# Cathedral Christian Academy

# Parent/Student Handbook

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# Prospective Families

Dear Prospective Family,

Welcome to Cathedral Christian Academy. I am grateful you have chosen to place your child(ren) in our care. I can assure you the administration and teachers of C.C.A. are committed to giving your child(ren) the best Christian education possible. We are excited to about joining you and becoming a part of educating your child spiritually, academically, socially, and physically.

Please take the time to read your Parent Handbook as it will give you greater insight into the vision, policies, and structure of Cathedral Christian Academy. I trust you will find it most informative and helpful.

While this Handbook is designed to answer most questions, parents have about our school, please feel at liberty to contact us with any additional questions and/or concerns.

God bless you,

Bishop Vernon McBride, Senior Pastor and CEO

Joevona Johnson, M.Ed., Director of Education

# About Us

## Mission Statement

Cathedral Christian Academy will strive to provide a superior, Christian education consistent with Biblical principles and truths. Within a secure, loving environment, students will enhance their individual gifts and mature spiritually, socially, and intellectually by becoming educated in a way which gives recognition to the authority of Christ in every area of their lives.

## Vision

To glorify God by enhancing the skills and abilities in all students by edifying their self-esteem and confidence, and making them cognizant of their inner potentials, so that they may become successful in all aspects of their lives as according to Joshua 1:8b

## Statement of Philosophy

Parents want God's best for their children, and we share that desire at C.C.A.. The academy provides a Christ-centered environment where students may develop and flourish as God intends. We recognize that students have varied learning styles, rates of learning, individual interests, and talents. Cathedral Christian Academy is committed to meeting the spiritual and academic needs of our students in learning environments that are challenging, engaging, and inspiring. Respect and high expectations for everyone at Cathedral Christian Academy are necessary to fulfill the will of the Lord Jesus Christ for the school.

By coming alongside the Christian family, Cathedral Christian Academy can instruct students in the development of godly character within their families, churches, schools, and communities. Godly character is the foundation our students build upon as they move toward the call God has placed on their lives. We believe that closely integrated partnerships with the ministries and body of Christ will enable God to accomplish His will for the families at Cathedral Christian Academy. We are committed to providing opportunities for students to learn about and serve in Christian ministry. *(Ephesians 1:17–20)*

# Statement of Faith

- **The Bible-**We believe the Bible to be the inspired & only infallible, authoritative Word of God (2 Timothy 3:17; and 2 Peter 1:21)

- **The Trinity-**We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; and John 10:30)

- **Jesus Christ-**We believe in the deity of our Lord Jesus Christ, 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 his His personal return to power and glory (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:26; John 2:11; 1 Corinthians 15:3-4; Ephesians 1:7; Hebrews 2:9; John 11:25; Mark 16:19; Acts 1:11; and Revelation 19:11).

- **Regeneration-**We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10, and Titus 3:5).

- **The Resurrection-**We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of the damnation (John 5:28-29).
- **The Church-**We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; and Galatians 3:26-28).

- **The Holy Spirit-**We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; and Ephesians 5:18)

- **Education -** We believe Christian instruction is the process by which children are taught to view the whole world as God's creation, and to understand that their calling is to live for God's glory. This process involves development of our children's physical, social, intellectual, and spiritual life so that they may better equip themselves to serve the Lord. Colossians 2:8  2 Corinthians 10:5.

- **The School -** We believe the school is an organization provided by God as an extension of the home to present the child with opportunities to gain knowledge of God and His world. Students are taught a Christian view of the world in accordance with their age and ability to understand.  Deuteronomy, 6:4-9 and 11:18-21  Colossians 2:6-8

- **The Parent -** We believe that Christian parents are bound by God to give their children Biblical instruction and education in the school as well as in the home and church. Ephesians 6:4  Proverbs 22:6 1 Corinthians 10:31  Colossians 1:28, 29

- **The Teacher -** We believe the teacher is God's instrument to instill in our children a Christian perspective of learning about His world, and to help guide them in becoming responsible Christians, nurturing each one's unique gifts and talents. 1 Corinthians 3: 18
  Ephesians, 4:11-16  Luke 6:39-40

