

# Cumberland Christian Academy 2025-2026 HS Classical Accredited 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.*

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# 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)

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

The High School program with CCA is an accredited, category III, non-public, online high school for homeschoolers. We are a unique and powerful educational option in that we strike a difficult balance in providing an **accredited** diploma while allowing parents the flexibility and accountability to succeed with excellence in conducting a classical, Christian education.

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.

#### *What it means to be accredited*

**Accreditation is important in that many educational institutions, including colleges and universities, as well as certain employers and leadership organizations accept applicants only from accredited schools.** Accreditation provides certain assurances for these entities, while conveying a level of academic prestige to schools that meet these rigorous yet reasonable requirements. Accreditation provides CCA the incentive to continue to improve its already excellent program.

- CCA in partnership with our parent organization Cumberland Classical Home Center Educators offers high school diplomas accredited through Cognia, Inc. for students who meet our requirements. One benefit of accreditation exempts Cognia Accredited Category III schools in TN CCA from having to meet the homeschool or Category IV requirements (e.g., testing score thresholds) for the HOPE or General Merit Assembly Scholarships.
- As a Category III online school, students graduating from CCA receive an official high school diploma from an accredited school. CCA provides an accredited transcript to all CCA graduates (by request).

Cumberland Christian Academy is accredited through Cognia, Inc. for our high school (9th -12th grade) program.

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.



*Cumberland Christian Academy is accredited with NCA CASI, NWAC and SACS CASI.*

### **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 school services:

- Annual high school advisements (required)
- Assistance with school transitions and transfers
- High school graduation requirements counseling
- A repository for the following school records through CCA Google Educational Suite and Stellar Academic:
  - Portfolio of student's best work (approved by classical advisors)
  - Standardized testing results
  - Forms and requests
  - Attendance
  - Grades (including numeric grades)
- Accredited high school diplomas
- Accredited high school transcript (and transcript review by classical transcript specialist)
- Online application and registration
- Career counseling (contact Maria Daley - [mdaley@cumberlandchristianacad.org](mailto:mdaley@cumberlandchristianacad.org))
- Special needs advising (contact Maria Daley - [mdaley@cumberlandchristianacad.org](mailto:mdaley@cumberlandchristianacad.org))
- Resources
  - Grading tools
  - Rubrics
  - CCA Google Drive Family Account – for school records
  - WayThey Student Info System – UNDER CONSTRUCTION, for attendance and grades and student and parent IDs
  - MS365 web-based software
- [Generating standard forms](#)
  - Compulsory School Attendance Request Form (For DL Permit) – Form SF101
  - Student transcript requests
  - Student and parent IDs (IDs are self-generated through Stellar reporting tools)
- Communications with outside third parties
- 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).

### CCA offers three accredited diploma tracks

All diploma tracks require annual standardized testing, community service hours, and a portfolio of best course work for each course.

- **Standard Diploma** 22.5 credits. Latin is not required as foreign language but recommended.
- **Classical Scholars Diploma** 24 credits. Requires 30% of completed courses at honors level or above; Min ACT of 21; maintain a 3.25 GPA; and 2 Latin credits.

- **Classical Scholars Honors Diploma** 29 credits. Requires 30% of completed courses at Honors level or above; Min ACT of 23; maintain a 3.50 GPA; and 3 Latin credits.

## What You Do

By registering with CCA families agree to the following:

- Prepare for and participate in advisement
  - High school families must participate in an advisement (each year)
- Work with your advisor during advisement to enter courses into Stellar, adding courses at the semester as necessary for each student.
- Track and report student information to CCA
  - Student attendance (for HS at the end of each semester)
    - The state requires 6.5 hours 180 days per year.
  - Student grades (for HS at the end of each semester)
- Adhere to CCA grading guidelines
- Student standardized test scores
- High school students must curate a portfolio of best work examples for each course, each semester
- Provide course descriptions that include brief explanation of course, texts, hours of study, academic designation (honors, AP, etc.). NOTE. If you follow precisely the *Classical Conversations™* curriculum for 9-12, we automatically store these course descriptions. In this case, families are only responsible for course descriptions in addition to or in alternate of the *Classical Conversations™* courses.
- The overseeing parent must accrue and report 8 hours of training or continued education each year. CCA advising and training can count toward that total.
- **MAINTAIN Communication with CCA by regularly checking both personal and CCA email accounts for important information, and communicating any important information in a timely manner to CCA advisors regarding student's ability to complete coursework for promotion.**

## 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 31<sup>st</sup> 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
- 12<sup>th</sup> 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 your CCA advisor or CCA administrators. See Directory below.



