Cumberland Christian Academy 2025-2026 K-8 Classical Guided Umbrella Program Handbook

About WayThey

During the 2025-26 School year CCA has embarked on a significant upgrade to our systems. The complete transition from our old system to our new system (hosted by WayTheyShouldGo) will take about 12 months. Once complete (by spring of 2026), all our members will enjoy a state-of-the-art student information system. However, in the interim period WayThey will not have all its intended functionality.

All references to WayThey in this document envision the completed system.
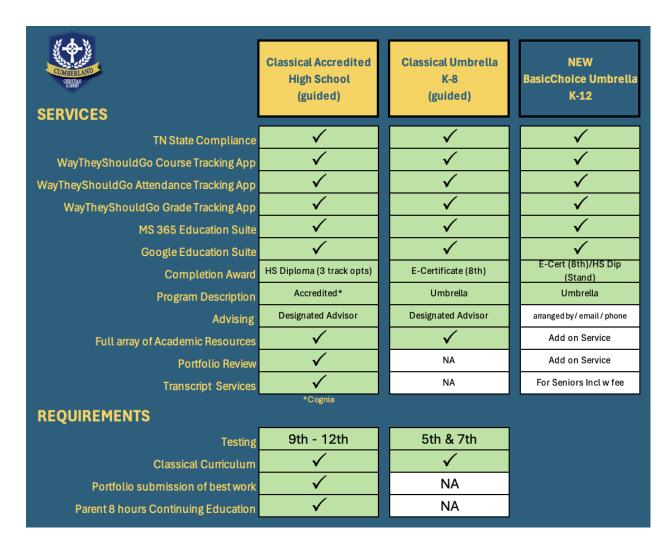
OVERVIEW OF CCA

Who We Are

We are excited to have you join our CCA family. Our aim is to support your efforts by providing tools and guidance that result in confidence as a homeschool parent / teacher. We are parents just like you. We are teachers just like you. Our organization is the result of us locking arms, committing to support one another, and developing tools that we all can use to satisfy our legal requirements while maintaining the integrity of what we do – educating the next generation of leaders in the context of Christian faith and classical educational methods.

CCA has three programs for students
- Classical Accredited High School (Guided/Grades 9-12)
- Classical Umbrella (Guided/K-8)
- NEW BasicChoice Umbrella (K-12)

SERVICES	Classical Accredited High School (guided)	Classical Umbrella K-8 (guided)	NEW BasicChoice Umbrella K-12
TN State Compliance	✓	✓	✓
WayTheyShouldGo Course Tracking App	✓	✓	✓
WayTheyShouldGo Attendance Tracking App	✓	✓	✓
WayTheyShouldGo Grade Tracking App	✓	✓	✓
MS 365 Education Suite	✓	✓	✓
Google Education Suite	✓	✓	✓
Completion Award	HS Diploma (3 track opts)	E-Certificate (8th)	E-Cert (8th)/HS Dip (Stand)
Program Description	Accredited*	Umbrella	Umbrella
Advising	Designated Advisor	Designated Advisor	arranged by/ email/ phone
Full array of Academic Resources	✓	✓	Add on Service
Portfolio Review	✓	NA	Add on Service
Transcript Services	✓	NA	For Seniors Incl w fee

*Cognia

REQUIREMENTS		
Testing	9th - 12th	5th & 7th
Classical Curriculum	✓	✓
Portfolio submission of best work	✓	NA
Parent 8 hours Continuing Education	✓	NA

Because of our experience and passion, established by our founder, Dr. Jeana Partin, CCA is a recognized leader in Classical Christian home centered education. We are true believers in the power that comes from equipped and engaged parents guiding the intellectual and moral development of their children.

Cumberland Christian Academy is a member school of the Association of Christian Schools International (ASCI). Membership in ASCI provides CCA with even more resources to continue to improve our already excellent program.

Non-Discrimination Policy

Cumberland Christian Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions, and other school-administered programs.

What We Do

We provide the following umbrella school services:

- Resources, guidance for K-12
- Assistance with school transitions and transfers
- A repository for the following school records through CCA Google Educational Suite and WayThey student information system:
    - Standardized testing results
    - Forms and requests
    - Attendance
    - Grades (including numeric grades)
- Resources
    - Grading tools
    - Rubrics
    - CCA Google Drive Family Account – for school records
    - WayThey student information system – for attendance and grades, and student and parent IDs
    - MS365 web-based software
- Student enrollment verification (e.g., for participation in sports, or employment).
- Reports enrollment to the state and county officials for compliance with state school registration requirements
- A graduation ceremony at the end of spring semester each year for graduating seniors (there are additional costs associated with diploma and ceremony).

