

Mission Statement

“Every student will increase in wisdom, stature and in favor with God and Man.”

Based on Luke 2:52

Following Jesus’ example, our students work for wisdom, strength, and the favor of God and man. As they grow in favor with God and man, they mature into healthy, influential Christian leaders for our community and our world.

Christian Philosophy of Education

“The fear of the Lord is the beginning of knowledge and wisdom.” Proverbs 1:7

Christian Education must begin with the realization that God is the source of all truth. He is our frame of reference as we learn from the world around us. Therefore, His Word (the Bible) holds a position of priority over our philosophy of education. The Christian philosophy of education is the teaching of facts based on the truth according to God not man. Its purpose is to convince the student of the need for a personal relationship with Jesus Christ. Its goal is to nurture, admonish, and encourage the student to live a life of service, fully dedicated to and dependent on God.

Philosophy – We are a Christ centered school based on Biblical principles. Our philosophy is to challenge students to develop spiritual, academic, and physical excellence for the glory of God.



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School Mascot – Cougar

School Colors – Gold and Black

ORGANIZATION

Directed by an appointed Board of Directors, Cornerstone Christian Academy operates under the bylaws of the corporation. The Board of Directors is responsible for all school policies and directives. The Board and Administration pledge to you, dear students and parents, the highest quality of Christian Education we can provide.

Our Board members are:

Jerry Hogan (President)	Carrie Hines
Marcia Crouch	Meriden Warden
Trey Marchbanks	Clay Bassham
Joe Hays	

The school appreciates the Board's dedication to children and to the Lord Jesus Christ. We accept their wisdom in matters of governance and enjoy their participation in school functions.

ACCREDITATION

Cornerstone Christian Academy is fully accredited by Cognia, formerly AdvancED and Southern Association of Colleges and Schools (SACS). This regional association is the premier educational accrediting agency in the United States. Its purpose is to assure you, the parent, that your child is getting the best education available. This is the same association that accredits Texas A & M University, the very best public-school systems and only a few of the very best private schools. Cornerstone Christian Academy is a non-profit 501c3 corporation under the laws of the state of Texas and the United States of America. All donations to the corporation are tax deductible.

This handbook includes the general parameters of school life. It is important that every parent and student be familiar with its contents.

ELIGIBILITY AND ADMISSION

Eligibility:

Cornerstone Christian Academy seeks students whose families support the school's mission and philosophy. Attributes of character and citizenship are equally as important as aptitude and accomplishment. Cornerstone admits students of any race, economic status, or nationality to all the rights, privileges, programs, and activities generally made available to students at the school. In addition, Cornerstone Christian Academy does not discriminate based on gender except when beliefs or behavioral practices are contrary to scripture, or the religious tenets held by the school and its governing body.

Admission Policy:

Information gathered for consideration in determining admission priority include the following:

- Age or eligibility for grade to which application is made
- Date of application and payment of registration fee
- Employment by the school
- Sibling enrollment in Cornerstone Christian Academy
- Current enrollment at Cornerstone

Requirements for admission for potential students are based on the following:

1. A completed application form submitted with the registration fee
2. Previous school Records received before enrollment
3. Students and families whose records and interview indicate that their behavior and goals are consistent with the mission of Cornerstone Christian Academy
4. Placement evaluation
5. An academic/behavioral profile based on either trial period or reference letters from previous school

Age Requirements:

(Kindergarten) – The child’s fifth birthday must be on or before September 1. (First Grade) – The child’s sixth birthday must be on or before September 1st, unless the child has completed an acceptable kindergarten program and demonstrates readiness for first grade in both maturity of behavior and academic performance.

Transfers:

In addition to meeting CCA requirements for admission, students who transfer must have evidence that their previous school was accredited. This is critical for all high school students. Generally, students expelled from a previous school for disciplinary reasons are not accepted. The principal may make an exception only in unusual circumstances.

Immunizations and Medical Examinations:

All new students in grades Kindergarten through Twelfth grade must have a health examination indicating the child is capable to participate in all required school activities. A licensed physician must perform the exam. All students must have in their record evidence of completion of all state-required immunizations, tests, and screens.

Disabled Students:

If the disability is of such a nature that requires no special equipment (beyond the facilities capabilities) or personnel and does not impede the child’s safety and opportunity to learn, then CCA welcomes the privilege of working with such students.

Deposit and Fees:

To enroll a student, all parents must pay the annual registration fee of the school year for which application applies. The registration fee is non-refundable.

Tuition is payable through automatic bank draft on the seventh of each month. All payments begin in August and continue through May for the 10-month plan, and through July for the 12-month plan.

The principal must approve any variation of this payment plan.

There will be a \$25.00 charge for any non-sufficient fund draft or check that is made payable to Cornerstone Christian Academy. There will also be a \$30 late fee added per month for delinquent accounts.

