a firearm (as defined in 18 U.S.C. § 921) or weapon (any object carried with the intention of being armed or for the purpose of doing harm, including knives with a blade over 2 ½") to school, or is in knowing possession of a

firearm or weapon at school, as determined by CPA administration, shall be deemed in violation of this policy and will face the possibility of immediate expulsion for up to one calendar year. At the end of the determined time, the student will be allowed to re-apply for admittance. Readmission to CPA will require that the student and family are willing to adhere to strict probationary guidelines set forth by the Academy administration.

Threats

Threats are to be addressed aggressively and with the most serious consideration. It will always be assumed that a threat is intended seriously, and it will be treated in an appropriate fashion until confirmed otherwise. The Academy depends on a three-step protocol to guide its response.

1. Remove the Threat

- At the credible report of a threat by a student, an immediate suspension (out-of-school suspension) will be enacted pending an investigation.
- During the suspension, no academic consequence will accrue, and all classwork will be made available to the student for completion.

2. Investigate the Threat

- The Academy will gather information related to the alleged incident, including statements by witnesses and involved parties, and records of the student's behavioral, academic, and attendance history.
- The Academy may request the participation of any outside authorities and resources, including the Tennessee Department of Children's Services, Metropolitan Police Department, and healthcare professionals.

3. Address the Threat

- If the Academy determines that a legitimate threat was made, it must determine the course of action that serves in the best interest of the students and staff members by ensuring the safety of the entire school.
- While past behavior is not taken into consideration when determining if a threat has been made, it must be considered when determining how to address a threat.
- All threats must be handled seriously, and can result in expulsion. Other consequences may be imposed that are appropriate to the context and severity of the threat.

Bullying Policy

Christ Presbyterian Academy is committed to a safe and civil environment for all students, employees, and volunteers, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means a pattern of intentional communications or physical acts as described below. These acts may be taken by a single person, one or more persons acting in unison, or one or more persons acting in concert over a period of time, whether or not these persons constitute a formal group.

The focus of bullying actions may be an individual person, a class of persons, or unrelated representatives of a larger body.

Actions that are subject to this policy are those taken with the intention or apparent intention of:

- physically harming a person or damaging a person's property;
- substantially interfering with a student's education or any person's participation and acceptance in the CPA community; or
- fostering an environment that subjects a person to pervasive threat, scorn, or alienation, or that fosters the perception of such an environment by the person.

Disciplinary Action Review

In cases of Expulsion, if a parent/ guardian disagrees with the action taken by the academy administration, they may escalate the decision to the Board of Trustees for review. The Board of Trustees has the final authority to uphold or amend an administration Expulsion decision.



CHRIST
PRESBYTERIAN ACADEMY

IX. Academics

Accreditation

Accreditation of Christ Presbyterian Academy is certified by two established accreditation agencies, The Association of Christian Schools International (ACSI), an accrediting agency recognized by the State of Tennessee and more than 3,000 Christian schools, and the Southern Association of Colleges and Schools (SACS). Membership is also held in the Independent Schools of the Nashville Area (ISNA), The Tennessee Association of Independent Schools (TAIS), the National Association of College Admission Counseling, the Southern Association of College Admission Counseling, and the College Entrance Examination Board (CEEB).

K-12 Grading Scale

Letter	Numerical
A	95-100
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	Below 65

The school year is divided into two semesters, each with two grading periods. Report cards are mailed home at the end of each semester. Current grades are posted on PowerSchool, CPA's web-based academic site.

Elementary School Academics

Class Schedule

Regular school day..... 7:50-3:00

Elementary students have a physical education class daily as well as weekly classes in art, music, computer, library, and Spanish. Individual class schedules are available from the classroom teacher at Open House.

Academic Testing (ES)

The Stanford Achievement Tests are administered to students in grades K-5 each spring to track each student's progress and to evaluate the academic program.

Middle School Academics

MS Class Schedule

CPA Middle School Bell Schedule

(School Day 7:30 a.m. - 2:55 p.m.)

MONDAY L	TUESDAY I	WEDNESDAY O	THURSDAY N	FRIDAY S
7:30 - 8:40 [70] CLASS A	7:30 - 8:20 [50] CLASS F	7:30 - 8:40 [70] CLASS C	7:30 - 8:20 [50] CLASS G	7:30 - 8:20 [50] CLASS D
8:45 - 9:55 [70] CLASS B	8:25 - 9:35 [70] CLASS G	8:45 - 9:55 [70] CLASS F	8:25 - 9:35 [70] CLASS D	8:25 - 9:35 [70] CLASS E
10:00 - 11:10 [70] CLASS C	9:40 - 10:50 [70] CLASS E	10:00 - 11:10 [70] CLASS G	9:40 - 10:50 [70] CLASS A	9:40 - 10:50 [70] CLASS F
11:15 - 11:45 [30] MS LUNCH	10:55 - 11:25 [30] MS LUNCH	11:15 - 11:45 [30] MS LUNCH	10:55 - 11:25 [30] MS LUNCH	10:55 - 11:25 [30] MS LUNCH
11:50 - 12:35 [45] CLASS E	11:30 - 11:50 [20] ADVISORY	11:50 - 12:45 [55] STUDY HALL	11:30 - 11:50 [20] ADVISORY	11:30 - 11:50 [20] ADVISORY
12:40 - 1:35 [55] STUDY HALL	11:55 - 12:40 [45] CLASS B	12:50 - 2:00 [70] CLASS B	11:55 - 12:40 [45] CLASS C	11:55 - 12:40 [45] CLASS A
1:40 - 2:50 [70] CLASS D	12:45 - 1:30 [45] CLASS D	2:05 - 2:50 [45] CLASS E	12:45 - 1:30 [45] CLASS F	12:45 - 1:30 [45] CLASS C
*NO EARLY DISMISSAL FOR GAMES EXCEPT TOURNAMENTS	1:35 - 2:20 [45] CLASS A	*NO EARLY DISMISSAL FOR GAMES EXCEPT TOURNAMENTS	1:35 - 2:20 [45] CLASS B	1:35 - 2:20 [45] CLASS G
2:50 - 2:55 [5] CLEANUP	2:25 - 2:55 [30] STUDY HALL	2:50 - 2:55 [5] CLEANUP	2:25 - 2:55 [30] STUDY HALL	2:25 - 2:55 [30] STUDY HALL

Academic Recognition: Honor Roll & Headmaster's List

Honor Roll is for students in grades 6-12, and is based on grades for the most recent nine-week period, rather than on the semester average. The Headmaster's List consists of students who achieve a grade of A- or greater in all courses. The Honor Roll consists of students who achieve a grade of B- or greater in all courses. Students whose record at the time of reporting is incomplete in any course for any reason will not be considered for Honor Roll for that grading period (nor would a student be added retroactively).

Academic Testing (MS)

Students in grades 6-8 are administered the Educational Records Bureau (ERB) testing. The student scores are compared to those in other public and private schools across the nation, as well as within the Academy. Eligible 7th graders participate in the Duke University Talent Identification Program (Duke TIP). All 8th grade students participate in the EXPLORE program testing.

MS Homework Policy

Homework may be assigned in any class, to be returned on any day of the week. Most homework assignments will involve reading chapters in the textbook, answering study questions, completing related worksheets, and working on projects.

If a student chooses not to do a homework assignment, or the student arrives at class unprepared without appropriate supplies, demerits are assigned. An assignment turned

in one day late will be graded beginning at 65%. If it is not turned in the next day, a grade of "0" will be recorded for the assignment. Tests will be given periodically. Adequate notice will be given for all tests. Any test that receives a grade of D or F must be reviewed and signed by a parent, and returned within two days. There will be no makeup of low-scoring tests or quizzes.