What You Do

By registering with CCA families agree to the following:

- Participate in a K-12 orientation
- Load courses into WayThey (before Sept 15 each fall, and by Jan 1 for spring semester courses)

- Track and report student information to CCA
  - Student attendance
    - The state requires 6.5 hours 180 days per year.
  - Student grades
- Retain all records that support the academic journey of your student, record, and report necessary information to CCA.
- Follow appropriate pathways to make requests. For example, families must use our Transcript request form in order to request CCA generate and release a student transcript.

ADMISSION and ENROLLMENT

CCA opens enrollment annually around the 1st of May and closes enrollment at the end of July. CCA reserves the right to accept or reject late registration requests, however, late registration approvals may require additional registration fees. Registration requests after Oct 15th will not be approved.

Admissions Policies
- The main teaching parent must have at least a high school education.
- Each student is required to attend a minimum of 180 days of school per year. School days must be at least six and one-half hours in length.
- Students entering Kindergarten must be 5 on or before August 15
- CCA only allows parents or legal guardians to register students in our program. Legal guardians are required to submit proof of status.
- Returning students will not be considered officially enrolled for the upcoming school year until all of the following criteria are met.
  - Final grades and attendance have been loaded into WayThey. Once final grades and attendance are loaded you can request "approval" from CCA.
  - Grades have been approved by CCA.
  - Registration payment has been made in full.
- Any student who has been withdrawn from or has not attended school for more than twenty (20) consecutive days before making an application to CCA will be considered truant and will not be accepted.
- All "current" CCA students not re-enrolled by July 31st will be removed from the CCA roster for the coming school year.
- False information given at any point in the enrollment process or in any other report required by CCA will result in immediate dismissal from the program or result in CCA withdrawing the application from consideration.

Fees

All new families are charged a $75 application / set up fee. Families that do not register with CCA in consecutive years will be considered new families when they rejoin.

All families are charged a $75 family registration fee annually.

Classical Accredited Guided High School program
- $250 for first student
- $200 per subsequent student

With a family cap at $450 (per student total)

Classical Guided K-8 Umbrella program
- $60 per student

With a family cap at $180 (per student total)

BasicChoice K-12 Umbrella program
- K-7 grade $30 per student
- 8-12 grade $60 per student
- 12th grade students pay a $200 Senior fee for graduation requirement review and transcripts which is excluded from discount.

With a family cap at $120 (per student total)

*Family caps will apply to the highest program choice for any student.

Good Standing

"Good standing" is an administrative designation. Good standing with CCA allows families to continue in the program without additional supervision or requirements. Families not in "Good standing" may be asked to leave the program, or be prevented from returning to the program, or be put on a probationary status with the program. CCA administration considers the following when determining "Good standing."

- Parents must follow fair grading guidelines, retain records to demonstrate fair grading, and record and report semester grades to CCA.
- Parents must maintain all CCA reporting requirements by our prescribed deadlines.
- Engage with CCA staff with decorum and respect.
- Establish continuity by renewing registration each year. Families that disenroll or choose not to renew are not guaranteed re-admittance into the program, and are considered new applicants, and subject to all fees associated with new applications, should they attempt to register after a lapse.
- Work with CCA advisors or administration to resolve any other issues that may occur.

Withdraw and Transfer

If parents choose to withdraw their student, they may do so at any time by completing a withdrawal form. Parents will be responsible to complete any requirements up to the date of withdrawal. Failure to complete requirements can result in the following:

- Withholding of official transcripts
- Withholding of other records
- Inability to re-register with CCA

CALENDAR

Cumberland Christian Academy operates on a 180 days school calendar. Our school year begins August 1.

June 1 – Aug 31 – High School and K-8 online parent orientations (required)
Oct 1 – K-8 and High School Curriculum Forms Due
Dec 31 – 12th Grader deadline for ACT, SAT, PSAT, CLT scores to count for diploma requirements and final transcript
January 15 – 1st semester High School Semester Reports due.
April – May – Optional Testing grades 5 and 7
May 1 – Registration begins online for 2026-2027.
May 7 – 12th Grader 2nd semester High School Semester Report due.
June 15 – 9th to 11th grade 2nd semester High School Semester Reports due.
July 31 – Registration closes.

