



Cornerstone Christian Academy

# Cornerstone Christian Academy

## Parent-Student Handbook 2022-2023

*Building Foundations for the Heart and Mind*

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[www.cornerstoneca.net](http://www.cornerstoneca.net)

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## **History**

Cornerstone Christian Academy (CCA) was established in 1985 as First Christian Day School in the lower level of the First Christian Church in Wolfeboro, NH. Beginning with just one teacher and a handful of students ranging from grades 1 to 3, Cornerstone has grown to offer grades preschool through Grade 8. In the spring of 1996, First Christian Day School changed its name to Cornerstone Christian Academy. Over the years, the school outgrew its facility in Wolfeboro. In the spring of 1997, the school relocated to its present location at Mountainside on Route 28 in Ossipee, NH. In 1999, Cornerstone became an independent Christian school, incorporated in the State of NH as a non-profit corporation. In August of 2000, we gained 501 (c) 3 (non-profit) status with the IRS. Throughout our history, our academic standards have manifested themselves in above average student achievement.

## **Organization Structure**

The Headmaster is responsible for the day-to-day operation of the school. He is supported by the Board of Directors whose primary responsibility is governance and policy development. (See [www.cornerstoneca.net](http://www.cornerstoneca.net) for full policy.)

## **Affiliation**

CCA is a member of the Association of Christian Schools International (ACSI), a nationally recognized world-wide network of over 3700 Christian schools.

CCA has also held state approval as a non-public school since its inception in 1985.

**School Motto:** “having been built on the foundation of the apostles and prophets, Jesus Christ Himself being the chief

Cornerstone . . .” (Ephesians 2:20)

**School focus:** Building foundations for the heart and mind

**School Colors:** Blue and Gold

## **Our Statement of Faith**

Cornerstone Christian Academy seeks to educate children not only in academic subjects, but by partnering with parents and guardians to help “train up a child in the way he/she should go.” (Proverbs 22:6) Before parents send their children to Cornerstone, they should understand our beliefs so they can decide, in advance, if this school is a good match for their children and their family. Our enrollment is open to all children from the community regardless of their beliefs. However, families and students must agree that their child(ren) will be taught the Christian faith and agree to support such instruction both in school and home. You will be requested to read and sign the Statement of Faith annually. (See [www.cornerstoneca.net](http://www.cornerstoneca.net) for full policy.)

## **Statement of Understanding**

Cornerstone Christian Academy is a community of families who are gathered together for the purpose of providing an educational environment in a Christian context. Our students come from many different denominations and some do not attend any church. There are many varying doctrinal views that are taught and

practiced by many church denominations. It is understood that CCA does not intend to present a forum to allow individuals to portray certain doctrinal distinctions that will create divisions in the student body or faculty. We desire to promote the common interest of our school constituency and leave debatable doctrinal differences to be discussed by individual families. In an atmosphere of love for one another, our emphasis is to maintain harmony and care for one another in our educational environment.

## **Philosophy of Education**

A core belief at Cornerstone Christian Academy is that each child has been created in the image of God. That truth carries with it some profound implications. Each and every child is endowed by God with unique potential. It is the goal of CCA to provide an opportunity to help that child realize his/her fullest potential. It is the role of Cornerstone to educate each child in the light of a Christian world and life view.

The development of the student as a person is of paramount importance at CCA. It is our desire to encourage in each individual the sense of personal worth as a special creation of God and a recipient of His love. A staff of qualified professional educators is one key to achieving our philosophy of education. Selection of these professionals is based on their commitment to Jesus Christ, their credentials of training, and their call by the Lord to teach at CCA.

We recognize that the whole person is made up of various components. CCA shall endeavor to provide the best possible environment as well as the best possible program of study that will enable growth, maturity, and development in each of the following areas:

1. Academic Development
2. Spiritual Development
3. Physical Development
4. Personal Development
5. Social Development
6. Creative/Artistic Development

Students are also encouraged to develop personal habits of organization and study skills that will offer them a greater opportunity for success in life. This is done through a sequential, consistent study skills program that incorporates direct teaching of new skills and accountability for skills learned at earlier levels. Constructive teacher evaluation ensures that this is taking place. Our beliefs drive our desire to see that the students will be trained and prepared to become bold, Christian witnesses, able to make worthy contributions to the cause of Christ in home, church, and community. (See [www.cornerstoneca.net](http://www.cornerstoneca.net) for full policy.)

**DRESS CODE (Revised February 2022)**

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A sensible dress code positively influences students’ behavior, attitude, and overall academic performance. Please review these guidelines, keeping in mind that our Dress Code is intended to help us all honor God by not bringing undue or inappropriate attention to oneself, to represent Cornerstone well, and to be respectful of family budgets and time. This dress code reflects our desire to have our students “uniformly” dressed each day.

**Standard Dress Code**

<b>Category</b>	<b>Style</b>	<b>Colors</b>	<b>Comments</b>
<b>Uppers</b>	Long or short sleeved collared shirt, Oxford/dress shirt or turtleneck  Sweatshirts and sweaters in solid shades of blue, gray, or white with a Cornerstone logo or plain.	Navy, light blue, and white shirts and sweaters  CCA logo polo shirt to be worn on field trips or when representing the school.	Shirts must cover the midriff at all times. A sweater or sweatshirt, if worn, must be worn over an approved shirt.  Polo shirts may be worn untucked.  No sleeveless styles permitted.
<b>Bottoms</b>	Solid color (twill or corduroy) pants or shorts. Girls may wear skirt, jumper, capri, or cropped styles.	Navy or Solid khaki color only.	No cut-off shorts.  Shorts, skirt/jumper length no shorter than 3” above knee.  Leggings permitted under skirts, jumpers, tunics and dresses.
<b>Shoes</b>	Sneakers, flat dress shoes  (In the months of September, October, April, May, sandals with a back strap maybe worn)	No color restrictions	No steel-toed shoes or sneakers; wear socks with shoes and sneakers. “Heely” sneakers are not permitted.
<b>Chapel Clothing (Wednesday)</b>	Dress code clothing	Dress code applies	Dress Code applies
<b>P.E. Clothing</b>	Gray, blue or black bottoms including sweats, wind pants or athletic shorts and CCA t-shirt, and/or sweatshirt.	T-shirt colors: white, navy blue or gray CCA logo PE T-shirt	PE clothing, worn all day, on designated PE days only.  Wear sneakers to PE

*Students should show good taste and judgment in appearance, dressing modestly.* Clothing should fit appropriately, neither loosely or tightly, and not be worn or unkempt. No sleeveless fashions, please. Clothingshould be free of slogans or logos.