Students are to follow these guidelines when completing homework assignments:

1. Each student will complete the assignments without unauthorized assistance.
2. Students are responsible for completing work missed due to absence, by the required make-up date assigned by teacher, or receive a grade of "0" for the assignment.
3. Students will turn in work that is neatly done.
4. All assignments must include:
 - First and last name written neatly on paper in the upper right-hand column inside the margin.
 - Date the assignment is turned in.
 - Stapled or paper clipped papers (no dog-ears).
5. In addition, written papers must:
 - Have no doodling or drawings in the margins, and margins must be observed.
 - Have final copies done in one color ink (dark blue or black) or typewritten.
 - Be done in pencil for math only.
 - Be wrinkle-free, no torn edges, no spiral bound papers.

Any paper in violation of the homework policy will result in demerits for not following directions. The assignment will have to be corrected and returned to the teacher with a grade penalty.

MS Final Semester Grade Calculation

The formula used to figure each semester grade is as follows: each nine-week grade is worth 37.5% with the two periods contributing to 75%; the semester examination is worth 25% of the final grade.

For example:

1 st quarter grade	90 x .375	= 33.75
plus 2 nd quarter grade	85 x .375	= 31.88
plus Exam	70 x .25	= 17.50
Final average		= 83.13

MS Summer School Policy

Middle-school students are required to attend summer school to remedy any grade of D or F for the second semester in English, Science, History or Math.

High School Academics

HS Class Schedule

CPA High School Bell Schedule

(SCHOOL DAY 7:30 a.m. - 2:50 p.m.)

L	I	O	N	S
7:30 - 8:40 A	7:30 - 8:20 F	7:30 - 8:40 C	7:30 - 8:20 G	7:30 - 8:20 D
8:45 - 9:55 B	8:25 - 9:35 G	8:45 - 9:55 F	8:25 - 9:35 D	8:25 - 9:35 E
10:00 - 11:10 C	9:40 - 10:50 E	10:00 - 11:10 G	9:40 - 10:50 A	9:40 - 10:50 F
11:15 - 11:45 ACTIVITY PERIOD	10:55 - 11:40 B	11:15 - 11:45 CHAPEL	10:55 - 11:40 C	10:55 - 11:40 A
11:50 - 12:45 HELP SESSIONS OPEN LUNCH	11:45 - 12:10 11/12 LUNCH — 9/10 ADVISORY	11:50 - 12:45 HELP SESSIONS OPEN LUNCH	11:45 - 12:10 11/12 LUNCH — 9/10 ADVISORY	11:45 - 12:10 11/12 LUNCH — 9/10 ADVISORY
	12:10 - 12:35 9/10 LUNCH — 11/12 ADVISORY		12:10 - 12:35 9/10 LUNCH — 11/12 ADVISORY	12:10 - 12:35 9/10 LUNCH — 11/12 ADVISORY
11:45 - 12:45 SENIOR OFF-CAMPUS LUNCH	12:40 - 1:25 D	11:45 - 12:45 SENIOR OFF-CAMPUS LUNCH	12:40 - 1:25 F	12:40 - 1:25 C
12:50 - 1:35 E	1:30 - 2:15 A	12:50 - 2:00 B	1:30 - 2:15 B	1:30 - 2:15 G
1:40 - 2:50 D	2:20 - 2:50 IN-PERIOD / MANDATORIALS	2:05 - 2:50 E	2:20 - 2:50 IN-PERIOD / MANDATORIALS	2:15 DISMISSAL / PEP RALLY

HS Class Registration and Changes

During the pre-registration process, students select the courses that best meet their needs and interests. Student requests are used to construct the master course schedule. Students receive a copy of their schedule during the month of July. There is no drop/add period. Schedule changes are only granted for students who did not receive their first or second choice.

After semester classes begin, a teacher may recommend that a student would be better served with a change in class placement. Changes made on this basis will not be reflected on student transcripts, if they are initiated by teachers during the first two weeks of the semester. After this time, class changes are noted on transcripts as WP (withdrawn passing) or WF (withdrawn failing).

If a student withdraws from a year-long course at the end of the first semester:

- The grade earned for the first semester will appear on the transcript and be included in the GPA, with withdrawal noted for the second semester.
- No credit will be awarded for the course. The first semester credit is forfeited.
- If the course is retaken at CPA, this will be noted on the transcript, and the original first semester grade will be replaced with the new grade.

Grading Scale and HS Quality Points

Numeric and letter grades appear on the report card and transcript. Each numeric grade is assigned corresponding quality points based on the table listed below. Numeric grades are rounded to the closest whole number when determining quality points.

System Used in Calculating the GPA

Letter	Numerical	Quality Pt	Honors Q Pt	AP Q Pt
A	95-100	4.0	4.5	4.75
A-	92-94	3.7	4.2	4.45
B+	89-91	3.3	3.8	4.05
B	86-88	3.0	3.5	3.75
B-	83-85	2.7	3.2	3.45
C+	80-82	2.3	2.8	3.05
C	77-79	2.0	2.5	2.75
C-	74-76	1.7	2.2	2.45
D+	71-73	1.3		
D	68-70	1.0		
D-	65-67	0.7		
F	Below 65			

As illustrated above, the earned grade for an honors course is augmented by an additional 0.5 quality point; the earned grade for an advanced placement course is augmented by an additional 0.75 quality point. This change is applied each semester; however, an earned grade below 74.0 (that is, 73.99 or lower) will not be augmented.

When calculating a numeric grade for purposes of class rank, an additional 5 points is added to the grade for an honors course, and 7.5 points is added to the grade for an AP course. This adjustment is not reflected in the grade that appears on the report card. The school year is divided into two semesters of two marking periods each. Report cards will be mailed home only at the end of each semester. Grades will be posted on the web on PowerSchool.

Academic Testing (HS)

Dates of all tests are available from the College Counselor or the Academic Coordinator.

- PLAN - Preliminary ACT (in the fall for grades 9, 10, 11)
- PSAT - Preliminary SAT (in the fall for grades 9, 10, 11)
- AP - Advanced Placement
- SAT I - College entrance exam (taken off-site)
- SAT II - Subject area test required for highly selective colleges (taken off-site)
- ACT - College entrance exam (taken off-site)

Tests Taken at CPA

Christ Presbyterian Academy administers the PLAN and the PSAT in the fall to all students in the 9th, 10th, and 11th grades. Fees for the PLAN and PSAT are included in tuition.

The SAT, ACT and SAT II are not administered at CPA. Students are responsible for registration and fees to take these college entrance examinations. All juniors are required to take the ACT or SAT I at least once in their junior year. Many students take both.

SAT II Subject Area tests may be required by highly selective colleges for admission or placement. Most colleges who use the Subject Area tests require that an applicant submit results from at least two tests. Students should meet with a college counselor if they are interested in taking these tests.

Advanced Placement (AP) Examinations are given in May to students enrolled in AP-level courses. Students may receive college credit based upon their performance on these examinations. These performance standards are set independently by each college or university. Admission into AP-level courses is highly selective. AP courses that may be offered at CPA include: Biology II, Calculus—levels AB and BC, Chemistry II, English Language, English Literature, European History, Latin (Vergil), Physics—Levels B and C, Spanish Language, Studio Art, Probability and Statistics, and U.S. History. Students enrolled in an AP course are required to take the AP examination.

HS Homework Policy

Teachers and academic departments determine the value and frequency of homework assignments. Students with questions concerning homework should ask the individual teacher for clarification. Teachers need to be cognizant of other homework assignments and student responsibilities when they decide to schedule a major test or assignment. Any student with a zero, D or F is required to attend the Tuesday / Thursday IN period from 2:20-2:50 p.m.

Final Semester Grade Formula

The formula used to figure the semester grade is as follows: each nine-week grade is worth 37.5% totaling 75% and the exam is worth 25% of the final grade.