ACCESSING CCA SYSTEMS AND STAFF

CCA Staff are here to help and we certainly avail ourselves to our families who have questions or need assistance. However, the following recommendations can help families more efficiently access the services of CCA. A good first step is to refer to this handbook. We hope that most of your questions can be answered here. A good second step is to go to the website (https://www.cumberlandchristianacad.org/). You may need to be logged in via your CCA Google Family account to access certain forms and links. A final step is to reach out to CCA administrators. See Directory below.

- Principal – Jeff Townsend (jtownsend@cumberlandchristianacad.org)
  - Enrollment, compliance, special requests.
- Asst Principal – Amanda Fann (afann@cumberlandchristianacad.org)
  - Academic questions, curriculum, course requirements, transcripts.
- Testing and Graduation – Lori Rowe (lrowe@cumberlandchristianacad.org)
- IT support
  - Info Tech (including logins) – itsupport@cumberlandchrisianacad.org

Record Keeping

A student's cumulative file is a permanent school record. Once information is submitted to CCA, it becomes part of the permanent file and cannot be changed without express permission of CCA. Parents are responsible for keeping and sharing, or facilitating, necessary information with CCA that comprises the student record. Parents must keep a copy of their grading system in their personal files, to be available upon request of CCA.

CCA Systems

Attendance, Grades, and Transcripts. CCA uses two separate systems to manage our school records.

WayThey

CCA uses WayThey to manage student course schedules, attendance, grades, and transcripts. WayThey also stores certain resources, like our grading system tool, rubrics, instructional videos, etc. Families can also develop report cards, IDs, and unofficial transcripts through the report services in WayThey. Each family is issued a CCA username and temporary password during initial registration. Parents will need these usernames and passwords to access the WayThey tool in order to keep attendance, assign courses to your students, assign grades for advisor approval, store test scores and other documents, generate reports, and access CCA resources.

Google Educational G-Suite

School Records, Communication, Access to resources

CCA uses Google Educational G-Suite for our school documents systems. We use Google Educational G-Suite because it affords CCA with additional security and software applications that add value for our members. Through the Google Educational G-Suite we manage our website integration with CCA resources and our communications through CCA email accounts (assigned to each family).

Contact itsupport@cumberlandchristianacad.org to reset your logins.

K-8 REQUIREMENTS

Each year CCA K-12 students must
- Complete 180 days of schooling (6.5 hours a day).
- Pursue a course curriculum that advances them toward grade promotion
- Age requirements
    - A child entering kindergarten must be five (5) years old on or before August 15. Before a child can be officially enrolled, the following records must be on file: birth certificate, immunization record (or exemption).
    - A child does not have to enroll in school at five (5) years of age, but must enroll no later than the child's sixth birthday.

ADVISEMENT

CCA does not require Classical Guided K-8 families to attend a formal advisement. However, CCA does designate an advisor for all CGK8 families. Please contact your CCA advisor to arrange a 30 min advisement.

Grading

To participate in CCA, parents must maintain a grading system for their students that will help them track grades assigned for tests, projects, exercises, participation, etc. that when combined establishes a rationale for the final grade for each course. Parents do not have to share this system with CCA, but should have it available should CCA request it.
- K-8: Grades are due once a year by June 15

- 9-12: Grades are due at the end of each semester (Fall, January 15th, and Spring, June 15th)
- CCA requires full letter grades for our umbrella programs. No pluses "+" or minuses "-".
  - NOTE: For K-2 graders parents may use a S - Satisfactory or U - Unsatisfactory grading scale.
  - 3rd - 12th grade MUST use the number grade scale.
- Parents must use the following scale when assigning full letter grades to 3rd -12th grade students in Stellar:
  - 90-100 = A (Superior)
  - 80-89 = B (Above Average)
  - 70-79 = C (Average)
  - 60-69 = D (Poor, or below average)
  - Below 60 = F (Failure)
- Entering grades is the responsibility of the parent. Missing grades can result in the following;
  - Withholding of official transcripts
  - Withholding of other records
  - Inability for student to promote to next grade
  - Inability to re-register with CCA
- **WHEN TO SUBMIT FOR APPROVAL**. The WayThey system is developing its final technology to complete and approve grades. As this function comes online, parents will be notified and trained..