- *Dress appropriately for prevailing weather conditions.* Wear boots, coats, jackets, raincoats, mittens, hats, etc., as needed.

**HAIR**

- Be certain hair is combed and neat. Older boys must be clean shaven; no mustaches, sideburns, or beards.

- Boy's hair must be cut and worn off the collar.

### ***JEWELRY AND ACCESSORIES***

- Wear conservative and tasteful jewelry that does not bring undue attention to oneself or interfere with school participation
- Tattoos, whether temporary or permanent, must be covered.

### ***SENSIBLE FOOTWEAR***

- Please make sensible footwear choices – sneakers and flats. Shoes that present a hazard to students or limit participation are prohibited.

### ***DENIM DAYS***

There may be Denim Days throughout the school year. (See calendar) Jeans and t-shirts may be worn on Denim Days. Lengths and styles should be dress code appropriate. Clothing should be neat, clean, modest, and free of any tears or holes and inappropriate sayings or logos.

### ***DRESS CODE ENFORCEMENT***

The Faculty and Staff request that parents and students respect and self-regulate adherence to the Dress Code. Students will be reminded of standards and parents contacted, if necessary, when standards are broken.

## GENERAL INFORMATION

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### Arrival

The school day begins at 8:30 A.M. Students should not arrive before 8:15 A.M. unless they are enrolled in CCA's Early Bird's Before School Care Program. Students and parents must use the main school entrance only when arriving at school.

The expectation of the school is that all students be IN the classroom and prepared to begin instruction at 8:30 AM. Students who arrive after 8:30 AM are to report to the Office to obtain a Tardy Slip to take to their classroom teacher. Classroom teacher will record Tardy on attendance.

### Early Birds Before School Care Program

Early Birds runs from 8:00 am to 8:15 am. On Delayed Opening days, there will be no Early Birds. This program is designed to assist families in need of care for their children before the start of the school day. We request that you register for Early Birds at the beginning of the school year and pay the applicable fee outlined in the 2022/23 Early Birds and/or Highlights rate sheet. If not enrolled, families using this service will be charged in the following manner: Occasional Use: \$5.00 per occurrence for any amount of time from 8:00-8:15 am.

### Daily Schedule

(Recess times will vary according to individual class schedules.)

8:00-8:15 AM	Early Birds Before School Care
8:15 AM	Doors open
8:30 AM	Start of the school day
11:30 AM - 1:30 PM	Lunch/Recess
3:00 PM	Elementary Dismissal
3:15 PM	Middle School Dismissal
3:15-4:00 PM	Highlights After School Care

### Lunch

All students should bring a morning snack, lunch and beverage daily. For safety reasons, there is no microwave available for student use. Hot Lunch may be available through a private vendor and must be ordered in advance via monthly online ordering.

While in the Dining Room, students are to observe the following rules:

- Remain seated in the same seat throughout the entire lunch period.
- Saving seats and sharing food are not allowed.
- Use regular speaking voices only- no loud talking or screaming.
- Do not throw food.
- Clean up your area before you leave- table and floor.
- Permission is needed to leave or to be in the dining room outside of assigned lunch periods.



## **Afternoon Dismissal**

All full-day elementary students will be dismissed at 3:00 P.M. Parents are expected to pick up their children promptly at this time. Middle School students are dismissed at 3:15 PM.

Parents should line up in their cars in front of the school and await a staff member with a communication device to call their children out to join them. Once your child(ren) is secured in your vehicle, pull away.

Parents with appointments to meet with teachers should park in the designated areas in the lot and pick up your child(ren) from the cafeteria on the way to your meeting. If Highlights are required for participation in your meeting, call the Office to make arrangements in advance. Children may not be on the school grounds unsupervised.

Elementary students not picked up by 3:15 PM will be assigned to Highlights After School Program and parents will be billed for services provided. Middle School students not picked up 3:30 PM will be assigned to Highlights After School Program and parents will be billed for services provided. If parents have students in elementary and middle school, pick-up is at 3:15 which is the Middle School dismissal time.

## **Half Day Dismissal**

On scheduled half days, school is dismissed at 12:30 P.M. The half day school schedule includes lunch time and students should plan to eat lunch at school as usual. Refer to the current school year calendar for scheduled half days. Highlights is not available on half days.

## **Highlights After School Program**

The Highlights After School Care is an important part of our school program providing a seamless transition from the classroom to after school care

Families enrolling children in this program are asked to enroll by the year, paying a user fee of \$750 per student. Enrolling in this manner covers care for your child(ren) up to five days per week, from 3:15 to 4:00 for the entire year. You may use the service as little or as much as you need it. Charges for Highlights will appear on student account statements. There will be no Highlights on Early Release days.

If a student is not enrolled in Highlights, families using this service will be charged in the following manner:

Late Pick up:               \$10.00 per occurrence.

\$1 per minute charge for any student picked up after 4:00 PM

Highlights is subject to cancellation if weather forces administration to close school early.

## **Students Dismissed Early**

Any student requiring early dismissal for a legitimate reason (i.e., legal, medical, etc.) must present, to the office and to the classroom teacher, at the beginning of the day, a note from the parent explaining the specific

purpose for dismissal. Please plan to meet your child in the school office and sign your child out, in the notebook provided, when your child must be dismissed early. Students being dismissed early may be leaving before all homework assignments are given and are responsible for getting homework information from the teacher or another student in the class. Students leaving early are not excused from being responsible for missed classwork and homework assignments.