We offer a 5% discount when the Tuition for the entire year is paid in advance and a 4% discount for paying a full semester in advance. Deadline for payment is August 1st.

If you choose to change your child's education plan in grades K-5 only, (for example: if you change from half day to full day) there is no charge for the change other than the appropriate increase or reduction in tuition.

Fundraising:

We expect all CCA parents to participate in fundraisers. Fundraisers allow us to purchase some of the "extras" that make for a better school, such as new playground equipment, scholarships, curriculum, P.E. equipment and new computers. We encourage parents to help with fundraising whenever possible.

Please try to help with the fundraising whenever possible. Participating in fundraising will be mandatory for those on scholarship.

We have one very large fundraiser each year, our Thanksgiving Feast with a Dessert Auction. Our parent association (PACK) will have periodic fundraisers to support various causes. Again, we expect all parents to support CCA in whatever way possible.

The school does not permit fundraisers that require the children to sell products door to door but may sell products occasionally to family and friends.

The governing body of Cornerstone Christian Academy reserves the right to make any additions, deletions, or revisions to policies or procedures as become necessary throughout the year.

SCHOOL POLICIES AND PROCEDURES

Daily Schedule:

School begins at 8:00a.m.

School is out at 3:15 p.m.

Core is from 8:00 a.m. - 1:45 p.m. (K – 5th Grade Only)

Enrichment is from 1:45 p.m.-3:15 p.m.

Arrival: Drop Off

Beginning at 7:30 students may arrive and enter the building. Arrangements must be made for any student needing to be dropped off before 7:30. Students will be monitored in the front office from 7:30 - 7:45. At 7:45 office personnel will dismiss them to their classrooms.

All children must be dropped off on Willow Street with passenger side on school campus. Vehicles must turn on to Thrush Lane from Sulphur Springs and then turn right on to Willow.

Parents wishing to walk their child/children in must park. Children kindergarten – fifth grade are not permitted to cross Cavitt Avenue unless accompanied by a parent.

For security, all doors are kept locked unless monitored by an adult. The Main Entrance, the glass doors facing Cavitt Avenue, will be unlocked at 7:30 a.m. and locked again at 8:00 a.m. Students not seated in their classroom at 8:00 a.m. are tardy. Tardy students must receive a Tardy Slip from the front office to enter their classrooms.

On Friday's, due to combined Chapel service, students arriving late must sit in the back as not to disturb services. If a student is tardy and sitting in the back, he/she is still required to quote memory verses with their class.

Dismissal: Pick Up

Safety is of the utmost concern when picking your child up from school. Please observe the following procedure when picking up your child at the end of the school day:

Pick-up is also on Willow Street. Vehicles will remain in a single file line. Keeping the traffic moving in one direction will help to maintain safety for all the children.

Parents are welcome to come inside to pick up their child. We do ask, however, that cars park in a designated parking space before doing so. This ensures the line of vehicles moves smoothly and is a safety measure.

Parents needing to speak with a teacher should park in a designated parking place to ensure that other vehicles are not delayed.

No student may walk or ride a bicycle to or from school unless the parent has submitted a written note requesting permission and the principal approves it.

Students may not leave with anyone other than their parents or others designated on the pick-up list without written permission in advance. Persons other than the parents will be required to show a photo ID.

Any student remaining after 3:30 p.m. will go to Extended Care and pay the rate of \$7.50 per hour.

Health and Safety

Contact information must be kept up to date. Changes of address or phone number, either for parents or emergency contacts, please notify the school office immediately.

Illness:

It cannot be over emphasized enough; regular attendance is essential. However, student should NOT come to school when they are ill. Students with a cold, fever, diarrhea, vomiting, or any contagious illness should remain at home and the office should be notified as soon as possible. When a child becomes ill during the day, and it appears that he/she would be best cared for at home, parents must come and pick up the child.

Medications:

Only school office personnel may administer medication to students and only if the parent delivers written instructions to the office and signs a permission form provided by the office. Prescription medicine administered by office personnel must be in the original prescription container. Absolutely no students may possess medications, including over-the-counter medications.

Injury:

Every student who suffers an injury will go to the office. The supervising teacher will fill out an injury report. When necessary, office personnel will administer basic first aid. Parents will be notified as to the type of injury and make the decision whether to pick up the child from school. For injuries that require the type of care, that school personnel cannot offer, we will call Emergency Rescue and the parents or emergency contact person will be notified.

Early Dismissal:

Students must sign out if they leave before the end of the school day. The person responsible for picking them up must report to the office. If someone other than the parent is to pick up a child, it is the parent's responsibility to inform the office. No child may leave the school with anyone, unless approved in the office.

Lunches:

Students should bring lunch from home. Kindergarten students need to also bring a snack every day in addition to lunch. Lunches should be "Brown Bag Style," meaning ready to eat not needing to be prepared or heated.