- **The Child -** We believe that each child is a unique creation of God, with individual abilities, learning styles, needs, and personality traits. We also believe that the child, having been born with a sinful nature, must be brought to a realization of his total dependence upon God for life and for salvation.
  2 Corinthians 10:5  Isaiah 54:13  Romans 12:2

# Admissions

A student is admitted on the basis of former achievement, placement testing, an interview with the administrator, and openings in the particular grade level. General behavior is carefully considered. It is the policy of the school not to accept students whose accomplishments and/or behavior have not been up to acceptable standards. Admission procedure is as follows:

- Acquire, complete, and return an application to the school office along with copies of the most recent report cards and achievement test results. Included should be both academic and behavioral information.
- Meet with the administrator for the student interview.
- Upon acceptance:
  pay the registration fee in order to hold the classroom spot.
  sign the *Contract Agreement Form*
  complete the *Emergency Information Form*.
  provide a copy of the student's *birth certificate*.
  provide an up-to-date *immunization record.*

It is understood that attendance at Cathedral Christian Academy is a *privilege* and not a *right*. It is understood that if a student does not cooperate in maintaining high ideals of academic work and Christian conduct with respect for authority and peers, he will be asked to withdraw should administration demands it.

## Requirements

Cathedral Christian Academy, desiring to maintain its high standard of academic excellence and Christ-centered environment, has established the following requirements for admissions:

A. PARENTAL SUPPORT: Our primary purpose at Cathedral Christian Academy is to build lifetime achievers by instilling an idealistic spiritual and educational foundation in all aspects of the lives of our students. Inasmuch, we will uphold the school's policies, procedures, and all standards set forth by the school by becoming active participants in the educational and non-educational arena as it pertains to C.C.A..

B. We will provide our child with the educational, mental, spiritual, emotional, and/or physical support he/she requires by exemplifying and upholding the rules and regulations set by C.C.A. We will continue in our efforts, and support, alongside the school, to teach and cultivate a safe, loving, diversified, and inclusive environment for our child(ren). We also agree to the school's discipline policies and codes, harassment policies, outlined in the parent/student handbook. We will abide by the school's terms as defined and applied *by*

C.C.A's faculty and administration. We accept as true that **"PARENTAL INVOLVEMENT EQUALS STUDENT SUCCESS."**

C. Students must desire to attend Cathedral Christian Academy and also willingly submit to the school's authority, policies, and practices.

D. Students must be successful in the academic program proposed for him/her at C.C.A.

E. Parents will be honorable in the fulfillment of financial and time commitments made to the school. All accounts must be paid in full by June 1st for re-enrollment. **TUITION AND FEES:** We agree that all tuition and fees are to be paid in full or kept current and that the school may immediately discontinue admittance into class or suspend attendance if the account is not current, depending upon the delinquency. In the event of voluntary removal by the school and/or parents, any unresolved balances may be turned over to the school's legal representatives and litigated through the court system until payment is received. Until all financial matters are resolved, no records will be forwarded and/or no information will be shared with another school.

F. RECORDS/DOCUMENTATION: We accept responsibility for obtaining in a timely manner and submitting to the school thorough, accurate documentation of all special needs (i.e., custody papers, medical conditions/allergies, attention or learning problems, educational/psychological testing and/or physical limitations) concerning our child's safety/education at school. We understand that these must be submitted, discussed with, and evaluated by the administration before our child enters school. We will not hold Cathedral Christian Academy responsible for failing to respond appropriately if not given full and/or current documentation, copies of all relevant legal change documents, and all other forms of notification. We understand that failure to provide or cooperate with such correspondence may result in immediate dismissal.

G. Students will take an academic screening test or, if going into kindergarten, a reading readiness test, to help determine skill placement.

H. Application/testing and registration fees must be paid (non-refundable).

## Withdrawals and Dismissals

Withdrawals from school must be made in writing through the office by the parent or guardian.
If a student withdraws, his/her tuition must be paid in full for the remaining academic school year. Any time a student or parent cannot remain in harmony with the philosophy, rules and policies of Cathedral Christian Academy, the student may be dismissed from the school, at the parent's expense, and not considered for future enrollment at C.C.A.

# Nondiscrimination Policy

Cathedral Christian Academy admits students of any race, color, sexual orientation, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sexual orientation, national, gender identity or expression, or ethnic origin in administration of its educational or admissions policies, scholarship, athletic, and other school administered programs.