For example:

1 st nine-week grade	90 x .375	= 33.75
plus 2 nd nine-week grade	85 x .375	= 31.88
plus Exam	70 x .25	= 17.50
Final average		= 83.13

Senior Exam Exemption

Seniors who have a semester average of an A in a course prior to the semester examination will be exempt from the semester examination in that course. A student who has been suspended or expelled is not qualified to earn exemption from final exams for that semester.

Grade Point Average

The cumulative Grade Point Average (GPA) is computed by taking the total number of accumulated quality points and dividing it by the number of academic courses taken. The GPA is recalculated at the end of each semester.

The cumulative GPA includes all courses taken during the high-school career at CPA. Grades for high-school courses taken in middle school (Algebra, Geometry or Foreign Language) are shown on the transcript but do not reduce the 24 credits required for graduation. In addition, grades received in these courses are not included in the cumulative high-school GPA or in class ranking.

The cumulative GPA released to colleges in the fall of the senior year is based upon 6 semesters and is adjusted after the 7th semester (fall of senior year). Highly selective colleges will use the 7th semester transcript in their enrollment decisions. All colleges are furnished with a school profile and a copy of our grading scale.

Rank in Class

Class rank is based on an average of each student's numerical grades (0-100 scale) rather than quality points, as this is the more precise quantitative indicator. Each student's semester numerical grades are added together, with adjustments for higher-level courses, and the resulting sum is divided by the total number of classes taken.

Numerical grade averages are used to determine the two students with the highest averages, and to rank students into quartiles. This information is for CPA use only, and is not shared with other schools or individuals.

Only CPA courses are used to determine class rank. Students must attend CPA for their entire junior and senior years to be designated as valedictorian or salutatorian.

Admission to Honors / AP Courses

Enrollment in an Honors or AP course requires a minimum final grade of 88 in the preceding year, placement in the 90th percentile or above on standardized tests relevant to the course being considered, and the recommendation of the previous year's instructor. Enrollment in an AP course may require higher grades and test scores.

Guidelines for Independent Study

If a course is not offered at CPA, juniors and students with a 3.0 GPA have the opportunity to create an independent study under the direction of a faculty member. Independent Studies (IS) are not available on courses currently offered within the standard classroom setting. See the course description book for more detailed information and criteria for Independent Studies.

Dead Rule

Derived from the common nomenclature associated with deadlines, this policy was created to encourage students to address important, long-term assignments as soon as the assignment is received and to create a working plan that will facilitate completion of the assignment well before the deadline. There is NO ACCEPTABLE EXCUSE for

missing the deadline—even by a minute after the beginning of class on that day. The intent is to prepare students to take responsibility for planning ahead and to experience the kinds of deadlines that are typical in collegiate study.

Graduation Requirements

BIBLE	3 credits	<i>1 in 9th, 1 in any combination in 10th or 11th, 1 in 12th</i>
ENGLISH	4 credits	
MATH	4 credits	<i>Algebra I, Geometry, Algebra II, and one additional math course beyond Algebra II. Beginning with the Class of 2015, 4 credits are required to be taken in the high school.</i>
SCIENCE	3 credits	<i>1 of these 3 credits must be Biology and 1 must be a physical science</i>
SOCIAL STUDIES	3 credits	<i>0.5 U.S. Government, 1 U. S. History, 1 World History or European History; 0.5 elective</i>
FOREIGN LANGUAGE	2 credits	<i>Both credits must be in the same language. Beginning with the Class of 2015, 2 credits are required in the high school.</i>
FINE ARTS	1 credit	<i>Any combination of Art, Music, Dance or Theatre classes</i>
PHYSICAL EDUC.	1 credit	<i>For the Classes of 2013 and 2014, credit may be earned through athletic participation or by taking PE/dance classes. Beginning with the Class of 2015, 1 credit of Fitness must be taken.</i>
SPEECH	0.5 credit	<i>Required for the Classes of 2013 and 2014</i>
COMPUTER	0.5 credit	
ELECTIVES	2 credits	<i>2.5 credits required for the classes of 2015 and 2016 in lieu of Speech</i>
TOTAL	24 units	

Note: Any high-school courses taken in the eighth-grade year (such as Algebra I or Foreign Language) will be listed on the high-school transcript; however, the grades earned in these courses will not be included in the cumulative high-school grade point average or in the class rank. For the classes of 2013 and 2014, they meet the departmental requirements for graduation in the core area, but are not included in the 24 units required for high-school graduation. Beginning with the class of 2015, eighth-grade credits will not count towards the graduation requirements. All students must take six courses per semester. Independent-study courses do not count towards the 24 credits for graduation.

Diplomas

There are three types of diplomas: College Preparatory, Honors, and Individualized Learning Plan.

College Preparatory Diploma

The College Preparatory Diploma will be awarded to students who earn the specified 24 units of credit for graduation.

Honors Diploma

In order to qualify for an Honors Diploma, a student must meet the requirements for a College Preparatory diploma, with a minimum cumulative Christ Presbyterian Academy GPA of 3.5. In addition, specific course requirements to be satisfied are:

- Three English Honors / AP credits—The first credit may be earned in either the freshman or sophomore year. Honors or AP credit will be required for both the junior and senior years
- Mathematics—Precalculus Honors or Probability and Statistics AP
- Foreign Language—One course must be Honors or AP
- Social Studies—One credit in Honors or AP History in the junior or senior year
- Science—Three residential credits (earned while enrolled in HS), one must be Honors or AP
- Two additional course selections chosen from the following four alternatives:
 - Completion of an additional science course (excluding IPS, Ecology or any conceptual-level class).
 - Foreign Language—advancement to level III or level IV of a first language, or to levels I and II of a second language
 - Probability and Statistics AP (if it follows Precalculus Honors), or Calculus AB or Calculus BC (AP-level courses)
 - Studio Art AP

Independent-study courses do not satisfy the course requirements of an Honors Diploma.

Individual Learning Plan Diploma

The Individual Learning Plan Diploma will be awarded to students who have satisfactorily completed an Individualized Learning Program approved by the Learning Services Program and the Academic Committee.

Classes Taken in Middle School

If a CPA student takes a high-school course while in middle school (such as Algebra I, or the first year of a foreign language) the course will be listed on the high-school transcript; however, the grade earned will not be included in earned credits, the cumulative high-school grade point average, or in class rank.

If a student transfers to CPA who was previously given high-school credit for a course taken while in middle school, the course will not be included on the student's CPA

transcript. A copy of the previous school's report transcript will be provided to colleges if needed.

High School Academic Policy for Repeating Courses

- If a student takes a course at CPA to repeat a course taken at CPA or another school, the new grade replaces the previous grade in calculating the grade point average; the previous grade is displayed on the transcript.
- If a student takes a course at another school (i.e., summer school) to repeat a course originally taken at CPA, the original grade and the new grade are both displayed on the transcript, and both are used in calculating the grade point average.
- If a student withdraws from a course (as described in Class Registration section), an indication of Withdrawn Passing (or Failing) is displayed on the transcript, but does not affect GPA calculations.

With the approval of the Academic Coordinator, if a student has a semester grade of D or F in a course not already requiring summer school, the student may choose to retake that semester at CPA in order to improve the transcript and GPA. If a student retakes a course at CPA, the new grade will replace the previous grade in the GPA. The original grade will appear on the transcript, but will not be counted in the cumulative grade point average.

High School Failure/Summer School Policy

Christ Presbyterian Academy does not offer summer school. A student needing remediation in one or more courses should obtain information and a list of approved area programs from the Academic Coordinator. Securing enrollment in a CPA-approved summer school is the responsibility of the student. All summer school remediation must be approved by the Academic Coordinator, within one week of the student's notification of the need for summer school.