- Co-Principal – Jeff Townsend ([admin@cumberlandchristianacad.org](mailto:admin@cumberlandchristianacad.org))
  - Enrollment, compliance, special requests.
- Co-Principal - Jeana Partin([jpartin@cumberlandchristianacad.org](mailto:jpartin@cumberlandchristianacad.org))
- Asst Admin – Amanda Fann ([afann@cumberlandchristianacad.org](mailto:afann@cumberlandchristianacad.org))
  - Academic questions, curriculum, course requirements, transcripts.
- Testing and Graduation – Lori Rowe ([lrowe@cumberlandchristianacad.org](mailto:lrowe@cumberlandchristianacad.org))
- IT support
  - Info Tech (including logins) – [itsupport@cumberlandchrisianacad.org](mailto: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](mailto:itsupport@cumberlandchristianacad.org) to reset your logins.

## HIGH SCHOOL REQUIREMENTS

Each year CCA high school students must

- Complete 180 days of schooling (6.5 hours a day).
- Register for 5.5 credits minimum per year and not to exceed 9.0 credits without advisor approval. The exception would be an approved [5<sup>th</sup> year senior student](#), who would need to register for a minimum of 4 credits, or a student who needs fewer than 5.5 credits to graduate.
- Pursue a course curriculum that advances them toward graduation with a CCA diploma.
- Take a standardized test (ACT, SAT, CLT) and document results with CCA.
- Submit a portfolio of best work for each course, each semester.
- Complete 10 hours community service each year.

To graduate with the CCA Standard diploma a student must complete AT LEAST the following credits.

- 4 credits Math (incl Alg I, Alg II, Geometry, Adv Math)
- 4 credits English
- 3 credits Sciences with Lab (incl Biology and Chemistry or Physics)
- 3 credits Social Studies (incl US History, Am Government and Economics, World History)
- 2 credits Foreign Language (for Classical track diplomas Latin Credits are required)
- 2 credits Bible
- 1 credit Fine Art
- 0.5 credit Speech and Debate
- 1.5 credits Wellness/Health and PE (up to 1 credit can be PE)
- 0.5 credit Personal Finance
- 1 Elective credit

To earn a [Classical Scholars diploma](#) students must meet all of the requirement of a standard diploma, PLUS be registered in a\*classical program, like *Classical Conversations<sup>TM</sup>*, achieve 1/3 of their credits as honors classes (or above), commit to Latin for the 2 foreign language credits, and take an additional 1.5 credits in Speech and Debate. Students must also achieve a composite ACT score of 21 or higher (or the equivalent for the SAT or CLT). Students following the *Classical Conversations<sup>TM</sup>* curriculum can easily achieve the Classical Scholars diploma with respect to credits.

To earn a [Classical Scholars Honors diploma](#) students must meet all of the requirement of a standard diploma, PLUS be registered in \*classical program, like *Classical Conversations<sup>TM</sup>*, achieve 1/3 of their credits as honors classes (or above), commit to Latin for 3 foreign language credits, and take an additional English credit, and an additional Social Studies Credit, and an additional Elective Credit, and an additional 1.5 credits in Speech and Debate. Students must also achieve a composite ACT score of 23 or higher (or the equivalent for the SAT or CLT). Students following the *Classical Conversations<sup>TM</sup>* curriculum can easily achieve the Classical Scholars diploma with respect to credits.

\*Accepted classical programs for Classical Scholars: *Classical Conversations<sup>TM</sup>*, *Classical Conversations Plus*, *Classical Academic Press*, *Memoria Press*, and *Veritas Press*.

## Early High School Credits

A student may be awarded up to **three (3)** credits during 8<sup>th</sup> grade in Math, Science, Logic and Foreign Language by using a high school level curriculum.

## Credits definitions for courses where a curriculum is not used (e.g., Bible, PE or Fine Arts)

- For courses where curriculum is not used, parents may develop or direct a course for credit. Parents should use the guidance below when assigning credit to such courses.
- CCA allows one (1) credit for courses that under normal circumstances require 150 class and study hours required to master the content. These are typically two semester courses. However, DE credits are often more intensive courses and require more time invested. A 3 hour DE course is the equivalent of one high school credit.
- CCA allows 0.5 credits for courses that under normal circumstances require 75 class and study hours required to master the content.