# Financial Matters

## Parent Responsibility

Cathedral Christian Academy knows that parents who choose a Christian education for their children understand that they are making an investment in their children's lives. C.C.A. also understands the financial challenges which that commitment can place on families. Therefore, the C.C.A. School Board works very hard to keep tuition at an affordable rate through careful stewardship and our volunteer program.

C.C.A. believes that its testimony within the community is very important. That testimony is affected if we fall behind in paying our contracted bills, including staff salaries. Therefore, C.C.A. believes that it must handle its finances in a businesslike, common sense, and positive manner. C.C.A. is a non-profit organization and works within a tight budget. The school relies on the prompt payment of all fees and tuition by the families enrolled. Each family is responsible for the registration fees and tuition charges for their children, as well as P.I.A. time (see Parent In Action) commitments.

Therefore, C.C.A. cannot permit the indefinite attendance of students representing delinquencies in required payments due to C.C.A.. To do so would in effect mean that the other families at C.C.A. would bear the financial burden or the school might become delinquent in its obligations. In addition, families who are waiting for a position in the school would not have an opportunity to apply. C.C.A. will work with families whose accounts are in arrears, provided honorable intentions are exhibited and commitments that are made are fulfilled. However, students with accounts 10 days past due will not be allowed to attend classes until payments have been made or sufficient arrangements have been made in the form of a written and signed contract with the school administrator and approved by the School Board. Also, students with accounts 45 days past due may be turned over to a professional financial service in order to help us collect past-due accounts. In the event all reasonable measures to collect debts have failed, the account will be turned over to a contracted collection agency. Student records will not be forwarded until the account has been paid in full. In addition, students with accounts past due at the end of any given school year will not be re-enrolled until their account has been paid in full or again unless special written arrangements have been made subject to School Board approval.

Financial statements are given at the beginning of each month (August through May). Payments are due by the first of each month, unless other arrangements have been made. If no payment is received by the fifth of the month, then a $35 late fee will be assessed.

If a N.S.F. (non-sufficient funds) check is returned to the school, the check writer will be notified and a $35 charge will be assessed to their account. Immediate arrangements must be made to fulfill that month's tuition commitment (i.e., replace the bad check).

## Parents In Action (P.I.A.)

This program gives parents an opportunity to contribute 15 hours of time per parent, per year, or pay $10 per hour for each non-worked P.I.A. hour. Hours "worked" include chaperoning field trips, attendance at programs or other meetings, work on school projects, classroom involvement, etc. *Parents are responsible for keeping track of their hours by getting a signature from a teacher or administrator.*

## Church Subsidy

Though C.C.A. is a significant ministry of Spread the Word Cathedral, the church does not allocate a cash subsidy to the school. However, through the use of its facilities, Spread the Word Cathedral is significantly subsidizing the school. If the school had to rent or lease facilities similar to what we are in now, tuition would have to be greatly increased. Thus, the school is very grateful to Spread the Word Cathedral and its members who financially support the church.

## Legalities of Payment Procedures and Policies

1. Accounts may be paid by the year (100% due August 1st). Parents who choose a payment plan or receive scholarships must pay 75% of all tuition by December 1st. The remaining 25% is due by March 1st of every year. Parents may begin making payments in June, July, or August preceding the opening of school year. All remaining balances are due by March 1st. Students receiving scholarships or grants are obligated to pay tuition cost that follow the payment policy upon the dismissal from the academic for disciplinary action or expulsion. Refunds are not permitted under any circumstances.

2. Monthly payments are made over a 8 month period beginning August 1st and ending with the March 1st payment.

3. Tuition payment is due on the first day of each month and is past due after the 5th . A late charge of $35.00 will be added to any delinquent account on the 5th, and both the tuition and late fee must be paid before the student is admitted to class.

4. A $35.00 service charge will be added to any account on which a check is returned for insufficient funds.

5. Curriculum fee payments are due when school starts. Students are not allowed to begin school until all fees are paid in full.

6. A student is not officially enrolled each year until the registration fee has been paid. Registration fees are non-refundable and non-transferable unless the student is not accepted by the school as a student.