A student who receives a grade of F in any course may be required to retake the failed semester in summer school. Also, a student who receives a grade of D for the second semester in English, Algebra I, or the first year of a foreign language will be required to retake the second semester course in summer school, as a fundamental grasp of the subject matter in these courses is essential in order to proceed.

A student will not be eligible for summer school if the course semester average is less than 50; the course must be completely retaken (see policy for repeating courses).

Summer school courses are for remediation only unless otherwise approved by Academic Coordinator.

College Counseling

The college counseling process involves every high-school student at the Academy. Freshman and sophomore students take preliminary college entrance examinations (PSAT and PLAN) and are encouraged to begin exploration of colleges and majors of interest. In addition, students are introduced to a program designed to help them understand their unique gifts and calling.

Parents of 11th-grade students attend a group meeting in the fall with the college counselor where the College Counseling Handbook is distributed. Individual college planning meetings are scheduled with families, beginning in February. Families are strongly encouraged to make initial visits to representative college campuses.

College Visit Days

Only juniors and seniors are allowed to take College Days—excused absences for the purpose of visiting the campuses of prospective colleges. Refer to information for scheduling an excused absence in CITIZENSHIP AND CONDUCT: ATTENDANCE. Students are expected to limit college days to schools in which they have a strong interest and a reasonable expectation of admission. After January, seniors will be excused to visit only colleges to which they have applied. A parent must accompany a student on all official college days. Students must present a letter or official verification from the college upon their return to CPA; the Academy may exercise its right to verify. Visits are expected to include official tours, information sessions and meetings with enrollment personnel. College Days used for athletic camps, attendance at athletic events, or visits with college students will not be excused.

CPA Transcripts

Each senior signs a transcript release form that allows CPA to release the high-school transcript to colleges and universities. Transcripts are sent directly to college admissions officers, when requested throughout the year; it should be noted, however, that CPA is required to inform previous transcript recipients of any significant changes that occur in academics, health, or disciplinary actions.

Letters of Recommendation

Most colleges invite letters of recommendation on behalf of applicants. The college counselor will furnish a recommendation letter at a student's request. In addition, recommendation letters may be obtained from up to two of a student's teachers in junior- and senior-level, core academic subject areas. Moreover, an application that emphasized extracurricular achievement in fine arts would benefit from the recommendation of an instructor in the relevant discipline. Compliance with a request for a letter of recommendation typically requires two weeks although, once written, a letter can be submitted for subsequent college applications immediately.

Christian schools may suggest or require a letter of recommendation from a student's pastor or youth leader. To allow for the possibility of delay in fulfilling, a student should make such a request as soon as possible, and inform the college counselor to assist in following up on the request.

Colleges expect letters of recommendation to be submitted directly to offices of admissions by the authors, without divulging the contents to the student under discussion or the student's parents. To comply with this expectation, students submit signed waivers of their right of access to recommendations and application files.

Library Media Centers

The Academy Library Media Centers are maintained to encourage reading, provide information, and support the curriculum.

Library Media Center Operation

Hours: The Elementary School and Middle School libraries are open from 7:15 a.m. until 3:30 p.m. on all full school days. The High School library is open from 7 a.m. to 3:30 p.m. on full school days.

Computer Use in the Library Media Center: The library has computers available for students' academic use. All students and parents sign a Responsible Use Policy agreement at the beginning of the school year.

The CPA library web page provides students access to a variety of educational databases, and is available through library computers as well as through students' off-campus personal computers. The web page also provides access to the CPA library card catalog and includes links to several area public libraries.

Volunteers: The Library Media Center appreciates its parent volunteers, who check in and shelve books, make displays, and read and evaluate new book titles. If you would like to volunteer, please call the library via the main Academy number at 373-9550.

Lost or Damaged Books: A student's family will be liable for the repair or replacement cost of lost or damaged books. It is possible to repair some damaged books, so they should be returned.

Checkout Policies

If a student is absent from school because of illness or injury, or if school is not in session, books will be not be due until returning to school.

Kindergarten and first-grade students may check out 2 books for 1 week. No fines will be charged for overdue books, but a student may be unable to check out additional books until overdue books are returned.

Second-fourth grade students may check out 4 books for 1 week.

Fifth-grade students may check out 4 books for 2 weeks.

Middle- and high-school students may check out 4 books for 3 weeks.

Selection of Materials for the Library

Development and enhancement of the library collection is a primary focus of the library staff. Information from professional journals, classes, workshops, bibliographies and Christian reviews are considered, along with recommendations from administration, faculty, students, and parents. Book donations by staff and families are welcomed.

Priority is given to supporting the educational goals of the Academy. Each year, the curriculum is evaluated and teacher comments solicited regarding the adequacy of print and electronic resources. As a result of this annual evaluation, librarians make acquisitions to address changes made in the curriculum and to accommodate teacher requests.

Procedure for Reconsideration

If a parent is concerned about the propriety of a book or other materials in the CPA library, this concern should be discussed with the librarian. The parent may obtain a Reconsideration Form from the library and submit it to a librarian.

The librarian refers concerns to the appropriate principal or academic coordinator, or, if necessary, to the CPA Library Committee for a final decision. The Committee shall consist of the Elementary School Librarian, the High School Librarian, two faculty members, and one parent.

Learning Services Program

In affirming uniqueness, and in acknowledging its responsibility to provide a strong education for all its students, Christ Presbyterian Academy commits itself to the nurturance – academically, emotionally, spiritually, and physically – of all students, including those with differences in their learning needs.

The academic goals of the Learning Services Program for its students parallel those for all CPA students: *helping students come to know God, evaluate all knowledge and all life by His truth, and live transformed by His truth for His glory.* Uniqueness among children demands a unique approach to teaching each child. The Learning Services Program strives to provide the educational approaches that will enable children with learning, emotional and physical differences to learn most productively during their years at Christ Presbyterian Academy.

The goals of the Learning Services Program extend beyond academic instruction. It is the goal of the program, as of the school, to aid students in discovering the full meaning of the relationship between the Creator and the created, and its implication for their lives.

The Learning Services Program seeks to guide its students in understanding perceived weaknesses as opportunities for growth in diligence, perseverance, humility, and godly character. Students are encouraged to “press on to take hold of that for which Christ Jesus has taken hold of them” (Philippians 3:12).

Individual Learning Plan

Each student in the Learning Services Program is provided with an Individual Learning Plan, or ILP. This plan provides a description of the certifying disability, suggestions for teachers that detail ways to improve the student’s classroom experience, and a list of accommodations and/or modifications that will be allowed for the student, based on his or her disability. A copy of this plan is distributed to parents, administration, and the student’s current teachers. A copy of the ILP is also filed in the student’s cumulative

file.

A yearly ILP meeting is held to review the testing, progress, and current needs of the student. This meeting will include parents, teachers, administrators, and Learning Services personnel. In high school, the student will also attend so that he learns the process of advocating for himself in the educational setting.

The Individual Learning Plan is updated based upon the decisions made at the yearly ILP meeting. If significant changes occur within the school year, another meeting may be held to modify the current ILP.

The Learning Services Program requires an evaluation every 3 years for the certification of a Learning Disability. When testing reveals that a student has made progress and no longer meets the criteria for having a disability, the student will exit the program.

More information is found in **ADMISSIONS / ENROLLMENT POLICIES FOR STUDENTS NEEDING LEARNING SERVICES**

Academic Giftedness

The Learning Services Program observes students for indicators of academic giftedness. These indicators may include such characteristics as highly developed humor, an intense desire to know, and an outstanding ability to problem-solve. The program uses these characteristics, as well as a child's achievement test scores and classroom performance, as guidelines in deciding which students to refer for educational testing for giftedness.