If a parent brings a lunch to school, after classes have begun, food should be left with the office. Lunch should arrive in the office no later than 11:00 a.m. If for any reason a lunch is unavailable before their lunch period, a lighter lunch item will be provided, however the selection is limited.

Each Friday students have the opportunity to purchase a hot meal. Lunch slips go home on Fridays and must be turned in no later than Wednesday of the next week. If the money is late, the order will not go through. Lunches may be paid for individually, by semester, or by the year. Individual payments can be made by placing lunch slips and money in either a baggie or envelope with student's name on it. Any payment amount in excess of the cost will be applied to the student's lunch account. Orders must be placed even with advanced payment. If not, an order will be placed by the office.

Please make checks payable to Cornerstone Christian Academy. All monies regarding lunch are nonrefundable and must be paid in advance, no exceptions.

Lunch Schedule:

K-5th Grade	11:45 –12:15
6th – 12th Grade	12:20 – 12:45

Evacuation Drills:

Fire and other emergency drills are at various times during the school year. Instructions and directions for leaving each room and the building will be given at the beginning of each school year and will be posted in each room. Students are to leave the room in an orderly manner and proceed to the proper location without talking. Students should recognize the seriousness of such a drill and refrain from improper behavior.

In the event of a tornado warning, students will be required to remain at school where they will follow the practiced safety guidelines.

Worship:

All the staff of Cornerstone Christian Academy worship several times each week and invite our students to worship God regularly as well.

Cavitt Church of Christ is our host congregation, and your child will find friends from school here. We cordially invite you to worship here in a loving and familiar setting.

The worship times are as follows:

Sunday Bible Study (for all ages):	9:00 a.m.
Sunday Worship Service:	10:00a.m.
Sunday Evening Worship Service:	6:00 p.m.
Wednesday Bible Classes:	7:00 p.m.

Ladies Bible Class:	Tuesday 10:00 a.m.
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*A Spanish group also meets at the same times.

CLASSROOM POLICIES

Communication:

FACTS (formerly Renweb) is the school information system that provides all grade and attendance related information for students and parents. Access to FACTS can be found at factsmgt.com. Registration information for parent and/or student accounts is available from the office upon request.

Remind is the school communication program via text message. Registration information for parent and/or student accounts is available from the office upon request.

Academics:

Cornerstone Christian Academy administers annual assessments to evaluate the progress of students, the quality of teaching and the effectiveness of the curriculum.

Student academic progress is reported every 3 weeks, via a progress report or report card. Report cards are issued approximately every six weeks. Signed report cards should be returned within one week after each reporting period.

Middle school students carry a school planner while elementary students have an informational folder that communicates with parents or guardians. The planner should be checked daily and the folder every Friday. Parents should read and respond accordingly to the valuable information sent home with students via their planner or folders. In some cases, planners may require teacher and parent signatures.

Class Changes:

High school students may not change or drop a class after fifteen (15) days without office approval and enrollment in an equivalent course.

Students taking online courses by request are responsible for any charge that may be incurred by their enrollment. Summer classes, credit recovery, or alternate classes by request will be at the expense of the parent.

Online courses are to be completed by the assigned date. Students should have completed 33% of the course each grading period of the semester. Those falling behind will be required to stay in for lunch detention until they are caught up.

Conferences:

Teacher conferences are by appointment only, and made at the request of the parent, teacher, or administration. Please schedule an appointment by writing a note to the teacher involved or calling the school office. Please schedule conferences after school hours or during conference period. No conferences are permitted while teachers have direct responsibility for children.

Field Trips:

Teachers and “chaperone parents” accompany students on educational field trips. Parents driving their own vehicles and transporting other students are responsible for obtaining required information from teachers and must adhere to the following requirements:

1. Bring a valid driver’s license and proof of current auto insurance to the office for photocopy.
2. Have a written note of permission from the parents of any child transported within your vehicle.
3. A phone with all vital phone numbers in case of an emergency.
4. Two adults are required per vehicle for safety and security reasons, if possible. Otherwise, they must follow in a caravan.

Parents serving as chaperones should provide adequate supervision for all students; therefore, additional children from home or siblings are asked not to attend the field trip. Parents should display the utmost Christian behavior and professionalism while chaperoning a trip

Students may drive themselves on local field trips with parent permission. Students may only ride with a student driver if there is no other available room and with parent permission of both the riders and driver.

Students exhibiting poor conduct on a field trip may be excluded from future field trips. Expectations for student conduct is the same on a field trip as it is in the classroom.

Parents of students not attending a field trip will be responsible for providing care for the student. The absence will be considered unexcused.

Attendance:

Student attendance is vital every day. Learning has a negative impact when a student does not receive instruction. A student is absent if he/she is not present at 10:00 a.m.