7. Checks are to be made payable to *Cathedral Christian Academy* and paid directly to the school's Administrators.

8. Should an account be overdue when report cards are sent home, the report card(s) of that account will be

held in the office until the account is current. The same is true as relates to transcripts, school records, and graduation diplomas, etc.

9. Should an account become one month overdue, the student will not be allowed to remain at Cathedral Christian Academy until the account is paid in full.

10. A student will not be re-admitted any year in which there is an outstanding balance from a previous year. Please note that school records will not be released or forwarded to another school until the account is paid in full.

11. Parents are responsible for a full year's tuition for the academic year in which a student withdraws from school or is expelled. Any student who withdraws during the last two months of school will be charged for the remaining balance of tuition cost. Parents will be responsible for the first month's tuition and fees unless a withdrawal is made 72 hours before the formal opening of the school year.

# Attendance

## School Hours

Monday-Friday school begins at 8:30 am- 3:15 pm.

Students arriving before 8:20 will be sent to before care. Parents will be charged a fee of $10 per day. Students picked up after 3:30 will be sent to aftercare. Parents will be charged a fee of $10 per day.

*Remember, before and after care is available on a weekly/monthly basis to those students who are pre-registered.*

## Absenteeism

Students are expected to attend school every school day each year. Students who miss school for reasons other than sickness, emergencies or death in the immediate family, school sponsored activities, or without an approved medical excuse are considered unexcused. *Doctor, dental or other appointments need to be scheduled outside of school hours if at all possible.* Excessive absences will likely result in a parent conference being scheduled.

**Return from Absence Procedure**

Students returning from absence must submit a note from his/her parent or guardian to their homeroom teacher. The note should state the date of, and reason for the absence. No make-up work will be allowed for unexcused absences.

**Make-up Work**

Students absent for any reason will make up any work deemed necessary by the teacher and keep up with the academic progress of the class. Parents are encouraged to pick up student assignments and books in incidents of prolonged absences. Students will have the same number of days, as they were absent (assuming the absences are excused), to prepare for make-up test or quizzes and may need to schedule special times with their teachers to take these make-up test or quizzes.

## Tardiness

Being tardy is defined as arriving late to school (for elementary) and late to class. Students are marked late after 8:35. If an emergency makes tardiness to school necessary, a note from home must be brought to the students' teacher. For excessive tardiness consequences may include non-admittance for the school day and/or a parent conference. If students are arriving after 8:45 they must be escorted inside by a parent or guardian.

## Perfect Attendance

Perfect attendance is awarded to students who have absolutely no lateness or absences, unless for legal reasons such medical, court appearances, or bereavement.

## Vacations

Cathedral Christian Academy discourages vacations during school time.

# Extended Day Program

## Before-School Care

Students are supervised for one hour before school in the dining hall at 7:30 a.m. until 8:30 a.m. Parents will be billed daily, weekly or monthly as an additional line item on their monthly statements.

***Note:*** Please, do not drop off your child before 8:20 a.m. unless you plan to use our before-school care program.

## After-School Program

This extended care program goes from 3:30 p.m. until 5:30 p.m. downstairs in the dining hall. In after-school care the children will have organized activities planned, a snack (provided by the parent), a quiet time to work on homework if necessary, and some free playtime. Parents will be billed daily, weekly or monthly as an additional line item on their monthly statements.

***Note:*** Teachers will oversee your children for the first 15 minutes in their classroom from 3:15 to 3:30 p.m.; however, at 3:30 p.m. the teachers will put them in the after-school program. Also, please never tell your child not to go to the after-school program if you are late. We care about your child's safety and they must be supervised.

# Student Polices

## Student Responsibilities

It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and in no way deprive other students of an education. In order to accomplish this, the student must observe the following standards of behavior: Violations of the code of conduct listed below will result in demerits, which must be signed by a parent/guardian before the student can return to school. After receiving 3 demerits for any reason, students will be placed on a 3 day or longer suspension depending on the violation and at the administration's discretion. Fighting and/or excessive insubordination towards authority of any sort will result in automatic expulsion from the Academy.