The Learning Services Program addresses the scholastic needs of academically gifted students with focused programs and events, yet the vast majority of needs are best met in the classroom setting. Christ Presbyterian Academy has a calling and a commitment to teaching students in a setting that includes a wide range of ability levels. This includes teaching students who are academically gifted in the typical classroom setting using a variety of differentiated instructional strategies. It is our belief that this is the best educational arrangement for gifted students, while providing the teacher with resources that take into account their students' unique academic needs.

Modifications and Accommodations

When educational testing and further evidence supports the need for a student's workload, assessment methods, or modes of learning to be supported beyond the typical classroom experience, the Learning Services Coordinator may grant the student modifications or accommodations

Modifications

Modifications to a student's educational program are to be initiated only by the Learning Services Coordinator. When a modification is considered and approved by the department, it will be implemented in the classroom and the student's report card will indicate that a particular course was modified. The extent and details of the modification will be clearly outlined in the student's Individual Learning Plan.

A course shall be considered modified if one or more of the following adjustments are made:

1. a reduction in the amount of course content required for mastery
2. a restructuring of the grading requirements of a course, test, or exam
3. the use of alternative language-based materials such as simplified texts, abridged versions of literature or tests using simplified language
4. a decrease or adjustment in the testing requirements that changes the amount of information required for mastery of the subject matter – this does not include such techniques as giving a word bank or changing the format of a test as long as it does not decrease the amount of information required for mastery

Modifications Protocol

All of the following criteria must be in place for a modification to a student's curriculum to be considered:

1. The student must have a certified learning disability or a diagnosis of impairment such as ADHD or another health-related disability.
2. It must be clear that the student is unable to function at a passing level in a class without modifications in place.
3. A thorough attempt has been made to aid the student through the use of accommodations, tutoring and additional faculty support.
4. The parents of the student are in agreement that the modification is necessary to the success of the child.
5. The student fully understands the reason for the modification and the manner in which it will be implemented.

Once a modification has been considered and is approved by the Learning Services Program, the following steps take place:

1. The specifics of the modification—including how, when and by whom it will be implemented—will be clearly outlined in the student's Individual Learning Plan (ILP).
2. A Learning Services Instructor will assist the classroom teacher in ensuring that the modification is implemented consistently and according to the guidelines of the ILP.
3. The Learning Services Instructor will indicate on the student's report card the type of modification and the courses in which it was implemented.
4. The Learning Services Instructor will work with the classroom teacher to monitor the use of the modification and to determine when the modification is no longer necessary for the success of the student. At such time, the modification will be terminated, and the student's ILP and report card will reflect this change.

Accommodations

Testing techniques, classroom arrangement and homework adjustments to accommodate learning needs are not considered modifications, and therefore are not reflected on the student's report card.

Some examples of accommodations are: testing orally instead of in writing, giving time extensions on tests, allowing a word bank on a fill-in-the-blank test (with more possible

words than answers), seating students strategically, or limiting the number of homework problems on selected math assignments. An example of a different form of accommodation would be allowing a student to listen to an accompanying audio tape while reading a novel. The final determination of whether an adjustment is considered a modification or an accommodation will be made by the Learning Services Director.

On-Site Tutoring and Therapy

Christ Presbyterian Academy acknowledges that individualized instruction and therapy in its various forms can effectively supplement classroom instruction, and is sometimes necessary for a student's academic success. As space at the Academy is extremely limited, the amount of tutoring which takes place on the Academy campus is also limited.

CPA will allow private tutoring and therapy to take place on its campus in accordance with the following guidelines:

During the school day:

Elementary- and middle-school students who are currently served by the Learning Services Program are eligible to be tutored on campus during the school day (when such tutoring is an integral part of their Individualized Learning Plan). A student's eligibility will be determined by the Director of Learning Services. Space permitting, high-school students who are not in learning services may also be tutored during their study hall.

Generally speaking, students in fourth and fifth grades are not eligible to be tutored during the school day because of the classroom schedule.

Eligible students may receive tutoring during a scheduled study hall. In rare cases, tutoring may take place in lieu of a class in which a student is having extreme difficulty, only when part of the child's Individual Learning Plan.

After school:

Tutoring after school will occur only if there is reasonable space to accommodate the tutoring. Classrooms are generally being used until 3:30 with some exceptions.

If a child has a tutoring session scheduled at a time after school dismissal, the child's parent must supervise the child until the time of the tutoring session. Children may not wait after school for their tutoring sessions without a parent present.

Anyone wishing to tutor on campus, whether during the school day or after school, must reserve space with the Office of Enrollment.

Tutors and other therapists visiting the campus will need to complete a "Regular Visitor" form at the Elementary Reception Desk. Before each visit, the tutor/therapist must sign in as a visitor and wear a visitor badge while on campus. All visitors to the CPA campus are expected to abide by the policies and professional standards of Christ Presbyterian Academy.

Technology for Learning

What is the purpose of the use of technology for learning at CPA?

The purpose for technology use at CPA is for technology to be a transparent and fluid agent through which students:

- learn new concepts
- practice existing skills
- engage in remediation
- participate in enrichment
- create unique products
- explore new ideas

We seek to partner with parents to impart to this next generation of learners the capabilities needed to engage the digital world and thereby impact the larger world for Christ.

Fostering Digital Citizenship

Students today are digital *natives*; they have grown up in a digital world fluidly using technology as a tool to communicate, be entertained, learn, and interact with society. Parents and faculty are largely digital *immigrants*; we have immigrated to this world of constant digital input and have learned to use technology later in life. Technology is a primary medium for learning and communication for students, and they must master the skills to both receive from and contribute to the digital society. We must teach them to be good digital citizens.

The influence of technology is not an inevitability to which we must resign ourselves but a vital channel through which our students will have countless learning and growth opportunities. CPA technology programs are in place only to support student learning. Technology is used not simply because it is available, but only when it makes learning more fluid and more accessible to students, allowing teachers to communicate with students in their *native* language.

Jesus spoke intentionally to the fishermen and farmers of His day using words and context with which they were accustomed. In the same way, integrating technology and learning in the classroom enables teachers to reach students using familiar wording and context. With a combination of traditional and digital methods of teaching, students acquire such 21st-century skills as thinking creatively; solving unique problems; communicating effectively; and analyzing, managing and prioritizing information in the context of a Christ-centered framework.

CPA Technology Team

CPA's technology program is guided by the Academy's mission and vision and is overseen by the CPA Technology Team. The team, whose members represent each level of instruction, works to research and develop new initiatives and is responsible for the implementation of these plans. The team members and the subcommittee on which they currently serve are:

Assessing Network Capabilities and Readiness for the Future — **Elliott Wood, Alan West**

Financial Feasibility of Technology Use — **Matt Moore, Trudy Waters**

Programmatic Coordination of Technology Trainings — **Cindy Clinton, Katherine Koonce** (Chair)

Responsible Use Policy Research and Development — **Susie Black, Dawn Ruff**

Oversight of Communications Campaign Regarding Technology — **Dina Stevenson, Michelle Mykeloff, Linda Ames**

Digital Textbooks and Basic App Specifications for iPads — **Amy Calhoun, Shelly Francis, John Barlow**

To learn more—and to access a PDF download of a flyer containing a timeline for Technology for Learning at CPA—please visit:

<http://www.cpalions.org/academics/technology/>.



X. CPA Preschool

Note: For enrollment policies regarding CPA Preschool, please see section III of this manual.

Purpose

The purpose of CPA Preschool is to offer a loving and safe environment for children ages 12 months through five years. It is the preschool's goal to provide an atmosphere that affirms each child's worth by honoring the reality that each child is created in the image of God. As the child grows, he or she will be stimulated by developmentally appropriate learning and play experiences that facilitate growth spiritually, emotionally, physically, socially and cognitively. Each child will be guided in an understanding that our God is indeed *his* God, the all-knowing and knowable—through His son, Jesus Christ—God of the Bible.