## **Absences**

1. If for any reason a child will be absent, please call the school office. In order to gain the most from school, each student must be regular in attendance. Poor attendance, chronic tardiness, frequent early dismissals, and/or long-term absences negatively impact academic progress.
2. If you know your child will miss more than one day of school, please call. This helps teachers prepare better and enables them to send work home, assuming the child is able to study.
3. When extended absences (3 or more days) are planned:
  - Fill out a family vacation form and return to the office.
  - Meet with the teacher(s) and headmaster (or designee) to determine the school requirements for satisfactory completion of work due upon return to class.
  - Families may be charged a fee set by the school for additional teacher time significantly beyond what typically is required to communicate with families during absence; plan and provide lessons; correct assignments; and/or provide tutorial time which may be needed upon the student's return. -
4. Please do not send your child to school when he/she is obviously too sick to benefit from his/her classes or when his/her attendance might be detrimental to his/her health or to the health of others.
5. A written note from your primary care provider may be requested at the discretion of the Headmaster.

## **Transportation**

Students are transported to and from school by the parent or via a parent-arranged car pool. If a student is to be picked-up from school by someone other than the parent, please notify the teacher and the office. Students will not be released to any party without verbal or written instructions from the parent or guardian. Persons not known to the school who are providing transportation for a student will be asked to present proper identification before the student is released to them.

Whenever possible, we ask that you make all arrangements for your children's transportation before the school day begins. If you must make other arrangements during the school day, please notify the school office as early in the day as possible. We cannot guarantee the delivery of late messages to students regarding changes in their transportation. For reasons of liability, the school office cannot make transportation arrangements for you.

## **Parking Lot Regulations/Traffic Pattern**

For the safety of the children, please abide by the following procedures

1. Please approach the driveway circle driving one way counter clockwise .
2. Please keep speed under the limit of 10 mph.
3. Please do not leave unattended cars running anywhere on school property. If you must leave your

vehicle, please turn the ignition off.

4. Please do not leave your vehicle unattended with young children inside.

### **School Closings/Delayed Openings (2 HR - 10:30 am start)**

School closings and/or delayed openings for inclement weather will be communicated via text using WhatsApp. Although typically the same as the Governor Wentworth School District, we call our own cancellations, delayed openings, and early dismissals. Notifications are also posted on the school's Facebook page and WMUR. Delays and closings may also be posted on the school's website.

Delayed opening days begin at 10:30 am and doors open at 10:15 am. School closings are called as needed. Highlights will not be offered if we close early due to inclement weather.

Parents are advised to use their own discretion during inclement weather. Students come from many different communities and conditions may vary greatly among those communities. Please do not put your children at risk. Although school may be in session, do not feel you must bring your child to school. Simply call the school office and advise us that your child will not be attending that day.

If it becomes necessary to dismiss students early due to inclement weather, the school will seek to reach you by phone as well as text this information using WhatsApp.

### **Participation in School Programs**

CCA offers a rich variety of field trips, extracurricular activities and school programs during the school year. Since extracurricular activities are aligned with our curriculum, students are expected to participate in all scheduled activities. If a parent objects to a certain program, or if a child is unable to participate due to health or financial reasons, please consult with the office well in advance. Students who will not be attending or participating in school programs should be kept at home during the period in question. Students will be required to participate in all programs unless the school has approved the absence well in advance.

### **Classroom Visitors/Volunteers**

Classroom visitors, volunteers, parents, and student guests are welcome with advance pre-approval from administration. For insurance and safety reasons anyone entering the school building during the day must sign in at the office upon entering the building and wear a visitor's or volunteer's badge during their visit.

### **Emergency Preparedness**

Cornerstone Christian Academy has a School Emergency Operations Plan that has been reviewed by state officials, instructed to all school staff, and practiced regularly. Drills for Drop and Cover, Shelter in Place, Lock Down, Evacuation, Reverse Evacuation, Scan in Place, and Active Shooter/Armed Assault are implemented on a regular schedule (See Appendix 2 for procedures) which includes an Evacuation Drill monthly and other drills at least annually.

### **Lost and Found**

Students' possessions (lunch boxes, sneakers, jackets, etc.) should be marked with their name. For those unmarked items, there is a Lost and Found in the cafeteria. All items left unclaimed will be given to charity.

### **Communication Devices**

Cell phones, smart watches and any other communication devices may not be used while on campus. If you feel your child must have a cell phone, it must remain in their backpack, and turned off while at school.

Texting and filming are not permitted at any time during the school day. Failure to follow these guidelines will result in a behavior detention and confiscation of the phone. The cell phone may be retrieved by the parent. This policy is in effect throughout the entire school day including during the Early Birds and Highlights Programs.

### **Field Trips**

Parents must fill out and return to the school an Annual Field Trip/Medical Release form for each of their children. Annual Field Trip/Medical Release forms are kept on file in the office. Any time a field trip takes students off campus, the teacher is required to have a folder/envelope with copies of these forms in his/her possession for the duration of the trip. All students participating in a field trip must have signed permission slips on file in the school office for that particular trip. Students may not go on any trip without the signed form.

Although we discourage it, parents may opt that their children not participate in a particular field trip. If this should be the case, arrangements must be made for the student to spend the day at home. We cannot provide supervision for students not traveling on field trips with their class.

Parents volunteering to use their vehicles on a field trip must fill out a Volunteer Driver Form, meet the requirements listed on that form and be pre-approved by the administration as well as be acquainted with the Driver and Chaperone Instructions. The Volunteer Driver form must be returned to the school and be approved by the administration no later than one day before trip departure. For the safety and comfort of our students and staff, all chaperones and volunteer drivers are to be persons who are known to the school. In addition to having the required insurance limits and a clean driving record, Volunteer Drivers must be at least 25 years of age and must have at least 5 years driving experience.