## At School in General

- Arrive to school by 8:30 a.m.
- Be ready to begin class with materials organized and in one's desk by 8:35 a.m. Encourage a close relationship with God for yourself and others through Bible reading, prayer, and sharing.
- Abide by the school uniform policy (see uniform policy).
- Refrain from any horseplay in the building.
- Walk in the hallways and stairs.
- Eat only in the dining hall unless otherwise given permission by the teacher.
- Avoid throwing objects in the building.
- Never leave the building without permission from the office.
- Complete assigned work on time.
- Avoid forgery and plagiarism.
- Participate in chapels without being a distraction to others.
- Show respect and be courteous toward all school personnel, parent volunteers, and any visitors.
- Obedience to authority should be willing, cheerful, and immediate.
- Respect all school property including desks, books, bathrooms, walls, and the playground.
- Follow the rule of not bringing electronic devices such as iPods, Gameboys, etc. to school.
- Avoid any public display of sexual affection (such as embracing or kissing, etc.).
- Only use acceptable Christ honoring language – no swearing or dirty language.
- Avoid any kind of bullying or cruel teasing.
- Avoid bringing weapons, fireworks, or explosives of any kind to school.
- After school, avoid being in classrooms without the teacher present.
- Be honest in all you say and do.
- Refrain from chewing gum in the building.
- Refrain from stealing, lying, cheating, and engaging in immoral activities.

# In the Classroom

- Follow the rules set down by the teacher.
- Refrain from any act of disrespect such as:
  - Talking back or sassing teachers.
  - Mimicking or mocking teachers or students.
  - Talking or distracting others while a teacher is presenting a lesson.
  - Writing or passing personal notes.
  - Laughing at the mistakes of others.
  - Doodling or drawing nonsense designs on assignments.

## In the Restroom

- Keep restrooms clean and quiet.
- Never play in the restrooms.
- Go directly to and from the restrooms when given permission by a teacher.
- Respect other's privacy.
- Wash hands.

## On the Playground

- Keep hands, feet, and objects to yourself.
- Use equipment safely as it was intended to be used.
- Use good sportsmanship and obey game rules.
- Refrain from bouncing balls against the building or in the building.
- Return all equipment before lining up after recess.
- Stay outside unless given permission by a teacher or recess monitor.
- Follow all the other specific playground rules as directed by teachers.

## Uniform Dress Code

We believe children should come to school understanding that school is a special place dedicated to learning. Our hope is that uniform clothing for school will result in improved behavior and attitudes that can bring positive development in all areas of a student's life. Clothing can often be a reflection of a person's self-image, attitudes and values. Although there is nothing wrong with most clothing, we feel it is in the best interest of our student body to wear uniform clothing to school.

Our uniform policy is set forth to create uniformity in appearance and eliminate the influences of clothing that might promote an ungodly attitude, distract students from learning, or draw attention to the individual.

Parents are expected to assist their child(ren) to have high standards of personal appearance. This sense of pride means that **uniforms are in good condition and clean at all times.**

Students who do not come to school in appropriate attire may be asked to go home and change their clothing. The violation will be documented and their parents will be notified. For every three uniform violations a parent conference will be requested before the student can return to school.

Students are not allowed to wear or have in their possession items such as book bags, pencils, lunch boxes, notebooks, ……etc, that do not represent Christianity. Examples include, but not limited, to skulls heads, crossbones, monstrous decals, demonic figures, etc. **Girls K- 12th**

- ✓ Burgundy plaid jumper, skort, or skirt All gray regulated pleated skirt for grades 6th-and above.
- ✓ White, pink, or burgundy polo style shirt with school logo
- ✓ White blouse (peter pan or polo style; must wear cross tie with peter pan style))
- ✓ Regulation burgundy sweater/blazer/jacket with school logo
- ✓ Hosiery- white, gray, or burgundy only
- ✓ Shoes- Tan Oxford Style only (No boots or tennis shoes are allowed except on gym day)
- ✓ Complete gym uniform (must have school logo) NO EXCEPTIONS

****No excessive or large jewelry may be worn.**

**Earrings must be the size of a quarter or smaller; only one small gold or silver necklace/bracelet is allowed**

**Boys K- 12th**

- ✓ Burgundy sweater (Regulation style only)
- ✓ Black pants; Gray pants for grades 6th and above (Cargo pants are not allowed)
- ✓ Burgundy or black tie, black socks
- ✓ Tan regulated Oxford style shoes (No boots or tennis shoes are allowed)
- ✓ White button down dress shirt with tie
- ✓ White, gray, or burgundy polo style shirt with school logo
- ✓ Complete gym uniform (must have school logo)