## 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)
- DE courses
  - Parents should enter DE course full letter grades and numeric grades in Stellar and on the High School Semester Report form respectively.
    - \*4 points can be added to the final numeric grade - so it is possible that your DE college transcript may have a B (88), and the high school transcript will have an A (88+4=92).

- Parents will facilitate CCA receiving an official transcript to save in WayThey.
- Parents should identify Cumberland Christian Academy as the “School” when registering for DE courses. In many cases schools will automatically share DE grades with the identified school. Ask about this when registering.
- 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 annual standardized testing for 9<sup>th</sup>-12<sup>th</sup> graders. Even if the student does not intend to be college bound, we require students take a college entrance exam like the ACT, SAT, PSAT, or CLT. We recommend families take the ACT or SAT at least twice; once as a baseline (9<sup>th</sup> or early 10<sup>th</sup> grade) and once as a comparison (11<sup>th</sup> or early 12<sup>th</sup> grade). Regardless, students must take a standardized test each year whether it is the ACT, SAT, PSAT or CLT. [ACT test dates](#).

- Accommodations.
  - We do not recommend, but allow 9<sup>th</sup> graders to take the Stanford or IOWA test in lieu of the college entrance exams listed above.
  - Those who wish to take the CLT are welcome to do so, however, CCA strongly recommends that high school students take the ACT, SAT or PSAT at least twice. Families can experiment with testing options, however, CCA requires very little testing, and believes that preparing students to take standard tests has value. The CLT is geared toward classical learning and is accepted by most private colleges and universities.
- 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.
- Test scores count toward fulfilling the requirements of the Classical Scholars and Classical Scholars Honors diplomas.
  - Classical Scholars diplomas require students to achieve a composite score of 21 or above on the ACT (or the SAT, PSAT, CLT equivalent).
  - Classical Scholars Honors diplomas require students to achieve a composite score of 23 or above on the ACT (or the SAT, PSAT, CLT equivalent).
- Testing is the responsibility of the parent. Failure to arrange for annual high school testing can result in the following:
  - Withholding of diploma
  - Ineligibility for Classical Scholars or Classical Scholars Honors diplomas
  - Inability to re-register with CCA

- SENIORS: We ask that seniors test before the end of 1st semester of their 12th grade year in order for it to count toward diploma min ACT requirements and transcripts. For diploma finalization, CCA administrators will count the highest test score when determining diploma requirements and transcripts.

## **Portfolio of Best Work Documents**

**All high school students must submit a portfolio of best work documents for each course, each semester.** Portfolios reflect the excellence of our student's work and serve to justify their assigned grade. The only exception for this requirement is Dual Enrollment courses. Parents do not need to submit portfolio best work documents for DE courses as long as an official transcript is shared with CCA and resides in the student's folder in WayThey.

- Portfolio documents must be shared or uploaded electronically. Parents can upload documents directly into the WayThey grading system.
- It is the parent's responsibility to collect and share portfolios of best work documents with CCA. Failure to fulfill this requirement can result in the following:
  - Withholding of diploma
  - Ineligibility for Classical Scholars or Classical Scholars Honors diplomas
  - Inability for student to promote to next grade
  - Inability to re-register with CCA
- Your CCA advisors will review Portfolio work.

## **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.

- CCA does accept requests to skip grades, however, we follow the *Classical Conversations*<sup>TM</sup> age requirements listed below when requesting to skip middle school or high school grades. All requests for students to skip grades must be made in writing and be approved by CCA administration.
  - *Challenge A or 7<sup>th</sup> Grade* - The Student must be age 12 by September 30th to be qualified to join a Challenge A program.
  - *Challenge B or 8<sup>th</sup> Grade* - The Student must be age 13 by September 30th to be qualified to join a Challenge B program.
  - *Challenge I or 9<sup>th</sup> Grade* - The Student must be age 14 by September 30th to be qualified to join a Challenge I program.
  - *Challenge II or 10<sup>th</sup> Grade* - The Student must be age 15 by September 30th to be qualified to join a Challenge II program.
  - *Challenge III or 11<sup>th</sup> Grade* - The Student must be age 16 by September 30th to be qualified to join a Challenge III program.
  - *Challenge IV or 12<sup>th</sup> Grade* - The Student must be age 17 by September 30th to be qualified to join a Challenge IV program.
- Requests that fall outside of the above conditions will be considered on a case by case basis and will use Standardized Test scores, as well as a review of the portfolio of the student who is requesting to skip a grade. There may be a charge to skip grades as it requires an administrative review.
- 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.