Dress according to the dress code, or as directed by the teacher.

### **Birthday Parties**

If you wish to celebrate your child's birthday at school, please make plans with your child's teacher. Classroom celebrations will be limited to cake and ice cream, or the like, at the very end of the school day, and plans must be made ahead of time with the teacher.

### **Pledges of Allegiance**

The following pledges are recited in each class daily, along with prayer, as part of morning meeting/ opening exercises.

*The Flag of the United States*

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

*The Christian Flag*

I pledge allegiance to the Christian flag and to the Savior for Whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

*The Bible*

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path; I will hide its Word in my heart that I might not sin against God.

### **Bible Education/Chapel**

Students will receive basic Bible instruction each day in the classroom. In addition, each child will attend a **weekly chapel service**. This is a time for music, worship and instruction from God's Word in a large group setting. Local pastors, lay people, CCA staff and students are involved in presenting the Chapel services. Parents are invited to attend.

The Bible instruction provided by CCA includes material that can be embraced and accepted by all Christians. Religious matters that are historically controversial may be discussed in the older grades, but CCA will take no position on them.. (See Statement of Understanding on page 5.)

### **School Library**

The school maintains a library collection for student and parent circulation. Use of the library constitutes an acceptance of responsibility for materials borrowed. Student accounts will be billed for any books not returned, lost or otherwise.

## **ENROLLMENT**

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Every child who attends Cornerstone Christian Academy pays tuition as a commitment to academic performance to the best of their ability, membership into this community of Christ-following learners, and to support the operations of this institution.

### **Other Expenses Not Included in Tuition**

Families are responsible to pay for...

- Lunch expenses
- Uniforms (PTO Swap Shop is available for gently used uniforms)
- School supplies
- Extra-curricular activities including before and after school care
- Middle School Trips

### **Re-enrollment**

Enrollment and re-enrollment of students at Cornerstone is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff and its policies. Also, consideration will be given to the enrolled student's academic and behavioral records and the family's account status. Re-enrollment for the coming school year will begin after January 1<sup>st</sup>. Families desiring to re-enroll their students for the next school year must submit a new registration card, registration fee, and be current in their tuition payments in order to be considered. Upon receipt, and after a favorable review of the student's record, the Headmaster will approve the enrollment.

## STUDENT EVALUATION AND ACADEMIC SUPPORT

### **Grade K-8 Report Evaluation**

Each academic quarter consists of approximately 45 days. At the end of each quarter, report cards will be issued to each student in Grades K-8. With the exception of 1<sup>st</sup> quarter, report cards will be mailed home following the close of the marking period. (See Parent/Teacher Conferences below.)

### **Interim Reports**

Interim Reports will be issued to each student Grades K-8 at the halfway point of each quarterly marking period during the school year. Interim Reports will be mailed home.

### **Parent/Teacher Conferences**

Each family is required to attend a Parent/Teacher Conference at the end of the first quarter to review the student's progress and to receive the student's report card. Also, teachers are available by appointment to conference with parents at any point during the school year.

### **Honor Roll**

At the end of each academic quarter, the Honor Roll will list those students in Grades 2 through Grade 8 who meet the requirements listed below:

***High Honors*** - those students who have "A's" in all graded subjects.

***Honors*** - those students who have "A's" and "B's" in all graded subjects.

***Honorable Mention***- students may receive a grade of "C" in one graded subject. The student must receive "A's" and "B's" in all other graded subjects.

***Citizenship***- Students who are recognized by staff and faculty as being exemplary school citizens in their relationship with fellow students and staff, who exemplify excellent character, demonstrate good choice making and who strive to do their best work will be named to the citizenship roll.

### **Homework**

We believe that homework is important to the student's academic development. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to support their child. Homework is intended:

1. **For reinforcement** - We believe that most students require solid drilling to master material essential to their educational progress.
2. **For practice** - Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. **For remedial activity** - As instruction progresses, various weak points in a student's grasp of the subject become evident. Homework, following instruction, is given to overcome such difficulties.
4. **For special projects** - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework will not be assigned to Kindergarten or 1<sup>st</sup> grade students.

## **Student Homework Policy**

Students are responsible for recording daily assignments and reviewing those assignments with their parents. Recording this information will inform the parent of work assigned, discipline problems, incomplete work, etc.

## **Make-up Work**

It is the responsibility of the student to make-up any work missed due to illness or days missed at school. If your child is sick, kindly give the teachers 24 hrs. to assemble make-up assignments. (It is not always possible for a teacher to have make-up assignments assembled for a student by the end of or in the middle of the school day they are missing.) If you know your child will miss school, please give the teacher as much notice as possible in order to give make-up assignment(s) ahead of time.

## **Academic Progress**

All students shall demonstrate adequate academic progress. Parents, teachers and administration will meet to formulate a plan for supporting any student who demonstrates consistent difficulty in an academic area. If, after following a plan for support, a student is still unable to maintain minimum academic progress; parents, teachers, student (as appropriate) and administration will meet to determine the most appropriate educational environment to support the student.

## **Student Academic Integrity**

Students attending CCA are provided many opportunities to develop independent study skills. One of the school's educational goals emphasizes the importance and value of a student being able to develop skills relative to academic investigation and independent work. It is with this philosophy in mind that the following policy has been instituted.

All work submitted by a student should be a true reflection of his/her effort and ability. If the work that is submitted to a teacher is not, then the student has violated this policy and the Biblical principles concerning the importance of honesty and integrity.

Cheating is considered the practice of misrepresenting the work a student does by obtaining work done by someone else and submitting that work as the student's own; or having prior access to specific questions that a student will be held accountable for on a test, exam, quiz, daily assignment, or project. This definition also includes a student that helps another student in either of the above circumstances unless the teacher has given permission.