Classes for 2012-2013

Ones (beginning at 12 months)
Twos
Young Threes
Older Threes
Pre-K Young Fours
Pre-K Older Fours
Pre-K Young Fives
Pre-K Older Fives

Curriculum

A developmentally appropriate curriculum is used by the preschool for each age. The curriculum is LifeWay's *WEE Learn* and *Ask Me WhoOo* (Bible). Pre-K Fours and Pre-K Fives also use *Zoo-phonics* and *Handwriting Without Tears*, which includes language, literacy, and math.

Enrichment

CPA Preschool enrichment programs are designed to provide children a wealth of hands-on learning as part of their daily academic experience. Enrichment classes are taught by instructors who are specialists in their field. Spanish classes and KinderMusik (once each week) are taught to three's, four's and fives; as part of KinderMusik, students present two special programs for parents each year.

Licensing and Accreditation

CPA Preschool is licensed by the Tennessee Department of Education and accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS).

Faculty & Staff

Faculty Qualifications

All prospective faculty must have a final interview with the Headmaster; must agree to execute the "Covenant to Teach," as prescribed by the Board of Trustees of the Academy; and must complete 120 hours of work in professional development for every five-year period of their teaching contract. (A minimum of 30 hours must be in Biblical studies.)

Standard or Professional Certificate

An employee with a Standard or Professional certificate is required to complete 5 CEUs in educational studies (professional development) and 5 CEUs in Biblical studies within five years of the date of issuance in order to maintain a current certificate. 1 CEU = 6

Background Check Policy

All offers of employment at CPA Preschool are contingent upon clear results of a thorough background check, including multi-county criminal, Tennessee criminal history, multi-state sex offenders registry, motor vehicle, and fingerprints. Background checks will be conducted on **all** newly hired staff members and on all employees who are promoted, as deemed necessary.

Employee Dress Code

Employees will act as positive role models by maintaining high standards of professional appearance. Employees will be dressed and groomed in a manner that is professional, neat, clean, and appropriate for assignments. CPA Preschool employees are expected to wear business-casual attire except as approved by the administrator.

Preschool Policies

The School Day

The preschool day begins at 8:30 a.m. and ends at 2:30 p.m. (*Teaching and applicable administrative employees will be at their assigned positions at 8 a.m., and remain until 3 p.m. The administrator must approve any variation of schedule.*)

Tuition and Payment

Tuition is due on the first day of each month (September through May). For payments received after the 10th of the month, a \$20 late charge will be added. ***There are no refunds if a child is unable to attend a particular day during the month.*** Tuition is based on the total number of days that the preschool is open and divided into equal monthly payments. If extenuating circumstances make prompt payment impossible, parents should contact the preschool office to discuss a payment plan.

A parent must notify the preschool office at least two months before withdrawing a child from the preschool. The family is required to pay the tuition for those two months, regardless of whether the child is able to attend during that time.

Early and Late Care

Early care at CPA Preschool is offered to parents who have children in both the

preschool and the Academy, because the arrival time is different.

Early care for CPA teachers/staff begins at 7:00 a.m. For all other preschool children, the early-care program begins at 8 a.m. At 8:25 a.m., preschool teachers go to the early-care room to pick up the children in their classes.

There is a sign-up process for early care, and prices are indicated on the form. Charges for extended-care hours must be paid at the first of the month, with checks payable to CPA Preschool. There are no refunds for missed days. After 2:40 p.m., a \$2-per-minute late fee applies. Late care for CPA employees ends at 3:45 p.m.

If early care is “drop-in”, a charge of \$10 applies for 8:00 a.m. to 8:30 a.m.

Daily Report Forms

Teachers keep daily records concerning each child’s activities and behaviors. Special needs also are noted on the forms. The preschool asks parents to share information concerning any event or happening that may affect the child’s behavior during the day. Were they up late? Is a parent ill or at home? Is the child teething? Etc.

Clothing

Children should wear comfortable play clothes appropriate for creative and active learning activities. Children are on the playscape daily, so *rubber-sole shoes that are closed-toed are required* for stability on the play equipment. Sandals, “jellies”, “cros” and flip-flops hinder a child’s ability to participate and often create safety hazards. Each child needs a change of clothes (including socks and underwear) and a supply of diapers/pull-ups (if not potty-trained) in his or her backpack. Parents should check backpacks daily so that if a child uses the extra clothes, they can be replaced before the next day. Also, it is important for parents to replace the child’s extra clothes as the seasons change so that children are appropriately dressed for the weather.

Guidelines for Sickness

A child must stay home from school if he or she has:

- A fever (must be fever-free for 24 hours to attend). Fever is defined by the child’s age as follows: 12-24 months: 101°F; older than 24 months: 102°F
- A runny nose with green mucus, which indicates infection
- Uncontrolled Diarrhea
- Vomiting (two or more times in the previous 24 hours)
- Eyes that are pink and/or have a discharge
- Impetigo (until 24 hours after treatment was begun)
- Rash with a fever
- Infestation (e.g., scabies, head lice), until 24 hours after treatment
- Streptococcal Pharyngitis (until 24 hours after treatment has been initiated *and* the child has been fever-free for 24 hours)
- Pinworm (until 24 hours after treatment was begun)
- Ringworm (until 24 hours after treatment was begun)
- Chicken Pox (until 6 days after onset of rash or until all lesions have dried and crusted)

- Rubella (until 7 days after the rash appears)

If a child becomes ill at school, the parent will be called to pick the child up. Parents will be notified should their child be exposed to a contagious disease.

Occasionally, children need to receive medication while at school. In order for the preschool to assume that responsibility, these guidelines must be followed:

- 1) Prescription medication must be ordered by a physician for the child to receive it. Prescriptions must be in the original container with the child's name on the prescription.
- 2) No medication, prescription or non-prescription, will be administered to a child without written parental authorization. Permission forms to allow administering prescription medications are available in the office.
- 3) Non-prescription liquid and topical analgesics, such as Bactine, Neosporin, Benadryl, etc., may be administered if a parent has signed a separate permission form in advance.

Medication should be handed to the child's teacher rather than left on the counter or in a cubby. All medication must be in the original container with the child's name printed clearly on the label.

If there is any question about the health of a child, CPA Preschool reserves the right to request a release letter from the child's pediatrician.

If a child has a serious illness or is recovering from one, a doctor's letter is required stating that the child no longer needs to be under a doctor's care.

Affirmation and Discipline

Positive Praise: This is one of the best ways we can encourage a child. God made us each unique. Each of us is created in His image, wonderfully made (Psalm 139), and each child needs to be affirmed that he or she is special because of Who made them. Children also love to show what they can do. The child's effort, work ethic, and good choices should be praised.

Problem Solving: At CPA Preschool, children are encouraged to use problem-solving techniques when playing with peers, offering praise when positive actions are used. The use of words to work toward a resolution promotes positive behavior. Teachers try not to take over a situation, but question them as to how a solution can be achieved.

Disciplinary Measures: As a child learns and grows, the process of loving and effective discipline allows him to develop respect and consideration for others. Appropriate discipline in the classroom allows learning to continue while a child's behavior is addressed. In younger age groups, teachers will briefly correct and then seek to divert a child's attention to other activities. If further discipline is necessary, a child will be placed in a timeout situation for an appropriate time (one minute for every year of the child's age). Before timeout, the teacher will verbalize to the child the unacceptable behavior. Upon being released from timeout, the child will be reminded of the appropriate behavior and lovingly encouraged to reenter the class activities. The goal is

to work together to foster a positive change in the child's behavior. If the process of timeout becomes unsuccessful over a period of time and still further discipline is required, a parent may be called to pick up the child for that day.