## Advising Session

Each parent/student must participate in at least one high school advisement session per year. These sessions will be scheduled by the advisor during the weeks prior to (or just after) the new semester starts. You should work with your advisor to complete the advising session between July (after the spring semester has been completed) and Sept 15. Although 9-11th grade students are not required to participate with the parent during advisements, it is strongly encouraged. Seniors, on the other hand, should participate in the advisement session. Advisement sessions last between 60 and 90 minutes. These sessions will either be in-person or zoom as mutually agreed upon by family and advisor.

## Advisement Sessions should cover...

Accessing Systems: Username and passwords

- The advisor may ask the parent to access the WayThey system and Google Drive to make sure all system logins are working for the parent.

Closing Spring Semester (for returning students)

- The session may start with questions, comments or revisions regarding the previous spring semester close out. At this time, advisors may make recommended revisions to course profiles, course titles, grades, etc., to accurately reflect the course work completed.
- Advisors may request any missing information, like best work portfolio documents, test scores, community service hours, course descriptions.

#### Set up each student for Fall Semester

- Set up and review student diploma tracker.
- Set up and review student course descriptions. Parents/students and advisor will discuss the new school year courses to make sure all credits are being identified and assigned correctly. If you are not familiar with the WayThey system, the advisor can help you set up your student's course schedule as part of advisement. The advisor may have the parent add at least one or two courses during the advisement to make sure they understand how to use the system.

#### Course description documentation

- Parents are responsible for developing and reporting each student's course descriptions in WayThey each year. This becomes part of the record kept in the student's folder. The course descriptions should include: title of course, course number (if DE or third party curriculum), brief explanation of the scope of the course, credits (e.g., 0.5 or 1.0), academic designation (honors, AP), and textbooks used in the course.
  - NOTE: If students follow precisely the *Classical Conversations*<sup>TM</sup> curriculum for 9-12, CCA automatically stores these course descriptions in WayThey. In this case, families are only responsible for course descriptions in addition to, or in alternate of, the *Classical Conversations*<sup>TM</sup> courses.

#### Best Document Portfolio

- Advisor will review the expectation to upload a portfolio of student's best work documents for each course, each semester. This is a non-negotiable requirement.
- We recommend the student upload the best work for each course in the WayThey grading system as they go through the semester. This will save the frustration of having to collect documents when deadlines are fast approaching.

#### Senior Declaration form

- Parents of seniors must complete the [Senior Declaration form](#) within two weeks of their senior advisement to attest to administrators who will be finalizing the graduation requirements that the parent has a full understanding of and agreement with all the requirements for attaining the sought after diploma track.

### Online Orientation

Between July 15 and August 31st CCA conducts live online orientations for new families. It is 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](mailto:info@cumberlandchristianacad.org)

[admin@cumberlandchristianacad.org](mailto: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 31<sup>st</sup> each year. After July 31<sup>st</sup>, 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](#)
- High School Curriculum Form
  - [Link to High School Student Course Form](#)
- HS Umbrella Diploma Tracker
  - [Link to HS Umbrella Diploma Tracker](#)
- Upload Documents
  - [Link to Upload Documents form](#)
- Compulsory School Attendance Request form (For DL Permit)
  - [Link to Compulsory School Attendance Request Form](#)
- Student Transcript request form: Parents must request transcript by generating a request form.
  - [Link to Student Transcript Request](#)
- 5th year senior request
  - [Link to 5th Year Senior Request](#)
- Request for Enrollment Verification (Employment and Sports)
  - [Link to Enrollment Verification \(Employment and Sports\)](#)
- Senior Declaration form (required early fall of 12th grade year)
  - [Link to Senior Declaration form](#)
- Model Course Scheduling
  - [Link to Model Course Scheduling](#)

### Grading

A grading system is a detailed record of your student's academic performance by year/semester, by course, and by assignment. A grading system should capture assessments of each assignment (including exercises, papers, presentations, projects, speeches, debates, etc.), as well as tests, blue books. Parents can also assess participation. CCA recommends parents consider a system that assigns performance assessments for: Exercises, Tests/Main Projects, and Participation. Exercises include weekly assignments - for example, weekly Latin charts, short papers or paragraphs, or Chemistry lab reports. Tests and main projects are generally thought of as more involved assignments that occur once or twice a semester, require effort over a longer period, and more thoroughly demand a broad range of skills. Participation is generally considered the engagement the student puts forth on seminar day (assuming a one day a week community program).