Acts of cheating include, but are not limited to the following:

- Claiming credit for work that is not the product of a student's honest effort
- Gaining unwarranted access to materials or information so that credit may be dishonestly claimed
- Surreptitiously using or hiding materials for information including electronic devices
- Plagiarism (copying without giving credit)
- Using old tests, exams, quizzes, projects, answer keys to copy or memorize specific questions and answers
- Using study aids not permitted by the classroom teacher
- Providing information to, or seeking information from, another student regarding the material that is on a test, exam, quiz, or project
- Submitting schoolwork that does not reflect a student's own work, including homework



- Knowledge of, assisting another student in, or tolerating any of the above

Any behavior that can be defined as cheating represents a violation of mutual trust and respect essential to the educational process at CCA. The first time a student is caught cheating, the classroom teacher will notify the parents and a zero will be given for the work. Subsequent infractions will result in progressive discipline as defined in the Discipline Policy

## TECHNOLOGY AND INTERNET USE

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**Technology/Internet Use Agreement:** The proper use of technology and internet access for educational or administrative gain is the joint responsibility of students, parents, and employees of Cornerstone Christian Academy. Proper conduct is of the utmost importance and a user agreement may be required by administration.

### **Loaned/Borrowed Equipment**

Users are responsible for any equipment assigned or loaned to them, including accessories, and are expected to employ the equipment in accordance with this Policy. If the equipment should be damaged or lost while the user has assumed responsibility for it, the user will provide for the fair replacement value of the equipment.

### **Limitation on Liability**

Use of school technology is at the user's own risk. Cornerstone Christian Academy will not be responsible for any damage users may suffer, including, but not limited to, the loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions, or errors and omissions, regardless of cause. Cornerstone Christian Academy is not responsible for the accuracy or quality of any advice or information obtained through or stored on our system. Cornerstone Christian Academy will not be responsible for financial obligations arising through unauthorized use of our system or the Internet. Cornerstone Christian Academy will not be held liable for any damage that may occur as a result of connecting to the school's wireless network or any electrical power source.

### **Social Networking**

While respecting the rights of our employees, students and families to use social media and networking sites as well as personal websites and blogs, it is important that personal use of these sites does not damage the reputation of our school, its employees, its students or their families. All users are expected to exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public without your knowledge or consent. Employees, students and families are asked to adhere to the following guidelines:

- Users should not make statements that would violate any Cornerstone Christian Academy policies including those concerning discrimination or harassment;
- Users must uphold Cornerstone Christian Academy's value of respect for the individual and avoid making defamatory or disparaging statements about the school, its employees, its students or their families;

Activities that violate CCA policies or may have a detrimental impact on the learning environment may be subject to disciplinary action.

## HEALTH & SAFETY

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### ILLNESS

Please do not send your child to school when he/she is obviously too sick to benefit from his/her classes or when his/her attendance might be detrimental to his/her health or to the health of others.

If it is clear to you that your child is not feeling well, please make arrangements for appropriate care.

A written note from your primary care provider may be requested at the discretion of the Headmaster.

### Medical Policy and Procedure

In the event a child becomes ill or is injured while under school supervision, the school authorities will take the following steps:

1. Authorized school personnel will contact a parent of the student and follow his/her instructions.
2. In the event parents/guardians cannot be reached, we will contact the person designated as Emergency Contact on registration card and follow his/her instructions.
3. If the Emergency Contact person cannot be reached, the school authorities will contact the student's physician or use their own discretion in contacting a properly licensed physician and follow his/her instructions.

### Emergency Treatment

Routine bumps and bruises will be treated by authorized school personnel. Serious injuries will result in a call to emergency personnel and the parents. If an ambulance is called, the paramedics will function without restriction in a life or death situation. However, with less serious illnesses or accidents, paramedics are required to secure written or verbal permission to transport the patient to an emergency room. Thus, it is imperative that parents keep us informed of any changes in phone numbers both at home and at work. (Parents will also be required to fill out an annual emergency medical release form in accordance with our Field Trip Policy. Please see the Field Trip section for details.)

### Medication Policy

1. No non-prescription medication will be made available to students by the school authorities without the permission of the parent. This includes aspirin, aspirin substitutes such as Tylenol, ibuprofen, cough drops, or topical medications such as Benadryl Lotion, Calamine Lotion, etc.
2. All prescription medication must be in the original container and properly labeled with a prescription label showing the student's name, date, doctor's name, and instructions for dispensing. Any pupil who is required to take, during the school day, a medication prescribed by a licensed physician, shall be assisted by authorized school office personnel and subject to the school having received and filed with the student health record:
  - a. A written statement from the prescribing physician detailing the method of taking the dosage and the time schedule to be observed.
  - b. A written authorization (request) from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement.
3. Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen at home.

4. If it is necessary to take a nonprescription medicine during school hours, the following guidelines should be observed: (this policy pertains to any and all items considered medicinal including cough drops, topical ointments, herbal and homeopathic items.)
  - a. The medication and instructions shall be delivered directly to authorized school office personnel by the parent or guardian (not by the student).
  - b. The medication shall be delivered in the original container properly labeled with the student's name, the physician's name (if applicable), with written authorization from the parent with directions for dosage and time schedule.

All unused medication shall be picked up by the parent or guardian within ten days or disposal by the school personnel will be carried out and such recorded.

Please note: Students are prohibited from having any form of medications, prescribed or non-prescribed, on their persons except in certain situations by special permission. Please refer to the school office for the applicable permission slip.

### **Communicable Diseases**

A child is to be kept home if he/she has any communicable disease and should remain there until the contagious phase of the disease passes. Parents are asked to support this policy strictly and to help us prevent students and staff from exposure to disease. A doctor's re-admittance slip may be requested at the discretion of the administration. Any students found with lice or scabies must be kept home until completely nit free or treated for scabies respectively.

### **Routine Appointments**

Parents are strongly encouraged to schedule any medical or dental appointments after school hours.