****No jewelry allowed**

**Haircuts/braided styles must be maintained and groomed at all times.**

# UNIFORMS SAMPLE ITEMS

GIRL'S REGULATION UNIFORM

BOY'S REGULATION UNIFORM

**BLACK TWILL PANTS**

**MAROON SHORT SLEEVE POLO SHIRT W/LOGO**

ALL GYM UNIFORMS MUST BE PURCHASED DIRECTLY THROUGH CATHEDRAL CHRISTIAN ACADEMY BY FILLING OUT AN ORDER FORM AT CCA4100.INFO

## GUIDELINES FOR ANNOUNCED DRESS DOWN DAYS

Permitted dress down clothes: jeans, casual shirts, T-shirts, sweatshirts, sweatpants, shorts that are knee length and loose fitting. Boots and tennis shoes are allowed.

Prohibited clothing: immodest tops, tank tops, hats, any clothing that is frayed, torn, or has holes; pants worn below the waist; tight fitting clothing. Note: Any designs or messages on shirts must be appropriate, tasteful, modest, spiritually uplifting.

# HEALTH AND SAFETY

### PHYSICAL EDUCATION

Students scheduled for physical education must participate unless a written excuse from a physician or parent requests that the student be excused because of a health problem.

### FIRE DRILLS

Fire drills will be scheduled as required by the Baltimore City Fire Department regulations.

### STUDENTS LEAVING GROUNDS

Students are not to leave the grounds at any time during school without specific written permission from a parent or guardian.

### ILLNESS AND INJURY

Students who are injured or become ill during the regular school day will be brought or sent to the school office. The school administrator will take care of the student and/or call the parent to make arrangements to have the child picked up. In cases of serious injury, 911 will be called.

### MEDICATION ADMINISTRATION

Medications both prescription and over-the-counter will be administered at school according to the following guidelines:

1. Both the parent(s), and medication prescriber complete, sign, and date the school s authorization and permission form for administration of medication at school.
2. The parent himself/herself delivers the medication and equipment to and from the school office and picks up remaining medication and equipment.
3. The medication is in the original labeled container as dispensed or the manufacturer s labeled container.
4. The medication label contains the student s name, name of medication, name of prescriber, directions for use (dosage, route, and time) and storage, and prescription and expiration dates.
5. Immediate notification, in writing, of changes and annual renewal of authorization are required.
6. The only medications (prescription or non-prescription) that a student may have in his/her possession at school are inhalers and epi-pens.

7. The initial dose of a new medication has been administered by the parent in time to observe and confirm that there were no problems.

## Electronic Toys, Games, and Devices

We desire to maintain a godly academic atmosphere. Students are to refrain from the use of electronic devices (personal iPads, cell phones, iPods, electronic games, etc.,) between the hours of 8:30 a.m. and 3:15 p.m. (headphones and ear buds are permitted only after 3:15 pm). All electronic devices in use between these hours may be confiscated and held until the end of the school year. Demanding your child's property before deemed so, will result in your child's immediate dismissal from C.C.A. C.C.A.'s administration reserves the authority to issue disciplinary consequences in the event of the lack of adherence to this policy. C.C.A. is not responsible for the loss or damage of electronic devices brought to school.

## Cell Phones

If a parent deems it necessary for his or her child to have a cell phone during the school day, it must remain in the OFF position and be kept out of sight during the school day. It is to be used for after-school purposes only, such as arranging for rides home. All cell phones not kept out of sight or in the OFF position between the hours of 8:15 a.m. and 3:00 p.m. may be confiscated and held until the parent can pick them up. C.C.A. administration reserves the authority to issue disciplinary consequences in the event of the lack of adherence to this policy. C.C.A. is not responsible for the loss or damage of cell phones brought to school.

# Academics

## Curriculum

Throughout the school, students are taught in a traditional classroom setting. Although academic excellence is important, our first priority is still the spiritual nurturing of character training in the students to help them achieve an active and growing relationship with Jesus Christ. The integration of the Word of God, taught by spiritually mature adult role models, is Cathedral Christian Academy's highest level of commitment.