Here is an example of a single subject for a single semester.

<b>Johnny Jones</b>									
<b>Grade</b>	11								
<b>English Lit</b>	Shakespeare	Honors							
	<b>Exercise</b>	<b>30%</b>	<b>Tests and Projects</b>	<b>50%</b>	<b>Participation</b>	<b>20%</b>			
Week 1	Much Ado Act I	10			Attend/part	10			
Week 2	Much Ado Act II	10			Attend/part	10			
Week 3	Much Ado Act III	10			Attend/part	10			
Week 4	Much Ado Act IV	10	Dramatic Scene	85	Attend/part	10			
Week 5	2 Poems	5	Much Ado Paper	95	Attend/part	0			
Week 6	Julius Caesar Act I	10			Attend/part	10			
Week 7	Julius Caesar Act II	0			Attend/part	10			
Week 8	Julius Caesar Act II	15			Attend/part	10			
Week 9	Julius Caesar Act IV	10			Attend/part	0			
Week 10	Julius Caesar Act V	10	Dramatic Scene	80	Attend/part	10			
Week 11	2 Poems	10	Julius Caesar Paper	90	Attend/part	10			
Week 12	Macbeth Act I	10			Attend/part	10			
Week 13	Macbeth Act II	10			Attend/part	10			
Week 14	Macbeth Act III	10			Attend/part	10			
Week 15			Blue Book	80					
	Total	130	Total	430	Total	120			
	Possible	140	Possible	500	Possible	140			
	Numeric	93	Numeric	86	Numeric	86	<b>Final weighted</b>	<b>88</b>	
							Add'l Pts	3	Honors
							<b>Final Grade</b>	<b>91</b>	

In this example, “Exercises” were weighted 30% of grade, “Tests and Projects” were weighted 50%, and “Participation” was weighted 20%. The parent gave a 10 pts score each week for finishing Shakespeare reading, and completing the poems on weeks 5 and 11. Notice that the student only got 5 points on week 5 because they only completed one poem when two were assigned. They missed the reading on week 7, but got partial credit for making up the reading on week 8. The “Tests and Projects” consisted of “Dramatic Interpretation” performances (2 this semester) , persuasive papers at the end of each play (2 this semester) and a blue book. Participation involved showing up to class and participating in the Shakespeare discussion. Each grading category was assigned a number grade (out of 100) by dividing the Total pts from the Possible pts. These numeric grades were weighted by multiplying them by their weighting before adding them together. Finally, the weighted grade received 3 additional points for being an honors course. In the end the student achieved a numeric grade of 91, which would correspond to a full letter grade in Stellar.

### [See template Grading Sample Templates](#)

### Detailed CCA Diploma Track Requirements

All CCA diplomas require annual standardized testing, community service hours, and submission of a portfolio of best work documents for each course, each semester.

CCA Diploma Tracks Exceeds state requirements	Standard	Classical Scholars Standard	Classical Scholars Honors
<b>Math</b> <i>Algebra I</i> <i>Algebra II</i> <i>Geometry</i> <i>Trig /Pre Calc (or other Adv Math)</i>	4	4	4
<b>English/Composition</b> NOTE: A 5 <sup>th</sup> Eng is satisfied through CC Senior Thesis project	4	4	5

<b>Science</b> <i>Biology w lab</i> <i>Chemistry or Physics w lab</i> <i>One more science</i> NOTE: min 3 sciences w lab are required	3	3	4
<b>Social Studies</b> <i>U. S History</i> <i>World History</i> <i>Government &amp; Economics</i> <i>European History/ Western Cultural</i> NOTE: US History, Government, Economics and World Hist are required. World Hist is different than West Cult Hist	3	3	4
<b>Foreign Language</b>	2	2 (Must be Latin)	3 (Must be Latin)
<b>Fine Art (Visual or Performing)</b>	1	1	1
<b>Electives</b>	1	1	2
<b>Speech (&amp; Debate)</b>	0.5	2	2
<b>Bible</b>	2	2	2
<b>Health &amp; Wellness / PE (1.5)</b>  NOTE: PE cannot exceed 1.0 credit without at least 0.5 credit Wellness/Health	1.5	1.5	1.5
<b>Personal Finance</b>	0.5	0.5	0.5
<b>TOTAL CREDITS</b>	<b>22.5</b>	<b>24</b>	<b>29</b>
<b>Honors, AP, DE</b>		1/3 credits must be Honors or above	
<b>College Entrance Testing Thresholds</b> Min ACT Composite score (or SAT, PSAT, CLT Equivalent)		21	23