## **STUDENT CODE OF CONDUCT**

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### **Our Philosophy of Student Conduct**

Cornerstone Christian Academy provides a balanced program and environment to meet the developmental characteristics and needs of our students. Students are encouraged to be independent and self-directed. We want our students to feel a strong sense of belonging to their school, teachers, parents, and to each other. We want them to know what we expect, to expect praise when they live up to our expectations, and to accept responsibility and consequences for their actions if they do not, and then move on with resolve to change. We have high expectations for good behavior from all students. Appropriate behavior creates the proper environment for learning. Each teacher expects every student to adhere to the rules/guidelines for behavior in this handbook as well as classroom rules. We have set limits for student behavior and consequences if students go beyond those limits. Parents' support of those limits and consequences is vital to bringing all our students to their fullest social and academic potential.

### **Student Discipline**

The purpose of this policy is to ensure that students are aware of and comply with the school's expectation for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The school will take appropriate disciplinary action when any student fails to adhere to the code of student conduct established by this policy.

While ultimate responsibility for student behavior rests with the parents and the students themselves, CCA has an obligation to provide leadership in this respect and to ensure that appropriate standards are maintained when students are under school supervision.

Believing that discipline is a process by which students are guided to develop Christian character, each teacher maintains classroom behavior in a manner in accordance with Christian principles as set forth in Scripture and stated in school policy. Although we are partners with parents in training children, corporal punishment is viewed as a parental choice. At no time will a teacher or administrator incorporate corporal punishment into the school's disciplinary measures.

The following are guidelines for the Student Code of Conduct at Cornerstone:

1. Students shall demonstrate a strong desire to attend Cornerstone. Students are to maintain a daily spirit of cooperation in all areas of the school program.
2. An attitude of respect and courtesy for those in authority is to be maintained by all students. The title of Mr., Miss, Ms., or Mrs. should be given respectfully.

3. Students are expected to show good manners at all times and to use the words, “thank you”, “please”, and “excuse me”. Students will be considerate towards other students and adults.
4. Students are asked to give polite attention to anyone addressing them, whether in the classroom, on field trips, at chapel or a school gathering of any kind.
5. Students are to be positive role models for other students. Thus, proper behavior will influence others to behave appropriately.
6. Students are to respect CCA logo attire. Disfiguring logo items is not permitted (cuts in the neckline, sleeves, etc.) Students will be required to replace any disfigured items.
7. Students will respect school property and other student’s property. Students may use school property, but not abuse it. Any damage to school property must be paid for.
8. Students are to be punctual for school/class. Late arriving students must first report to the office for a tardy slip.
9. To ensure safety in the building, students are to walk quietly and stay to the right while in hallways. No running, pushing, tripping or causing a disturbance.
10. Students are to keep their hands, feet and objects to themselves.
11. While in the Dining Room, students are to observe the following rules:
  - Remain seated in the same seat throughout the entire lunch period.
  - Saving seats is not allowed.
  - Use regular speaking voices only- no loud talking or screaming.
  - Do not throw food.
  - Clean up your area before you leave- table and floor.
  - Permission is needed to leave or to be in the dining room outside of assigned lunch periods.
12. Food and beverages are to be consumed only in the dining room, except with special permission, or during teacher-supervised snack time or class parties.
13. Chewing gum at school is prohibited.
14. Students are to observe the school’s policy of academic integrity at all times (see Student Academic Integrity). Homework, classroom assignments, projects, etc., are to be completed and handed in on time.

15. The use of electronic equipment is not permitted during the school day unless permitted by the individual classroom teacher. At the discretion of the teacher in charge, some items may be allowed on school trips.
16. The following rules will be observed when students are using Chromebooks and other school electronic devices:
  - Do not use any personal software without the teacher's permission.
  - Always shut down computers in the proper fashion
  - Students who misuse or deliberately seek to disable computers or computer software will be subject to disciplinary action.
  - No student may use the internet without specific approval and supervision of a staff member.
17. Inappropriate language/gestures are prohibited. Any student reported using inappropriate language or gestures, either verbally, in writing or by electronic means will be referred to the office.
18. Any comment of a sexual or threatening nature directed at a fellow student, Cornerstone employee, faculty member, or visitor, whether at school or after school hours is prohibited and will result in a referral to the office.
19. Lying, cheating (see Student Academic Integrity), stealing, fighting or physical violence of any type (hitting, pinching, slapping, etc.) towards others will not be tolerated. Students who display this behavior will be referred to the office.
20. The use of tobacco, alcoholic beverages, drugs, and the unauthorized use or possession of a controlled substance is prohibited on campus and at any school activity. If at any time a student's influence in these areas is considered harmful, or his/her presence in the school has an effect on maintaining school order and discipline, the school reserves the right to require the student to withdraw from CCA.
21. Any type of weapon, bullets, spent cartridges, knives, explosives, lighters, matches, lasers or laser pointers, or any items that would be offensive or harmful are prohibited from school.
22. Criminal behavior on or off campus will result in immediate expulsion.
23. Cornerstone Christian Academy will not tolerate harassment or bullying of one member of the community by another. Such behaviors include physical or sexual harassment; direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; racial or ethnic innuendoes and derogatory remarks or any other such activity intended to defame, ridicule, demean, intimidate or embarrass another person spreading rumors, mocking, belittling, or encouraging exclusion of others. This will not be tolerated.

Students and/or staff are expected to immediately report incidents of harassment or bullying to the Headmaster or designee. Staff who witness such acts are expected to take immediate steps to

intervene when safe to do so. Each complaint of harassment or bullying will be promptly investigated. This policy applies on school grounds, during lunch period, whether on or off campus, during a school-sponsored activity, or online. Students who exhibit this behavior will be referred to the office and face possible suspension or expulsion.

24. Students will abide by all guidelines above while on school-sponsored trips away from CCA.

### **Scope and Application of Code of Student Conduct**

These guidelines for student conduct contain specific examples of unacceptable behavior subject to disciplinary action by the school. The unpredictable nature of student behavior makes it impossible to foresee or to list all behaviors which may lead to disciplinary action, and the enumeration of certain behaviors in this policy does not restrict the power of the Headmaster to use discipline for other behaviors as the best interest of the school may require. Any student who engages in any of these activities will be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, school property, school sponsored trips, school vehicles, school contracted vehicles or any vehicle approved for school purposes. The area of entrance or departure from school premises or events and all school related functions are also included. This policy applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school, or the safety or welfare of the student, other students, employees and/or volunteers. Violations of this code of conduct may result in removal from class, dismissal, detention, disciplinary probation, suspension, or expulsion.