Consider the following reasons as excused absence:

Student illness or serious family illness

Medical appointments

Death in the family

School sponsored activity

Hazardous weather or traffic conditions

4-H, academic meets, and other community sponsored events, requested in writing one week in advance

Excessive Absences:

Students must provide a note from either the parents or a doctor, explaining the reason for an absence. Any illness lasting more than three days will require a doctor’s note.

In high school, after 10 absences in a semester, the parent/guardian will receive a letter informing them that student has lost credit for all that semester's classes. To recover credit, a student may attend up to 3 Saturday schools, 9 AM to 2 PM, on the last 3 Saturdays of the semester at a cost of \$40 each.

In elementary and junior high, after 18 absences within the school year, the student may attend Saturday school or will not be promoted to the next grade level. The student will have to attend summer school or receive tutoring by one of Cornerstone's approved tutors with temporary withholding of final grades even if the absences are excused

Tardiness:

Be on time! Students who arrive at school late disrupt learning for all. Habitual tardiness shows a lack of regard for other students and for the teacher. Students not with his or her teacher by 8:00 a.m. will be counted as tardy.

Consider the following as excused tardiness:

- Vehicle Complications
- Hazardous weather or traffic conditions
- Student illness
- Medical appointments
- Power Outage
- Work related constraints
- Extenuating Circumstances (will be judged by faculty and staff)

3 Unexcused absences in a grading period disqualify the student from Academic Honor Roll. Consequences for Unexcused Tardiness will be age appropriate.

Excessive tardiness each semester will result in the following action:

<u>Tardy to School</u>	<u>Consequence</u>
1st & 2nd tardy	Recorded Warning
3rd tardy	One Demerit
4th tardy	One Demerit
5th tardy	One Demerit
6th tardy	One Demerit
7th tardy	One Demerit
8th tardy	One Demerit
9th tardy	(1) Day In-School Suspension
10th tardy	(1) Day Out-School Suspension

Every 3 unexcused tardy will be recorded as an absence.

After eight (8) unexcused tardies in a semester, the parent/guardian will receive an email informing them that if tardies continue they will receive an In -school suspension (Assigned work will be counted toward grade)

If a student has ten (10) unexcused tardies in a semester, they receive an Out of School Suspension (Assigned work will not be counted toward grade)

Unless the school receives a written statement from the parent/guardian within three days, all absences and tardies are unexcused. Students in lower grades (K- 5) with unexcused absences/tardies will not qualify for Cougar of that week.

*Teachers are not required to give make-up work for unexcused absences

Detention:

There is a \$7.50 fee for all students who receive a detention.

Detentions will be 60 minutes in length, either 1 hour after school or 2 days lunch period at 30 min each. These detentions preclude all other school related activities. A detention may be used to complete assignments but may also be used as a time for reflection on one's conduct or behavior. Students may be required to do some sort of service project that would benefit the school or its faculty and staff.

HOMEWORK POLICY

Homework outside of class is an essential part of the learning process. Homework will be assigned according to the guidelines listed below. Time allotments for homework are based on the time it takes an average Student to complete the assigned work; however, it is important for Students and Parents to understand that at times the workload will be greater and at times less. Our desire is that the total out-of- class assignments per day for all classes will not exceed the following guidelines:

Kindergarten – 2nd grade	30 minutes
3rd grade – 5th grade	45 minutes to an hour
6th grade – 8th grade	1 – 1½ hours
9th grade – 12th grade	2 – 3 hours

Student in grades 6th - 12th generally receive study time during the day and, therefore, should have about 2 hours of out of class work left for completion in the evenings. However, if a student is taking honors or Dual Credit classes, their homework load may be greater.

Homework:

Homework is an essential part of our instructional program and reinforces classroom lessons. Homework helps the student develop a sense of responsibility for their learning. Parental assistance and support are essential. Parents need to demonstrate the importance of homework by checking their child's assignments in their homework planner daily or the school management system (FACTS) to make sure the homework is complete.

Homework Make-up Policy:

When absences are excused, class work must be given and returned within the same number of days absent. (Absent 3 days, student has 3 days to turn in assignments) Students who receive an assignment sheet must return work by indicated date due.

*When absences are unexcused, students will not receive credit for completion. Students in sixth through twelfth grades are responsible for gathering any absent work.

Unexcused late work penalties are as follows:

High School (9th–12th grade)	20-point deduction
Junior High (6th & 8th grade)	15-point deduction
Intermediate (4th – 5th grade)	5 -10-point deduction

Any question concerning homework assignments should be asked of the teacher.

Grades and Report Cards:

Grades are based on achievement and conduct. Cornerstone Christian Academy believes that parents should stay informed about their child's progress and grades. Every three weeks parents receive an update on a student's progress, either by an interim progress report or end of period

report card. Parents should work closely with teacher/s to track student progress and schedule a conference when you have any concerns. Report cards should be signed and returned within one week of receipt.