Testing

CCA requires standardized testing for students in 5th and 7th grades. Parents must arrange for 5th and 7th grade students to take a standardized test (e.g, IOWA or Stanford) and document results with CCA. Families may test students in other grades, however, parents are required to test 5th and 7th graders. Contact Lori Rowe for more information about scheduling spring testing through CCA (lrowe@cumberlandchristianacad.org)

- Special needs. If your student requires a special needs test environment or accommodation, please inform the special needs coordinator. We can help direct you to resources through the testing organization.
- Testing is the responsibility of the parent. Failure to arrange for standardized testing can result in the following:
  - Withholding of official transcripts
  - Inability to re-register with CCA

Promotion and Retention

In general and under normal circumstances CCA expects students to promote to the next grade level each year. If serious deficiencies are noted, a Course of Action (COA) will be discussed. A COA will include, but is not limited to, promoting healthy learning habits, and specific course

recommendations intended to ensure timely promotion with academic sufficiency. A signed COA will be recorded in the student's folder.

If students and parents are not exhibiting a desire to promote grade levels within CCA, or to pursue a Godly education, or to adhere to CCA policies, the administrator, with the approval of the board may disenroll the student. Further, the administrator reserves the right to reject re-registration into the program.

Skipping a grade

Skipping grades is strongly discouraged. However, if a student is advanced to a higher grade level, that change becomes permanent. The student may not, at a later date, be returned to an earlier grade.

Repeating a grade

If a student repeats an entire grade, courses taken, grades and grade levels from both years will be shown on the student's transcript if applicable.

Online Orientation

Between July 15 and August 31st CCA conducts live online orientations for new families. It strongly recommended that BasicChoice families participate in a summer online orientation. CCA provides several date and time options for families to satisfy this recommendation.

The orientation will cover the following items necessary for families to succeed at CCA.

- Services
- Parent / Family Responsibilities
- Important Information to access systems
- Important Dates
- The Handbook
- DEMO WayThey
- Resources
- Next Steps
- Q&A

CONTACT INFO

Mailing address:
Cumberland Christian Academy
PO 18352
Knoxville TN 37928

info@cumberlandchristianacad.org
admin@cumberlandchristianacad.org

College Entrance Examination Board (CEEB) Code issued by Educational Testing Service: 430056

APPENDIX

Below are links to all CCA Forms, including high school specific forms.

Forms and links

- Application form: This document is accessible through the CCA website between May 1 and July 31st each year. After July 31st, the application form is disabled.
    - Link to website application page
- Withdraw/Transfer. This document is active on our website.
    - Link to Withdraw/Transfer Form
- K-8 Curriculum Form
    - Link to Interim K-8 Curriculum Form
- Upload Documents
    - Link to Upload Documents form
- Student Transcript request form: Parents must request transcript by generating a request form.
    - Link to Student Transcript Request
- Request for Enrollment Verification (Employment and Sports)
    - Link to Enrollment Verification (Employment and Sports)

Loading and Maintaining Course Schedules in WayThey

At the beginning of the school year parents should load the year's courses in WayThey. We ask that courses be loaded for each student no later than October 1st. You will need your CCA username and password to access the system.

CCA Administration will assign a current school year to each student and update their profile to reflect their current grade level.

To request "CCA Interim Load Course Instructions" refer to your welcome email (it is attached), or request through info@cumberlandchristianacad.org. This is a proprietary document, please do not copy or distribute.

Additional Instructions Coming Soon.

Model Course Scheduling and Grade Reporting
Coming Soon

WayThey Reports

Parents can print several different reports in WayThey. Below are instructions on how to generate a student grade report, and a student ID. Coming Soon

Resource Links

TSAC
- https://www.collegefortn.org/tsacstudentportal/

FAFSA
- https://studentaid.gov/h/apply-for-aid/fafsa

TN High School Requirements
- https://www.tn.gov/education/families/graduation-requirements.html
- chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.tn.gov/content/dam/tn/stateboardofeducation/documents/2024-sbe-meetings/february-16%2C-2024/2-16-24%20V%20D%20Graduation%20Requirements%20Rule%200520-01-03-.06%20Clean.pdf

Smoky Mountain Home Educators Association (SMHEA). SMHEA is a membership organization that works to keep homeschooling laws favorable to families in TN.
- https://www.smhea.org/

Home School Legal Defense Association (HSLDA) (our code is 210598). The Home School Legal Defense Association is a United States-based organization that seeks to aid homeschooling families through legal representation. HSLDA describes itself as a "Christian organization."
- https://hslda.org/