### **Discipline Policy**

If appropriate behavior and attitudes are not being demonstrated, and/or the student code of conduct has been violated, the following sequence of discipline will be observed. However, a serious case of misbehavior will necessitate skipping to a higher level of discipline. It will be up to the teacher or the administration to discern which level is most appropriate.

<i>First Level</i>	Warning / penalty implemented by teacher/administration
<i>Second Level</i>	Penalties implemented by teacher/administration and warning slip sent home or a phone call home (Three slips result in Third Level)
<i>Third Level</i>	Student is sent to Administrator's office and detention (See below) may be assigned
<i>Fourth Level</i>	Suspension (See below)
<i>Fifth Level</i>	Disciplinary Probation (See below)
<i>Sixth Level</i>	Expulsion



## **Detention**

Students who demonstrate discipline problems or owe their teacher overdue homework or missing assignments, etc., may be assigned after-school detention. Detention hours will be any afternoon, Monday through Thursday from 3:15 pm to 4:00 pm. Parents will be given at least 24 hour notice if their child is assigned detention.

## **Suspension**

Suspension is reserved for serious infractions of school policy. Suspension from school may be served in-school or out-of-school at the discretion of the administration. It is the school's desire that this disciplinary action will result in an improvement in the student's behavior.

The following list of behaviors may result in 1 to 5 day suspension, depending on the number of offenses, the student's past record, attitude, and specific circumstances: blatant show of disrespect, swearing, stealing, cheating, lying, behaviors such as physical violence, gambling, use of tobacco, alcoholic beverages, drugs, and the unauthorized use or possession of a controlled substance, defacing school property including CCA logo items, bringing banned items to school, threatening or intimidating students and/or faculty, demonstrating a consistently poor attitude or other behavioral problems.

Students serving suspension will be responsible for making up all work missed within the time frame set by the classroom teacher. Any credit to be given for make-up work shall be determined on a case by case basis. With regard to any of the above listed infractions, the administration reserves the right to skip to a higher level of discipline. If suspended, the students will be ineligible for Honor Roll status during the same quarter.

## **Disciplinary Probation**

If regular disciplinary procedures do not result in a student maintaining a minimum standard of behavior, he/she will be placed on disciplinary probation. This policy has been developed to properly notify the student and the parent that a serious discipline problem exists. Like suspension, it is the school's desire that this system will, in fact, aid the student in improving his/her behavior.

**Disciplinary Probation:** A student is placed on disciplinary probation by the administration. The length of the probationary period is left to the discretion of the administration.

### **The reasons for probation include, but are not limited to the following:**

- Continued deliberate disobedience.
- A continued rebellious spirit as determined by the faculty and administration.
- Regular, detrimental, negative attitudes, words, and actions toward other students.
- Committing a serious breach of conduct during school and non-school hours that has an adverse effect upon the reputation of the school.

- Failure of parents to comply with the disciplinary procedures of the school.

**Actions taken:** The parents will be notified in writing, and the administration will call a conference. The purpose of the conference will be to:

- Identify the problem specifically.
- Develop goals for the student to attain.
- Produce a strategy for the goals to be met with faculty, administrative and parent support.
- Develop a contract for the purpose of clarifying the above items.

Probation gives the student an opportunity to correct the problem. The probationary period will be 1, 2, 4 or 8 weeks or longer depending upon the circumstances. At the end of the probationary period, the administration will make a decision, with faculty input, as to whether the student should be taken off of probation, continue on probation, or be required to withdraw from CCA. Students on probation are ineligible for Honor Roll status and may be restricted from certain school activities at the discretion of faculty and /or administration. Scholarship students who are placed on probation may lose their scholarship aid and become ineligible for future financial aid.

### **Parent/Student Grievance Policy**

In the event that any student or parent shall feel aggrieved on account of any policy of Cornerstone Christian Academy, or actions of its agents or employees, said student or parent shall be entitled to use the following method to obtain redress.

The student and/or parent or their agents shall file a written request with the Headmaster setting forth in detail the action or policy which is the basis of the grievance. The Headmaster may initiate a hearing or discussion on the basis of this written request.

If the grievance is not settled after being filed with the Headmaster, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the Headmaster, file a written notice or copy of said grievance with the Secretary of the Board of Directors requesting that the Board review same. The Board of Directors or a committee appointed by it shall determine within thirty days whether a formal hearing shall be held. During the pendency of any grievance the policy or action being appealed shall be enforced, except if, as same, any be modified by order of the Board of Directors.

**Bullying** - Cornerstone Christian Academy will not tolerate harassment or bullying of one member of the community by another. Such behaviors include physical or sexual harassment; direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; racial or ethnic innuendoes and derogatory remarks or any other such activity intended to defame, ridicule, demean, intimidate or embarrass another person spreading rumors, mocking, belittling, or encouraging exclusion of others. This will not be tolerated.

Students and/or staff are expected to immediately report incidents of harassment or bullying to the Headmaster or designee. Staff who witness such acts are expected to take immediate steps to

intervene when safe to do so. Each complaint of harassment or bullying will be promptly investigated. This policy applies on school grounds, during lunch period, whether on or off campus, and during a school-sponsored activity. Students who exhibit this behavior will be referred to the office and face possible suspension or expulsion

**Child Restraint Practices** - Child Restraint measures may not be used by teachers and especially not for the purpose of discipline. Mechanical restraints are prohibited. If the child's behavior poses a danger of imminent physical harm to others, the teacher should remove the rest of the students to a safe location. Positive behavior interventions will be used to resolve behavioral problems.