Grade point averages for High School are calculated on a 4-point scale based on their numerical grade. Students enrolled in any honors, dual credit, or AP course will receive an extra grade point on their transcript. Students enrolled in a remedial and/or modified class will receive a ½ point deduction from their grade point.

Senior Exemption policy for Spring Finals:

Students must be in good academic standing with a B average (85) or higher in a course.

Students must not have more than 5 absences within the semester.

Grading Scale:

First Grade – Fifth Grade

A+ = 97-100

A = 94-96

A- = 90-93

B+ = 87-89

B = 84-86

B- = 80-83

C+ = 77-79

C = 74-76

C- = 70-73

D = 66-69

F = 65 or below

Sixth Grade – Twelfth Grade

A = 90-100

C = 70-79

B = 80-89

F = 69 or below

Middle & high school Grading Percentage Distribution

60% = Major Grades (Tests, Papers, Projects) etc...

40% = Teacher Discretion (Class/Homework, participation) etc.

Conduct:

E= Excellent (A)

N= Needs Improvement (C, D)

I= Incomplete

S= Satisfactory (B)

U= Unsatisfactory (F)

Note: Students who participate in extracurricular activities (Sports, Drama, Band, Robotics, Chorus. Etc.) must be in good academic standing. The “No Pass No Play “rule will apply upon receiving the six -week report cards. A student may resume play after three weeks and progress report shows passing grades.

Note: To be eligible for A Honor Roll, students must earn all A’s, for A&B Honor Roll a student must earn all A’s and only one B.

Yearly Promotions:

Promotion for Kindergarten students to the next grade occurs when they have mastered the necessary skills and both the teacher, and the parent feel they are ready.

Promotion for elementary, middle, and high school students to the next grade occurs upon successful completion of all subjects. A student who fails Language Arts or Math must successfully complete a remedial program in those subjects before moving on to the next grade.

We reserve the right to retain any student who fails two or more core subjects. High school students who fail to receive credit for a course, any credit recover program must be completed before the start of the next semester, and must include a final exam.

HIGH SCHOOL GRADUATION REQUIREMENTS

English (4 credits)

- English I-IV

*Option for Blinn College Dual Credit for Eng. IV

Mathematics (4 credits)

- Pre-Algebra, Algebra 1, Geometry, Financial Math
- Math Models, Algebra 2, Pre-calculus, Discrete Math (H), Statistics (AP) and Calculus (BC/AP)

Social Science (4 credits)

- American History, World History, World Geography, American Government, and Economics.
- *Option for Blinn College Dual Credit for American History, American Government, and Economics

Science (4 credits)

- Biology 1, Chemistry 1, Physics 1, and Biology 2 (AP)
- Integrated Physics and Chemistry, and Conceptual Physics
- Forensic Science

Bible (2 + credits minimum, required yearly)

- Bible I-IV

Foreign Language (minimum of 2 credits)

- Spanish IA, IB or I and II

Electives (3.5 credits)

Public Speaking (0.5 credit)

* Dual Credit Option for grades 11&12 through Blinn College

Fine Arts (1 credit)

- Art
- Music
- Art History

Technology (1 credit)

- Web Design
- Programming
- Business Information Systems

**Course requires teacher and administrative approval prior to enrollment*

STANDARDS OF CONDUCT

Cornerstone Christian Academy insists on maintaining an atmosphere where optimum learning takes place. To maintain that environment, we must insist that students abide by certain standards of conduct. First, students must demonstrate a Christ-like attitude. This attitude should be reflected not only in their studies but also in their conduct.

The following behavioral guidelines come straight from God's Word.

Biblical Guidelines for Student Behavior

Respect Authority: "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. God has established the authorities that exist. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right and he will commend you. For he is God's servant to do you good." Romans 13:1-4

Be an Example: "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." I Timothy 4:12

Pursue Excellence: "Finally, my friends keep your minds on whatever is true, pure, right, holy, friendly, and proper. Don't ever stop thinking about what is truly excellent and worthy of praise." Philippians 4:8

Be Honest and Truthful: "Therefore, each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." Ephesians 4:25

Practice Clean Speech: "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:32

DISCIPLINE POLICY

Cornerstone Christian Academy seeks to be scriptural in its approach to discipline. We believe the responsibility for discipline lies primarily with the parents (Deuteronomy 6:4-9, Ephesians 6:4). Cornerstone Christian Academy does not seek to assume that responsibility, but rather support and assist in the training process. During school hours, teachers and administrators must have the authority to represent the Parents or Guardians regarding discipline and expects parents to support the administering of disciplinary action.