## Portfolio

A portfolio of best work documents must be collected for each student seeking high school credit, each semester, for each course. The only exceptions would be courses not taken for high school credit, and DE courses, where the official transcript serves as verification of work. For each course, the parent should submit two portfolio best works documents. Documents may be scanned, including assessment notes, marks, comments and grades. The work submitted should illustrate a student's best work for that semester for each course.

Here is a list of acceptable forms of portfolio best work documents.

Submit two documents for each course, each semester. Each bullet point counts as 1 “document.”

#### Math

- Mid semester, end of Semester Tests
- Blue Book exam

#### Latin

- Quizzes (please submit only 1)
- A test (please submit only 1)
- Blue Book exam
- 5 sample exercises

#### Literature and Composition

- Compositions, essays, papers – for 11<sup>th</sup> and 12<sup>th</sup> graders, these should be a minimum of 1000 words.

#### Reasoning (including Logic)

- 2 samples exercises
- Quizzes (please submit only 1)
- Test (please submit only 1)
- Projects
- Presentations

#### Philosophy

- 1 sample student led discussion
- outline,
- Philosophy lecture

#### Science

- Sample notes or study guide (one chapter),
- Tests (please submit only 1)
- 3 formal labs

#### History

- 2 writing or essay samples
- The timeline
- Chapter notes (one chapter)

#### Economics

- Project (submit only 1)
- Tests (submit only 1)
- 1 sample chapter questions and answers

#### Speech and Debate

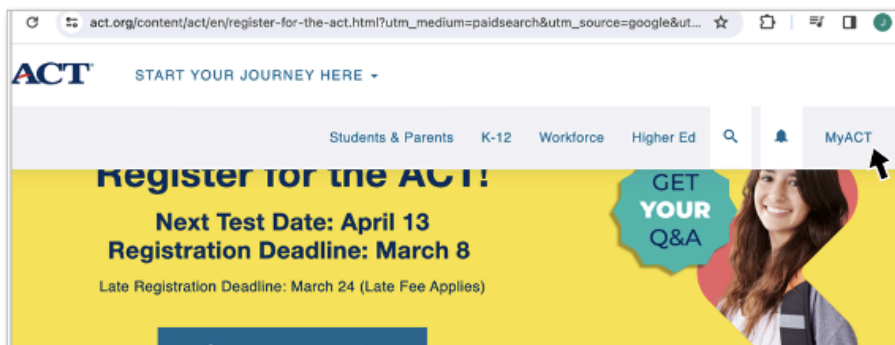
- 1 written speech or 1 typed 1AC or 1NC

## Registering CCA to Receive Standardized Test Scores

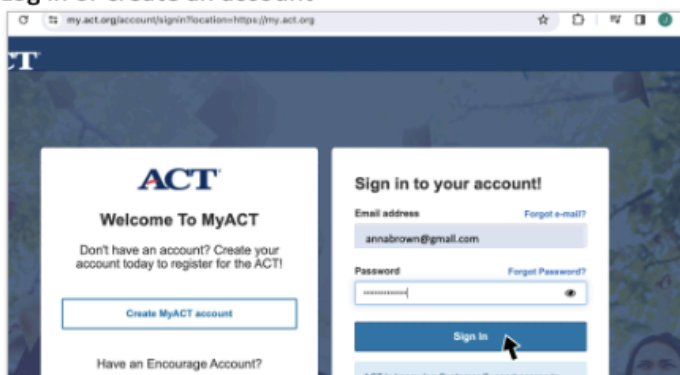
If parents identify CCA when they register their students to take the ACT, SAT, or CLT, CCA should automatically receive test scores. When CCA receives test scores from the testing organization we place the scores in the student's folder in the shared family folder. See below for details about how to identify CCA with testing organizations.