**Misconduct** is of varying degrees and disparate forms. It may include physical, emotional or social harm to students, an act detrimental to a student's education, failure to abide by a policy, and other similar actions. If a parent suspects a teacher of misconduct, the parent should bring the incident to the attention of the headmaster. The headmaster and the teacher's direct supervisor will meet with the teacher, and the teacher will provide a written statement of the incident. The headmaster and the teacher's supervisor will decide what action, if any, should be taken.

**Early Withdrawal Tuition Discounts:** Cornerstone employs teachers and staff based on a projected budget, which in turn is based on tuition income from new and returning students. Our students and families are integral to how Cornerstone operates financially. Our teachers and staff are committed to you and your children for the school year. We must have your commitment as well.

If withdrawal is necessary, tuition discount for the remainder of the year may be applied as follows:

- Payment of any outstanding tuition is expected and will be pursued.
- At least 2 week written notice of intention to withdraw is required. Tuition will be charged for this period regardless of the attendance of the student.
- Tuition discount is calculated on full weeks only. No discount is given for partial weeks i.e. The student's last day is Tuesday, tuition is required for the entire week.
- Calculation formula used will be Tuition – [(Tuition divided by 40 weeks of instruction) X weeks remaining in the school year].

## **Communication with Parents**

It is our goal to keep parents highly involved and well informed concerning their child(ren)'s academic life at CCA. Several vehicles have been designed to aid in this effort. All teachers are responsive to phone calls and email. In person conferences are available upon request.

A required parent/teacher conference is scheduled for each student at the end of the first quarter. Email and text communications from the Office are a routine occurrence. Families are expected to read and respond as needed to these communications. Appointments to see the Headmaster should be made with the Office Manager.

## **Parent Teacher Organization (PTO)**

Established in 2005, the PTO's objective is to promote communication between teachers, parents and community and encourage a positive, supportive atmosphere to enhance students' educational and extra-curricular experiences.

All parents and staff are automatically considered members of the PTO. Regular monthly meetings are held. The PTO will also use electronic means to keep membership involved and informed.

## **Volunteering at Cornerstone**

Volunteer work at school has a two-fold purpose: to provide opportunities for community building and to provide much needed help at school. Each year, every CCA family will be asked to fill out a volunteer opportunity sheet designed to help identify individual areas of interest and ability. Each family is requested to volunteer as much as possible each school year.

All volunteers must sign in and out of the school office upon arrival and departure from the school building. During the school day, volunteers should pick up the appropriate badge to wear on their person while in the building.

## **Room Parents**

A Room Parent is a parent volunteer who commits to consistently help the teacher/class with various needs throughout the school year. Parents interested in this position or being part of a team of Room Parents should respond on the CCA Volunteer Opportunities form. Needs in the classroom will vary each year and Room Parents will be asked to participate according to their ability to meet those needs. Room Parents will operate under the teacher's authority when participating and/or planning classroom activities, parties, etc.

## **How Can I Help My Child with Homework?**

Homework is assigned on a regular basis because practice is needed before children fully understand new skills or concepts. Homework also increases the amount of learning time available and allows students to do more in-depth learning. The following are some general guidelines for helping with homework:

1. Provide a suitable place for study (if possible, make it quiet and away from the distractions of TV, phone, unrelated conversations, and loud music.)
2. Check your child's student planner to find out how much and what type of homework is assigned each day and to become aware of due dates. Help your child with time management.
3. Help your child develop a homework schedule that he/ she can stick to.
4. Talk to your child each day about homework assignments; go over work; see if it's complete; ask questions about it. But please do not do your child's work.
5. Avoid making homework a punishment.
6. Reward progress; use praise; display your child's work.

## **How Can I Support my Child's Learning?**

1. Have high expectations for your child's learning and behavior, both at home and at school.
2. Praise and encourage your child.
3. Emphasize effort and achievement and be a role model for getting work done before play.
4. Establish rules and routines in the home.
5. Monitor television viewing and internet use.
6. Limit after-school and evening activities.
7. Encourage your child to share information about school.
8. Read to your young child or have him/her read to you each night. Encourage older children to read by reading yourself and by having interesting and appropriate materials available.

## **What Should I Do If My Child Isn't Doing Well in School?**

Contact your child's teacher. Don't wait for the school to contact you. If a problem occurs, it is important to resolve it right away. When parents team with teachers, they are often able to improve a child's performance in school. Children also get the sense that education is really important when they see their parents involved with their teachers and their school. Parents feel a sense of accomplishment too when they help their children succeed in school. Ask your child's teacher for specific activities you can do at home with your child and help the teacher better understand what works best with your child. Make it clear that if the teacher sees a problem developing, you want to hear about it immediately. Then, meet with your child's teacher until the problem is resolved.

## **What If My Child Doesn't Like School?**

Using your unique understanding of your child, try to determine why he/she seems unhappy with school. Observe and listen to your child. The problem may not lie with the school itself, but with peers, friends, or family concerns. Arrange for a conference with the teacher. Work towards discussing problems with your child openly and listen carefully to his/her views before you offer solutions.

Research shows that children whose parents are involved in their education have better grades, a more positive attitude toward school, and more appropriate school behavior than those with less involved parents. So don't underestimate what YOU, as a parent, can contribute to your child's learning experiences. Getting involved in your child's education will make a difference.

## **What is My Role as a CCA Parent?**

1. Abide by the policies of CCA.
2. Have at least one parent attend school programs and lend support.
3. Be active in our PTO.
4. Participate in fundraising efforts.
5. Volunteer your time at school.
6. Abide by the Financial Policies of the school; be faithful and on-time with tuition payments.
7. Work with the school according to the principles given in Matthew 18. If your child should become involved in any trouble or you disagree with any policy set by the school, rather than complain to another party, in the spirit of gentleness, share your concerns with the teacher involved and the Headmaster.

*"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector."*

(Matthew 18:15-17)

***May God bless you as we work together to further your child's education.***

(Revised February 2022)