This discipline policy attempts to use clear and consistent consequences for failing to meet expectations. The behavioral expectations are based on four basic principles: Safety, Preparedness, Responsibility and Respect. It is with these basic principles and the principles set forth in God's Word that we implement these policies.

Behavioral Expectations "Think B-4 You Act"

BE SAFE – Students should avoid engaging in any activity that may cause harm to themselves or others. This includes but is not limited to the following: horseplay or rough housing, being in an unsupervised area, tampering with safety equipment, fighting, bullying/cyber bullying, and violating carpool/transportation regulations.

BE PREPARED – Students are expected to be in possession of all supplies and materials necessary to fully participate in any required activity. Students will NOT be allowed to voluntarily leave the classroom to retrieve missing materials or supplies.

BE RESPONSIBLE – Students are expected to possess the ability to act and decide for themselves. Students have an obligation to fulfill all assigned tasks to a successful conclusion and will be accountable for the outcome.

BE RESPECTFUL – Students are expected to demonstrate a willingness to show consideration for others, property, and self. This includes but is not limited to addressing adults using proper titles and responding courteously with Ma'am or Sir. Peers are to be addressed respectfully as well, using their proper name. No derogatory or slang terms allowed.

Five levels of school-wide discipline

Five levels of school-wide discipline apply to all Cornerstone Christian Academy students. The initial consequence for violating Levels 1, 2, & 3 is a demerit; however, the number of demerits depends on the level of the infraction. For example, if a student commits a Level 3 infraction, he/she receives 3 demerits. Levels 1, 2 & 3 will be assigned and calculated over a six-week grading period and then are expunged. As the demerits are assigned, the following penalties will result:

3 demerits = 1st Detention
6 demerits = 2nd Detention
9 demerits = 1st In-School Suspension (ISS)
11 demerits = 2nd In-School Suspension
12 demerits = Out/School Suspension (OSS)
13+ demerits = Assigned Saturday school

NOTE: Each Detention has a \$7.50 fee

Many behaviors can be corrected through simple communication or warnings. When repeated warnings are not effective disciplinary action becomes necessary. Before any disciplinary action is taken however, communication has been established to all parties concerned. Notifications of violations will be communicated via the school information system (FACTS).

Note: Repeated violations in any level may be upgraded to the next level of severity.

Level O (No Demerits) *Includes but is not limited to

Unprepared for class
Out of seat w/o permission
Talking w/o permission
Failure to clean up after themselves

Level 1 (Violation is 1 Demerit) *Includes but is not limited to

Failure to follow directives
Dress code violation
Chewing gum
Consuming food/drink w/o permission
Running in the building
Unwholesome conversation
Complaining/whining

Level 2 (Violation is 2 Demerits) *Includes but is not limited to

Failure to do homework on time
Disrupting class/classmates
Failure to respond to notices appropriately
Showing signs of disrespect (rolling eyes, sighing)
Mishandling school materials
Negligent of any school property
Keep control of hands and feet
Marking on skin (self/others)
Violation of posted rules

Level 3 (Violation is 3Demerits) *Includes but is not limited to

Being argumentative/defiant
Refusing a directive made by an authority
Cheating/Plagiarism
Harassment/Bullying/Gossip
Lying
Inappropriate touching
Improper use of cell phones
Improper use of computer/social media
Improper use of any electronic device
Disrespect of any staff member
Leaving class w/o permission
Being in an area without authorization/supervision
Excessive horseplay

Levels 4 & 5 are assigned and calculated over a year period. The first level 4 offences will result in 1st ISS; a second level 4 offence will result in 2nd ISS; a third level 4 offence will result in an expulsion.

Level 4 (Violation is an automatic Suspension-ISS)

*Includes but is not limited to

Willful or deliberate disobedience
Physical violence (fighting)
Forging a signature
Stealing
Vandalism
Severe disrespect (yelling, physical manifestation of violence)
Possession of prescribed medication
Misbehavior in detention

When a student receives an In-House Suspension (ISS) that student will be isolated from his/her classmates the entire day, receive the day's assignments, and be expected to complete all the assignments during school. The work will be counted toward his/her grades.

When a student receives an Out-of-School Suspension (OSS) he/she stays home, and all work assigned for that day will be counted as a "0" and cannot be made-up.

Level 5 (Violation is subject to Expulsion)

*Includes but is not limited to

Physical violence toward an adult
Criminal charges filed
Sexual Misconduct
Possession of tobacco products, illegal drugs, firearms or knives

The school reserves the right to expel any student who proves to be incapable of adjustment or becomes detrimental to his/her-self or other students. The student may be required to withdraw from school on the recommendation of faculty, staff, or the principal (pending the approval of the school board)

Authorities in the Discipline Process:

In levels 1, 2, & 3 teachers have the authority to counsel, implement approved training/intermediate consequences, contact parents, require conferences, assign detentions and/or refer to administration.