Toys From Home

Parents are asked not to allow a child to bring toys from home unless specified by the teacher. Personal toys can get lost or broken, and they almost always cause sharing issues.

Biting

When a child is bitten, it is a traumatic situation for both children and both sets of parents. Yet biting is not unusual behavior for pre-verbal children. They may become frustrated when they cannot say "move," "I was playing with that," or "You are too close." Because they cannot speak, some children will bite. When a child is bitten, the area is cleaned and ice applied if necessary. The child is held and consoled until they are ready to rejoin the group. The biter is told that biting is not allowed and that it hurts. If a child bites another child or a teacher, the parent will be called. The parent of the child who received the bite will also be contacted. *Note: Typically, the best way to stop biting is to encourage language development and using words.*

Snacks

There is a mid-morning snack in each class. Children should bring a fresh fruit for their snack: apples, grapes, strawberries, bananas, etc. Parents should label the snack item with the child's name. *Note: CPA Preschool is a **peanut-free** environment.*

Birthdays

CPA Preschool loves to celebrate birthdays! Parents may provide a peanut-free snack on their child's birthday. Arrangements should be made with the teacher ahead of time in consideration of allergies or other dietary issues.

Rest Time

All children rest every day in the program. Pre-K Fours and Fives may only bring a sheet for their mat (no loveys or blankets). Children in the Ones, Twos and Threes classes may bring an item from home to use as a comfort at rest time; this item will remain in the child's backpack except during rest time.

Inclement Weather

In case of snow or other weather situations, the opening and closing of the preschool is the same as that of Christ Presbyterian Academy. Information will be shared on local news. The school may also choose to send an email and/or text.

Emergency Closing

In the event that the preschool must close during the school day, parents will be notified by phone, email and/or text. Parents must be reachable by phone during the school day. In the case of off-campus evacuation, children will be taken to Forest Hills Baptist Church at the corner of Hillsboro Road and Old Hickory Boulevard.

On-Time Arrival

CPA Preschool teachers will begin on time each morning. To ensure that students are not rushed and the start of the school day runs smoothly, children must arrive on time as well, by 8:30 a.m. Parents must sign their child in and out, document the time of arrival, provide a phone number, and give any special instructions. For security reasons, the building's doors are locked at 9:30 a.m. After that time, entry to the building will be allowed by the preschool director or a designated staff member.

Early Pick-Up

If a child must be picked up early, parents are asked to inform the teacher by providing a note when the child is signed in that morning. The teacher will have the child ready when the parent arrives.

Late Pick-Up

It is extremely important that children be picked up from their classrooms before 2:40 p.m. If a parent arrives after 2:40, they are responsible to pay the attending teacher the \$2-per-minute late fee.

Alternate Pick-Up Policy

If a child is to be picked up by someone other than a parent, this must be on file in the office, and the parent must also notify the teacher. The alternate person will be required to show proof of identity when picking up a child. If there is no proof of identity or permission from the parent, the child will not be released.



CHRIST
PRESBYTERIAN ACADEMY

XI. Fine Arts

Purpose Statement

“Equipping students to be salt and light in today’s culture through the arts.”

Philosophy of Fine Arts

We as human beings are a creative people made in the image of a creative God. Therefore, the participation in and study of the arts is an important part of our spiritual journey and a balanced life. Further, the Academy believes that God has gifted each individual with talents and abilities for the equipping of the saints in order to accomplish His purposes in the world in which we find ourselves. Through the study of the arts, students will discover and develop unique aspects of their gifts.

For those students specifically gifted, we seek to provide the means to develop those gifts. For others, we seek to provide opportunities by which they may grow in understanding, appreciation, and enjoyment of the arts. For both groups, it is a necessary part of a sound education and a rich field in which to grow in servanthood and leadership.

Furthermore, we acknowledge that pursuing the arts and participating in the creative process reveals more of the character of God (whose first recorded act was to create) through such concepts as color, light, form, rhythm, harmony, order, and expression.

Realizing that every good gift comes from above, and that not only in the realm of the arts, but in any business or service endeavor, or ministry in the church, the creative mind and impulse is a significant and needed component. Thus, through experience with the arts, the students’ quality of life is enhanced, as they are encouraged to discover their relationship to the arts. The department’s overarching goal is to educate students that they might be literate in the arts for their own personal growth in years to come—as both creators and perceivers—and that they might be salt and light in the world.

Elementary Fine Arts Overview

Elementary Fine Arts comes from the educational-philosophical base of exposure and exploration. All students K-5 have formal classes in visual arts along with general music classes and a band exploration at the fifth-grade level. All students have performance experience in both the Christmas Program and Grandparents Day, and the opportunity to audition for high-school productions as age-appropriate roles arise. Visual artwork created by elementary students is displayed throughout the elementary school continually.

Fine Arts Overview

Middle School Fine Arts comes from the educational-philosophical base of exposure, exploration, and experience. Students engage in formal class work each year through a designated cycle of classes in music, visual arts, theatre and film. In addition, students have the opportunity to audition for and participate in band and chorus within the

school day. Extracurricular opportunities include Dance Troupe, play, musical, art club and drama club. Such participation offers the experience to perform for school and community events and to participate in musical competitions and workshops. Students annually attend fine arts field trips with preparation by staff and guest artists. In addition, students may audition for high-school theatre and musical theatre productions as age appropriate roles arise. Visual artwork created by middle-school students is displayed regularly throughout the middle school.

High School Fine Arts Overview

High School Fine Arts comes from the educational-philosophical base of exposure, exploration, experience, and expertise. To fulfill CPA graduation requirements, student must complete one credit in Fine Arts and one-half credit in Speech. These requirements can be satisfied by choosing from a wide range of courses offered in theatre, dance, vocal music, instrumental music, visual arts, broadcasting and speech. Each year student field trips and/or visits by guest artists serve to enrich the core curriculum. Students have a wealth of opportunities to share their gifts in worship chapels, pep band, and performances at athletic events, along with a full season of performances. Students also have the opportunity to participate in various conferences and competitions such as Allstate Music Conference, ACSI Music Conference, Mid-State and Allstate Band, Governor's School, Poetry Outloud, National Shakespeare Competition, Tennessee Theatre Association State Conference and the State Thespian Conference. Three fine arts honor societies initiate CPA students into membership annually: Tri-M, National Art Honor Society, and Thespians. High-school students conclude their year with the Fine Arts Celebration in May.

Parent Involvement

The involvement of parents is a significant aspect of the fine arts at CPA providing many opportunities for families to be involved in Academy life while supporting this important program. The parent organization, Friends of the Arts, provides opportunities to support the fine arts program at CPA by volunteering in a variety of roles with productions, events, and tours. Financial support may be given through the CPA Fine Arts Foundation. Interested parents may contact the Artistic Director (Paula Flautt) or Friends of the Arts President (Angela and John Thompson).



CHRIST
PRESBYTERIAN ACADEMY

XII. Athletics

Athletics – Statement of Purpose

It is the goal of the athletics program at Christ Presbyterian Academy to teach our students **fundamentals of physical development** that will benefit them for the rest of their lives. Each student is instructed to take proper care of his/her body (the temple of the Holy Spirit), to exhort one another in times of trial, to complete tasks which are begun, and to **cooperate** with team members.

We at CPA must never allow the athletics program to become The Program. Athletics is offered so that each student can learn to face tough circumstances with **determination** and to continue on, even if victory seems impossible. We desire for our athletes to learn to **persevere**, to lose with grace, and to win with **humility**.