### ACT

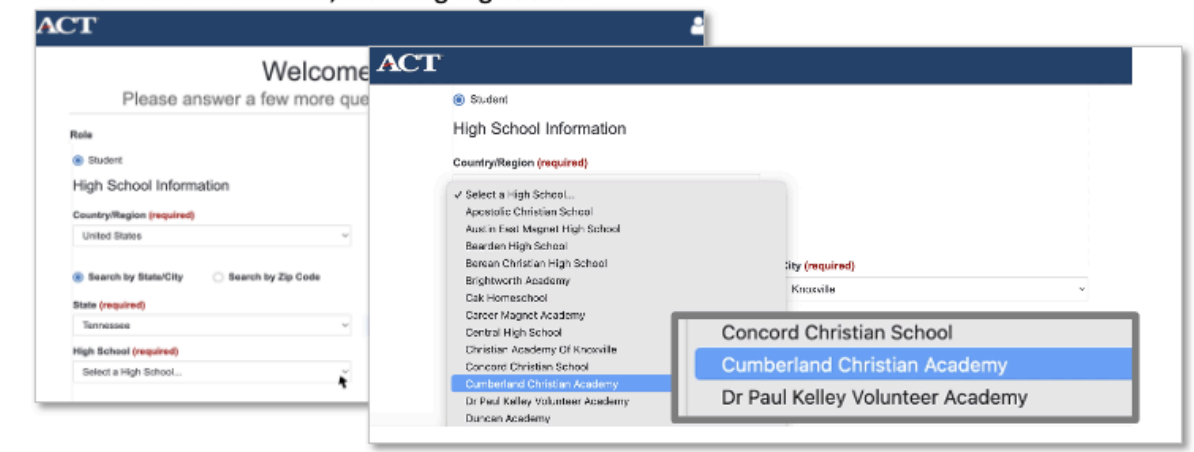
Go to ACT website.



Log in or create an account

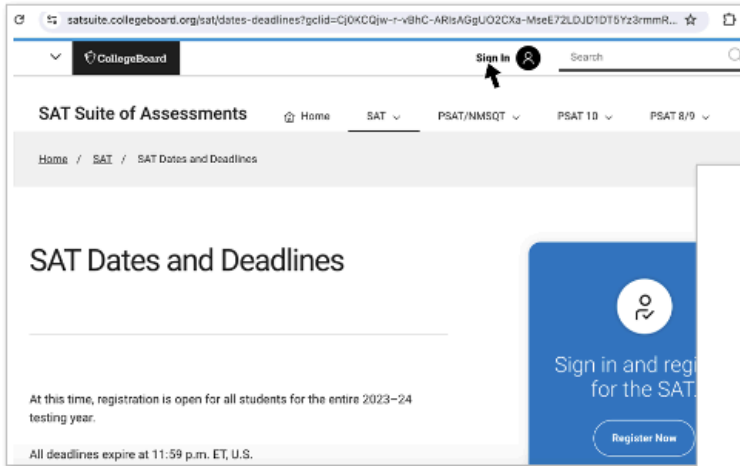


Enter student information, including High School



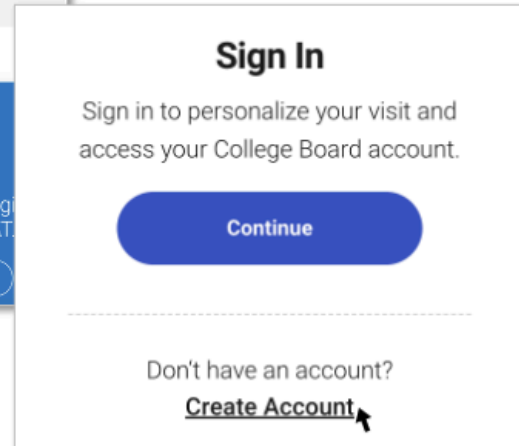
## SAT or PSAT

Go to SAT Website.



The screenshot shows the College Board SAT Suite of Assessments website. The page title is "SAT Dates and Deadlines". A blue banner on the right side says "Sign in and register for the SAT" with a "Register Now" button. A "Sign In" button is highlighted in the top navigation bar.

You can identify High School when creating your account.