## Textbooks

Cathedral Christian Academy uses the following publishers: A Beka Book, Scott Foresman, and Pearson Education.

## Grading Policies

In grading your child we try to be as objective as possible. We also realize that there is a certain degree of subjectivity based on the individual personalities and teaching methods of the teachers. Grades given to students are based on their test and quiz scores and class work and homework assignments and will reflect their progress. In reporting grades, C.C.A. will use the following grading scale: Add percentage scale

| Grading Scale | | Grade Percentages |
|---|---|---|
| 92-100 = EXCELLENT | | Test/Projects/Reports----------30% |
| 85-91 = GOOD | | Quizzes----------25% |
| 75-84 = SATISFACTORY | | Homework----------20% |
| 60-74 = UNSATISFACTORY (FAILING) | | Classwork----------20% |
| | | Notebook/Organization----------5% |

## On-line Grades

Parents are encouraged to view their child's grades periodically on Engrade.com. All students will be given a Username and password during the first month of school.

## Homework

The amount of homework each child will have depends on a variety of factors: age, class, how the student utilizes classroom time, etc., but in general it is to be minimal and gradual, particularly in our elementary grades. However, once a student enters junior high and high school the amount of homework will increase and often become just as

important as classroom work. Students will be expected to complete their homework according to the teacher's

specifications and turn it in on time.

## Late Work

Late work is not acceptable. If there are extenuating circumstances, a note should be sent from the parents. This should be the exception. Each teacher will work out with his/her class a system for dealing with late work. Students who display a pattern of unfinished work may be assigned detention during recess, lunch, or after school to complete the assignments. Special projects will require homework and parent involvement to ensure success.

## Academic Probation

Students who fail two or more core subjects during any quarter will be placed on Academic Probation for the following quarter. Two consecutive quarters on Academic Probation may result in retention in that grade level, required summer study or expulsion from the school.

## Promotion Policy

Except in cases of excused absences, each student is expected to attend the designated number of school days to be eligible for promotion. Any student who earns a low grade average (C- or less) or is failing to indicate mastery of skills and content covered in his grade level will be maintained in that grade level until s/he has shown sufficient progress to allow him to function successfully in the next grade. If there is a possibility that a student will be retained, parents will be notified well in advance of the end of the school year, and the teacher and administration will work with the family to assist in arranging supplementary instruction. With effective and consistent parent-teacher communication, there should be no instance where the parent is unaware of the student's academic difficulties.

## Awards and Honors

Student behavior and achievement will be celebrated during the Awards and Graduation Ceremony. Awards and recognitions will be based upon performance and behavior for the entire school year. The award categories will be:

(1) Outstanding Academic Achievement; Honor roll and biblical conduct for 4 terms.

(2) Fruit of the Spirit; Galatians 5:22-23

(3) Perfect Attendance; Perfect Attendance for 4 quarters with no absences or lateness

(4) Most Improved; Significant increase in academic performance (5-10 point minimum in academic performance) or in adherence to the Code of Conduct (as judged by the teacher).

**Other awards and certificates will be given at the discretion of the teachers and administration.

## Report Cards/Interim Reports

Report cards are issued at the end of each quarter to report student progress academically and behaviorally. Mid-quarter progress reports will be sent home for students whose performance is not satisfactory.

## Parent/Teacher Conferences

At the end of the first quarter, parent/teacher conferences are set up for grades K-6th and parents are expected to sign up and attend. Junior High / High School parents are asked to set up conferences with individual teachers as necessary. Teachers look forward to the opportunity to share with parents and it becomes an invaluable team-building experience.

## Parent Classroom Visitation

It is the desire of the administration and the faculty of Cathedral Christian Academy to be of service to our families who entrust their children to us for the training and teaching during the school day. Therefore, we welcome parental visits to your child's classroom. We do ask, however, to avoid embarrassing interruptions, that visits be pre-arranged and scheduled with each teacher.

## Personal Communications

Teachers will also use letters, e-mail, and phone calls as needed to communicate with parents.

## Field Trips

Throughout the school year, Cathedral Christian Academy gives its students opportunities to learn outside the classroom and each teacher will plan field trips that are suitable to the grade level and curriculum. For most field trips, an additional student fee is required and billed on your monthly statement. It is important to note that each student must have a completed Field Trip Permission Form on file in order to attend. Parents are encouraged to chaperon when possible, but bringing siblings from other grades in the school on field trips is discouraged.