The school administrator will handle all escalated cases of student discipline and will, at his/her discretion, determine dismissal.

Lockers:

Lockers are the property of the school and are a privilege. Lockers may be searched at any time. Students are expected to keep lockers in excellent condition, Locker decorations should be attached by magnets; NO glue, stickers, paint, or anything with an adhesive back is allowed. Free from labels, markings, decals etc. Locks may not be used unless the office is given a key or the combination.

The school reserves the right to search personal effects, items, and students.

Lost And Found:

All articles left on campus will be placed in the Lost and Found. The Lost and Found Bin is in the principal's office. Students are expected to report any lost item to the office. Please mark all your student's articles with name and grade and encourage your student to check for lost items as soon as these are missed. Unclaimed articles will be donated to a needy organization at the end of each semester.

Cell Phones: The general use of cell phones at school is prohibited.

Students will not be in possession of phones during classes. Students are required to deposit phones with the office before school and may retrieve them at the end of the day.

If specific permission is given by a teacher, for educational purposes only, students may use the appropriate apps on their phone during that period only. This includes any other electronic devices.

Parents- please do not text or call students on their devices, as they will be unavailable. Instead, contact the office.

Public Displays of Affection (PDA):

No public displays of affection are allowed except for handholding. Hand holding is permitted between classes, and during non-instructional time. not including study hall or chapel. Side hugs are permitted.

AUTOMOBILE POLICY

Automobiles are a privilege on campus, not a right; and this privilege can be revoked. Student vehicles must be parked across the street on Cavitt Ave.

Only the driver and siblings may ride in the car unless a permission form has been filled out by the riders' Parent(s)/Guardian(s) and the drivers' parent(s)/guardian(s). If a student's car is used for athletics, the school must have written permission from parents on file.

Automobiles are off-limits after arrival at school. (Students may not go to their vehicles to get books or any other items without staff permission.)

All student automobiles are subject to search.

Violation of this automobile policy could result in the temporary or permanent loss of privileges.

DRESS CODE

How we dress does affect our performance. Successful entrepreneurs who work out of their homes feel their workday is more productive when dressed for work. School is a place of work and how we dress does matter. Please come to school dressed appropriately.

Please Note: Students who come to school dressed inappropriately will be sent to the office and remain there until appropriate clothing has been received.

School uniforms consist of the following components: black or khaki dress bottoms, (Pants are not to have the appearance of jeans in any way) no denim or jean like material for shorts, skirts, or jumpers (no cargo or exterior pockets)

Polo shirts are white, gold, or black with permanently attached school logo.

All clothing will be neat and orderly. Shirttails are to always remain tucked in (except for Spirit Day attire or physical education class). The top button of the polo shirt may be unbuttoned, but all others must be buttoned.

Uniforms should be kept clean and pressed as needed.

Please keep in mind when you are out in the community wearing a school uniform, you are a representative of our school. Please make us proud!

- No leggings are to be worn as pants.
- Boys will not wear earrings.
- Boys must keep hair above shoulder in length and well groomed
- Young men must be clean shaven and well groomed
- No visible body piercing or tattoo is permitted.
- Head coverings of any type will not be worn inside the building.
- Students will not wear unusual hairstyles or have hair color that is not natural to hair.
- Students will keep their shirts tucked in and wear solid black or brown belts with clothing that has belt loops.
- Closed-toed shoes suitable for outside play are always required. No flip-flops, sandals, or clogs allowed.
- Clothing will be modest in the opinion of the teacher and/or the administrator.
- Girls are required to wear shorts under their skirts.
- Skirts, dresses, and shorts need to be knee length.
- Any outer garment (coat, sweater, hoodie) that is worn all day or inside classrooms must be Cornerstone approved or have a permanently attached school logo. Any other outer garment will be removed until the end of the day.
- Dress Down or Spirit Day: Every Friday students may wear jeans, but only if they wear an approved Cornerstone T-Shirt. Jeans must be neat in appearance, not faded or have holes in them.
- Field Trips: The Cougar T-Shirt is the mandatory dress for all school related trips unless otherwise specified by your child's teacher or other school personnel.

Physical Education or Extra-Curricular Activity:

Occasionally we will have school days or extra-curricular activities when it is not mandatory to wear school uniforms. We expect students to dress in clothes that always fall within our

guidelines for modesty and Christian appearance. Students must understand that they are to follow our dress code at all school functions, whether during the day or evening, on campus or off campus.

Cornerstone is grateful for its partnership with BVCHEA in sports-related activities. Only students participating with BVCHEA may display their spirit for both schools by wearing team apparel.

SCHOOL PROGRAMS

Extended Care Program: Students should not remain on school grounds after 3:30p.m., except for pre-arranged activities or after school care, regardless of age. The After School Care Program runs from 3:30 to 5:30 sharp. The cost of this program is \$3.75 per half-hour. Each additional child costs \$1 per half-hour.