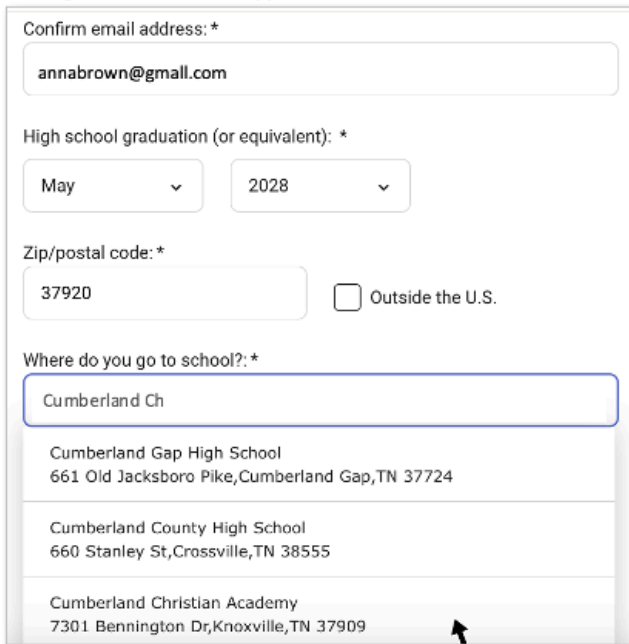
**Sign In**

Sign in to personalize your visit and access your College Board account.

[Continue](#)

Don't have an account? [Create Account](#)

In "High School" field type in "Cumberland..."



Confirm email address: \*

annabrown@gmail.com

High school graduation (or equivalent): \*

May 2028

Zip/postal code: \*

37920 ☐ Outside the U.S.

Where do you go to school?: \*

Cumberland Ch

Cumberland Gap High School  
661 Old Jacksboro Pike, Cumberland Gap, TN 37724

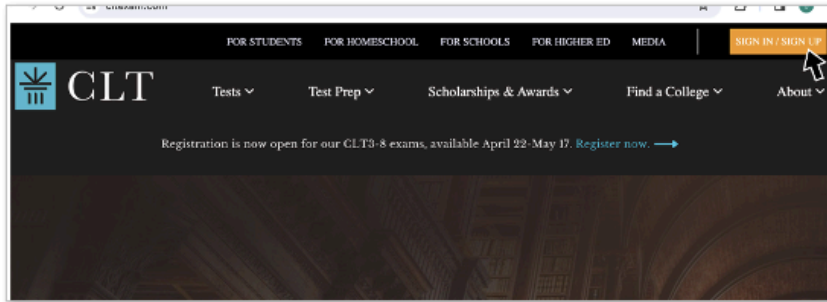
Cumberland County High School  
660 Stanley St, Crossville, TN 38555

Cumberland Christian Academy  
7301 Bennington Dr, Knoxville, TN 37909

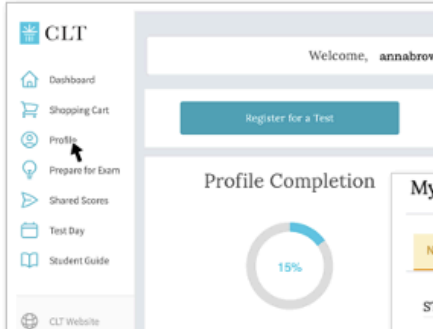
"Cumberland Christian Academy" should show up in drop down.

## CLT

Go to website



Add High School when build or completing student account profile.



Click the School & Performance menu to add High School name.

The screenshot shows the 'My Profile' form with the 'School & Performance' tab selected. The form is divided into 'STUDENT' and 'PARENT' sections. The 'STUDENT' section has a 'USERNAME' field with the value 'annabrown@gmail.com'. The 'PARENT' section has a 'PARENT NAME (required)' field with the value 'Nancy Brown'. The form indicates '6 of 20 required fields remaining'.

Select "Private", then "United States of America", then "Tennessee", then "Knoxville", then "Cumberland Christian Academy".

The screenshot shows the 'School & Performance' form. It is divided into 'CURRENT SCHOOL' and 'PERFORMANCE' sections. The 'CURRENT SCHOOL' section has dropdown menus for 'TYPE OF SCHOOL' (set to 'Private'), 'SCHOOL COUNTRY' (set to 'United States of America'), 'SCHOOL STATE' (set to 'Tennessee'), and 'SCHOOL CITY' (set to 'Knoxville'). Below these is a 'SCHOOL NAME (required)' dropdown menu with a list of schools: 'Lake Brook Academy', 'Cumberland Christian Academy' (highlighted), 'Tennessee Virtual High School', and 'Farraout High School'. The 'PERFORMANCE' section has input fields for 'HIGH SCHOOL GRADUATING CLASS (required)', 'GPA', 'SAT', 'ACT', and 'PSAT'. A 'Next' button is at the bottom right.

### **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](mailto: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 for WayThey

## **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://efaidnbmnnnibpcajpcgclefindmkaj/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://hsllda.org/>