# Parent Polices

## Parents-In –Action (P.I.A)

P.I.A is a very important feature of our school and meets periodically during the school year. It is run by parents of the school and as an organization is committed to providing an atmosphere which will enhance the relationship between the C.C.A. staff and parents. The P.I.A.'s objectives include:

Supporting the school administration and faculty throughout the year in whatever capacity necessary.

Helping oversee fundraising for the school.

Overseeing all hospitality at school events throughout the year.

Supporting teachers and staff through celebrating special events and programs, giving and helping during "Teacher Appreciation Week."

## Parent Cooperation

As co-laborers with us we ask that parents:

- Purchase needed supplies. A list of your child's classroom supplies will be sent to you before school starts. Special classes and projects may require additional supplies.
- Attend parent/teacher conferences.
- Respond to notes/phone calls.
- Ensure students are dressed in uniform attire.
- Ensure students have eaten breakfast, arrive to school on time, and maintain good attendance.
- Show an interest in day-to-day happenings.
- Demonstrate importance of school through reactions to illness, absences, truancy, bedtime, and TV viewing, and help with homework.
- Stimulate and reinforce learning.
- Listen and read with children.
- Provide positive input when there is a problem.
- Attend, when possible, special class events or programs.
- Volunteer in the classrooms as helpers, tutors, or field trip chaperones.
- Become involved in our P.I.A.
- When possible or necessary, serve on a special committees.

## Monthly E-Mail Newsletters

Parents are kept informed of upcoming events, news concerning the school, or any announcements that need to be made through the e-mail newsletter. It is usually published on the last Thursday of the month. To stay informed, check the schools website.

## Website/E-mail Address

Please look us up on the web at **www.CCA4100.info** **/www.cathedral@cca4100.info**

## Yearly Academic Calendar

This calendar can be downloaded from the school's website

## Inclement Weather

Watch WBAL( Channel 11) or WMAR (Channel 2) for school closure or delay. **We do not follow Baltimore City or Baltimore County.**

## ABC Bible Verses (King James Version)

A- All have sinned and come short of the glory of God. (Romans 3:23)

B- Believe on the Lord Jesus Christ, and thou shalt be saved. (Acts 16:31)

C- Children, obey your parents in the Lord: for this is right. (Ephesians 6:1)

D-Depart from evil, and do good. (Psalm 34:14)

E- Even a child is known by his doings. (Proverbs 20:11)

F- Fear not: for I am with thee. (Isaiah 43:5)

G-God is love; (I John 4:8)

H-Honor thy father and thy mother. (Exodus 20:12)

I - If ye shall ask any thing in My name, I will do it. (John 14:14)

J - Jesus saith unto him, I am the way, the truth, and the life: no man cometh unto the Father, but by Me. (John 14:6)

K- Keep thy tongue from evil. (Psalm 34:13)

L- Look unto Me, and be ye saved. (Isaiah 45:22)

M-My son, give Me thine heart. (Proverbs 23:26)

N-No man can serve two masters. (Matthew 6:24)

O - O give thanks unto the Lord; He is good. (Psalm 118:1)

P- Praise ye the Lord: for it is good to sing praises unto our God. (Psalm 147:1)

Q - Quit you like men, be strong. (I Corinthians 16:13)

R- Remember the Sabbath day, to keep it holy. (Exodus 20:8)

S- Seek ye the Lord while He may be found. (Isaiah 55:6)

T- Thou God seest me (Genesis 16:13)

U- Unto Thee, O God, do we give thanks. (Psalm 75:1)

V- Verily, verily, I say unto you, whatsoever ye shall ask the Father in My name, He will give it you. (John 16:23)

W- What time I am afraid, I will trust in Thee. (Psalm 56:3)

X- Exceeding great and precious promises are given unto us. (2 Peter 1:4)

Y- Ye are the light of the world. (Matthew 5:14)

Z- Zion heard, and was glad. (Psalm 97:8)

# Pledges

## PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's holy word. I'll make it a lamp unto my feet and a light unto my path. I will hide his words in my heart, that I might not sin against God.

## PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again, with liberty to all who believe.

## PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.