Finally, the athletics program at Christ Presbyterian Academy will be one that teaches **self-sacrifice, self-discipline, and personal commitment** to attain the goal of excellence. *The primary goal is to develop characteristics in students that will enable them to overcome challenges they will face throughout their lives.*

At the high-school level, CPA is a member of the Tennessee Secondary Schools Athletic Association (TSSAA); at the middle-school level, CPA is a member of the Harpeth Valley Athletic Conference (HVAC).

CPA sponsors a chapter of The Fellowship of Christian Athletes that meets throughout the school year, and is open to all students in the seventh through 12th grades.

Role of Athletics

The role of athletics at Christ Presbyterian Academy is multifaceted, offering a variety of opportunities for the students in the different grade levels of the school.

First, as a general program incorporating the entire student body, athletics at CPA are designed to teach fundamental physical development. Through an all-encompassing program of activities and exercise programs, each student learns to maintain proper care of his/her physical body. Every student is provided with an opportunity to be involved in specific physical activities on a daily basis.

Second, the athletic program at CPA participates in organized league events at both the middle-school and high-school levels. This aspect of the athletics program is designed to provide an opportunity for individuals with appropriate talent levels to compete in an organized team sport. Athletic participation provides an avenue of teaching whereby an individual learns the value of personal sacrifice, discipline, and commitment to personal and team goals. Participation in a highly competitive environment imparts the lessons of winning with humility, losing with grace, and persevering to achieve a goal.

The goal of athletics at CPA is not to become the driving force behind the school's

identity. However, it is recognized that athletics can play an important role, if properly handled, in the overall development of school spirit as well as the development of individual participants. The athletic program will promote standards consistent with the philosophy of the school, acting as a supplement to the overall emphasis placed upon spiritual and academic development during daily school activities for individuals who participate in athletics.

Philosophy of Athletic Competition

We strongly believe that athletic competition, in a properly structured atmosphere, is an important developmental opportunity for our student participants. Christ Presbyterian Academy's participation in team-oriented sports (in particular, league competition within the HVAC for middle school and the TSSAA for high school) presents an opportunity for individuals with specific athletic skills to be involved in competition against other schools. While the emphasis of the program should never be to "win at all costs," pursuit of victory through physical and mental preparation within a team atmosphere is deemed to be a worthy standard.

In conjunction with the middle-school and high-school athletic programs, an individual should not automatically expect to have the opportunity to participate in the team sport of his/her choice (due to a limitation of participants allowed on a playing field or court at one time); however, through a wide offering of sports, some of which have larger numbers of participants, individuals who so desire should have the opportunity to participate at some level. It should be noted that team members are selected based upon talent and other appropriate factors.

Being chosen as a member of the team does not necessarily guarantee equal playing time. Athletes and parents must realize that participation in a game is only one aspect of being a part of the team, which will have as one of its goals to win as many games as possible during a particular season. Contributions made in practice, as well as on the bench, will also play a significant role in the team's success. Participation by an athlete in a game situation will be determined by a combination of ability, attitude, and work ethic in practice. Individuals with greater athletic ability who exhibit proper attitudes will likely have a greater degree of participation in a game. Needless to say, good judgment on the part of the coach will be emphasized in an attempt to reward all team members with playing time when such participation does not serve as a detriment to the team's overall ability to win a particular game or to reach a stated goal.

Through this process, it is desired that each participant learns to win with humility, lose with grace, and always strive to utilize God-given skills and abilities to the fullest. This philosophy of competition is designed to promote the development of the individual with regard to discipline, willingness to sacrifice personal desires for the overall benefit of the team, and the pursuit of the highest degree of excellence possible—qualities which will

benefit the individual in his/her Christian walk and vocation well beyond the high-school years.

Philosophy of Elementary Athletics

The goal of athletics for elementary students is to achieve a positive experience in the fun of physical activity, when friendships and relationships are built and students learn the value of teamwork. Students in grades K-5 are ready for beginning skills development through a variety of athletic activities. Physical education offers regular opportunities for gross motor activities to develop each muscle group. A variety of games provide opportunity for play that promote physical growth and development for students in PE class, at recess, or in their own backyard.

If parents desire to expand their child's athletic development through team sports, the Academy encourages families to choose teams where equal playing time and the fun of the game are the focus. The early elementary years are learning and building years and not, primarily, performance years. Beginning with age 10 or 11, more competitive play becomes developmentally appropriate; at this age range, competitive activities are offered by the Academy in track and football. Area sports leagues offer competition in soccer, basketball, baseball, etc., but there are no CPA elementary-school teams other than track and football.

Skill development for athletic competition takes time and practice. Summer camps offer an excellent opportunity to learn sport-specific skills with time for practice and growth. Recreational leagues and travel teams may also offer these opportunities but generally, are not developmentally appropriate for elementary students.

Athletic abilities emerge in children at a variety of ages—all falling within the “normal” developmental range. Therefore it is highly important to refrain from labeling students as “athletic” or “non-athletic,” and from encouraging them to concentrate on a specific sport before their full range of gifts, talents, interests and developmental potential have emerged.

The importance of a healthy diet is addressed in both the regular classroom and in physical education class. Non-carbonated and caffeine-free beverages are recommended for all children. Good choices with a variety of items from each food group are strongly encouraged for maximum health. These choices become increasingly important as a student begins to train for more competitive activities, with healthy living habits built during the elementary years.

All activities incorporate the understanding that the body is the temple of God created to bring glory to God (1 Cor. 6:19-20). “For bodily exercise profits a little, but godliness is profitable for all things” (1 Tim. 4:8).

Academic/Athletic Policy

A student's academic standing at the end of a school year determines eligibility to participate in TSSAA athletic events during the next school year. A CPA student

must earn six credits during the preceding school year. All credits must be earned by the first day of the beginning of the school year. Students who are ineligible for first semester participation may gain eligibility for the second semester by passing five subjects (1/2 credit) or three blocks (one credit per block), or the equivalent.

In a sport which plays according to a schedule with dates in two semesters, the coach may allow a student to join the team based upon the expectation of gaining eligibility, but the student may not participate with the team in TSSAA competitions until academically eligible.

Should a student meet the TSSAA standard but fall below CPA academic standards, the student will immediately be placed on academic probation. During the probationary period, the student does not participate in athletics, neither in any game competition nor in practice sessions. If during this time, tryouts for a particular sport are held, the student would be allowed to try out, but would not participate while on probation. Eligibility is reviewed at the next scheduled release of quarterly grades. If the report indicates that the student's performance continues to fall below academic requirements, the student will remain on probation, and grades will be checked again at the end of the semester. When the student's academic progress succeeds in meeting the eligibility standards, probation is ended and the student is allowed to fully participate in both practice sessions and game events.

A student who does not meet eligibility standards based on spring semester academic performance, may become eligible for the following fall by meeting these standards in summer school. Any deviation from this policy would require the approval of the Headmaster.

Any student with a past-due tuition and/or fees balance will be allowed to try out and practice but not to participate in any games or competitions.

CPA Sport Seasons

EARLY FALL

Cross Country.....Girls and Boys..... for grades 6-12
Football.....Boys..... for grades 5-12
Golf.....Girls and Boys..... for grades 6-12
Volleyball.....Girls..... for grades 6-12
Soccer (Varsity).....Girls..... for grades 9-12
Cheerleading.....Girls..... for grades 7-12

LATE FALL

Soccer.....Girls and Boys..... for grades 6-8

WINTER

Basketball.....Girls and Boys..... for grades 6-12
Cheerleading.....Girls..... for grades 7-12
Hockey.....Boys..... for grades 9-12
Swimming.....Girls and Boys..... for grades 8-12

SPRING

Softball.....Girls..... for grades 6-12
Baseball.....Boys..... for grades 7-12
Tennis.....Girls and Boys..... for grades 6-12
Soccer (Varsity).....Boys..... for grades 9-12
Track.....Girls and Boys..... for grades 4-12