Chapel:

Cornerstone Christian Academy is very fortunate to have capable and knowledgeable people who share God's word with us each day. This is a special time for students, faculty, staff, and parents to commune with God. We encourage student participation and parents are welcome to come and visit any of our chapel services.

Sports:

For extracurricular activities, we offer a variety of sports for middle and high school students, such as basketball, track, and volleyball. For lower grades, we do have a regular scheduled time for physical education.

Tutoring:

Tutoring may be available, if you are interested in having your child tutored, please see your child's teacher or inquire in the school office.

P.A.C.K. (Parent Association of Cornerstone Kids):

Our Parent Association plays an active role in raising funds and organizing various activities throughout the year that help our teachers and students achieve personal and academic goals. Attending P.A.C.K. meetings is a good way for you to get involved and to communicate and fellowship with other parents. Because involvement and communication are so very important and essential for a successful program, please make every effort to have at least one representative from your family in attendance.

Bob & Jo Ann Walker "Day of Service":

Cornerstone Christian Academy has a dedicated service day in January known as "Bob & JoAnn Walker Day". Regular scheduled classes are suspended, and students participate in school-sponsored acts of service either on or off campus. This is a regular school day and attendance is required. Notification will be sent home before Christmas Break.

COMPUTER/INTERNET USAGE POLICY

When using any computer on campus, students will:

Take great care of all technology equipment, making sure not to damage the equipment in any way or weaken its utility.

Students must only use legally available software.

Students should not bring games to play on the system without permission of a teacher and unless it is for educational purposes.

Agree with the Acceptable Internet Use Policy which is stated below:

- Students will not access the Internet (including chat rooms) or E-mail accounts on campus except when the teacher makes an assignment that requires the use of these programs and is present for monitoring its use.
- The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges.
- Any use of the Internet for profit-making purposes is prohibited.
- Extensive use of the Internet for personal and private business is prohibited.
- Internet accounts are to be used only by the authorized owner.
- Users shall not intentionally seek information on, obtain copies of, modify files, other data, or passwords belonging to other users, or misrepresent other users of the Internet.
- All communications and information accessible via the Internet should be assumed the private property of the originator.
- No use of the Internet shall serve to disrupt the use of the Internet by others; hardware and/or software shall not be damaged, modified, or abused in any way.
- Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer computing system is prohibited.
- Use of the Internet for hate mail, harassment, discriminatory remarks and other anti-social behaviors is prohibited both on and off campus
- The illegal installation of copyrighted software for use on the computer is prohibited.
- Any attempt to disable or circumvent software or hardware meant to limit access to inappropriate materials is prohibited.
- Inappropriate or unauthorized use of computer equipment, including downloading unauthorized materials, may result in suspension of computer privileges

From time to time, determinations will be made on whether specific uses of the Internet are consistent with the acceptable use practice.

Cornerstone Christian Academy reserves the right to suspend a user from the Internet, temporarily or permanently; to prevent any further unauthorized activity.

Use of any information obtained via the Internet is at your own risk. Cornerstone Christian Academy specifically denies any responsibility for the accuracy or quality of information

obtained through the Internet. Cornerstone Christian Academy exercises no control whatsoever over the content of the information residing on the Internet.

Social Media Use Policy ON/Off Campus:

Social media or electronic messaging is not allowed on campus unless supervised (i.e., educational use).

Any student that uses social media inappropriately off campus will be subject to immediate disciplinary action.

Inappropriate Uses include but are not limited to:

- Profane or obscene words, pictures or symbols
- Tagging photos without written consent
- Harassing other students
- False representation (Assuming another persons Identity)
- Giving falsified information
- Cheating

PARENT/STUDENT STATEMENT OF COOPERATION

NOTE: This document must be completed as part of the enrollment process

1. I have read the Student Handbook for Cornerstone Christian Academy 2024-2025 and agree to comply with all of its policies.

I understand that the Cornerstone Christian Academy Board of Directors have at its discretion, the right to dismiss a student for what the board members consider to be suitable cause.

Parent /Guardian Signature

Date

2. I hereby agree to comply with the above-stated rules concerning Internet Usage in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature

Teacher

3. As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services such as electronic mail and the Internet for educational purposes. I understand that individuals and families may be held liable for violations of this document and any laws and restrictions.

Parent /Guardian Signature

Grade of Student

Date

4. School photos are taken throughout the year for a variety of reasons. These photos may be used to help promote the school through advertisement or used on our website. Please indicate below how you would like us to use your child's photo.

Please select ONE

- My child's photo may be used for the yearbook only.
- My child's photo may NOT be used for public use.
- My child's photo MAY be used for public use.

Parents or Guardians Signature

Date

**Signatures are required in all four spaces